

Foster Care Association of Victoria

Reconciliation Action Plan

Innovate

May 2018 - May 2020



RECONCILIATION
ACTION PLAN

INNOVATE



Artwork by Emma Bamblett



Artist: Emma Bamblett

Clan: Wemba Wemba

Title: Journey Together

Description: The purple circle in the centre of the painting represents the Foster Care Association of Victoria (FCAV). The lines reaching out represent the journey towards reconciliation and working together with the Aboriginal and Torres Strait Islander community. The purple figures around the middle section represent FCAV staff.

The yellow lined areas represent strength. Strength towards recognising the work of foster carers and role that they play in the Victorian community.

The light blue circles represent the voice of FCAV. It continues to grow, reaching out to community.

The purple circles connected with straight lines represent the Carer KaFÉ, which offers opportunities for Kinship and Foster Carers to attend training and have opportunities to build their knowledge and grow.

The connected oval shaped yellow symbols represent the work that the FCAV are doing towards reconciliation. Through this process they are gaining their knowledge and respect for Aboriginal and Torres Strait Islander peoples and cultures.



Acknowledgement

We respectfully acknowledge that we work on the traditional land of the Kulin Nation and we acknowledge the Wurundjeri people who are the Traditional Custodians of this land. We pay respects to community members and Elders past and present.

Message from Reconciliation Australia



Reconciliation Australia is delighted to welcome the Foster Care Association of Victoria to the Reconciliation Action Plan (RAP) program by formally endorsing its inaugural Innovate RAP.

As a member of the RAP community, the Foster Care Association of Victoria joins 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 increase 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 the Foster Care Association of Victoria with the key steps to establish its own unique approach to reconciliation. Through implementing an Innovate RAP, the Foster Care Association of Victoria will develop 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 the Foster Care Association of Victoria well as it explores and establishes its own unique approach to reconciliation. We encourage the Foster Care Association of Victoria 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 the Foster Care Association of Victoria on its first RAP, and look forward to following its ongoing reconciliation journey.

A handwritten signature in black ink, appearing to read 'Karen Mundine'.

Karen Mundine
Chief Executive Officer, Reconciliation Australia



Our Vision for Reconciliation

The Foster Care Association of Victoria's (FCAV) vision for reconciliation is a nation that acknowledges historic truths and their current impacts and where First Nations' cultures are recognised, understood and celebrated by all, as part of our community and country's identity.

FCAV advocates for a Child Protection system which ensures Aboriginal and Torres Strait Islander children and young people are safe and connected to their family, culture and community. We support Aboriginal and Torres Strait Islander self-determination in all areas of the care of children and young people.

Our RAP

FCAV celebrates the strength of Aboriginal and Torres Strait Islander peoples and cultures and acknowledges the wrong doings of the past including the forcible removal of children and young people, some of whom told their stories in the national inquiry for the *Bringing Them Home Report 1997*.

As the peak body for foster carers in Victoria, our plan for reconciliation is to support all carers of Aboriginal and/or Torres Strait Islander children and young people in obtaining the knowledge and resources they need to provide children in their care meaningful connections to family, community and culture. We facilitate this through continuing and growing partnerships with the Victorian Aboriginal Community Controlled Service Sector and advocating for Aboriginal children in Aboriginal care (ACAC), a new program for Aboriginal children and young people subject to a Children's Court protection order.


Our Business

The Foster Care Association of Victoria (FCAV) is the peak body for Victorian foster carers. Established in 1992, FCAV is a not-for-profit organisation working towards better outcomes for foster carers and the children in their care, representing over 4,000 foster carers Victoria-wide.

Foster care is the backbone of the Victorian response to protective intervention for children and young people at risk. Foster carers are volunteers providing a home, family life and care to children and young people who are unable to live with their birth family for a variety of reasons. All of these children have suffered traumatic events and the role of our foster carers is critical and complex.

FCAV is mandated to strengthen Victoria's investment in greater recognition, respect and resources for foster carers, the volunteers who make a difference every day and every night in the lives of Victoria's children and young people.

Our work directly impacts the thousands of Victorian children and young people in foster care by providing both support for individual foster families and by advocating for vital improvements to our foster care system.



FCAV work is guided by our values of empowerment, respect, innovation and accountability.

The services we provide to all foster carers across the state include:

- a Carer Information Support Service, offering free, independent information, advice and support to foster carers;
- advocacy on behalf of foster carers to government, foster care agencies and in the community;
- Carer KaFÉ offering free training sessions, on-line training and accredited training scholarships for foster and kinship carers;
- community building state-wide, providing forums, training and carer events
- carer news and information through our website, newsletters and e-news.

Additional government funding (2011) enabled FCAV focus more on our rural and regional carers. Recent (2016) legislative changes have seen FCAV further develop our state-wide training partnerships, highlighting the need to address the disproportionate representation of Aboriginal and Torres Strait Islander children in our foster and kinship care system.

Foster Care Association Victoria currently:

- employs 13 staff (2 fulltime, 11 part time);
- employs no Aboriginal and Torres Strait Islander staff;
- works state-wide across Victoria;
- has a single office location (Level 1, 398 Smith Street Collingwood Vic 3066).

Our Chief Executive Officer champions the commitment to our Reconciliation Action Plan across the organisation and our RAP working group includes:

- 2 FCAV Board Members (and foster carers)
- FCAV Chief Executive Officer
- FCAV Carer Information and Support Service (CISS) Manager
- FCAV Office Manager
- FCAV Media & Communications Coordinator
- Carer KaFÉ Project Manager
- Victorian Aboriginal Child Care Agency (VACCA) State wide coordinator.

Two members of our RAP working group are Aboriginal people.

Foster care is the backbone of the Victorian response to protective intervention for children and young people at risk. Foster carers are volunteers providing a home, family life and care to children and young people who are unable to live with their birth family for a variety of reasons.

Our partnerships and current reconciliation activities

Over the past year our focus has been to further develop our knowledge and have a greater understanding of issues that affect Aboriginal and/or Torres Strait Islander children and families in our community. FCAV builds on its existing internal cultural competence and has previously produced resources for foster carers including an Information sheet - *Caring for Aboriginal children and young people in foster care*.

All staff have completed cultural awareness training through VACCA. As a team, we have engaged in some cultural experiences; a local cultural walk around Fitzroy and the Darebin Healing Trail with Elder, Uncle Trevor. We have heard from our Board member Daryl Sloan, a Wurundjeri man, took a day trip with him to walk on country near Euroa.

The Carer KaFÉ project team has worked in close partnership with VACCA and the Victorian Aboriginal and Young People's Alliance who are members of the Carer KaFÉ Governing Reference Group. These experiences have been invaluable, helping us to truly comprehend and enrich our understanding of the importance of cultural connection and the ways it will impact our work.

From this basis, an increased focus and understanding of the importance of connection to culture will flow on through to our 5000+ membership base. We will ensure carers are informed about new Government initiatives, host and promote cultural events and assist carers to implement strong cultural support plans. We are also in a position to strongly advocate for placement support that encourages continuing reconciliation action.

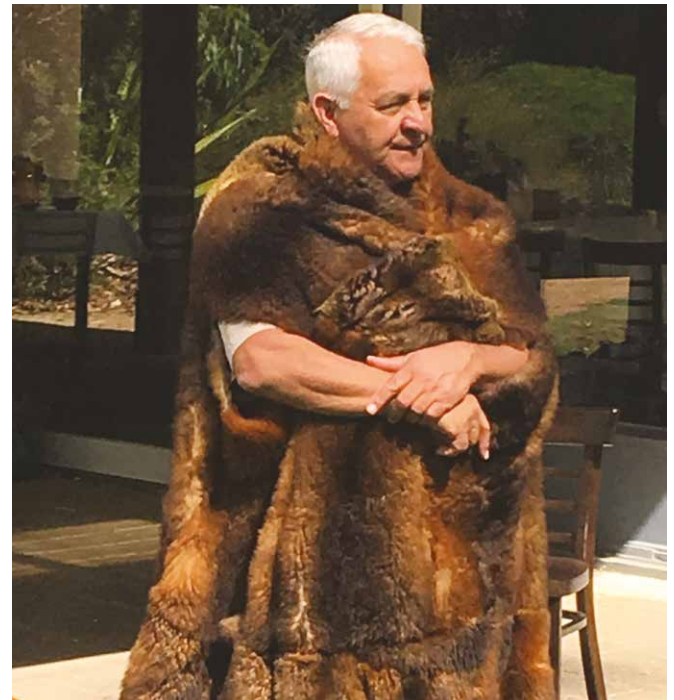
As an initial part of our RAP journey, FCAV in partnership with VACCA hosted three cultural carer forums. These focused on learning about Aboriginal and Torres Strait Islander peoples, histories and cultures.



FCAV Board Member Daryl Sloan, leads staff on a walk through Taungurong land near Euroa.



Emma & Gina from VACCA assist us to host the Spiritual healing trail at Darebin Parklands.



Uncle Trevor guides foster carers and the children in their care on the spiritual healing trail at Darebin parklands.

Murrindindi, shows carers his possum skin cloak at Healesville Sanctuary, February, 2018

In January 2018 we hosted a **Spiritual Healing Walk** at Darebin Parklands. 24 carers and the children in their care enjoyed walking and listening to Elder, Uncle Trevor promote emotional and spiritual well-being and a sense of being connected to the land.

In February 2018 we hosted a **Cultural Learning Morning Tea** at Healesville Sanctuary. 23 carers and children attended and had an incredible day. A highlight of the day was being in the company of Murrindindi, Elder and head man (Ngurungaeta) of the Wurundjeri peoples, as he shared stories of his life and culture.



The children paint on canvas with oil paints and ochre, CERES April 2018.



Ian Hunter begins the smoking ceremony, using native plants, CERES April 2018.

Murrindindi is passionate about sharing Wurundjeri culture, which he demonstrated by playing the didgeridoo, showing us his possum skin cloak, boomerang throwing, singing traditional songs in his language, having a yarn about his life and family history, and telling us about significant flora and fauna around us.

In April 2018 we hosted a **Cultural Learning Morning Tea** at CERES Environmental Park, with Ian Hunter a Wurundjeri Elder.

On this beautiful autumn day we hosted 43 carers and children. Ian Hunter performed a smoking ceremony and provided rich information about the local area and Aboriginal culture. The children loved the sound of the didgeridoo as well as painting with ochre on canvas. It was a fabulous day in a magnificent setting.

These events provided an opportunity for carers to be involved in a rich cultural experience, while coming together to network and connect in a fun and interactive way.

FCAV internal reconciliation initiatives include:

- an Acknowledgement of Country statement is made at all meetings and events;
- an Acknowledgement of Wurundjeri People and Country plaque is prominently displayed in office;
- Aboriginal and Torres Strait Islander flags are displayed in our office;
- publication of an FCAV newsletter for NAIDOC 2017;
- regular FCAV interactions with Aboriginal organisations including:
 - Victorian Aboriginal Child Care (VACCA)
 - Victorian Aboriginal Community Controlled Health Organisation (VACCHO)
 - The Commissioner for Aboriginal Children and Young People
 - Secretariat of National Aboriginal and Islander Child Care
 - ACCOs across Victoria that host Carer KaFÉ training sessions
- Establishment of a RAP Working Group
- Contributing an article to the Deadly Story Portal and partnering with VACCA to host the cultural carer forums

FCAV's core client group

Includes many child and family services Victoria-wide which work for and with Aboriginal and/or Torres Strait Islander children and families, including Anglicare Victoria, Berry Street, Create Foundation, Gippsland and East Gippsland Aboriginal Cooperative, Life Without Barriers, MacKillop Family Services, Mallee District Aboriginal Services, OzChild, Rumbulara Aboriginal Cooperative, Uniting Care Gippsland, Wesley Mission Victoria and Salvation Army Westcare.

Carer KaFÉ

In September 2016 the Victorian Government announced funding for a Kinship and Foster Care Learning and Development Strategy, Carer KaFÉ, designed to improve and expand kinship and foster carer education in Victoria.

Carer KaFÉ is hosted by the Foster Care Association of Victoria and supported by a Governing Reference Group (GRG) that has representation from Victorian Aboriginal organisations; Victorian Aboriginal Child Care Agency (VACCA) and Victorian Aboriginal Children and Young People's Alliance (The Alliance).

Aboriginal and Torres Strait Islander inclusion is a key component of Carer KaFÉ. An Aboriginal strategy was developed with guidance and input from VACCA and The Alliance, which shapes Carer KaFÉ aims and activities.

Since Carer KaFÉ began over 35 sessions of VACCA's 'Nikara's Journey' have been run, increasing carer access to this key training experience. This two day cultural workshop is aimed at non-Aboriginal carers caring for Aboriginal children and young people.

In the 2018/19 budget the Victorian Government announced that funding will continue for Carer KaFÉ. New and existing training opportunities are being developed and scheduled for kinship and foster carers of Aboriginal children, including:

- VACCA's Nikara's Journey, a two-day training program for non-Aboriginal carers
- VACCA's Aboriginal Trauma Training, training on culturally appropriate strategies for recovery and healing
- VACCA's Carer Camp for Aboriginal and non-Aboriginal carers and the children in their care
- SNAICC's Safe for Our Kids, supporting carers of Aboriginal children and young people who experience family violence
- SNAICC's Working and Walking Together, training for carers of Aboriginal children and young people



Roadmap to reform

FCAV is engaged in partnerships arising from the roll-out of the Victorian Government Roadmap for Reform initiatives (October 2016) which focus on keeping Aboriginal and/or Torres Strait Islander children and young people in out of home care connected to culture and community.

As the peak body for foster carers in Victoria, FCAV has long advocated for policy and training which supports foster carers of Aboriginal and/or Torres Strait Islander children and young people to support their connection to culture and cultural identity. FCAV is a recent signatory to a sector endorsement of Section 18 and the reforms in child and family welfare aimed at securing Aboriginal and/or Torres Strait Islander peoples' self-determination for the safety and well-being of Aboriginal and/or Torres Strait Islander children and families.

FCAV's carer support role

In the Transitioning Aboriginal Children to Aboriginal Controlled Community Organisations (ACCOs) Project.

FCAV have spent considerable time connecting with ACCOs across the state in relation to the Transitioning Aboriginal children to ACCOs Project. FCAV form part of the Transitioning Aboriginal children to ACCOs project reference group and Sub-group - Review of Carer Transfer discussion paper, attending monthly meetings throughout 2018. FCAV Carer Support Service continue to have a number of conversations with carers reassuring them of expectations and plans when being invited to change agency. Where carers feel anxious with the transition, FCAV guide and inform them so they feel empowered and reassured.



Relationships



FCAV values strong relationships with Aboriginal and/or Torres Strait Islander individuals and Aboriginal Community Controlled Organisations.

These partnerships are key across many of our service delivery areas, instilling the knowledge of history, contemporary issues and culture into our programs of support, information, forums and advocacy.

It is these relationships that build the Organisation knowledge and understanding we use to support carers across the state, to ensure Aboriginal and/or Torres Strait Islander children and young people in their care are given every opportunity to maintain their connection to family, community and culture.

ACTION	RESPONSIBILITY	DELIVERABLE	TIMELINE
RAP Working Group (RWG) actively monitors RAP development and implementation of actions, tracking progress and reporting.	Chief Executive Officer	RWG oversees the development, endorsement and launch of the RAP	May 2018
	Chief Executive Officer	Ensure Aboriginal and/or Torres Strait Islander peoples are represented on the RWG	May 2018, 2019, 2020
	Chief Executive Officer	Establish Terms of Reference for the RWG	June 2018
	Chief Executive Officer	Meet at least twice yearly to monitor and report on RAP implementation	November 2018, May & November 2019, May 2020
Celebrate and participate in National Reconciliation Week (NRW) by providing opportunities to build and maintain relationships between Aboriginal and Torres Strait Islander peoples and other Australians	Administrator	Download Reconciliation Australia's NRW resources & circulate to staff	May 2018, 2019, 2020
	Chief Executive Officer	Encourage staff and board to participate in external NRW events	May 2018, 2019, 2020
	Chief Executive Officer	Support an external NRW event	May 2018, 2019, 2020
	Chief Executive Officer	Ensure our RAP Working Group participates in an external event to recognise and celebrate NRW	May 2018, 2019, 2020



ACTION	RESPONSIBILITY	DELIVERABLE	TIMELINE
Celebrate and participate in National Reconciliation Week (NRW) by providing opportunities to build and maintain relationships between Aboriginal and Torres Strait Islander peoples and other Australians	Administrator	Organise at least one internal event for NRW each year	May 2018, 2019, 2020
	Administrator	Invite Aboriginal and/or Torres Strait Islander peoples to share their reconciliation experiences	May 2018, 2019, 2020
	Administrator	Register all NRW events via Reconciliation Australia's NRW website	June 2018, 2019, 2020
Develop and maintain mutually beneficial relationships with Aboriginal and Torres Strait Islander peoples, communities and organisations to support positive outcomes	Administrator	Develop a list of Aboriginal and/or Torres Strait Islander peoples, communities and organisations within our local area and sphere of influence that we could approach to connect with on our reconciliation journey	July 2018
	Administrator	Develop a list of RAP organisations and other like-minded organisations that we could approach to connect with on our reconciliation journey	August 2018
	Administrator	Reflect on the preferred terminology in Victoria with respect to use of the word Aboriginal, or Aboriginal and/or Torres Strait Islander, Indigenous and First Nations. Consult widely with our Aboriginal and/or Torres Strait Islander stakeholders	September 2018
	CISS Team Leader	Meet with local Aboriginal and Torres Strait Islander organisations to develop guiding principles for future engagement	March 2019
	CISS Team Leader	Develop and implement an engagement plan to work with our Aboriginal and/or Torres Strait Islander stakeholders	June 2019
	Raise internal and external awareness of our RAP to promote reconciliation across our business and sector.	Chief Executive Officer	Raise awareness with all staff across the organisation about our RAP commitments
Office Manager		Engage and inform staff about their responsibilities within our RAP. Review, track and monitor deliverables	October 2018, April & October 2019, April 2020
Member Relations Coordinator		Communicate our RAP to all internal and external stakeholders	June 2018
Member Relations Coordinator		Promote reconciliation through ongoing active engagement with all stakeholders	June, December 2018, June, December 2019, May 2020
Member Relations Coordinator		Encourage Community Service Organisations in our core client group to develop a RAP	November 2018
Member Relations Coordinator		Develop an A3 poster with affirming FCAV commitment to supporting Aboriginal and Torres Strait Islander children, families and carers	May 2019

Respect



Aboriginal and Torres Strait Islander peoples, cultures, histories and rights are significant to FCAV’s core business as we continue to learn about the historic role of foster care systems in the disconnection of children from their families, communities and cultures.

We respect the ‘Wungurilwil Gagapduir’ Agreement, a partnership between Aboriginal communities, the Victorian Government and the child and family service sector working together for the benefit of Aboriginal and/or Torres Strait Islander children and families, based on the principle of Aboriginal self-determination.

ACTION	RESPONSIBILITY	DELIVERABLE	TIMELINE
Engage employees in continuous cultural learning opportunities to increase understanding and appreciation of Aboriginal and Torres Strait Islander cultures, histories and achievements	CISS Project Coordinator	Investigate opportunities to work with local Traditional Owners and/or Aboriginal and Torres Strait Islander consultants to develop cultural awareness training	June 2019
	CISS Project Coordinator	Develop and implement an Aboriginal and Torres Strait Islander cultural awareness training strategy document for our staff which defines cultural learning needs of employees and considers various ways cultural learning can be provided (online, face to face workshops or cultural immersion)	July 2019
	Chief Executive Officer	Provide opportunities for all staff to participate in cultural training	August 2019
	Chief Executive Officer	Provide opportunities for staff to participate in local cultural experiences and immersion opportunities	December 2018, June & December 2019



ACTION	RESPONSIBILITY	DELIVERABLE	TIMELINE
Engage employees in continuous cultural learning opportunities to increase understanding and appreciation of Aboriginal and Torres Strait Islander cultures, histories and achievements	Office Manager	In collaboration with an Aboriginal organisation Develop a staff training presentation of Aboriginal histories and cultures within Victoria, both past and present, including the Aboriginal history of Collingwood/Fitzroy and the development of Victorian Aboriginal organisations	September 2019
	CISS Team Leader	Circulate to all staff the: Bringing Them Home Report (1997) & In the child's best interests - Inquiry into compliance with the intent of the Aboriginal Child Placement Principle in Victoria (2016)	July 2018
	CISS Team Leader	Screen relevant documentaries/films such as 'After the Apology' to educate staff about child removal policies for Aboriginal and Torres Strait Islander children historically and today	August 2018, 2019
	CISS Team Leader	Communicate and encourage staff to use Reconciliation Australia's Share Our Pride online tool to all staff	July 2018
Engage employees in understanding the significance of Aboriginal and Torres Strait Islander cultural protocols, such as Welcome to Country and Acknowledgement of Country, to ensure there is a shared meaning	Administrator	Develop a list of local Traditional Owners of the lands and waters in our local area and sphere of influence	August 2018
	Chief Executive Officer	Include an Acknowledgement of Country at the commencement of all internal and external meetings	September 2018
	Office Manager	Invite Traditional Owners into our office to explain the significance of Welcome to Country and Acknowledgement of Country	October 2018
	Office Manager	Develop, implement and communicate a cultural protocol document for Welcome to Country and Acknowledgement of Country	October 2018
	Office Manager	Develop a list of key contacts for organising a Welcome to Country and maintaining respectful partnerships	October 2018
	CISS Team Leader	Invite a Traditional Owner to provide a Welcome to Country at significant events, such as the Launch of our RAP and cultural forums hosted for our carers	May 2018, 2019, 2020
	Media & Comms Coordinator	Ensure an Acknowledgment of Country is included in our key publications and communications	October 2018
	Chief Executive Officer	Ensure all staff understand the importance and significance of Acknowledgement of Country and feel comfortable providing an Acknowledgement at the commencement of all meetings	November 2018

ACTION	RESPONSIBILITY	DELIVERABLE	TIMELINE
Support and promote NAIDOC Week to celebrate Aboriginal and Torres Strait Islander histories, cultures and achievements and to recognise and respect the contributions that Aboriginal and Torres Strait Islander peoples make to our country and society	Office Manager	Review HR policies and procedures to ensure there are no barriers to staff participating in NAIDOC Week	July 2018
	Administrator	Raise awareness amongst our staff of the meaning of NAIDOC Week which includes information about the local Aboriginal and/or Torres Strait Islander peoples and communities	July 2018, 2019
	Administrator	Promote NAIDOC Week events in our local area	July 2018, 2019
	Chief Executive Officer	Provide opportunities for all staff to participate in NAIDOC Week activities, events and celebrations	July 2018, 2019
	Chief Executive Officer	Provide opportunities for all Aboriginal and/or Torres Strait Islander staff to participate with their cultures and communities during NAIDOC Week	July 2018, 2019
	Chief Executive Officer	Ensure our RAP Working Group participates in an external NAIDOC Week event	July 2018, 2019
Support and promote Aboriginal and Torres Strait Islander dates of significance such as National Aboriginal and Torres Strait Islander Children's Day (NAICD), and Sorry Day	Administrator	Share and communicate information about National Sorry Day to all staff	May 2018, 2019, 2020
	Media & Comms Coordinator	Promote National Aboriginal and Torres Strait Islander Children's Day, (NAICD) events and celebrations to our carers	August 2018, 2019
	Chief Executive Officer	Ensure a staff member or RWG member attends an external NAICD event per year	August 2018, 2019
Increase cultural safety for Aboriginal and Torres Strait Islander children in care	CISS Team Leader	Consult with SNAICC and other key stakeholders to develop best practice guidelines for carers of Aboriginal and/or Torres Strait Islander children	March 2019
	CISS Team Leader	In collaboration with Traditional Owners, develop an Aboriginal and Torres Strait Islander cultural learning package for carers to complete	June 2019
	CISS Team Leader	Develop strategies to ensure Aboriginal and/or Torres Strait Islander children retain their connection to their community and country	September 2019
	Chief Executive Officer	Develop a statement of apology for the historic role of foster carer systems in the disconnection of Aboriginal and/or Torres Strait Islander children from their families, communities and cultures	April 2019

Opportunities



The Foster care Association believes reconciliation is an opportunity to strengthen work practices that reap the benefits of cultural exchange and community engagement.

FCAV sees the recruitment of Aboriginal and Torres Strait Islander staff, board members and foster carer members as the opportunity for sharing in knowledge and strength for our core activities, policies and partnerships.

ACTION	RESPONSIBILITY	DELIVERABLE	TIMELINE
Investigate opportunities to improve and increase Aboriginal and Torres Strait Islander employment outcomes within our workplace	CISS Project Coordinator	Engage with existing Aboriginal and/or Torres Strait Islander staff and external Aboriginal and/or Torres Strait Islander peoples and/or consultants to advise on recruitment, employment and retention strategies, including professional development	August 2018
	CISS Project Coordinator	Develop and implement an Aboriginal and Torres Strait Islander employment and retention strategy that ensures there are no barriers to Aboriginal and/or Torres Strait Islander employees and future applicants participating in our workplace	September 2018
	Office Manager	Review HR and recruitment procedures and policies to ensure there are no barriers to Aboriginal and/or Torres Strait Islander employees and future applicants participating in our workplace	September 2018
	Office Manager	Include in all job advertisements, 'Aboriginal and/or Torres Strait Islander peoples are encouraged to apply	October 2018
	Office Manager	Advertise all vacancies in Aboriginal and Torres Strait Islander media	November 2018

ACTION	RESPONSIBILITY	DELIVERABLE	TIMELINE
Investigate opportunities to improve and increase Aboriginal and Torres Strait Islander employment outcomes within our workplace.	CISS Project Coordinator	Investigate opportunities to create employment pathways for Aboriginal and/or Torres Strait Islander peoples via an internship	December 2018
	CISS Project Coordinator	Collect information on our current Aboriginal and/or Torres Strait Islander staff to inform future employment opportunities	March 2019
Investigate opportunities to incorporate Aboriginal and Torres Strait Islander supplier diversity within our organisation	Administrator	Develop and communicate to staff a list of Aboriginal and Torres Strait Islander businesses that can be used to procure goods and services	January 2019
	Office Manager	Review and update procurement policies and procedures to ensure there are no barriers for procuring goods and services from Aboriginal and Torres Strait Islander businesses	January 2019
	Administrator	Develop at least three commercial relationships with Aboriginal and/or Torres Strait Islander owned businesses for procuring goods and services	March 2019
	Administrator	Investigate Supply Nation Membership	June 2019

Governance, tracking progress and reporting



ACTION	RESPONSIBILITY	DELIVERABLE	TIMELINE
Report RAP achievements, challenges and learnings internally and externally	Office Manager	Collect data for the RAP Impact Measurement Questionnaire	August 2018, 2019
	Office Manager	Complete and submit the RAP Impact Measurement Questionnaire to Reconciliation Australia annually by 30 September each year	September 2018, 2019
	CISS Team Leader	Publically report our RAP achievements, challenges and learnings in our Annual Report 2018-2019 and 2019-2020	December 2018, 2019
	Chief Executive Officer	Report our RAP achievements internally to staff and Board	December 2018, 2019
	Office Manager	Investigate participating in the RAP Barometer	May 2020
Review, refresh and update RAP	Office Manager	Liaise with Reconciliation Australia to develop a new RAP based on learnings, challenges and achievements	January 2020
	Office Manager	Send draft RAP to Reconciliation Australia for review and feedback	February 2020
	Office Manager	Submit draft RAP to Reconciliation Australia for formal endorsement	May 2020

Contact details

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