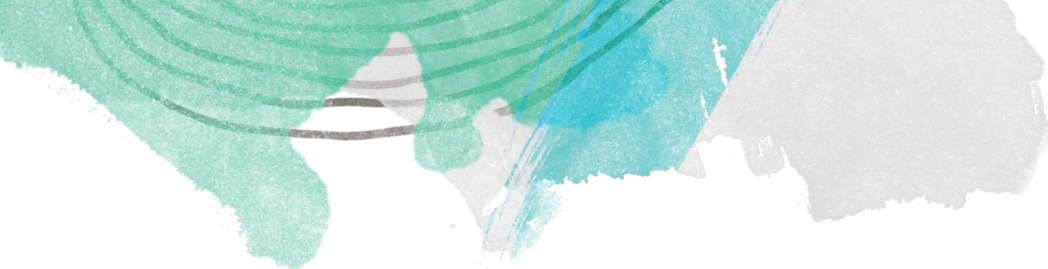


Developing a Reconciliation Action Plan

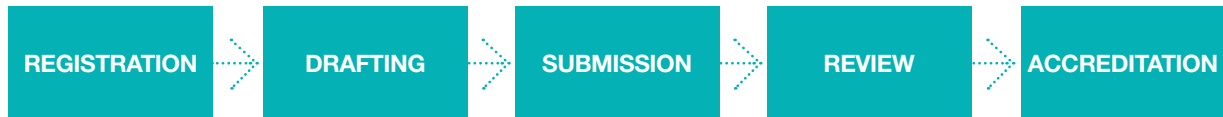
STEP-BY-STEP GUIDE AND RESOURCES



RECONCILIATION
ACTION PLAN



From registration to accreditation, this guide gives you an understanding of each step of RAP development, as well as helpful tips for your organisation's successful and rewarding reconciliation journey. You must complete all of these stages to develop your Reconciliation Action Plan.



Step 1: Registration

If you are ready to begin the RAP development process, [please complete registration](#).

You will be asked to provide detailed information about your organisation and sign the licensing agreement.

The licensing agreement acknowledges that the RAP templates and resources are the Intellectual Property of Reconciliation Australia.

Registration also includes paying the RAP development fee.

This fee covers your organisation's RAP development process for up to 12 months. It is scaled according to organisation size.

RAP development fees

Annual revenue under \$1 million	Annual revenue between \$1 million and \$10 million	Annual revenue over \$10 million
\$250 +GST	\$750 +GST	\$1500 +GST

Aboriginal and/or Torres Strait Islander organisations who wish to develop a RAP will not be charged a fee.

Once registration is complete, you will receive an email containing your RAP identification number, RAP templates and access to drafting resources.

Step 2: Draft your RAP

Draft your RAP using the templates and drafting resources provided below, in consultation with your stakeholders.

The RAP templates contain minimum required actions and deliverables. The resources provided ensure that your draft RAP meets Reconciliation Australia's standards for accreditation.

Use these essential resources to draft your RAP:

- A factsheet [explaining the different RAP types](#).
- The [Reflect](#) and [Innovate](#) RAP templates.
- A guide to [developing a sustainable RAP](#).
- The [minimum actions you must commit to](#) for your RAP's endorsement.
- An introduction to [the three core pillars of RAPs: relationships, respect, opportunities](#).
- A guide to using [inclusive and respectful language](#).
- An 18-minute [video presentation on developing Reflect RAPs](#).

Additional guides for Innovate and Stretch RAPs:

- A guide to developing [your vision for reconciliation](#).
- A guide to thinking about the [stakeholders impacted by your organisation](#).
- A 36-minute [video presentation on developing Innovate RAPs](#).

Step 3: Submit your RAP

Replace: After completing your first draft RAP, submit it [via the RAP portal](#) for review. You will need your **RAP identification number** and your primary RAP contact's email to do this.

Please ensure you submit your draft as a Word document. On submission you will receive a confirmation email, outlining next steps.

Your draft is now with our team awaiting review and feedback

Step 4: Reconciliation Australia's review

Once you have submitted a RAP, a RAP Officer at Reconciliation Australia will review your document in line with the RAP requirements. They will then provide you with strategic feedback. You should expect a minimum of **2 to 3 rounds of feedback**.

Reconciliation Australia reviews RAPs on a standard timeframe up to **4 weeks**.

You have the option of arranging a time to meet with your RAP Officer to clarify the feedback.

For successful RAP reviews:

- Plan for realistic timeframes
- Respond to all feedback
- Use the RAP submission portal
- Communicate time pressures or delays

Step 5: Accreditation

After the review process Reconciliation Australia will conditionally endorse your RAP.

This is when the content of your RAP is approved and you are provided with the RAP logo to include in the final plan.

When your designed RAP is finished, upload the final PDF [via the RAP portal](#).

Reconciliation Australia will then formally endorse your RAP, approving the final designed document and publishing your plan on the Reconciliation Australia website.

Once you have received formal endorsement, your RAP is officially accredited by Reconciliation Australia and your organisation is recognised as a member of the RAP network.

You can now share and promote your RAP externally.



What next? RAP Implementation

It is important to remember that while developing a RAP is key to formalising your organisation's commitment to reconciliation, implementation and continuous improvement are essential to turn your good intentions into action.

Launching your RAP is one step on a long-term journey to advance reconciliation in partnership with Reconciliation Australia and the RAP network.

The RAP Network

Once endorsed, your organisation becomes part of the RAP network, a growing community committed to the reconciliation movement.

Reconciliation Australia provides network events to support training and capacity building for implementing your RAP. Keep an eye on our website, e-newsletters and social media channels for events including the annual RAP Conference.

Contact us at rap.team@reconciliation.org.au