



ALTHEA PROJECTS INNOVATE

RECONCILIATION ACTION PLAN





Althea
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Althea Projects Innovate Reconciliation Action Plan was prepared and produced by:

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Acknowledgement of Traditional Owners & First Nations Peoples

Althea Projects Incorporated (Althea Projects) recognise and acknowledge Aboriginal and Torres Strait Islander Peoples of Australia as the First Nations Peoples of this country. We acknowledge the Bindal and Wulgurukaba people and Traditional Custodians on whose country we walk, work and live and pay our respects to Elders past, present and emerging.

We pay our respects to the Traditional Custodians on whose country we do business spanning east to Magnetic Island, south to Home Hill and west to Hughenden. We also acknowledge the Australian South Sea Island peoples for their contribution to our communities.

We pay tribute to their enduring stewardship of this country, and honour their ongoing contribution to the spiritual, environmental, social, cultural, political and economic fabric of our society. This acknowledgement is integral to the process of healing, recovery and development of relationships and our shared future with The First Nations people of Australia.



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‘Playing an active role in a reconciled community...’

Althea Projects Staff pictured clockwise from right: at Wee Care Family Support Program, Railway Estate; Townsville Drop-in Centre, South Townsville; and Shared Family Care at Aitkenvale.





MESSAGE FROM RECONCILIATION AUSTRALIA

On behalf of Reconciliation Australia, I am delighted to see Althea Projects continue its reconciliation journey and to formally endorse its second Innovate RAP.

Through the development of an Innovate RAP Althea Projects continues to play an important part in a community of over 1,000 dedicated corporate, government, and not-for-profit organisations that have formally committed to reconciliation through the RAP program since its inception in 2006. RAP organisations across Australia are turning good intentions into positive actions, helping to build higher trust, lower prejudice, and pride in Aboriginal and Torres Strait Islander cultures.

Reconciliation is no one single issue or agenda. Based on international research and benchmarking, Reconciliation Australia, defines and measures reconciliation through five critical dimensions: race relations; equality and equity; institutional integrity; unity; and historical acceptance. All sections of the community—governments, civil society, the private sector, and Aboriginal and Torres Strait Islander communities—have a role to play to progress these dimensions.

The RAP program provides a framework for organisations to advance reconciliation within their spheres of influence. This Innovate RAP provides Althea Projects with the key steps to establish its own unique approach to reconciliation. Through implementing an Innovate RAP, Althea

Projects will strengthen its approach to driving reconciliation through its business activities, services and programs, and develop mutually beneficial relationships with Aboriginal and Torres Strait Islander stakeholders.

We wish Althea Projects well as it embeds and expands its own unique approach to reconciliation. We encourage Althea Projects to embrace this journey with open hearts and minds, to grow from the challenges, and to build on its successes. As the Council for Aboriginal Reconciliation reminded the nation in its final report:

“Reconciliation is hard work—it’s a long, winding and corrugated road, not a broad, paved highway. Determination and effort at all levels of government and in all sections of the community will be essential to make reconciliation a reality.”

On behalf of Reconciliation Australia, I commend Althea Projects on its second RAP, and look forward to following its ongoing reconciliation journey.

Karen Mundine

Chief Executive Officer
Reconciliation Australia



MESSAGE FROM THE CEO on behalf of the Management Committee

I am humbled to be in the position to participate in and lead the review, renewal and launch of Althea Projects second Reconciliation Action Plan.

Reconciliation is at the heart of our programs, services and projects to support Aboriginal and Torres Strait Islander peoples with opportunities to participate and thrive in their life. This plan provides a strong framework to guide us to achieve this.

This plan is a message to our partners, stakeholders and the broader community that Aboriginal and Torres Strait Islander peoples, places and cultures matter at Althea Projects, and more importantly, we will be active, visible and accountable in our endeavours to play a role in a reconciled community. It is my personal commitment to ensure that our RAP will be an active document that will guide all our actions, decisions and processes at Althea Projects.

Our reconciliation journey has been filled with opportunities and challenges that motivate and excite us to achieve. We will continue to embrace and learn from this continuous journey and we will proudly continue to stand alongside and be guided by First Nations Peoples of our community.

Paula La Rosa

Chief Executive Officer
Althea Projects Incorporated



*Pictured above: Paula La Rosa,
CEO, and Michelle Tyhuis,
Our RAP Artist.*

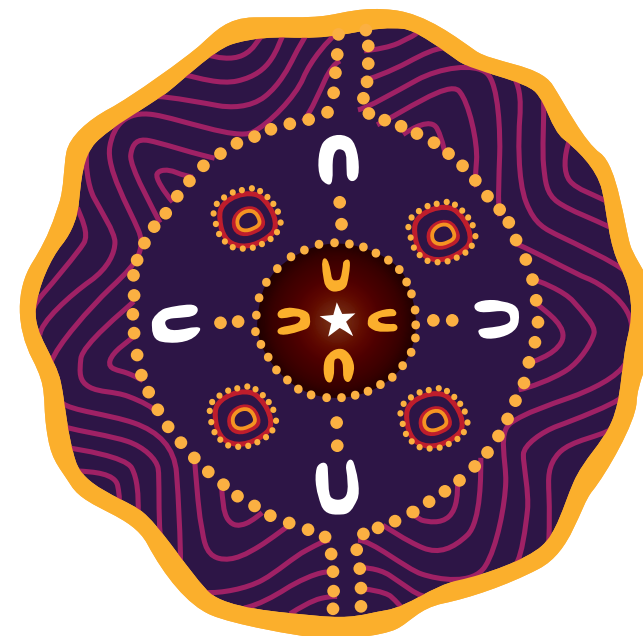


OUR RAP ARTWORK

'Together we will make it right', 2015

The Althea Projects RAP artwork, titled 'Together We Will Make It Right', is about the power of humanity and the deeply important work of Althea Projects in the Townsville region for more than 45 years. The artwork acknowledges the organisation's beginnings, emerging from turbulent times, and signifies the 'around-the-clock' nature of the services Althea Projects provides, most notably through the Wee Care program.

'Together We Will Make It Right' is a celebration of Althea Projects overall commitment to reconciliation with First Australians, and their real work with, and for, Aboriginal and Torres Strait Islander peoples and their families in Townsville. It is guided by principles of mutual respect and caring and sharing.



Main symbols & meanings

The artwork reflects Althea Projects' theme of Families, Children and Communities, through the circular design elements and the large 'U' symbols representing people who are seeking support, and who are learning and growing through their challenges. The small 'U' symbols are children being sheltered and protected by the adults. Significantly, the 'U' symbols form the cross – a beautiful commemoration to Mrs Kath Gordon and her colleagues of the Catholic Women's Group who saw a critical need and realised a dream that later became Althea Projects.

The footprints represent a journey – with the single set of footprints coming in being the person seeking support and guidance. The two sets of footprints emerging from the other side of the centre design represents mutual respect and understanding – learning from each other and growing together in the spirit of reconciliation. It is a testament to a 'community of caring' where we walk side by side. The movement of these footprints from left to right expresses that 'we acknowledge our past, see value in today, and aspire for tomorrow'.

The pathway and footprints acknowledge and pays deep respect to the Traditional Custodians of the Townsville region – the Bindal and Wulgurukaba peoples – and all Aboriginal and Torres Strait Islander Traditional Custodians whose Ancestors made the very first footprints on this continent.



Our enriched RAP Artwork...

The RAP artwork has been refreshed for this publication to celebrate the growth, insight and achievements gained by Althea Projects and its staff and volunteers since the creation of the RAP artwork in 2015. The overall feel is bright, welcoming and hopeful.

The refreshed RAP artwork is softer in visual aesthetic and stronger on 'story' – for example, Althea Projects marigold yellow is now infused into the centre artwork, footprints and pathway to be a constant reminder of the heart of Althea Projects humanity, resilience and passion for helping individuals and families in our local community.

The new weave pattern border along the pathway recognises cultural diversity and an enduring timeless connection to traditional homelands, Ancestors and Kin. It is a reminder that 'Our nation's story began at the dawn of time'.

The centre artwork has grown to include two pathways leading in from the top and bottom. This symbolises welcoming people from all backgrounds to help individuals, families and communities feel stronger; while the two people at the entrances recognise the important role of guardians and carers as protectors & nurturers of children & young people.



OUR ARTIST Michelle Tyhuis

"I proudly identify as a direct descendant of the Meriam Mir people, of Erub in the Torres Strait Islands, and have kinship ties to the Barkindji and Darug tribes of New South Wales region. I have been painting artworks since 2001. Today, my passion for the creative arts is a big part of who I am – it allows me to feel connected to my Ancestors, my history, my family, my local community and the beautiful country we call home. My canvas and digital artworks include complex, interconnected stories with a cultural perspective about self-belief, the power of family and community belonging, the responsibilities of caring for and protecting each other and our environment, and different pathways to healing."

Michelle Tyhuis is also the author of My Deadly Book About Me, a vibrant cultural resource published in July 2019 that is jointly supported by Althea Projects and Family Emergency Accommodation Townsville (FEAT).

OUR VISION FOR RECONCILIATION

Althea Projects' vision is to ensure Aboriginal and Torres Strait Islander individuals, families, children and young people who are in contact with the child protection, family support and homelessness networks have the opportunity to reach their full potential in a reconciled community.

We will work in partnership with the Aboriginal and Torres Strait Islander community to build relationships and increase cultural understanding so that our work with and alongside Aboriginal and Torres Strait Islander individuals and families supports the goals identified by all that access our services.

Althea Projects has a firm commitment to embrace, engender respect for, and celebrate the cultures of Australia's First Nations people through the enactment of this Reconciliation Action Plan and this Vision.



*Life Without Barriers NAIDOC Awards 2018 recipients.
Left to right- Anne Taylor, Belinda Carstein, Trudy Tronc, Lena Watego. Front: LWB worker Fredrick Lemson.*

OUR BUSINESS

Althea Projects is a grass-roots, community based not-for-profit service. Althea Projects operates from a child and client centred, family focused and culturally inclusive framework.

Althea Projects primary goal is to support and strengthen families and individuals, so that those who access our services, including adults, children and young people can reach their full potential.

OUR BUSINESS (Continued...)

Althea Projects provides the following services in the Townsville, Burdekin and Charters Towers region within the North Queensland region.



Shared Family Care

Out of Home Care – Foster and Kinship Care Support Service for children who are subject to Department of Child Safety involvement.



Wee Care Family Support Program

Provides 24-hour, 5 days per week, residential emergency and crisis accommodation and support service for children aged 0-11 years of age.



Townsville Drop-In Centre

Delivers centre-based and mobile outreach support services to people who are homeless or at risk of homelessness. Services include: housing referrals, laundry and shower facilities, centre-based meals, and visiting health and other related services.



Emergency Relief Funding

Operates 5 days per week and offers emergency relief funding, food boxes and other emergency items to families in crisis.



Angel Identity

Provides assistance to families, children or young people who have special needs in the foster care system (co-delivered with Queensland Foster and Kinship Care).



First Steps

Co-designed with the Department of Child Safety this unique trial provides intensive family support, accommodation and monitoring to new mothers and babies whom Child Safety are assessing the ability of the mother to safely care for her new born child.



Althea Projects currently employs 40 permanent and casual staff working across all areas of the organisation of which four are Aboriginal and/or Torres Strait Islander employees. Althea Projects has an Aboriginal and Torres Strait Islander Cultural Advisor who provides support and strategic guidance to the organisation in relation to culturally appropriate practice and protocols.

As a service with a significant focus on working from a child-centre perspective, in a child protection context, Althea Projects embraces in to our practice the Aboriginal and Torres Strait Islander Child Placement Principles – prevention, partnership, placement, participation, connection.



Shared Family Care








OUR RECONCILIATION ACTION PLAN (RAP)

From 1974 to present, Althea Projects has been consistent in our commitment to supporting and strengthening the capacity of vulnerable individuals, families, children and young people within Townsville and surrounding regions.



In 2014, the organisation underwent an internal governance restructure which included a review of our mission statement and organisational values. This review introduced the Aboriginal and Torres Strait Islander Peoples, Places and Cultures value which now guides our organisation. Approximately 60% of Althea Projects clients identify as either Aboriginal and /or Torres Strait Islander peoples. In 2016 Althea Projects developed and implemented our inaugural Reconciliation Action Plan (RAP), in order to appropriately support and guide all of our practice decisions and actions.

Some of the notable achievements made as a result of our first Reconciliation Action Plan included:

-  The implementation of an organisational Cultural Advisor position.
-  The introduction of our RAP Grants.
-  Reviewed HR policy to include NAIDOC leave and ceremonial leave provisions.
-  Protection of Aboriginal and Torres Strait Islander artists built into organisational policy.
-  Prioritised Gold Sponsorship for Townsville NAIDOC event.
-  Increased attendance of both children and staff at the Palm Island Spring Fair.
-  Implemented an organisational wide cultural awareness training through the completion of a Cultural Competency & Capability Workshop delivered through Dawn Aboriginal Consultancy.

Our challenges included:

- Workloads affecting consistent attendance by all members at all times for all working party meetings.
- Communicating the behind-the-scenes RAP work occurring at all the staff groups.



Our greatest insight from our first RAP is that a lot can be achieved with little effort, it just needs a genuine commitment to reconciliation.

We aim to continue our journey of cultural learning and awareness to increase our understanding and appreciation of Australian Aboriginal and Torres Strait Islander cultures, histories and achievement.

The review and renewal of our second RAP is supported by our Management Committee and Leadership Team with the goal that all employees and volunteers throughout the organisation will embrace their personal and professional responsibility for contributing to this vital work.

Our RAP has been developed with the intent of formalising Althea Projects commitment to creating meaningful and productive relationships, enhancing respect and promoting sustainable opportunities for Aboriginal and/or Torres Strait Islander children and young people, individuals and families, communities and businesses.

Our commitment to reconciliation is underpinned by a deep respect and acknowledgement for the rich, vibrant and diverse nature of Aboriginal and Torres Strait Islander peoples, places and cultures.

We are honoured to have our RAP endorsed by both Reconciliation Australia and our RAP Working Group who convened in late August 2018 to commence our review and renewal RAP journey.

Our RAP Working Group Terms of Reference state the group membership will comprise of a RAP Champion (Chief Executive Officer) and RAP Co-Champion (Management Committee representative). Membership will be a minimum of five (5) people not exceeding fifteen (15) members in total and comprise representation from across the organisation. The RAP working group membership will be reviewed every twelve (12) months and any decision made at any meeting will only be valid if there is Aboriginal and/or Torres Strait Islander representation at the meeting or input received prior to the meeting.

Our RAP Working Group membership currently includes 9 members and is made up of a cross section of employees, including two (2) Aboriginal or Torres Strait Islander employees, with representations from all sections of our organisation.



Our current RAP Working Group membership consists of:











Paula La Rosa (Chief Executive Officer)
 Susan Gair (Management Committee)
 Lena Watego (Aboriginal & Torres Strait Islander Cultural Advisor)
 Katisha Skeene (Aboriginal – Intake Worker)
 Kaelen Watts (Aboriginal- Administration Officer)
 Judy Williams (Program Manager)
 Lesley Thorne (Finance and HR Manager)
 Kelli-ann May (Quality Manager)
 Justin Pascoe (Team Leader)

External input was welcomed from the Department of Aboriginal and Torres Strait Islander Partnerships (DATSIP), local Torres Strait Islander artist and consultant Michelle Tyhuis and other key community stakeholders.

*Pictured left and right:
 Local artist Russell Sarabo, and
 his artworks.*



The following aspirations will become a standard part of the way we do business and will become embedded in our culture, policies and practices:

-  Listening to, learning from and consulting with Aboriginal and/or Torres Strait Islander peoples.
-  Building and embedding an organisational culture embracing respectful relationships with Aboriginal and/or Torres Strait Islander peoples.
-  Promoting reconciliation and raising awareness and knowledge of Aboriginal and/or Torres Strait Islander histories and cultures with Althea Projects employees, service users, volunteers, partner organisations and wider stakeholders.
-  Promoting a changed community attitude about what a reconciled Australia looks like.
-  Promoting learning and education through embedded protocols and practices.
-  Increasing the representation of Aboriginal and Torres Strait Islander peoples employed within Althea Projects.
-  Recognise and celebrate Aboriginal and Torres Strait Islander peoples, significant dates, histories, cultures and achievements as it relates to the North Queensland community.
-  Ensuring Althea Projects programs and services are accessible to Aboriginal and Torres Strait Islander peoples.
-  Celebrating and embracing our differences and leverage these to create positive change.
-  Respectfully walking alongside Aboriginal and Torres Strait Islander peoples in their journey towards healing.





RELATIONSHIPS



Althea Projects will enact governance and professional practices to ensure our relationships with Aboriginal and/or Torres Strait Islander peoples are built in a respectful and culturally appropriate manner. The building of relationships through our commitment to the RAP processes and actions embed the importance and meaning of reconciliation to our staff, volunteer, client and stakeholder groups.

Our goals and commitments to respectful purposeful relationships with Aboriginal and/or Torres Strait Islander peoples are aligned with Althea Projects Strategic Goal 1: *“All people, partners and stakeholders involved with Althea Projects take responsibility for creating an organisational culture that: reflects our values, inspires, motivates and empowers”.*



ACTION 1: RAP WORKING GROUP.

The RAP Working Group actively monitors the RAP development and implementation of actions in addition to tracking progress and reporting.

| Deliverables | Timeline | Responsibility |
|---|--|--|
| 1.1 The RAP Working Group oversees the development, endorsement and launch of the RAP. | April 2020 | Aboriginal & Torres Strait Islander Cultural Advisor |
| 1.2 The RAP Working Group meet every 6 weeks to monitor and report on RAP implementation and progress. | April, May, June, August, September, November, December, January, February 2020 and 2021 | CEO |
| 1.3 Ensure Aboriginal and/or Torres Strait Islander peoples are represented on the RWG. | August 2020,2021 | Aboriginal & Torres Strait Islander Cultural Advisor |
| 1.4 The RAP Working Group will review and update our Terms of Reference guided by Aboriginal and / or Torres Strait Islander peoples. | August 2020 | CEO |
| 1.5 The RAP Working Group will seek to develop and distribute an expression of interest to join the Althea Projects RAP Working Group to key Aboriginal and/or Torres Strait Islander peoples external to our organisation. | October 2020, 2021 | Aboriginal & Torres Strait Islander Cultural Advisor |



ACTION 2: Celebrate and participate in National Reconciliation Week by providing opportunities to build & maintain relationships between Aboriginal and Torres Strait Islander peoples and other Australians.

Althea Projects will promote activities and support events that provide opportunities for all employees, stakeholders and clients, to build, maintain and celebrate respectful relationships and connections during National Reconciliation Week (NRW).

| Deliverables | Timeline | Responsibility |
|--|---------------------------------|--|
| 2.1 Organise at least one internal event for NRW each year. | 27 May to 3 June 2020 and 2021 | Aboriginal & Torres Strait Islander Cultural Advisor |
| 2.2 Register NRW events on Reconciliation Australia’s website. | 27 May to 3 June 2020 and 2021 | Intake Officer |
| 2.3 Support the participation of Aboriginal and Torres Strait Islander employees, RAP Working Group members and other employees in NRW community events. | 27 May to 3 June 2020 and 2021 | CEO & Managers |
| 2.4 Identify and collate positive reconciliation stories from within our organisation for celebration at NRW events and other organisation events. | 27 May to 3 June 2020 and 2021 | Aboriginal & Torres Strait Islander Cultural Advisor |
| 2.5 Circulate Reconciliation Australia’s NRW resources and reconciliation materials to our staff. | 27 May to 3 June 2020 and 2021 | Aboriginal & Torres Strait Islander Cultural Advisor |
| 2.6 Ensure our RAP Working Group participates in an external event to recognise and celebrate NRW. | 27 May to 3 June 2020 and 2021. | Program Manager |



ACTION 3: Enhance and maintain our internal and external mutually beneficial relationships with Aboriginal and Torres Strait Islander peoples, communities and organisations to support positive outcomes.

Althea Projects commits to proactively building relationships with Aboriginal and Torres Strait Islander Elders, communities and organisations to support and enrich positive outcomes.

| Deliverables | Timeline | Responsibility |
|---|-----------------|----------------|
| 3.1 Organise at least one internal event each year to promote networking between Althea Projects employees and Aboriginal and Torres Strait Islander people and key stakeholders. | July 2020, 2021 | CEO |

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| Deliverables | Timeline | Responsibility |
|---|--------------------|--|
| 3.2 Organise and promote activities on all sites that provide Althea Project clients (including children) with an opportunity to participate in and learn from the local Aboriginal and Torres Strait Islander community. | April 2020, 2021 | CEO & Managers |
| 3.3 Organise and promote activities (including immersion activities) with all staff and volunteers that enhance their cultural knowledge about, and authentic relationships with, Aboriginal and Torres Strait Islander communities. | May 2020 and 2021 | Aboriginal & Torres Strait Islander Cultural Advisor |
| 3.4 Seek opportunities to partner and work with Aboriginal and Torres Strait Islander organisations. | June 2020 and 2021 | CEO & Managers |
| 3.5 Meet with local Aboriginal and Torres Strait Islander stakeholders and organisations to develop guiding principles for future engagement. | July 2020 and 2021 | CEO & Aboriginal & Torres Strait Islander Cultural Advisor |
| 3.6 Develop and implement an engagement plan to work with Aboriginal and Torres Strait Islander stakeholders and organisations. | August 2020 | Aboriginal & Torres Strait Islander Cultural Advisor |



ACTION 4: Raise awareness of our Reconciliation Action Plan.

Althea Projects actively promotes our RAP within our organisation, and externally, promoting our commitment to and vision for reconciliation.

| Deliverables | Timeline | Responsibility |
|--|--------------------------------------|----------------|
| 4.1 Ensure All Management Committee members and employees within the organisation are provided with an electronic copy of the RAP. | April 2020 | CEO |
| 4.2 Ensure All Management Committee members and employees are provided with a tool outlining ways in which they can actively engage in the RAP, including ongoing promotion of the RAP to staff to ensure our activities incorporate RAP actions. | August 2020 | CEO |
| 4.3 Present and promote the RAP to all Management Committee Members, employees and service users during inductions and/or orientations. | April 2020 | CEO |
| 4.4 Publish the RAP to our website and social media page and organisational resources and publications. | April 2020 Discussed at each meeting | Intake Officer |

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| Deliverables | Timeline | Responsibility |
|--|---------------------|----------------|
| 4.5 Promote our RAP and its progress at the Annual General Meeting each year. | November 2020 | CEO |
| 4.6 Explore opportunities to positively influence our external stakeholders to drive reconciliation outcomes. | November 2020, 2021 | CEO |
| 4.7 Collaborate with RAP and other like-minded organisations to develop ways to advance reconciliation. | July 2020 | CEO & Managers |



ACTION 5: Promote positive race relations through anti-discrimination strategies.

Althea Projects commits to and will actively lead positive race relations activities through anti-discrimination strategies.

| Deliverables | Timeline | Responsibility |
|--|-----------------|------------------|
| 5.1 Conduct a review of HR policies and procedures to identify existing anti-discrimination provisions, and future needs. | August 2020 | HR Manager |
| 5.2 Develop, implement and communicate an anti-discrimination policy for our organisation. | May 2020 | HR Manager |
| 5.3 Engage with Aboriginal and Torres Strait Islander staff and/or Aboriginal and Torres Strait Islander advisors to consult on our anti-discrimination policy. | May 2020 | HR Manager |
| 5.4 Educate senior leaders on the effects of racism. | May 2020 | CEO & HR Manager |
| 5.5 Ensure our 'zero tolerance' stance to racism and discrimination within our organisational policies, resources, publications and social media continues. | July 2020, 2021 | CEO |



Althea Projects visit Dodie Eggmolesse aka 'Sista Soul' (pictured, far left) at local Aboriginal radio station 4K1G, Townsville.



RESPECT



At Althea Projects, respect in diversity and behaving in a manner that demonstrates and builds cultural safety is central in all that we do and enmeshed into our everyday practices. We create opportunities for staff to learn and engage in Aboriginal and Torres Strait Islander cultural safety training and cultural immersion activities; engage and participate in NAIDOC and other cultural celebrations; and, expand on incorporating Aboriginal and Torres Strait Islander artwork and other elements into our organisational environment in which to build respect for First Nations Peoples. Through our staff, Althea Projects aims to be leaders in reconciliation.

This focus area is directly related to Althea Projects Organisational Value: *“Aboriginal and Torres Strait Islander Peoples, Places and Cultures”*.



ACTION 6: Continue journey of cultural learning and development for all employees.

Enhance employees ongoing journey of cultural learning and awareness to increase their understanding and appreciation of Aboriginal and Torres Strait Islander cultures, histories and achievements.

| Deliverables | Timeline | Responsibility |
|---|------------------------------------|--|
| 6.1 Facilitate opportunities for employees to visit prominent Aboriginal and Torres Strait Islander local communities and engage in cultural immersion opportunities (ie provide employees the opportunity of walking on country experiences). | August and September 2020 and 2021 | Aboriginal & Torres Strait Islander Cultural Advisor |
| 6.2 Conduct a review of cultural learning needs within our organisation. | August 2020 | HR Manager & Aboriginal & Torres Strait Islander Cultural Advisor |
| 6.3 Consult Local Traditional Owners and/or Aboriginal and/or Torres Strait Islander advisors on the development and implementation of a cultural learning strategy. | August 2020 | Aboriginal & Torres Strait Islander Cultural Advisor |
| 6.4 Develop, implement and communicate a cultural learning strategy for our staff. | July 2021 | CEO, HR Manager & Aboriginal & Torres Strait Islander Cultural Advisor |
| 6.5 Provide opportunities for RAP Working Group members, HR managers and other key leadership staff to participate in formal and structured cultural learning. | October 2020 | CEO |

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| Deliverables | Timeline | Responsibility |
|---|----------------|--|
| 6.6 Implement cultural safety training delivered face-to-face through local Aboriginal and Torres Strait Islander training providers for all employees. | September 2020 | CEO, HR Manager & Aboriginal & Torres Strait Islander Cultural Advisor |
| 6.7 Subscribe to Aboriginal and/or Torres Strait Islander publications and resources, providing opportunities for all employees and service users to engage in the news, views, advertisements and other material of interest. | July 2020 | Program Manager |



ACTION 7: Incorporate cultural safety principles into Althea Projects practice framework.

Engage employees in opportunities to develop their capability to deliver culturally safe services.

| Deliverables | Timeline | Responsibility |
|---|-----------------|--|
| 7.1 Implement opportunities for staff to learn and promote elements of Aboriginal and Torres Strait Islander language and integrate into daily practices and work environment (relevant documents, welcome signs, meeting welcomes). | July 2020, 2021 | CEO |
| 7.2 Develop and implement an Althea Projects Practice Framework that incorporates cultural safety principles. | June 2020 | Aboriginal & Torres Strait Islander Cultural Advisor |
| 7.3 Visibly display at Althea Projects Sites our vision for reconciliation. | May 2020 | Aboriginal & Torres Strait Islander Cultural Advisor |



ACTION 8: Celebrate NAIDOC Week.

Provide opportunities for all employees to engage in opportunities to participate in NAIDOC Week celebrations.

| Deliverables | Timeline | Responsibility |
|--|-------------------------|--|
| 8.1 Ensure to provide opportunities for all employees to participate in NAIDOC Week activities. | July 2020 and July 2021 | Aboriginal & Torres Strait Islander Cultural Advisor |
| 8.2 Ensure all Aboriginal and Torres Strait Islander staff are entitled to attend NAIDOC celebrations as per Althea Projects Human Resource Leave policy. | July 2020 and 2021 | CEO & Managers |

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| Deliverables | Timeline | Responsibility |
|---|--------------------|--|
| 8.3 In consultation with Aboriginal and Torres Strait Islander peoples, Althea Projects will participate in a number of external NAIDOC Week events, including holding a stall at the NAIDOC Family Fun Day, staff marching in the NAIDOC march attached to the Fun Day, staff attending the NAIDOC Week breakfast and a number of internal NAIDOC Week events including holding lunches with guest speakers across our sites. | July 2020 and 2021 | Intake Officer |
| 8.4 Support and promote an external NAIDOC Week community event. | July 2020 and 2021 | Aboriginal & Torres Strait Islander Cultural Advisor |
| 8.5 Review HR policies and procedures to remove barriers to staff participating in NAIDOC Week. | June 2020, 2021 | HR Manager |
| 8.6 RAP Working Group to participate in an external NAIDOC Week event. | July 2021 | Aboriginal & Torres Strait Islander Cultural Advisor |



ACTION 9: Continue to visibly respect cultures.

Strengthen the visual presence of Aboriginal and Torres Strait Islander cultures by displaying appropriate artwork and other significant cultural materials.

| Deliverables | Timeline | Responsibility |
|---|------------|--|
| 9.1 Expand on the use of Aboriginal and Torres Strait Islander artwork and other cultural items within the Althea Projects offices. | April 2020 | CEO & Torres Strait Islander Cultural Advisor and other members of the RAP Working Group |
| 9.2 Expand Althea Projects' Commissioned RAP Branding Art that tells the story of Althea Projects into Organisational branded uniform shirts. | July 2020 | CEO & Torres Strait Islander Cultural Advisor and other members of the RAP Working Group |
| 9.3 Establish the RAP artwork as core to the cultural identity of Althea Projects, which will be marketed and promoted internally and externally, e.g. on t-shirts, banners. | July 2020 | CEO |



ACTION 10: Raise awareness, recognise and celebrate all dates of significance.

Acknowledge and celebrate Aboriginal and Torres Strait Islander dates of significance.

| Deliverables | Timeline | Responsibility |
|---|---|---|
| 10.1 Organise a list of all dates of significance and share internally and externally at relevant times promoting the importance and value of these dates, including via social media. Dates include: National Apology Day (13/02), National Close the Gap Day (20/03), National Sorry Day (26/05), MABO DaY (03/06), National Aboriginal and Torres Strait Islander Children's Day (04/08). | May 2020, 2021 June 2020, 2021 August 2020, 2021 February 2021 March 2021 | CEO Managers Aboriginal & Torres Strait Islander Cultural Advisor |
| 10.2 Where relevant, support the participation of all staff at key events relating to significant dates. | April 2020 | Program Manager |



ACTION 11: Demonstrate respect to Aboriginal and Torres Strait Islander peoples by observing cultural protocols.

| Deliverables | Timeline | Responsibility |
|---|------------------|---|
| 11.1 Invite a Traditional Owner Elder to provide a Welcome to Country in the order of ceremonies for all significant events. | July 2020 | Aboriginal & Torres Strait Islander Cultural Advisor |
| 11.2 Provide an Acknowledgement of the local Traditional Owners at the beginning of each presentation, training and/or formal meeting. | April 2020, 2021 | CEO |
| 11.3 Continue to have a written Acknowledgement of the Traditional Owners on each email signature block, external resource and publication. | April 2020, 2021 | CEO |
| 11.4 Ensure an Acknowledgment of Country plaque is at all Althea Projects work sites. | April 2020 | Aboriginal & Torres Strait Islander Cultural Advisor |
| 11.5 Develop, implement and communicate a cultural protocol document, including protocols for Welcome to Country and Acknowledgement of Country. | September 2020 | CEO, Aboriginal & Torres Strait Islander Cultural Advisor & Quality Systems Manager |



OPPORTUNITIES



Creating innovative business development and employment opportunities for Aboriginal and Torres Strait Islander people allows us to put tangible practices in place that support the Relationship and Respect sections of this RAP. These actions will deliver tangible and visible outcomes that will demonstrate the genuine nature of our commitment to reconciliation.

Althea Projects Strategic Goal 4. *“Explore and implement opportunities for Althea Projects that reflect the Mission and Values and ensure sustainability and growth. This includes reflecting on core business in a changing funding and policy environment and exploring new ventures.”*



ACTION 12: Aboriginal and Torres Strait Islander employment and retention.

For Althea Projects to be an employer of choice, it will ensure it provides opportunities for employment and retention for Aboriginal and Torres Strait Islander peoples.

| Deliverables | Timeline | Responsibility |
|--|-----------------|--|
| 12.1 Increase the number of Aboriginal and Torres Strait Islander employees in a range of positions and roles. | August 2020 | CEO & HR Manager |
| 12.2 Develop and implement an Aboriginal and Torres Strait Islander employment and retention strategy that includes: <ul style="list-style-type: none">Consulting with Aboriginal and Torres Strait Islander staff on employment strategies, including the most effective professional development opportunities that builds confidence, and supports completion qualifications and other training.Consulting with Aboriginal and Torres Strait Islander staff and partners when creating and advertising identified positions. | September 2020 | CEO, HR Manager Aboriginal & Torres Strait Islander Cultural Advisor |
| 12.3 Advertise all employment opportunities that encourage Aboriginal and Torres Strait Islander peoples to apply. | July 2020, 2021 | CEO, HR Manager Aboriginal & Torres Strait Islander Cultural Advisor |

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| Deliverables | Timeline | Responsibility |
|---|--------------------|--|
| 12.4 Review Human Resource recruitment procedures and policies to ensure there are no barriers to Aboriginal and Torres Strait Islander employees and future applicants participating in our workplace. | August 2020, 2021 | CEO, HR Manager Aboriginal & Torres Strait Islander Cultural Advisor |
| 12.5 Advertise all vacancies in relevant Aboriginal and Torres Strait Islander media and/or community networks. | October 2020, 2021 | CEO, HR Manager Aboriginal & Torres Strait Islander Cultural Advisor |
| 12.6 Include an Aboriginal and / or Torres Strait Islander person on interviews for key positions e.g. senior leadership positions. | April 2020 | CEO & Managers |



ACTION 13: Promote dedicated or identified Aboriginal and Torres Strait Islander positions within Althea Projects.

Investigate the capacity to expand the Cultural Advisor role across Althea Projects services and further create dedicated or identified Aboriginal and Torres Strait Islander positions within the workforce, volunteer pool and governance structure.

| Deliverables | Timeline | Responsibility |
|--|---------------|--|
| 13.1 Althea Projects Management Committee to consider the constitutional changes required to have an identified Aboriginal and Torres Strait Islander permanent position on the committee, including creating alternatives such as access to an external consultant. | July 2021 | CEO President |
| 13.2 Ensure all programs have a documented focus on practice improvements for working with Aboriginal and Torres Strait Islander people, including Shared Family Care cultural support plans being in place for all Aboriginal and Torres Strait Islander children. | December 2020 | CEO Managers Aboriginal & Torres Strait Islander Cultural Advisor |
| 13.3 Continue to seek opportunities for the Cultural Advisor role to be embedded within the Althea Projects organisation structure, including being accessed for advice and guidance on matters relating to best practice working with Aboriginal and Torres Strait Islander people. | July 2020 | CEO & Aboriginal & Torres Strait Islander Cultural Advisor |



ACTION 14: Aboriginal and Torres Strait Islander supplier diversity.

Create opportunities to increase supplier diversity within Althea Projects to encourage the use of Aboriginal and Torres Strait Islander businesses.

| Deliverables | Timeline | Responsibility |
|---|--------------------|-----------------------|
| 14.1 Scope and implement a strategy for Aboriginal and Torres Strait Islander supplier diversity that ensures there are no barriers for procuring goods and services from Aboriginal and Torres Strait Islander businesses. This will include a list of suppliers that can be accessed and updated by Department of Aboriginal and Torres Strait Island Partnerships (DATSIP). | April 2020 | CEO & Finance Manager |
| 14.2 Educate staff about using Aboriginal and Torres Strait Islander businesses. | April 2020 | CEO & Finance Manager |
| 14.3 Investigate becoming a member of Supply Nation or partnering with the local Chamber of Commerce or equivalent service. | September 2021 | CEO & Finance Manager |
| 14.4 Develop at least one additional commercial relationship with an Aboriginal and Torres Strait Islander business and maintain the existing commercial relationships. | June 2020 and 2021 | CEO & Finance Manager |



ACTION 15: Promote work experience and undergraduate student opportunities.

Actively seek out and support Aboriginal and Torres Strait Islander work experience and undergraduate student placements within the organisation.

| Deliverables | Timeline | Responsibility |
|--|------------|----------------|
| 15.1 Develop relationships with Aboriginal and Torres Strait Islander student, training and educational groups and services, including accepting Indigenous professional placements through James Cook University and TAFE. | April 2020 | CEO & Managers |

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| Deliverables | Timeline | Responsibility |
|---|--------------|---|
| 15.2 Engage local high schools to establish a sustainable work experience program offered to Aboriginal and Torres Strait Islander students. | January 2021 | HR Manager & Aboriginal & Torres Strait Islander Cultural Advisor |



ACTION 16: Publish Aboriginal and Torres Strait Islander resources.

Investigate opportunities for the publication of an Aboriginal and Torres Strait Islander children's book with participation from local children and community service users.

| Deliverables | Timeline | Responsibility |
|---|-------------|---|
| 16.1 Continue to seek out opportunities to develop resources for Aboriginal and Torres Strait Islander children, based on accessing local resources. | August 2021 | CEO, Managers Aboriginal & Torres Strait Islander Cultural Advisor |



ACTION 17: Continue to offer the Althea Projects Reconciliation Grants.

Create opportunities to support local Aboriginal and Torres Strait Islander peoples in tangible ways through distribution of allocated funds through the Reconciliation Grants.

| Deliverables | Timeline | Responsibility |
|--|--------------------------|--|
| 17.1 Promote and market The Reconciliation Grants with clear application processes developed that enables Aboriginal and Torres Strait Islander peoples to apply for funds. | July 2020 & January 2021 | CEO & Aboriginal & Torres Strait Islander Cultural Advisor |
| 17.2 Assess Reconciliation Grant applications via guidelines and distribute accordingly. | July 2020 January 2021 | CEO |

GOVERNANCE Tracking & Reporting



ACTION 18: Build accountability and transparency through reporting RAP achievements, challenges and learnings to Reconciliation Australia.

| Deliverables | Timeline | Responsibility |
|---|----------------------|--|
| 18.1 Complete and submit the RAP Impact Measurement Questionnaire to Reconciliation Australia annually. | September 2020, 2021 | CEO and Aboriginal & Torres Strait Islander Cultural Advisor |
| 18.2 Commit to ongoing participation in the RAP Barometer. | May 2020 | CEO |
| 18.3 Measure the attitudes and behaviors of staff towards reconciliation within staff surveys and respond as appropriate to any matters arising. | October 2020, 2021 | CEO |



ACTION 19: Develop a methodology for measuring, tracking and reporting RAP progress, outcomes and any road blocks.

| Deliverables | Timeline | Responsibility |
|--|---------------------|---|
| 19.1 Develop a methodology and incorporate into existing survey and feedback mechanisms where possible. | November 2020, 2021 | CEO Aboriginal & Torres Strait Islander Cultural Advisor |



ACTION 20: Annually report RAP Progress to the RAP Champions, Management Committee, employees and external stakeholders.

| Deliverables | Timeline | Responsibility |
|--|---|-----------------------------|
| 20.1 Provide Reports to the Management Committee quarterly as part of the organisations strategic plan. | April, July, October 2020, January 2021 | CEO |
| 20.2 Provide Reports at the Annual General Meeting to employees and external stakeholders. | November 2020, 2021 | CEO |
| 20.3 Publicly report our RAP achievements, challenges and learnings, annually. | November 2020, 2021 | CEO Management Committee |



ACTION 21: Review, refresh and update the Althea Projects Reconciliation Action Plan.

| Deliverables | Timeline | Responsibility |
|---|----------------|--|
| 21.1 Review, refresh and update the organisation's plan based on challenges, learnings and achievements from previous RAP. | September 2021 | CEO RAP Working Group |
| 21.2 Provide draft RAP to Reconciliation Australia for review and endorsement. | October 2021 | Aboriginal & Torres Strait Islander Cultural Advisor |
| 21.3 Submit draft RAP to Reconciliation Australia for formal feedback and endorsement. | March 2022 | Aboriginal & Torres Strait Islander Cultural Advisor |







Althea
PROJECTS

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ALTHEA PROJECTS INNOVATE RECONCILIATION ACTION PLAN



"This RAP is a message to our partners, stakeholders and the broader community that Aboriginal and Torres Strait Islander peoples, places and cultures matter at Althea Projects, and more importantly, we will be active, visible and accountable in our endeavours to play a role in a reconciled community". - Paula La Rosa, CEO

