



## Innovate Reconciliation Action Plan for July 2018 – July 2020

### Our vision for reconciliation

*Working in partnership with Aboriginal<sup>1</sup> peoples and with agencies and others that provide services and support, the Commissioner for Children and Young People (CCYP) in Western Australia and staff envision a future where all Aboriginal children and young people are heard, healthy, safe, able to reach their potential, and welcomed as valued members of the community. When all children and young people have equal opportunities to not only survive, but to thrive, all of society benefits.*

### Our business

The Commissioner is responsible for promoting and monitoring the wellbeing of children and young people in Western Australia. Under the [Commissioner for Children and Young People Act 2006 \(WA\)](#) priority is given to the wellbeing of Aboriginal children and young people.

The Commissioner must always act in the best interests of children and young people with the aim of improving their wellbeing, and is dedicated to ensuring their voices are heard. The Commissioner is required to give priority to the interests and needs of Aboriginal and Torres Strait Islander children and young people and to the vulnerable or disadvantaged.

The Commissioner works proactively with children and young people and their families, government, not-for-profit organisations and others in the community to improve the wellbeing of children and young people, and commissions research, publishes reports, and hosts events to highlight specific aspects of children and young people's wellbeing. Using research and the other evidence available, the Commissioner seeks to positively influence legislation, policy, services and attitudes, meeting regularly with key decision makers and advises on legislation and policy through submissions and issues papers and speaking directly to government and the broader community.

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<sup>1</sup> In this document, the term 'Aboriginal' is respectfully intended to be inclusive of all Aboriginal and Torres Strait Islander peoples.

Key areas of the Commissioner's work include:

- promoting the participation of children and young people to give them a voice in decision making
- developing and promoting use of the Wellbeing Monitoring Framework, which provides a central resource of data and research to enable agencies to plan and deliver more effective services and programs for children and young people
- turning the spotlight on important issues affecting the wellbeing of children and young people, including mental health, early childhood, sexualisation, youth justice, reducing alcohol-related harm, child protection and making complaints systems child-friendly.

The Commissioner for Children and Young People has 15 FTE (full time equivalent) staff, one of whom identifies as Aboriginal. The Commissioner's office is a Western Australian state government agency, the office has a geographical reach to children and young people<sup>2</sup> throughout Western Australia.

## Our RAP

This **Reconciliation Action Plan** (RAP) is a statement of the Commissioner's commitment to improving the recognition and respect of Aboriginal culture and peoples as the first Australians and to bring all Western Australians together. The aim is to deliver realistic, achievable and measurable actions that support Aboriginal children and young people. The Commissioner and staff are committed to working together with Aboriginal children and young people, their families, carers and communities to ensure that Aboriginal children and young people enjoy the same life opportunities as other Australian children.

Consultation with Aboriginal peoples plays a significant part in the work of this office and the outcomes from these ongoing consultations have been applied in the development of this RAP. All staff have a role in championing the principles contained within this RAP, both internally and externally. As detailed in the Commissioner for Children and Young People Strategic Plan, consultation with Aboriginal children and young people, their families, carers and organisations that work with Aboriginal peoples and children plays a strong role in all of the Commissioner's work, including key actions within this RAP.

The framework for the actions described in this plan includes:

- the requirement for the Commissioner to give priority to, and have special regard to, the interests and needs of Aboriginal children and young people
- the provisions of the [United Nations Convention on the Rights of the Child](#)
- the Commissioner for Children and Young People's five-year strategic plan, [Our approach and priorities 2016–2020](#) and
- the Work Plan produced annually.

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<sup>2</sup> Defined as being aged between 0 and 18 years.

All Corporate Executive staff have a role in promoting the RAP internally and externally. The RAP Working Group consisting of our Director of Policy and Research, two Principal Policy Officers, one Senior Policy Officer, our Manager Engagement and Communication and our Manager Corporate Services will champion the RAP, however as we are a small office, all staff have had input into the RAP and will play a role in its execution. The Commissioner for Children and Young People is our RAP Champion.

## **Our RAP journey**

The views of Aboriginal children and young people, their families and communities inform the content of this plan. Since CCYP's first RAP in 2009, CCYP has undertaken a number of projects that focus on Aboriginal children and young people's personal views on a range of matters. This work and our knowledge and understanding of contemporary research on the factors that influence children and young people's wellbeing, have been used to inform the development of this RAP. At the same time the Commissioner recognises that the process of reconciliation will always remain a work in progress that demands a continuous process of dialogue and learning.

A significant factor in the CCYP RAP journey has been the integration of RAP activities with the day to day business of the Commissioner. The CCYP RAP does not sit separately to other work of the office. Its principles are embedded in all the Commission's policies and practices, whether this is the use of Aboriginal artwork in publications, ensuring Acknowledgement of Country and of Traditional Owners in public presentations made by the Commissioner or ensuring cultural awareness forms a part of staff professional development. Every staff member of CCYP is recognised as having a role in undertaking the actions outlined in this RAP and ensuring that all the work they perform takes this into account.

An emphasis on reconciliation is integrated within CCYP Strategic focus/vision document *Our approach and priorities 2016-2020* and Business Planning processes and supported through the Commissioner's decision-making processes, accountability structures and project management activity. This vision guides the Commissioner's work whenever and wherever the Commissioner advocates, promotes and monitors the wellbeing of Aboriginal children and young people. Through this work, and through inquiries into matters affecting the wellbeing of young people generally, the Commissioner will act to promote awareness and understanding in the community about the wellbeing of Aboriginal children and young people. The Commissioner will seek to promote and support strong partnerships between all agencies, groups and individuals involved in working with Aboriginal children and young people. The Commissioner works to build and maintain effective and respectful relationships with Aboriginal people in general and in particular with Aboriginal children and young people.

Corporate Executive members have a particular responsibility to demonstrate this commitment to reconciliation, through monitoring the implementation, practice and performance of reconciliation activities. This includes annual reporting of reconciliation action plan activity

and ensuring that Aboriginal children and young people's wellbeing and cultural needs are considered in all relevant project management activity. All submissions presented to Corporate Executive are reviewed by the Director Policy and Research for their relevance to Aboriginal peoples prior to endorsement. Any submissions with direct impact on Aboriginal people will be developed in consultation with appropriate Aboriginal staff, consultants or community representatives, including Aboriginal children and young people where appropriate.

At the discretion of the Commissioner, consultants with relevant expertise may be retained from time to time to advise and assist in the reconciliation process or activities. These include the three Aboriginal members of the Ambassadors group.

In 2015, the Commissioner published the results of a state-wide consultation with Aboriginal and Torres Strait Islander children and young people. The three publications are *Listen to Us – Using the views of WA Aboriginal and Torres Strait Islander children and young people to improve policy and service delivery*, *Aboriginal and Torres Strait Islander Children and Young People Speak Out*, and *This is Me*, a collection of profiles on WA Aboriginal and Torres Strait Islander children and young people. Copies of these publications, along with a teaching resource on reconciliation, have been sent to all public schools in Western Australia.

The "Listen to Us" consultation identified the many strengths of Aboriginal children and young people and highlighted the need for new and innovative effort to address the adversity too many of them experience. The results of these consultations have guided our ongoing project development in this area.

Since 2015, the Commissioner has sponsored banners in the National Reconciliation Week Banner project.

The implementation and tracking of our last Reconciliation Action Plan was disrupted by a number of circumstances impacting our staff, however we still managed to achieve all of our substantive commitments by embedding those commitments in the planning and implementation processes of the office. In renewing our reconciliation commitment this year, we have added additional safeguards to support the administration of the Reconciliation Action Plan and assist with tracking and reporting.

## Relationships

Engaging and building strategic relationships with Aboriginal children and young people, their families, carers, communities and organisations that work with Aboriginal peoples and children helps us understand the issues that impact them, and to advocate to government and other key stakeholders to appropriately address the needs of Aboriginal children and young people.

**Focus area:** *Optional: What key strategic direction of your business does Relationships align to?*

Action	Deliverable	Timeline	Responsibility
1. RAP Working Group (RWG) actively monitors RAP development and implementation of actions, tracking progress and reporting	<ul style="list-style-type: none"> <li>• RWG will oversee the revision, endorsement and launch of the RAP.</li> <li>• Aboriginal and Torres Strait Islander peoples are represented on the RWG.</li> <li>• Meet at least twice per year to monitor and report on RAP implementation.</li> <li>• Establish Terms of Reference for the RWG.</li> <li>• All senior management will be internal RAP Champions</li> <li>• Ensure our external Ambassadors include Aboriginal and Torres Strait Islander members to provide cultural advice and guidance.</li> </ul>	July 2018 Meetings July 2018, December 2018, July 2019, December 2019, July 2020	Director of Policy and Research
2. 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	<ul style="list-style-type: none"> <li>• Organise at least one internal event for NRW each year.</li> <li>• Register all NRW events via Reconciliation Australia's NRW website.</li> <li>• Support an external NRW event (e.g. the Reconciliation Week Banners project)</li> <li>• Encourage all staff members including RAP Working Group to participate in an external event to recognise and celebrate NRW.</li> </ul>	27 May- 3 June, 2018. 2019, 2020	RAP Working Group (RAP WG) Chair Manager Engagement and Communication

<p>3. Maintain and leverage mutually beneficial relationships with Aboriginal and Torres Strait Islander peoples, communities and organisations to support positive outcomes</p>	<ul style="list-style-type: none"> <li>• Ensure all project plans identify Aboriginal and Torres Strait Islander stakeholders and outline an engagement and communications plan for working with, and promoting opportunities to, our Aboriginal and Torres Strait Islander stakeholders.</li> <li>• Review and update the engagement and communication plan with Aboriginal and Torres Strait Islander peoples on a project by project basis</li> <li>• Develop a charter of rights for young people, including Aboriginal and Torres Strait Islander young people, as recommended by our Ambassadors</li> <li>• Develop joint ventures, partnerships, pro bono support or secondment and community capacity opportunities.</li> <li>• Advisory Groups<sup>3</sup> of children and young people appointed to assist the work of the Commissioner should include Aboriginal and Torres Strait Islander representation where appropriate.</li> <li>• Reference groups and expert advisory groups<sup>4</sup> established to support specific projects should include Aboriginal and Torres Strait Islander representation</li> </ul>	<p>March, June, September, December 2018, 2019 and 2020</p>	<p>Director Policy and Research/ Commissioner</p>
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<sup>3</sup> 'Advisory Groups' are existing groups of children and young people, such as a school class, a youth group or another community of common interest, which are appointed for a one-year term to be a source of advice to the Commissioner on specific policy areas. Groups have been both selected from applications and invited to become committees in various years.

<sup>4</sup> 'Reference groups' and 'expert advisory groups' are established as required on a project-specific basis. These various groups may include representatives of government agencies, community organisations and not-for-profit entities, as well as subject matter experts. Children and young people may be included depending on the individual project.

	<ul style="list-style-type: none"> <li>• Consider the use of Aboriginal consultants and facilitators to support consultation with Aboriginal children and young people</li> <li>• In planning regional visits, liaise with local Aboriginal organisations to ensure effective and appropriate engagement with Aboriginal children and young people</li> </ul>		Manager Corporate Services
4. Raise internal and external awareness of our RAP to promote reconciliation across our business and sector	<ul style="list-style-type: none"> <li>• Commissioner to launch refreshed RAP.</li> <li>• Develop and implement a strategy to communicate our RAP to all internal and external stakeholders.</li> <li>• Promote reconciliation through ongoing active engagement with all stakeholders.</li> <li>• All staff engaged in delivery of RAP outcomes</li> <li>• RAP forms part of induction process for new staff</li> <li>• RAP placed on website for external reference.</li> </ul>	July 2018	Commissioner  Manager Engagement and Communication
5. Embed RAP commitments in all CCYP work to ensure Aboriginal peoples' needs are considered.	<ul style="list-style-type: none"> <li>• All submissions to Corporate Executive are reviewed by Director Policy and Research to ensure consistency with our commitments in the RAP.</li> <li>• Corporate Executive Submission template includes question on compliance with RAP commitments.</li> <li>• Consider strategic direction of Aboriginal policy work across all portfolios during planning processes.</li> </ul>	March, June, September, December 2018, 2019 and 2020	Director Policy and Research/ Commissioner
6. Include subject matter experts in meetings with Aboriginal Elders/leaders/key stakeholders	<ul style="list-style-type: none"> <li>• Relevant Aboriginal leaders invited to key events involving subject matter experts</li> <li>• Consider opportunities to conduct one-on-one meetings or targeted group meetings where appropriate to ensure visiting experts can gain an improved understanding of matters relevant to WA Aboriginal peoples.</li> </ul>	Review December 2018, 2019 and 2020	Commissioner

## Respect

The Commissioner for Children and Young People respects the cultural heritage and relationships to lands and waters of Aboriginal peoples and celebrates the role of Aboriginal children, young people and families in maintaining and promoting culture and these relationships.

**Focus area:** *Optional: What key strategic direction of your business does Respect align to?*

Action	Deliverable	Timeline	Responsibility
<p>7. Engage employees in continuous cultural learning opportunities to increase understanding and appreciation of Aboriginal and Torres Strait Islander cultures, histories and achievements</p>	<ul style="list-style-type: none"> <li>• Implement an Aboriginal and Torres Strait Islander cultural awareness training strategy for our staff which defines cultural learning needs of employees in all areas of our business and considers various ways cultural learning can be provided (online, face to face workshops or cultural immersion) –               <ul style="list-style-type: none"> <li>○ All new staff to participate in cultural learning activities (face-to-face cultural awareness workshops) within 12 months of commencement;</li> <li>○ all staff to participate in at least one cultural learning activity each year;</li> <li>○ review cultural awareness training needs included in all Performance and Development System plans (completed six monthly for staff)</li> </ul> </li> <li>• Investigate opportunities to work with local Traditional Owners and/or Aboriginal and Torres Strait Islander consultants to develop cultural awareness training.</li> </ul>	<p>Review June 2018, 2019 and 2020</p>	<p>Manager Corporate Services</p>



	<ul style="list-style-type: none"> <li>• Provide opportunities for RWG members, RAP champions, HR managers and other key leadership staff to participate in cultural training.</li> <li>• Promote the Reconciliation Australia's Share Our Pride online tool to all staff.</li> <li>• Investigate local cultural experiences and immersion opportunities.</li> </ul>		
8. 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	<ul style="list-style-type: none"> <li>• Maintain our cultural protocol document for Welcome to Country and Acknowledgement of Country.</li> <li>• Update and maintain our list of key contacts for organising a Welcome to Country and maintaining respectful partnerships.</li> <li>• Invite a Traditional Owner to provide a Welcome to Country at significant events, including CCYP public events such as publication launches.</li> <li>• Include an Acknowledgement of Country at the commencement of all important internal and external meetings. Review communications process for formal speeches and regional visits to support.</li> <li>• Encourage staff to include an Acknowledgement of Country at the commencement of all meetings.</li> <li>• Add standard Acknowledgment of Country wording to staff agenda as a guide for all staff</li> <li>• Organise and display an Acknowledgment of Country plaque in our office/s or on our office building.</li> </ul>	Review June and December 2018, 2019 and 2020	Manager Engagement and Communication
9. Provide opportunities for Aboriginal and Torres Strait Islander staff to engage with	<ul style="list-style-type: none"> <li>• Review HR policies and procedures to ensure there are no barriers to staff participating in NAIDOC Week.</li> </ul>		Manager Corporate Services/ Manager

<p>their culture and communities by celebrating NAIDOC Week</p>	<ul style="list-style-type: none"> <li>• Provide opportunities for all Aboriginal and Torres Strait Islander staff to participate with their cultures and communities during NAIDOC Week.</li> <li>• Provide opportunities for all staff to participate in NAIDOC Week activities.</li> <li>• Consult with Aboriginal and Torres Strait Islander peoples to hold an internal or external NAIDOC Week event.</li> <li>• Support an external NAIDOC Week community event.</li> <li>• Contact our local NAIDOC Week Committee to discover events in our community.</li> </ul>	<p>First week in July 2018, 2019 and 2020</p>	<p>Engagement and Communication</p>
<p>10. Maintain an office environment that is inclusive and welcoming for Aboriginal peoples</p>	<ul style="list-style-type: none"> <li>• Continue to display artworks by Aboriginal artists, particularly children and young people, in public spaces</li> <li>• Continue to display relevant publications featuring Aboriginal children and young people</li> </ul>	<p>Review December 2018, 2019 and 2020</p>	<p>Manager Corporate Services Manager Engagement and Communication</p>
<p>11. Promote positive images of Aboriginal children and young people.</p>	<ul style="list-style-type: none"> <li>• Ensure Aboriginal children and young people are included in CCYP promotional and communications material</li> <li>• Ensure promotional photographs collection includes diverse selection of Aboriginal children and young people</li> <li>• With permission, use photos of Aboriginal children and young people taken at events to promote the work of the Commissioner.</li> <li>• Continue to explore opportunities to highlight the positive contributions of Aboriginal children and young people in mainstream media</li> </ul>	<p>Review September 2018, 2019 and 2020</p>	<p>Manager Engagement and Communication</p>

## Opportunities

Identifying opportunities to improve services and support to Aboriginal children and young people through advocacy and promoting their voice in CCYP processes, and to ensure opportunities for employment in the agency.

**Focus area:** *Optional: What key strategic direction of your business does Opportunities align to?*

Action	Deliverable	Timeline	Responsibility
<p>12. Investigate opportunities to improve and increase Aboriginal and Torres Strait Islander employment outcomes within our workplace</p>	<ul style="list-style-type: none"> <li>• Collect information on our current Aboriginal and Torres Strait Islander staff to inform future employment opportunities.</li> <li>• Develop and implement an Aboriginal and Torres Strait Islander Employment and Retention strategy.</li> <li>• Engage with existing Aboriginal and Torres Strait Islander staff to consult on employment strategies, including professional development.</li> <li>• Advertise all vacancies in Aboriginal and Torres Strait Islander media (Aboriginal Workforce Development Jobs Board or similar)</li> <li>• Review HR and recruitment procedures and policies to ensure there are no barriers to Aboriginal and Torres Strait Islander employees and future applicants participating in our workplace.</li> <li>• Engage with Ambassadors to consult on employment strategies, including professional development.</li> <li>• Include in all job advertisements, 'Aboriginal and Torres Strait Islander people are encouraged to apply.'</li> </ul>	<p>Review August 2018, 2019 and 2020</p>	<p>Manager Corporate Services</p>

	<ul style="list-style-type: none"> <li>Engage with external Aboriginal and Torres Strait Islander peoples and/or consultants to advise on recruitment, employment and retention strategies, including professional development.</li> </ul>		
13. Investigate opportunities to incorporate Aboriginal and Torres Strait Islander supplier diversity within our organisation	<ul style="list-style-type: none"> <li>Review and update procurement policies and procedures to ensure there are no barriers for procuring competitive goods and services from Aboriginal and Torres Strait Islander businesses, where possible in line with the guidelines set by Department of Finance WA</li> <li>Develop and communicate to relevant staff a list of Aboriginal and Torres Strait Islander businesses that can be used to procure goods and services.</li> <li>Develop at least one commercial relationship with an Aboriginal and/or Torres Strait Islander owned business.</li> <li>Investigate Supply Nation membership</li> <li>Develop and pilot an Aboriginal and Torres Strait Islander procurement strategy.</li> <li>Investigate opportunities to partner with your local Indigenous Chamber of Commerce.</li> <li>Include Aboriginal and Torres Strait Islander businesses supplying appropriate goods and services in any tender processes</li> </ul>	Review July 2018, 2019 and 2020	Manager Corporate Services
14. Ensure inclusion and representation of appropriate Aboriginal organisations in event invitations	All training sessions, seminars and forums presented by CCYP to include Aboriginal organisations in the invitation list, as appropriate.	Review June and December 2018, 2019 and 2020	Manager Engagement and Communication

<p>15. Promote and enhance Aboriginal Young Leaders Project</p>	<ul style="list-style-type: none"> <li>• Develop participation guidelines for organisations working with young Aboriginal peoples</li> <li>• Develop a leadership forum to develop and share the leadership capacity of young Aboriginal people</li> <li>• Create a speakers forum focused on Aboriginal led-solutions in the child and youth wellness space</li> </ul>	<p>Review March, June, September, December 2018</p>	<p>Director Policy and Research</p>
<p>16. Continue to update existing data and track significant changes relating to Aboriginal children and young people's wellbeing</p>	<ul style="list-style-type: none"> <li>• Under the auspices of the Wellbeing Monitoring Framework Project, provide comparative data in relation to the wellbeing of Western Australia's children and young people, including data specific to Aboriginal people and make this available to agencies, community and researchers.</li> <li>• All appropriate policy briefs include data relevant to Aboriginal children and young people.</li> </ul>	<p>Review June and December 2018, 2019, 2020</p>	<p>Director Policy and Research</p>
<p>17. Provide opportunities for Aboriginal children and young people to contribute to CCYP consultations</p>	<ul style="list-style-type: none"> <li>• Aboriginal self-identification question to be included in all surveys and information from children and young people examined in this context.</li> <li>• All CCYP consultations will include Aboriginal children and young people, unless inappropriate to do so</li> <li>• Strive to achieve a 7% response rate to surveys from Aboriginal children and young people, in line with the proportion of Aboriginal children and young people in the overall youth population in WA.</li> <li>• Reviewing opportunities to specifically target Aboriginal children and young people</li> </ul>	<p>July and December 2018, 2019 and 2020</p>	<p>Director Policy and Research/ Commissioner</p>

## Governance, tracking progress and reporting

Action	Deliverable	Timeline	Responsibility
18. Report RAP achievements, challenges and learnings to Reconciliation Australia	<ul style="list-style-type: none"> <li>Complete and submit the RAP Impact Measurement Questionnaire to Reconciliation Australia annually.</li> <li>Investigate participating in the RAP Barometer.</li> <li>Develop and implement systems to track, measure and report on RAP activities.</li> </ul>	30 September 2018, 2019 and 2020	RAP WG
19. Report RAP achievements, challenges and learnings internally and externally	<ul style="list-style-type: none"> <li>Publically report our RAP achievements, challenges and learnings in the CCYP annual report tabled in Parliament in September</li> <li>Internal feedback in staff meetings on a monthly basis</li> </ul>	September 2018, 2019 and 2020	Manager Engagement and Communication
20. Review, refresh and update RAP	<ul style="list-style-type: none"> <li>Liaise with Reconciliation Australia to develop a new RAP based on learnings, challenges and achievements.</li> <li>Send draft RAP to Reconciliation Australia for review and feedback.</li> <li>Submit draft RAP to Reconciliation Australia for formal endorsement.</li> </ul>	January 2020	RAP WG

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