



**RECONCILIATION  
ACTION PLAN**

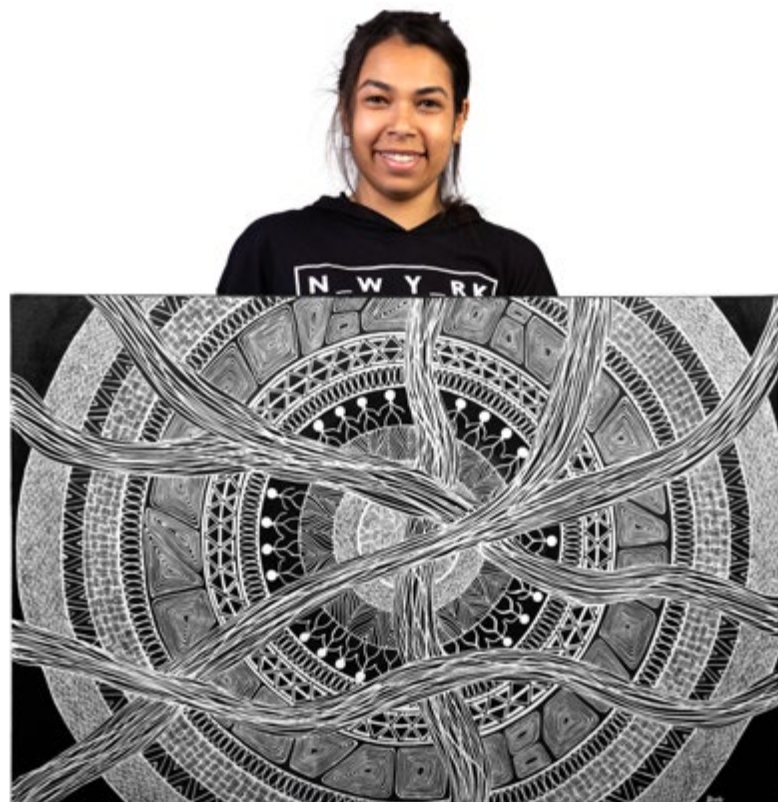
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**REFLECT**

September 2018 – September 2019







### ARTIST: AIYANA TRANTER

Aiyana belongs to the Ait Koedal Klan from Saibai Island, in the Torres Strait

“My design represents the different parts that make us as individuals, the inner circles being the multiple things that make up our personality whether it be our values, feelings or thoughts. Then moving outwards our family, friends and the different communities we belong too, with smaller designs in between that add to our character. The long lines through the middle move like flowing water but also act as a connection to what is not seen on the canvas, our connection to society that interacts and affects all of us.”

ACON acknowledges and pays respects to the Traditional Custodians of all the lands on which we work.

## OUR BUSINESS

ACON is Australia’s largest community-based health promotion organisation specialising in HIV prevention, HIV support and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) health.

We work to end HIV transmission among gay and homosexually active men, and promote the lifelong health of LGBTIQ people and people with HIV.

Our head office is in Sydney; we have offices in key regional locations throughout NSW and provide a range of services nationally.

We have approximately 170 full time, part time and casual staff and approximately 500 volunteers allowing us to extend the reach and impact of our programs and services.

We have two Aboriginal and/or Torres Strait Islander identified roles (a part time Aboriginal Community Health Promotion Officer and a full time Team Leader Aboriginal Health Promotion, both based in our Sydney office). We have two staff members who identify as Aboriginal and/or Torres Strait Islander peoples, although we are aware that there may be other Aboriginal and/or Torres Strait Islander employees working with us who are not currently identifying themselves to ACON. Part of our commitment under this RAP is to increase cultural safety and employment opportunities for Aboriginal and/or Torres Strait Islander peoples.

## MISSION

Our mission is to enhance the health and wellbeing of our communities by:

- Ending HIV transmission among gay and other homosexually active men.
- Promoting the health, throughout life, of LGBTIQ people and people with HIV.

## WHAT WE’RE HERE FOR

### HIV Prevention

Advances in HIV testing and treatments mean we can end HIV transmission in NSW by 2020, but only if gay men – the population in NSW most at risk of HIV transmission – test more, treat early and stay safe. We’re here to help them do this by:

- Promoting education campaigns
- Operating rapid HIV and STI testing facilities
- Running gay health workshops
- Providing a range of support services
- Distributing hundreds of thousands of free condoms and sterile units of injecting equipment every year throughout NSW

### HIV Support

We’re here to help people with HIV take control of their health, as well as the health of their partners, by providing up-to-date information as well as a range of programs and services including:

- Workshops and support groups
- One-on-one peer support
- Counselling
- Care coordination
- Home-based care
- HIV health retreats
- Meal service
- Vitamin service

### LGBTIQ Health

We’re here to help LGBTIQ people take control of their health so they can look after themselves as well as their partners, family and friends. We provide the latest information on health issues affecting LGBTIQ people, and we offer a range of services delivered by caring people who genuinely understand the health issues affecting LGBTIQ people. Our services cover:

- Sexual health
- Mental health
- Alcohol and drugs
- Safety and inclusion
- Domestic and family violence
- Ageing
- Training and consulting
- Policy and research

## WHY WE’RE HERE

The people and communities we serve face the same broad health issues as everyone else. However, mainstream service providers don’t always respond adequately to their needs due to a lack of knowledge, understanding or acceptance.

Our communities also have specific health needs that are best met by community-based organisations with specialist knowledge and experience, particularly in relation to HIV, sexual health, discrimination and social isolation.

We meet this dual challenge by providing information and services which support the specific needs of LGBTIQ people and people with HIV, and which improves their access to mainstream services.

## OUR VALUES

As an organisation we seek to reflect the following values in the services we provide and the work that we do:

Courage, Empathy, Diversity, Equality, Partnership, Community and Adaptability.



THE WAY WE WORK

We’re a community-based organisation. This means our work is done in our community and for our community by members of our community.

Self-Determination

We believe that people and communities affected by HIV should be included and active in any local or global response. In NSW, gay men are the most affected community and so we consult widely with gay men and involve them in all relevant activities.

Peer Based Education

We believe the promotion of health-enhancing information, values and behaviour is most effectively done by peers, people who share similar social backgrounds or life experiences to the target population.

LGBTIQ Sex Positivity

We support and promote a positive, life-affirming view of sexual activity in all its diversity. We recognise that a denigration of LGBTIQ sexual activity is strongly linked with homophobia and transphobia, and that mutually consensual sexual activity should be honoured and encouraged.

Evidence-Based

We maintain close collaborative ties with key HIV research centres within Australia and incorporate new evidence and research into our strategic, organisational and project planning. Evidence-based responses are essential to retaining the trust of our community, organisational partners and funders.

In Partnership

Strong collaborations and partnerships are critical for funding and effective delivery and underpin all of our work. We work in partnership with NSW Health and a range of health organisations and the community, as well as with mainstream organisations to increase their capacity and confidence to meet the needs of LGBTIQ people accessing their services or requiring greater visibility to reach out to underserved groups.

OUR RAP

ACON was established in 1985 in response to the HIV crisis. From the beginning, Aboriginal and Torres Strait Islander peoples were active in the response, working with both non-Indigenous HIV activists and with Aboriginal health organisations. By the early 1990s Aboriginal and Torres Strait Islander peoples were advocating for formalised, culturally appropriate HIV education, prevention and support programs and services and national strategies, targeted to Aboriginal and Torres Strait Islander LGBTIQ peoples. Recognising ACON as a leader in the field of LGBTIQ health, Aboriginal and Torres Strait Islander advocates consulted and negotiated with ACON to implement this work.

In 1997 ACON established a dedicated project staffed by Aboriginal and Torres Strait Islander employees to promote the health and wellbeing of Aboriginal and Torres Strait Islander peoples who are LGBTIQ and/or living with HIV.

Since this time, the Aboriginal Project at ACON has delivered many successful partnership activities with Aboriginal and Torres Strait Islander community organisations and individuals. Many have been repeat, ongoing activities but they have tended to be confined to the work of the Aboriginal Project, lacking a whole of organisation approach.

In 2016 Aboriginal and Torres Strait Islander peoples remained a priority population under successive state and national health strategies, recognising that this population continues to be disproportionately impacted by poorer health outcomes across a number of areas, including HIV and STIs, Mental Health and Wellbeing, Smoking, Domestic and Family Violence and Social Inclusion. Approaching the 20th anniversary of ACON’s formal work with Aboriginal and Torres Strait Islander peoples, ACON’s Board and Senior Leadership Team recognised the need to work in a more coordinated, culturally respectful and inclusive way with Aboriginal and Torres Strait Islander community members, service users and organisational partners.

In October 2016, the CEO, Nicolas Parkhill announced at ACON’s annual all-staff in-service training, the Board and Senior Leadership Team’s commitment to support the development of ACON’s first Reconciliation Action Plan. Reconciliation Australia’s CEO was a guest speaker and outlined the process.

In order to step outside of previous siloes, resources were allocated from the organisation-wide Corporate Services division and a framework put in place to recruit and support a Reconciliation Action Plan working group. This group began its work in April 2017.

Our CEO champions the RAP while allowing the plan to be developed from the grassroots up. The Community Partnerships and Population Programs Manager, Brent Mackie, acts as a conduit between the Senior Leadership Team and the RAP working group for regular updates.

Since development of our RAP began in April 2017, contributions to the RAP working group have come from many people. The composition of the working group has varied over time as members have joined or left depending on capacity. We acknowledge the contributions of all who have been part of our RAP journey. As ACON currently has few identified Aboriginal and Torres Strait Islander staff, in order to strive for a partnership process with Aboriginal and Torres Strait Islander peoples, we have ensured that there were always at least as many Aboriginal and/or Torres Strait Islander peoples as non-Indigenous people on the working group. To achieve equal numbers we invited, and gratefully received input from, external Aboriginal and Torres Strait Islander stakeholders. In addition, our working group’s Terms of Reference provide for Aboriginal and Torres Strait Islander peoples in attendance to hold-over the group’s discussion of any contentious issues or questions until there are more Aboriginal and Torres Strait Islander participants present or until external consultation can take place.

RAP Working Group members have included:

Aboriginal and/or Torres Strait Islander peoples:	<p><b>Internal:</b></p> <p>Jordan Wimbis* - Team Leader, Aboriginal Project</p> <p>Ronald May - Aboriginal Community Health Promotion Officer</p> <p>Casey Conway - Relationship Manager, Pride in Sport</p> <p><b>External:</b></p> <p>Tim Moffitt* - ACON community member, ACON Aboriginal Advisory Group member, service user, volunteer, Positive Speaker</p> <p>Michelle Sparks* - ex ACON Aboriginal Community Health Promotion Officer, long-time consulting services provider</p> <p>Syl Ayers-Phillips - Aboriginal Medical Service, Redfern</p> <p>Michael Cochrane - Administration Manager, Coledale Health and Education Clinic</p>
Non-Indigenous people:	<p><b>Internal:</b></p> <p>Samantha Vescio* - Human Resources Advisor, RAP Working Group Chair</p> <p>Edda Lampis* - Community Health Promotion Officer, Northern Rivers</p> <p>Shai Feniger - Relationship Manager, Pride in Diversity</p> <p>Zahra Stardust - Manager, Policy, Planning and Research</p> <p>Kelly Watson - Coordinator, Lesbian and Same Sex Attracted Women’s Sexual Health Project</p>

\*current RAP Working Group members

OUR PARTNERSHIPS/CURRENT ACTIVITIES

Community partnerships:

This is ACON’s first RAP. Prior to 2018 we have had no formal reconciliation activities in place. For a number of years, we have participated in Aboriginal and Torres Strait Islander dates of significance across our locations and carried out event-specific partnership work with Aboriginal and Torres Strait Islander organisational partners. This has included partnership activities with:

- Aboriginal Community Controlled organisations including Aboriginal Medical Services;
- The Gadigal Information Service hosting the Mardi Gras Klub Koori and the Mardi Gras Fair Day broadcast;
- The Boomalli Aboriginal Artists Cooperative’s Mardi Gras Show over four years;
- The Aboriginal Health and Medical Research Council hosting a NSW HIV and BBV (blood borne virus) Leadership and Advocacy Forum; and
- Moogahlin Performing Arts for the inaugural Koori Gras that they curated.

Internal activities/initiatives:

The Aboriginal Project at ACON has worked with HIV positive and negative Aboriginal and Torres Strait Islander gay and other homosexually active men, Sistergirls and Brotherboys (transgender people), lesbians and other same sex attracted women to provide community and culturally appropriate HIV, sexual health and LGBTQ wellbeing peer education and community development. It has been continuously staffed by Aboriginal and / or Torres Strait Islander peoples delivering community development work for over 20 years. Currently it is staffed by one full time team leader and one community health promotion officer with additional contributions from casual employees engaged for their specific expertise relevant to particular pieces of work e.g. the First Nations float in the Mardi Gras parade.

Internal activities and initiatives delivered by ACON’s Aboriginal Project have included:

- Engagement / participation in Days of Significance, including NAIDOC Week, National Reconciliation Week and the Aboriginal and Torres Strait Islander HIV Awareness Week;
- Facilitation of the First Nations float in the annual Mardi Gras Parade for over 10 years;
- Aboriginal and Torres Strait Islander peoples’ involvement in arts-based community development activities. For example creation of the Mardi Gras parade float, props and costumes; art exhibitions, music workshops, photography workshops and performing arts opportunities;
- Annual Ngalawi Djardi ‘Sit and Yarn’ Health retreats for Aboriginal and Torres Strait Islander peoples living with HIV;
- Capacity development support and resources for NSW Aboriginal Sexual Health Workers;
- Establishing and supporting ACON’s Aboriginal Advisory Group; and
- Representing the ACON Aboriginal Project at various state and national forums, events and summits.

In addition to the work done by the Aboriginal Project, there has been an increasing focus on Aboriginal and Torres Strait Islander peoples in program/project implementation across the organisation. These activities have included:

- Acknowledgement/participation in Days of Significance across all offices/outreach, including NAIDOC Week, National Reconciliation Week and the Aboriginal and Torres Strait Islander HIV Awareness Week, as well as local regional events (for example: participation in the Warlga Ngurra women’s refuge event: Walk A Mile Koori Style, for the 16 Days of Activism Against Gender-Based Violence);
- Internal training delivered by Dr Tracy Westerman from Indigenous Psychological Services on Aboriginal Mental Health Assessment and Suicide Prevention. This 3 day training was generally attended by counsellors, social workers and psychologists;



- Having an internal policy on the protocols of Welcome to and Acknowledgement of Country;
- Since December 2015, ACON has actively pursued the inclusion of Aboriginal and Torres Strait Islander gay men into our Ending HIV campaign. During this time, we have seen a number of engaged members of different Aboriginal and Torres Strait Islander communities support ACON's Ending HIV initiatives including the 'Test Often' campaign which was state-wide and had a Hunter New England iteration as well as the 'How Do You Do It?' combination prevention campaign. Representation in these campaigns has included Aboriginal and Torres Strait Islander gay men as models, videos of Aboriginal and Torres Strait Islander gay men and specific media targeting Aboriginal and Torres Strait Islander communities;
- There has also been Aboriginal and/or Torres Strait Islander representation in a number of other campaigns and promotional materials including:
  - + The Inner Circle: Cervical Screening campaign for LGBTIQ people with a cervix
  - + Check OUT: LGBTIQ+ Sexual Health Clinic
  - + Say It Out Loud launch poster for domestic and family violence website
  - + Red Flags film campaign highlighting domestic and family violence in LGBTIQ relationships
  - + One episode of the 8 part 'Our Relationships' documentary series featured Oscar who identifies as Aboriginal and discusses the impact of cultural difference on their relationship;
- A number of ACON websites have specific resources/ information pages for LGBTIQ Aboriginal and Torres Strait Islander community members needing support and information. For example, Say It Out Loud (domestic and family violence), Pivot Point (alcohol and other drug use), the Ending HIV campaign and the main ACON website;
  - + Working with an Aboriginal domestic violence service to make our community domestic and family violence resources inclusive, in language and images;

- Aboriginal and Torres Strait Islander peoples featuring in ACON events:
  - + Women's perspectives and stories featured prominently at the 2017 Lesbian, Bisexual and Queer Women's Health 2017 Conference;
  - + Jessie Lloyd, an Aboriginal and Torres Strait Islander musician, performed at an event for LGBTIQ women;
- Actively pursuing Aboriginal and Torres Strait Islander peoples for casual employment to do peer work across Koori Gras events;
- In partnership with Aboriginal and Torres Strait Islander organisation Indigilez to hold a LBQ Aboriginal and Torres Strait Islander retreat;
- LGBTIQ Inclusive Practice Training at Aboriginal organisations including Maari Ma Broken Hill, Griffith Aboriginal Medical Service, Dyrri-Bang-Gu Aboriginal Aged Care Service Griffith, Waminda South Coast Women's Health and Welfare Aboriginal Corporation Nowra and Riverina Medical and Dental Wagga Wagga;
- Collaboration with organisations on community events. For example, working with Albury Wodonga Aboriginal Health Service and Murrumbidgee Local Health District Aboriginal Health on the Border Pride Fair Day event;
- Delivery of in-service sessions at Griffith Aboriginal Medical Service and Maari Ma Broken Hill clinic and their Wilcannia Primary Health Care Service; and
- Participation on a regional domestic violence committee with staff from Warlga Ngurra and Birra-Li Aboriginal Maternal and Child Health Services.

With the implementation of this Reflect RAP, our intention is to build on the activities we are already doing and create a more strategic, collaborative and whole of organisation approach to our work with Aboriginal and Torres Strait Islander peoples.

## RELATIONSHIPS

Action	Deliverable	Timeline	Responsibility
1. RAP working group actively monitors RAP development and implementation of actions, tracking progress and reporting	1.1 RAP working group (RWG) oversees the development, endorsement and launch of the RAP.	Sep 2018	Chair of RAP working group
	1.2 Meet at least twice a year to monitor and report on RAP implementation.	Nov 2018, Apr 2019	Chair of RAP working group
	1.3 Ensure Aboriginal and Torres Strait Islander peoples are represented on the RWG.	Nov 2018, Apr 2019	Chair of RAP working group
	1.4 RAP working group will review and update the Terms of Reference.	Sep 2018	Chair of RAP working group
	1.5 Extend an ongoing invitation during RAP updates at the monthly General Staff Meeting for Aboriginal and Torres Strait Islander staff to join the RAP working group.	Monthly, 2018, 2019	Chair of RAP working group
2. Build internal and external relationships	2.1 Create a list of existing relationships within our sphere of influence (LGBTIQ wellbeing, HIV, sexual health etc) that ACON staff and/or projects have with Aboriginal nations and key Aboriginal and Torres Strait Islander peoples of influence and organisations. This centralised, accessible list serves as a reference resource providing ideas /connections regarding who we can approach to connect and work with.	Sep 2018	Chair of RAP working group
	2.2 Populate and regularly update the list in deliverable 2.1.	Nov 2018, May 2019	CEO
	2.3 Send reminder to managers to ensure their teams complete deliverable 2.2.	Oct 2018, Apr 2019	Chair of RAP working group
	2.4 Refresh existing and build new relationships with Aboriginal and Torres Strait Islander peoples and organisations relevant to our work. Ensure these are added to the list referenced above in 2.1.	Apr 2019, prior to National Reconciliation and NAIDOC Weeks	CEO
	2.5 Develop a list of Aboriginal and Torres Strait Islander peoples, communities and organisations within our local sphere of influence that we could approach to connect with on our reconciliation journey. These connections would be in addition to our existing relationships referenced in 2.1-2.4.	Dec 2018	CEO
	2.6 Develop a list of RAP organisations and other like-minded organisations that we could approach to connect with on our reconciliation journey.	Nov 2018	Chair of RAP working group
	2.7 Deepen/improve our existing relationships with Aboriginal and Torres Strait Islander peoples and organisations through the creation and implementation of an annual feedback model inviting suggestions on ways to strengthen relationships/ partnerships. Features: <ul style="list-style-type: none"> <li>+ Short, strengths based questions. For example, what has worked, what can be improved, elements of the partnership that need development;</li> <li>+ Deployed annually;</li> <li>+ Report provided to Senior Leadership Team; and</li> <li>+ Ensure a clear method to address grievances/complaints process is readily available.</li> </ul>	Feb 2019	Associate Director Policy, and Strategy



3. Participate in and celebrate National Reconciliation Week (NRW) 27 May - 3 June	3.1 Encourage our staff to attend a NRW event.	May 2019	CEO
	3.2 Circulate Reconciliation Australia's NRW resources and reconciliation materials to our staff.	May 2019	CEO
	3.3 Ensure our working group participates in an external event to recognise and celebrate NRW.	May 2019	Chair of RAP working group
4. Raise internal awareness of our RAP and embed into culture and processes	4.1 Develop and implement a plan to raise awareness amongst all staff across the organisation about our RAP commitments.	Oct 2018	Chair of RAP working group
	4.2 Develop and implement a plan to engage and inform key internal stakeholders of their responsibilities within our RAP.	Oct 2018	CEO
	4.3 Engage our senior leaders in the delivery of RAP outcomes by ensuring the RAP deliverables are embedded into their position descriptions and Performance Agreements, and influence their Performance Assessments.	Sep 2018	CEO
	4.4 Engage all ACON staff in the delivery of RAP outcomes by ensuring the RAP deliverables are embedded into their position descriptions and Performance Agreements, and influence their Performance Assessments.	Sep 2018	Manager HR
	4.5 Ensure the RAP is a permanent agenda item at the General Staff Meeting which could, for example, include a RAP update, external speaker, video or information on reconciliation/ Aboriginal and Torres Strait Islander event, date of significance or awareness-raising.	Sep 2018, monthly	Chair of RAP working group
	4.6 Ensure the RAP session is a permanent agenda item at the annual staff conference (Big Days In).	Sep 2018	Director Corporate Services
	4.7 Consider a RAP Portal to include opportunities for staff engagement (e.g. forum to share event ideas/engagement strategies, effective engagement strategies), as a home for links to relevant videos, research and resources.	Jul 2019	Director Corporate Services
5. Raise external awareness of our RAP	5.1 Include update on ACON's RAP progress at a minimum of 2 sector conferences per year, in relation to ACON's Aboriginal and Torres Strait Islander community engagement.	Nov 2018, Feb 2019	CEO
	5.2 Publish RAP on ACON website.	Sep 2018	Manager Marketing, Communications and Fundraising
	5.3 Display the RAP logo on all ACON websites (e.g. Main site, Emen8, Ending HIV, Pivot Point, Say it Out Loud).	Oct 2018	Manager Marketing, Communications and Fundraising
	5.4 Ensure All Pride Inclusion Programs promote ACON's RAP to their members and potential members and incorporate it within their standard business processes.	Oct 2018	Director Pride Inclusion Programs



## RESPECT

Action	Deliverable	Timeline	Responsibility
6. Investigate and implement Aboriginal and Torres Strait Islander cultural learning and capacity development at ACON	6.1 Develop a business case for increasing awareness of Aboriginal and Torres Strait Islander cultures, histories and achievements within our organisation.	Nov 2018	Manager HR
	6.2 Engage external consultant for cultural safety assessment and capacity development, covering all regions of ACON's work, to: + Assess existing level of cultural safety and understanding of Aboriginal and Torres Strait Islander language use and conventions; + Capture data and measure our staff's current level of knowledge and understanding of Aboriginal and Torres Strait Islander cultures, histories and achievements; + Conduct a review of cultural awareness training needs within our organisation; and + Deliver training to all ACON staff including improving understanding of Aboriginal and Torres Strait Islander language use and conventions.	Feb 2019	Chair of RAP working group
	6.3 Investigate cultural immersion programs.	Aug 2019	HR Manager
	6.4 Communicate and encourage staff to use Reconciliation Australia's Share Our Pride online tool ( <a href="http://shareourpride.reconciliation.org.au">shareourpride.reconciliation.org.au</a> ).	Oct 2018	Chair of RAP working group
	6.5 Review and potentially expand the role of ACON's Aboriginal and Torres Strait Islander Advisory Group and standardise processes for consultation on organisation-wide work.	Apr 2019	Deputy CEO
	6.6 Ensure ACON staff, with direct client contact, undertake cultural safety and sensitivity training.	Jul 2019	Director Community Health and Regional Services
	6.7 Create opportunities for interactive learning and sharing of Aboriginal and Torres Strait Islander cultures and histories. For example facilitating workshop-style learning and sharing of local historical facts to deepen participant understanding of Acknowledgement of Country and Welcome to Country.	May 2019	Chair of RAP working group
7. Participate in and celebrate NAIDOC Week (July)	7.1 Raise awareness and share information amongst our staff on the meaning of NAIDOC Week which includes information about the local Aboriginal and Torres Strait Islander peoples and communities, through: + Presentation at General Staff Meeting (GSM) prior to NAIDOC Week annually; + All staff email.	Jun 2019 Jul 2019	Chair of RAP working group CEO
	7.2 Introduce our staff to NAIDOC Week by promoting community events in our local area.	Jul 2019	CEO
	7.3 Ensure each ACON region (including Sydney) participates in at least 1 external NAIDOC Week event hosted by an Aboriginal Community Controlled Organisation (ACCO) to build relationships and visibility/accessibility of our programs in Aboriginal and Torres Strait Islander communities.	Jul 2019	CEO
	7.4 Ensure our RAP working group participates in an external NAIDOC Week event.	Jul 2019	Chair of RAP working group





8. Raise internal understanding of Aboriginal and Torres Strait Islander cultural protocols	8.1 Explore who the Traditional Owners are of the lands and waters in our service areas.	Jan 2019	Director Community Health and Regional Services
	8.2 Scope and develop a list of local Traditional Owners of the lands and waters within our organisation's sphere of influence.	Apr 2019	Director Community Health and Regional Services
	8.3 Develop and implement a plan to raise awareness and understanding of the meaning and significance behind Acknowledgement of Country and Welcome to Country protocols (including any local cultural protocols).	Nov 2018	Chair of RAP working group
	8.4 Review Welcome to Country and Acknowledgement of Country Protocols Policy and update every 2 years, ensuring reference to existing state-wide consultations with Aboriginal and Torres Strait Islander peoples (e.g. NSW Health). Review should ensure protocol/information is provided regarding use in ACON employee presentations, resources/publications, education and training work, website, email signatures, etc.	Dec 2018	Manager HR
	8.5 Ensure ACON Acknowledgement of Country (as per 8.4) is included in all ACON resources and branded print and electronic stationery (e.g. PowerPoint template).	Dec 2018	Manager Marketing Communications and Fundraising
	8.6 Audit current visual cues of inclusion (e.g. flags, artwork, nations map, and language words) across all community accessible areas of each ACON location, and develop and implement policy for minimum level of visual cues.	Jan 2019	Director Corporate Services
	8.7 Investigate creating/adopting a version of ACON branding that is identifiably targeted/relatable to Aboriginal and Torres Strait Islander communities.	Apr 2019	Manager Marketing, Communications and Fundraising



9. Celebrate/ recognise Aboriginal and Torres Strait Islander dates of significance.	9.1 Work with ACON's LGBTIQ Safety & Inclusion Project, Days of Diversity initiative, to coordinate integration with National Reconciliation Week, NAIDOC Week, and Sorry Day. This may include: + Banner located at Front of House with positive message (Sydney + possibly regional offices); + Electronic Promotional Kit – including social media tiles, poster and banner that can be sent electronically to partner organisations so they can join in the initiative. The Kit will be promoted and also downloadable from the ACON website.	Oct 2018	Program Manager Safety, Inclusion and Historical Justice
	9.2 Include the following 3 key Aboriginal and Torres Strait Islander dates of significance on ACON's internal, shared calendar, with reminder sent to all members of SLT 1 month in advance: + National Reconciliation Week; + NAIDOC Week; and + Aboriginal and Torres Strait Islander HIV Awareness Week.	Sep 2018	Executive Assistant to CEO
	9.3 Develop ACON's activity plan for engaging with Aboriginal and Torres Strait Islander HIV Awareness Week (ATSIHAW).	Oct 2018	Deputy CEO
	9.4 Ensure that staff with external hard copy or online communications responsibilities include acknowledgment of days of significance - NRW, NAIDOC Week and Aboriginal and Torres Strait Islander HIV Awareness Week in their posts, and consider wherever possible, inviting Aboriginal and/or Torres Strait Islander community members to write a guest piece.	Dec 2018, May 2019, Jul 2019	CEO
	9.5 Implement protocol on organisation-wide internal communications around Australia Day and the Change the Date movement, and ensure it is delivered to support mental health and wellbeing of staff/community members/service users. (i.e. messaging that before, during and after 26 January may be a difficult time for some staff/community members/service users, and positive strategies).	Jan 2019	CEO
10. Deepen understanding of Aboriginal and Torres Strait Islander people's perspectives and histories.	10.1 Host at least one Reconciliation Film Club screening of a curated selection of Aboriginal and Torres Strait Islander documentaries from Australia's leading Aboriginal and Torres Strait Islander filmmakers at each ACON location and consider ongoing membership (sbs.com.au/learn/reconciliationfilmclub).	Jun 2019	CEO

## OPPORTUNITIES

Action	Deliverable	Timeline	Responsibility
11. Investigate Aboriginal and Torres Strait Islander employment	11.1 Develop a business case for Aboriginal and Torres Strait Islander employment within our organisation with the aim of becoming an employer of choice for Aboriginal and Torres Strait Islander peoples.	Mar 2019	Manager HR
	11.2 Identify current Aboriginal and Torres Strait Islander staff to inform future employment and development opportunities: + Confirm current staff numbers from recruitment application paperwork; + Develop efficient record keeping system (include invitation/encouragement to identify as an Aboriginal and/or Torres Strait Islander person in applications and new starter packs, records in payroll/Human Resource Information System).	Oct 2018	Manager HR
	11.3 Provide opportunity in the annual staff survey for Aboriginal and/or Torres Strait Islander staff to self-identify and comment on cultural/emotional safety and the lived experience as an Aboriginal and Torres Strait Islander ACON employee.	Nov 2018	Manager HR
	11.4 Provide opportunity in the Staff Exit Survey for Aboriginal and/or Torres Strait Islander staff to self-identify and comment on cultural/emotional safety, the lived experience of being an Aboriginal and Torres Strait Islander ACON employee and provide feedback on improvements that can be made.	Sep 2018	Manager HR
	11.5 Ensure all managers have completed accredited Cultural Safety training and those with responsibility for Aboriginal identified positions have additional KPIs and support around their responsibilities within ACON and the wider Aboriginal and Torres Strait Islander community.	Jun 2019	Manager HR
	11.6 Review and update current recruitment practices to ensure maximum exposure of job advertisements to Aboriginal and Torres Strait Islander communities across all ACON locations.	Nov 2018	Manager HR
	11.7 Create and implement an internal process of tracking Aboriginal and Torres Strait Islander employment (recruitment, retention, professional development and promotion).	May 2019	Manager HR
	11.8 Install support mechanisms for Aboriginal and Torres Strait Islander staff to maintain connection and communication with the community to ensure they are supported in the workplace; this could include culturally appropriate mentoring and community support.	Jun 2019	Manager HR
	11.9 Investigate Aboriginal and Torres Strait Islander employment pathways (e.g. traineeships or internships).	Apr 2019	Manager HR
	11.10 As a volunteer driven organisation, include a non-compulsory demographic question on all digital forms (e.g. sign-up for volunteers, newsletters, anyone engaging through digital means) in order to track and support participation levels across all ACON projects and locations.	Oct 2018	Data and Information Manager

12. Investigate Aboriginal and Torres Strait Islander supplier diversity	12.1 Develop an understanding of the mutual benefits of procurement from Aboriginal and Torres Strait Islander owned businesses.	Oct 2018	Director Corporate Services
	12.2 Develop a business case for procurement from Aboriginal and Torres Strait Islander owned businesses.	Nov 2018	Director Corporate Services
	12.3 Ensure 5% of all ACON supplier purchases must be registered with Supply Nation or an equivalent body: + Update data collection and internal processes to ensure staff have consulted Supply Nation; + Update data collection and internal processes to ensure ability to report on percentage of purchases from suppliers registered with Supply Nation or an equivalent body.	Dec 2018	Manager Finance
	12.4 Update ACON's Procurement Policy to reflect Aboriginal and Torres Strait Islander supplier diversity deliverables above.	Jan 2019	Manager Finance
13. Ensure Aboriginal and Torres Strait Islander representation in ACON research and grants development	13.1 Identify opportunities, promote and support new research into the experiences of Aboriginal and Torres Strait Islander LGBTIQ people/people living with HIV (PLHIV) in collaboration with Aboriginal and Torres Strait Islander community organisations and key researchers to strengthen the evidence-base.	Ongoing, Nov 2018, Apr 2019	Manager Policy, Strategy and Research
	13.2 Continue to screen research with a focus on Aboriginal and Torres Strait Islander peoples and communities, prior to referring to the ACON Ethics Committee, to ensure the researchers have adequately consulted or partnered with relevant Aboriginal and Torres Strait Islander organisations, particularly the Aboriginal Health and Medical Research Council of NSW (AHMRC NSW).	Ongoing, Dec 2018, May 2019	Manager Policy, Strategy and Research
	13.3 When designing new research, consider when to have an Aboriginal and Torres Strait Islander focus.	Ongoing, Feb 2019, Jul 2019	Manager Policy, Strategy and Research
	13.4 Where available, and when delivering whole of community population-wide health data, ensure Aboriginal and Torres Strait Islander community statistics are included in all ACON reports, presentations, communications - in particular when discussing HIV notifications and suicide statistics.	Ongoing, Dec 2018, May 2019	Associate Director Policy, Strategy and Research
	13.5 Identify relevant funding opportunities for Aboriginal and Torres Strait Islander-focussed work and refer to the relevant unit manager and their team to develop new project proposals focusing on Aboriginal and Torres Strait Islander LGBTIQ people and people living with HIV (PLHIV) to ensure ACON has ongoing programmatic work in this area.	Ongoing, Nov 2018, May 2019	Manager Policy, Strategy and Research
	13.6 Be proactive and responsive to data relating to Aboriginal and Torres Strait Islander peoples within ACON's scope of work. For example building partnerships with organisations/sexual health clinics in areas with the highest rates of HIV or STI notification.	Ongoing Nov 2018, Apr 2019	CEO





14. Ensure Aboriginal and Torres Strait Islander representation in ACON policy and advocacy development	14.1 Establish ongoing consultation and partnership mechanisms and processes for Aboriginal and Torres Strait Islander input into policy and programmatic work, with a particular focus on HIV prevention, guided by the Eora Call to Action (eoraalltoaction.wordpress.com) and the Anwernekenhe 6 Key Themes and Recommendations report.	Feb 2019	Associate Director Policy, Strategy and Research
	14.2 Ensure Aboriginal and/or Torres Strait Islander health access barriers/ data, including acknowledgement of intersectionality (identifying as LGBTIQ + Aboriginal and/or Torres Strait Islander peoples), are included, where relevant, in the development of all ACON: + Strategic Plans; + Health Outcome Strategies; + Policy Statements; + LGBTIQ Health Submissions; + HIV Submissions; + Discussion Papers; and + HIV Action Plans.	Ongoing, Nov 2018, Apr 2019	Associate Director Policy, Strategy and Research
	14.3 Establish, standardise and document best practice for working with Aboriginal and Torres Strait Islander communities, including contribution from the ACON Aboriginal Advisory Group (AAAG), for consultation and development processes (e.g. for policy, resources, campaigns).	Apr 2019	Associate Director Policy, Strategy and Research
	14.4 Implement KPIs for visibility of Aboriginal and Torres Strait Islander peoples in general ACON materials/campaigns, beyond Aboriginal and Torres Strait Islander targeted materials.	Oct 2018	CEO
15. Investigate culturally targeted health promotion opportunities	15.1 Take up opportunities for targeted and/or tailored sexual health promotion e.g. at established external community events targeting/ engaging Aboriginal and Torres Strait Islander communities. These opportunities may fall outside of ACON's traditional methods/ locations (e.g. the Annual NSW Aboriginal Rugby League Knockout).	Oct 2018	CEO
	15.2 Ensure closer coordination between the Gay Men's Sexual Health Programs unit (including HIV Testing and PrEP Services and Peer Programs) and the Aboriginal Project (e.g. to look for targeted testing/PrEP promotion opportunities with Aboriginal and Torres Strait Islander gay men).	Nov 2018 + Apr 2019	Manager Gay Men's Sexual Health Programs
	15.3 Ensure closer coordination between all peer education programs and the Aboriginal Project (e.g. development of targeted recruitment and culturally safe, tailored content).	Oct 2018, Jun 2019	Deputy CEO



## GOVERNANCE, TRACKING PROGRESS AND REPORTING

Action	Deliverable	Timeline	Responsibility
16. Build support for the RAP	16.1 Define resource needs for RAP development and implementation.	Sep 2018	Director Corporate Services
	16.2 Define needs and implement systems and capacity to track, measure and report on RAP activities.	Sep 2018	Data, Reporting and Planning Officer
	16.3 All staff to take action and submit data on progress towards RAP deliverables.	Oct 2018, Jan 2019, Apr 2019, Jul 2019	CEO
	16.4 Complete the annual RAP Impact Measurement Questionnaire and submit to Reconciliation Australia.	Sep 2019	CEO
	16.5 Create staff feedback mechanisms with the following features: + centrally accessible by all staff; + available throughout the year; + dedicated email address; and + survey tool for consultation, evaluation etc. (for example Survey Monkey).	Oct 2018	Chair of RAP working group
17. Report RAP achievements, challenges and learnings internally and externally	17.1 Two RAP working group members (must include at least one Aboriginal and/or Torres Strait Islander member) to meet with RAP Executive Champion to provide a progress report.	Monthly 2018, 2019	Chair of RAP working group
	17.2 RAP Executive Champion to have permanent monthly agenda item at Senior Leadership Team's meeting.	Monthly 2018, 2019	RAP Executive Champion
	17.3 Include information on our RAP/RAP progress in ACON's annual report.	Jun 2019	Manager Marketing, Communications and Fundraising
	17.4 Progress on RAP deliverables reported on quarterly basis to ensure effective tracking throughout the year and made available to RAP working group within 2 weeks of reporting deadline.	Nov 2018, Feb 2019, May 2019, Aug 2019	Data, Reporting and Planning Officer
18. Review and Refresh RAP	18.1 Liaise with Reconciliation Australia to develop a new RAP based on learnings, challenges and achievements.	Jun 2019	Chair of RAP working group
	18.2 Submit draft RAP to Reconciliation Australia for review.	July 2019	Chair of RAP working group
	18.3 Submit draft RAP to Reconciliation Australia for formal endorsement.	Sep 2019	Chair of RAP working group

## CONTACT DETAILS

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