

Developing enthral capability a building partnerships

ACTION	DELIVERABLE	TIMELINE	RESPONSIBILITY
5. Increase knowledge and understanding of Aboriginal and Torres Strait Islander cultures, histories and achievements	Review our cultural awareness training strategy for our team members that define continuous cultural learning needs of employees in all areas of our business. Consider various ways cultural learning can be provided (online, face to face workshops or cultural immersion).	September 2017, 2018, 2019	Head of People and Culture, National Manager Learning and OD
	100% of all new team members employed by The Smith Family undertake online cultural learning activities as part of the induction.	July 2017, 2018, 2019	Head of People and Culture, National Manager Learning and OD
	520 (80%) of Team Members undertake face to face cultural learning activities as part of the State Conferences/roadshows.	July 2018, 2019	Head of People and Culture, National Manager Learning and OD
	162 (25%) of Teams Members undertake cultural immersion learning activities.	July 2017, 2018, 2019	Head of People and Culture, HR Advisor
	All 12 RAP Working Group members undertake cultural learning activities.	July 2018, 2019	Head of People and Culture, National Manager ATSI Policy
	All 10 senior executive undertake cultural learning activities.	September 2017, 2018, 2019	Head of People and Culture
6. Demonstrate respect to Aboriginal and Torres Strait Islander peoples and communities by embedding cultural protocols as part of the way our organisation functions	Update annually and communicate a cultural protocol document for Welcome to Country and Acknowledgement of Country.	July 2017, 2018, 2019	Head of Policy and Programs
	Local Traditional Owner to provide a Welcome to Country as part of at least one external Smith Family event per year nationally and in each State and Territory e.g. Great Big Thank You event.	July 2017, 2018, 2019	Head of Communications
	Maintain a list of key contacts for organising a Welcome to Country.	July 2017, 2018, 2019	Head of Communications
	The Smith Family to provide an Acknowledgement of Country at all its public events.	July 2017, 2018, 2019	Head of Communications
	Include Acknowledgement of Country at the commencement of important internal meetings.	July 2017, 2018, 2019	Head of Policy and Programs
	Maintain display of Acknowledgment of Country plaque in each of our State and Territory offices (8).	July 2017, 2018, 2019	Head of State and Territory Operations



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7. Celebrate NAIDOC Week and provide opportunities for Aboriginal and Torres Strait Islander staff to engage with culture and community during NAIDOC Week	Review HR policies and procedures to ensure there are no barriers to staff participating in NAIDOC Week.	July 2017, 2018, 2019	Head of People and Culture
	Provide opportunities for Aboriginal and Torres Strait Islander staff to participate in local NAIDOC Week events.	July 2017, 2018, 2019	Head of State and Territory Operations
	Support all team members to participate in NAIDOC Week events in their local community.	July 2017, 2018, 2019	Head of State and Territory Operations
	Hold at least one NAIDOC Week event each year in each State and Territory.	July 2017, 2018, 2019	Head of Policy and Programs
	CEO to acknowledge importance of NAIDOC Week in organisational communication each year.	July 2017, 2018, 2019	Head of Policy and Programs
8. Develop and communicate tools and resources to support team members to engage with Aboriginal and Torres Strait Islander families in a respectful and culturally competent way	Finalise Communication and Engagement Toolkit for use by team members by October 2017 and update annually.	October 2017, 2018, 2019	Head of Policy and Programs
	Community of Practice on working with Aboriginal and Torres Strait Islander communities and families meets at least four times each year.	April, May, September and November 2017, 2018, 2019	Head of Policy and Programs
	At least three Smith Family senior leaders participate in a two way mentoring relationship with an Aboriginal or Torres Strait Islander person across the term of the RAP, to build leadership and cultural competency across The Smith Family.	July 2017, 2018, 2019	Head of People and Culture