



**RECONCILIATION**  
ACTION PLAN

RAP Impact Measurement Questionnaire 2022

**Frequently Asked Questions**

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## Frequently Asked Questions

### What is RAP reporting?

Reporting on your RAP is an annual requirement for all members of the RAP network and it is a commitment in the Governance section of every RAP. To meet the reporting requirements, organisations are required to complete the RAP Impact Measurement Questionnaire, once every 12 months. The RAP Impact Measurement Questionnaire is an online questionnaire designed to measure progress against the minimum requirements of the RAP program.

In addition to completing the RAP Impact Measurement Questionnaire, we encourage all organisations to produce a public report to comprehensively capture RAP progress. This could take the form of a stand-alone publication, publishing the information on your website or as part of your annual report. Reporting publicly gives your organisation the opportunity to promote and celebrate your achievements, and show leadership by sharing key learnings with the RAP network.

### Why is it important to report?

Data submitted through your RAP Impact Measurement Questionnaire contributes to Reconciliation Australia's annual [RAP Impact Measurement Report](#), which outlines the collective impact of the RAP network. This data enables Reconciliation Australia to determine the effectiveness of the RAP program. Additionally, the achievements and key learnings of your organisation will assist Reconciliation Australia to further develop the RAP program and will contribute to its ongoing evaluation. In addition to shaping the work of the RAP team, these questions will inform training opportunities offered by Reconciliation Australia's, [Corporate Partnerships Program](#).

The data gathered by your organisation also provides an important opportunity for you to assess how your organisation is tracking against its commitments, measure performance and remain accountable to your internal and external stakeholders.

If your organisation fails to report to Reconciliation Australia by the due date, it may affect the next type of RAP that your organisation can develop. Reporting consistently each year through the RAP Impact Measurement Questionnaire is a key prerequisite for the development of any Stretch or Elevate RAP.

### When is our report due?

Organisations are encouraged to report as soon as the data is available. The deadline to submit your organisation's RAP impact data is **30 September**.

For organisations with slower internal processes and approvals, we recommend starting to collect data in July each year in preparation.

The reporting period for the RAP Impact Measurement Questionnaire is **1 July – 30 June** (the previous financial year).

### How do I report?

Reporting on your RAP is easily achieved by completing and submitting the online RAP Impact Measurement Questionnaire. Reconciliation Australia will send a link to the online questionnaire. The link is specific to the RAP organisation, and will be sent to the primary (and secondary) contact listed in Reconciliation Australia's database.

To ensure that your organisation receives the link to the online questionnaire, please check that Reconciliation Australia has the most up to date contact information on file. Email us at [RAP.reporting@reconciliation.org.au](mailto:RAP.reporting@reconciliation.org.au) to check or update contact information.

### **What type of questions are asked?**

The questions are included at the end of this document. Prior to filling out the online questionnaire, please refer to the questions below to collect the data and seek any relevant approvals within your organisation. Once you have collected the data please submit the responses via your organisation's dedicated link.

### **How long will it take to report?**

Once you've collected the relevant data, completing the RAP Impact Measurement Questionnaire online should take approximately 15 minutes.

### **Will the data I enter be kept confidential?**

All data entered into the online RAP Impact Measurement Questionnaire will be kept confidential. We do not publicly release data from any individual organisation, only aggregate data is used to prepare the RAP Impact Measurement Report.

### **What if our RAP was endorsed less than 12 months ago?**

If your FIRST RAP was endorsed less than twelve months ago, we still expect your organisation to complete a shorter version of the questionnaire for this particular reporting period. There will be 14 questions to answer (questions 1-8, 15, 16, 23, 31, 32, and 49, in the question list below that starts on page 5).

The limited number of questions intends to capture baseline information and provide the opportunity to report on any achievements since launching your organisation's RAP.

### **What if we don't have a current RAP?**

All organisations active in the RAP program are required to report.

If you have had an endorsed RAP that has now expired, and you are currently scoping or drafting a new RAP, **you are still required to report.** Often organisations have gaps between RAPs, however if your organisation is still engaged in reconciliation activities and have notified Reconciliation Australia of your intention to remain in the program, you are still considered active members of the RAP network.

Reporting is still important in this situation, as individual reports for each organisation will be assessed during the development phase of your next RAP. Especially if your organisation intends to develop a Stretch or Elevate RAP in the future, consistent annual reporting is a key consideration when inviting organisations to join our leadership cohort.

### **Do we need to report if we are currently in the process of developing our next RAP?**

Yes. You will be reporting on the previous financial year, rather than the duration of the last RAP, so you will still be able to report on your recent reconciliation activities.

### **Why can't I see all the questions?**

If you have selected 'yes' for Question 5. You have indicated that your organisation's inaugural RAP was endorsed during the reporting period (1 July – 30 June). This response triggers the shorter version of the questionnaire.

### **What if our inaugural RAP was endorsed during the reporting period, and we would like to provide a more comprehensive update?**

We understand that many new organisations to the RAP Network would like the opportunity to share their reconciliation achievements to date. Even if your inaugural RAP was endorsed during the reporting period, we encourage you to select 'No' in response to question 5. This will allow you to complete the entire questionnaire.

### **Who do I contact if I am having technical issues with reporting?**

Get in touch with your RAP Officer, email us at [RAP.reporting@reconciliation.org.au](mailto:RAP.reporting@reconciliation.org.au) or call the RAP team on 02 6153 4400 and speak to our team directly.

### **What should I do if I haven't received my link?**

Links will be emailed beginning the week of 11 July. If you have not received your link, check your junk mail folders in your inbox, as your server may automatically reject the email as spam.

If you do not receive an email with your organisation's unique reporting link by **29 July**, please email us at [RAP.reporting@reconciliation.org.au](mailto:RAP.reporting@reconciliation.org.au) or call the RAP team on 02 6153 4400 to speak to our team directly.

## RAP Impact Measurement Questionnaire 2022: questions and definitions

Below you will find a list of questions that will be asked this year. We have provided definitions to clarify the data required and assist with choosing the best responses. Please note that these questions are provided for you to collate your reporting data prior to completing the official online questionnaire.

*NOTE: The questions in blue are applicable for all organisations, including organisations that launched their inaugural RAP between 1 July, 2021 and 30 June, 2022.*

Question	Options	Definition
<b>Organisation</b>		
1. Total number of employees	Options: <input type="checkbox"/> Number of total employees in your organisation	Employees include any paid full-time, part-time or casual staff within your organisation.  For global organisations, employees refer to Australian based employees only.
2. If you are a peak body, please indicate the total number of members you represent	Options: <input type="checkbox"/> Number of members (organisations) <input type="checkbox"/> Number of members (individuals)	This question is applicable for peak bodies and sporting clubs with a membership base. If this does not apply to your organisation, please enter '0'.
3. Total number of students	Options: <input type="checkbox"/> Number of total students in your organisation	For tertiary education institutions only.  If this does not apply to your organisation, please enter '0'.
4. Latest endorsed RAP type	Options: <input type="checkbox"/> Reflect RAP <input type="checkbox"/> Innovate RAP <input type="checkbox"/> Stretch RAP <input type="checkbox"/> Elevate RAP <input type="checkbox"/> General	Select the latest type of RAP your organisation developed that was endorsed by Reconciliation Australia.
5. Was your organisation's <u>very first RAP</u> endorsed in the last 12 months?	Options: <input type="checkbox"/> Yes <input type="checkbox"/> No	Select 'yes', if your organisation has joined the RAP program for the first time, having its first RAP endorsed between 1 July, 2021 and June 30, 2022.

RAP development		
<p><b>Support from Reconciliation Australia</b></p> <p>6a. <i>To what extent do you agree or disagree:</i> Reconciliation Australia provides your organisation with sufficient support, guidance, advice and direction to <b>develop</b> your RAP</p> <p>6b. <i>To what extent do you agree or disagree:</i> Reconciliation Australia provides your organisation with sufficient support, guidance, advice, and direction to <b>implement</b> your RAP</p>	<p>Options:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Strongly Disagree</li> <li><input type="checkbox"/> Disagree</li> <li><input type="checkbox"/> Neutral</li> <li><input type="checkbox"/> Agree</li> <li><input type="checkbox"/> Strongly Agree</li> </ul> <p>Options:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Strongly Disagree</li> <li><input type="checkbox"/> Disagree</li> <li><input type="checkbox"/> Neutral</li> <li><input type="checkbox"/> Agree</li> <li><input type="checkbox"/> Strongly Agree</li> </ul>	
<p>7. Indicate the frequency of contact your organisation has had with Reconciliation Australia</p>	<p>Options:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Weekly</li> <li><input type="checkbox"/> Monthly</li> <li><input type="checkbox"/> Once every two or three months</li> <li><input type="checkbox"/> More than once a year but less than once a quarter</li> <li><input type="checkbox"/> Once a year or less</li> </ul>	<p>This question seeks to understand the degree to which your organisation has been in contact with the RAP team. This may include:</p> <ul style="list-style-type: none"> <li>• Emails</li> <li>• Phone calls</li> <li>• Meetings</li> <li>• Information and networking events</li> </ul>
<p><b>RAP implementation</b></p> <p>8. What level of commitment have your senior leaders demonstrated towards reconciliation and the implementation of your RAP?</p>	<p>Options:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Our leaders are instrumental in encouraging staff participation in the RAP</li> <li><input type="checkbox"/> Our leaders are seen by staff as playing an active role in delivering on RAP commitments</li> <li><input type="checkbox"/> Our CEO has made a public statement in support of our RAP</li> <li><input type="checkbox"/> Our senior leaders are active members of our RAP Working Group</li> <li><input type="checkbox"/> Our leaders are supportive but aren't always sure what they can do to support our RAP</li> <li><input type="checkbox"/> Only a few of our leaders are supportive of our RAP</li> <li><input type="checkbox"/> Our leaders have not demonstrated commitment to our RAP</li> </ul>	<p>Select all that apply.</p> <p>Senior leaders include:</p> <ul style="list-style-type: none"> <li>• CEO</li> <li>• Managing directors</li> <li>• Executive directors</li> <li>• General managers</li> <li>• Partners</li> <li>• Department heads</li> </ul>

<b>Relationships</b>		
<p><b>Partnerships</b></p> <p>9. How many Aboriginal and Torres Strait Islander organisations have you formed or maintained a partnership with in the last 12 months?</p>	<p>Options:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Number of formal partners</li> <li><input type="checkbox"/> Number of informal partners</li> </ul>	<p>An Aboriginal and Torres Strait Islander organisation/business is one that is at least 50% owned by an Aboriginal and/or Torres Strait Islander person/s.</p> <p>A partnership is a mutually beneficial relationship where both parties have equal input into goal setting. The following activities performed in isolation, where mutually beneficial outcomes do not occur, does not constitute a partnership (eg. Service delivery, sub-contracted work, funding agreement, contracting services, procurement, pro-bono support).</p> <p>Formal partners refer to partnerships that have been formalised with a contract or memorandum of understanding (MOU).</p> <p>An Informal partnership may include those where there is an ongoing relationship between organisations however the scope and timeframe for working together has not been defined.</p>
<p><b>Collaboration and partnership</b></p> <p>10. To what extent were collaborations and partnerships formed in the last 12 months driven by your RAP commitments?</p>	<p>Options:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> None</li> <li><input type="checkbox"/> A little</li> <li><input type="checkbox"/> Some</li> <li><input type="checkbox"/> Quite a lot</li> <li><input type="checkbox"/> A great deal</li> <li><input type="checkbox"/> Not applicable</li> </ul>	<p>This question seeks to understand the degree to which the RAP has influenced reconciliation actions relating to your organisation.</p>



<p><b>Partnerships with community</b></p> <p>11. We would really like to highlight the partnerships between RAP organisations and Aboriginal and Torres Strait Islander <u>peoples and communities</u>. Have you got a story to tell us that we can share?</p>	<p>Text box to provide information on RAP activities</p>	<p>This question is specific to partnerships with people and community groups (not organisations).</p> <p>NOTE: The text box has a 250-word limit. Please provide a high level summary and our team will follow up if we need further detail.</p>
<p><b>Partnerships with Aboriginal and Torres Strait Islander organisations</b></p> <p>12. What barriers has your organisation faced in establishing a mutually beneficial relationship with an Aboriginal and/or Torres Strait Islander organisation?</p>	<p>Options:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Difficulty identifying an appropriate Aboriginal and/or Torres Strait Islander organisation to partner with</li> <li><input type="checkbox"/> Could not identify a mutually beneficial project, program or initiative to work on</li> <li><input type="checkbox"/> Difficulty navigating the cultural differences between our organisation and the partner organisation</li> <li><input type="checkbox"/> Either partner became disengaged</li> <li><input type="checkbox"/> Unable to get buy-in from our leadership/executive team to establish a partnership</li> <li><input type="checkbox"/> Lack of expertise, confidence and/or experience to manage and maintain a partnership with an Aboriginal and/or Torres Strait Islander organisation</li> <li><input type="checkbox"/> Don't know what skills and capabilities that our organisation could offer in a partnership arrangement with an Aboriginal and/or Torres Strait Islander organisation</li> <li><input type="checkbox"/> We haven't experienced any barriers</li> </ul>	<p>Select all that apply.</p> <p>This response should specifically focus on any barriers or challenges your organisation has faced in trying to partner with an Aboriginal and/or Torres Strait Islander organisation (not an individual or community group).</p>
<p>13. Please indicate the Aboriginal and/or Torres Strait Islander organisations that you have partnered with to help meet your RAP objectives during the reporting period:</p>	<p>Options:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> CareerTrackers</li> <li><input type="checkbox"/> Supply Nation</li> <li><input type="checkbox"/> Jawun</li> <li><input type="checkbox"/> Other (please specify)</li> </ul>	<p>Select all that apply.</p> <p>This question seeks to identify the organisations that you have partnered with, that were critical to delivering on your RAP commitments.</p>

<p>14. If relevant, please describe how your organisation successfully identified and established a partnership with an Aboriginal and Torres Strait Islander <u>organisation</u> in the past year.</p>	<p>Text box to provide information on RAP activities</p>		<p>This response should detail how the partnership was identified and initiated. Consider including information on how your organisation scoped and set the objectives for this partnership and the key measures for success.</p> <p>NOTE: The text box has a 250-word limit.</p>	
<p>15. What type of support does your organisation need/want to support the development of successful partnerships with Aboriginal and Torres Strait Islander peoples, communities and/or organisations?</p>	<p>Options:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Workshops offered by Reconciliation Australia</li> <li><input type="checkbox"/> Resources and supporting documents of leading practices and case studies from Reconciliation Australia</li> <li><input type="checkbox"/> A partnership broker from Reconciliation Australia to provide support and guidance</li> <li><input type="checkbox"/> Other (please specify)</li> </ul>		<p>Select all that apply.</p>	
<p><b>National Reconciliation Week (NRW)</b></p> <p>16. Did your organisation participate in NRW this year?</p>	<p>Options:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Yes</li> <li><input type="checkbox"/> No</li> <li><input type="checkbox"/> Don't know</li> </ul>			
<p>17. How did your organisation participate in NRW this year?</p> <p>a. <u>Activity led/ hosted primarily by your organisation</u></p> <p>b. <u>Attended or minor supporter of external activity</u></p>		<p><u>Activity led/ hosted primarily by your organisation</u></p>	<p><u>Attended or minor supporter of external activity</u></p>	<p>Please select all that apply.</p>
	<p>Launched our RAP</p>			
	<p>Launched a new program or initiative</p>			
	<p>Invited guest speakers to attend our events</p>			
	<p>Distribution of information, resources and promotional material to staff or public</p>			
	<p>Raised awareness through social media or on our website</p>			
	<p>Unveiled a plaque or named a facility</p>			
	<p>Learning seminars, workshops, documentary</p>			

	<table border="1"> <tbody> <tr> <td>screenings or training sessions</td> <td></td> <td></td> </tr> <tr> <td>Reconciliation event, presentation, meeting, forum such as a tea, lunch or dinner</td> <td></td> <td></td> </tr> <tr> <td>Held an online event</td> <td></td> <td style="background-color: #cccccc;"></td> </tr> <tr> <td>Attended an online event</td> <td style="background-color: #cccccc;"></td> <td></td> </tr> <tr> <td>Cultural event or exhibition involving dance, language, art, music, film, food or a tour</td> <td></td> <td></td> </tr> <tr> <td>Organised Welcome to Country or other traditional ceremonies</td> <td></td> <td></td> </tr> <tr> <td>Participated in commemorative events or campaign such as a Sea of Hands, Sorry Day events, marches or walks</td> <td></td> <td></td> </tr> <tr> <td>Raised awareness through flags, posters, banners and displays</td> <td></td> <td></td> </tr> <tr> <td>Ran activities for children and families</td> <td></td> <td></td> </tr> <tr> <td>Reconciliation Awards</td> <td></td> <td></td> </tr> <tr> <td>Collaborated or supported other organisations for local events</td> <td></td> <td></td> </tr> <tr> <td>Ran quizzes, competitions or giveaways</td> <td></td> <td></td> </tr> <tr> <td>Did not officially participate this year</td> <td></td> <td></td> </tr> <tr> <td>Other (please specify)</td> <td></td> <td></td> </tr> <tr> <td>Don't know</td> <td></td> <td></td> </tr> </tbody> </table>	screenings or training sessions			Reconciliation event, presentation, meeting, forum such as a tea, lunch or dinner			Held an online event			Attended an online event			Cultural event or exhibition involving dance, language, art, music, film, food or a tour			Organised Welcome to Country or other traditional ceremonies			Participated in commemorative events or campaign such as a Sea of Hands, Sorry Day events, marches or walks			Raised awareness through flags, posters, banners and displays			Ran activities for children and families			Reconciliation Awards			Collaborated or supported other organisations for local events			Ran quizzes, competitions or giveaways			Did not officially participate this year			Other (please specify)			Don't know			
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18. How many NRW events did your organisation host this year?	<p>Options:</p> <p><input type="checkbox"/> Number of events</p>	<p>A NRW event could be a small morning tea with staff, online learning forums, or a large public gathering in commemoration of reconciliation. An event specifically refers to convening individuals to connect and raise awareness of reconciliation.</p>																																													

<b>Respect</b>		
<p><b>Cultural learning</b></p> <p>19. Does your organisation have an Aboriginal and Torres Strait Islander cultural learning strategy document?</p>	<p>Options:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Yes</li> <li><input type="checkbox"/> No</li> <li><input type="checkbox"/> Don't know</li> </ul>	<p>This question seeks to determine if your organisation has a formal cultural learning strategy document.</p>
<p>20. What cultural learning target did your organisation set for this reporting period?</p>	<p>Options:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Target number</li> </ul>	<p>This question is specific to the number of employees that the organisation committed would participate in a structured cultural learning program.</p> <p>Target number is the actual number of employees (not calculated on an FTE basis).</p> <p>If this does not apply to your organisation, please enter '0'.</p>
<p>21. How many staff have undertaken a structured cultural learning program during the reporting period?</p>	<p>Options:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Overall number</li> </ul> <p>Breakdown:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> E-learning cultural program</li> <li><input type="checkbox"/> Face-to-face cultural program</li> <li><input type="checkbox"/> Cultural immersion program *</li> </ul>	<p>* A cultural immersion program refers to a cultural experience on Country, guided by a local Traditional Owner.</p>
<p><b>Cultural protocols</b></p> <p>22. Does your organisation have an Aboriginal and Torres Strait Islander cultural protocols document?</p>	<p>Options:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Yes</li> <li><input type="checkbox"/> No</li> <li><input type="checkbox"/> Don't know</li> </ul>	<p>This question seeks to determine if your organisation has a formal document to advise on cultural protocols.</p>
<p>23. How did your organisation celebrate NAIDOC Week last year?</p>	<p>Text box to provide information on NAIDOC 2021 Week activities.</p>	<p>NOTE: The text box has a 250-word limit.</p>
<p>24. How has your organisation increased visibility of Aboriginal and Torres Strait Islander cultures this year?</p>	<p>Text box to provide information on activities.</p>	<p>This could refer to increasing visibility of cultures in the workplace and/or externally (in the public sphere).</p> <p>NOTE: The text box has a 250-word limit.</p>

<p>25. Have you changed any of your core and/or external facing services and practices as a result of your RAP?</p>	<p>Options:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Yes</li> <li><input type="checkbox"/> No</li> </ul>	<p>Select 'yes' if your RAP has influenced how your organisation operates internally and/or externally on a daily basis (beyond RAP specific activities).</p>
<p><b>Culturally appropriate services and practices</b></p> <p>26. Have you noticed any changes for your customers/clients/supporters/other stakeholders due to the way you operate with more culturally appropriate services or practices?</p>	<p>Options:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Very negative</li> <li><input type="checkbox"/> Negative</li> <li><input type="checkbox"/> No change</li> <li><input type="checkbox"/> Positive</li> <li><input type="checkbox"/> Very positive</li> <li><input type="checkbox"/> Not applicable</li> </ul>	<p>This question refers to observed changes to your core services or practices by external stakeholders, with respect to becoming more culturally appropriate.</p>
<p>27. To what extent were activities and changes relating to cultural competency driven by your RAP commitments?</p>	<p>Options:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> None</li> <li><input type="checkbox"/> A little</li> <li><input type="checkbox"/> Some</li> <li><input type="checkbox"/> Quite a lot</li> <li><input type="checkbox"/> A great deal</li> </ul>	
<p><b>Opportunities</b></p>		
<p><b>Aboriginal and Torres Strait Islander employment</b></p> <p>28. <i>To what extent do you agree or disagree with the following statement:</i></p> <p>Your organisation is maximising the value it gets from the unique skills, competencies and opportunities that Aboriginal and Torres Strait Islander employees bring with them.</p>	<p>Options:</p> <p>12 months ago:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Strongly Disagree</li> <li><input type="checkbox"/> Disagree</li> <li><input type="checkbox"/> Neutral</li> <li><input type="checkbox"/> Agree</li> <li><input type="checkbox"/> Strongly Agree</li> <li><input type="checkbox"/> Not Applicable</li> </ul> <p>Now:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Strongly Disagree</li> <li><input type="checkbox"/> Disagree</li> <li><input type="checkbox"/> Neutral</li> <li><input type="checkbox"/> Agree</li> <li><input type="checkbox"/> Strongly Agree</li> <li><input type="checkbox"/> Not applicable</li> </ul>	<p>For example, value may include new cultural perspectives, new market opportunities or guidance on specific programs.</p> <p>Only select '<i>Not applicable</i>' if your organisation does not have any employees that identify as Aboriginal and/or Torres Strait Islander people.</p>

29. Does your organisation have an Aboriginal and Torres Strait Islander employment and retention strategy document?	Options: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know	This question seeks to determine if your organisation has a formal employment and retention strategy document.
30. What is your target for Aboriginal and Torres Strait Islander employment in this reporting period?	Options: <input type="checkbox"/> Target number	Please include your target as a whole number.  If this does not apply to your organisation, please enter '0'.
31. How many Aboriginal and Torres Strait Islander staff does your organisation currently employ (as of June 30, 2022)?	Options: <input type="checkbox"/> Overall number  Breakdown: <input type="checkbox"/> Permanent full-time <input type="checkbox"/> Permanent part-time <input type="checkbox"/> Casual <input type="checkbox"/> Apprentices <input type="checkbox"/> Traineeships <input type="checkbox"/> Internships <input type="checkbox"/> Cadetships <input type="checkbox"/> Contractors <input type="checkbox"/> Secondees <input type="checkbox"/> Non-ongoing full-time <input type="checkbox"/> Non-ongoing part-time	If you do not know whether you may have <u>any</u> Aboriginal and/or Torres Strait Islander employees, please enter '0'. It is better to record the <u>minimum known number</u> of First Nations employees, even if this may not be indicative of the total number of employees.  Permanent employment refers to employees that have been engaged in ongoing employment or that have been employed for longer than 12 months.  Non-ongoing employment refer to staff that have been employed for a specific project, or short term contract (less than 12 months).
32. Please indicate the number of Aboriginal and Torres Strait Islander staff that are in:	Options: <input type="checkbox"/> Board positions <input type="checkbox"/> Executive roles <input type="checkbox"/> Other management/senior positions <input type="checkbox"/> Entry level or junior roles	
33. How many Aboriginal and Torres Strait Islander staff did you retain in your organisation throughout the reporting period?	Options: <input type="checkbox"/> Number	Staff retention refers to the number of employees that have remained employed by your organisation through the entire duration of the reporting period: 1 July 2021 – 30 June 2022.

<p>34. Did your organisation provide professional development opportunities to Aboriginal and Torres Strait Islander people?</p>	<p>Options:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Yes – pre-employment training</li> <li><input type="checkbox"/> Yes – progression within current role training</li> <li><input type="checkbox"/> Yes – mentorship programs</li> <li><input type="checkbox"/> Yes – employment pathway programs</li> <li><input type="checkbox"/> Yes – collaboration with other RAP organisations</li> <li><input type="checkbox"/> No</li> </ul>	<p>Please select all that apply.</p>
<p>35. To what extent were employment changes driven by your RAP commitments?</p>	<p>Options:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Not at all</li> <li><input type="checkbox"/> A little</li> <li><input type="checkbox"/> Some</li> <li><input type="checkbox"/> Quite a lot</li> <li><input type="checkbox"/> A great deal</li> </ul>	<p>This refers to employment related changes including new staff hires, professional development pathways, employment activities and programs</p>
<p>36. Please describe highlights, and key learnings that improved the effectiveness of your employment strategy.</p>	<p>Text box to provide information on RAP activities.</p>	<p>NOTE: The text box has a 250-word limit.</p>
<p><b>Aboriginal and Torres Strait Islander procurement</b></p> <p>37. Does your organisation have an Aboriginal and Torres Strait Islander procurement strategy document?</p>	<p>Options:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Yes</li> <li><input type="checkbox"/> No</li> <li><input type="checkbox"/> Don't know</li> </ul>	<p>This question seeks to determine if your organisation has a formal procurement strategy document.</p>
<p>38. What was the dollar value of procurement from Aboriginal and Torres Strait Islander businesses in the reporting period?</p>	<p>Options:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Dollar value of goods and/or services procured from Aboriginal and Torres Strait Islander businesses</li> <li><input type="checkbox"/> Dollar value of spend from businesses certified by Supply Nation</li> </ul>	<p>We consider Aboriginal and Torres Strait Islander businesses to be those businesses which are at least 50% Aboriginal and Torres Strait Islander owned.</p> <p>If this does not apply to your organisation, please enter '0'.</p>

<p>39. How many Aboriginal and Torres Strait Islander businesses did you enter a contract with, during the reporting period?</p>	<p>Options:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Number of all Aboriginal and Torres Strait Islander businesses</li> <li><input type="checkbox"/> Number of businesses certified by Supply Nation</li> </ul>	<p>If this does not apply to your organisation, please enter '0'.</p>
<p>40. Is your organisation a Supply Nation member?</p>	<p>Options:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Yes</li> <li><input type="checkbox"/> No</li> </ul>	<p>Select 'yes' if your organisation was a member of Supply Nation any time during the reporting period (1 July 2021 - 30 June 2022).</p>
<p>41. To what extent were procurement changes driven by your RAP commitments?</p>	<p>Options:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> None</li> <li><input type="checkbox"/> A little</li> <li><input type="checkbox"/> Some</li> <li><input type="checkbox"/> Quite a lot</li> <li><input type="checkbox"/> A great deal</li> </ul>	<p>This refers to any procurement related activities, policy changes, or increased expenditure within the RAP reporting period.</p>
<p><b>Donations, contributions, and pro-bono services</b></p> <p>42. What was the dollar value of donations made to Aboriginal and Torres Strait Islander organisations in the reporting period?</p>	<p>Options:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Dollar value of spend</li> </ul>	<p>This refers specifically to financial donations made directly to organisations.</p> <p>If this does not apply to your organisation, please enter '0'.</p>
<p>43. What was the dollar value of contributions to Aboriginal and Torres Strait Islander education scholarships in the reporting period?</p>	<p>Options:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Dollar amount for direct funding of scholarships</li> </ul>	<p>An example of a scholarship includes your organisation funding or partially funding a place at a university or in a TAFE course for Aboriginal and Torres Strait Islander students.</p> <p>If this does not apply to your organisation, please enter '0'.</p>



<p>44. What was the dollar value of contributions to organisations that support Aboriginal and Torres Strait Islander students?</p> <p>(Excluding scholarship contributions)</p>	<p>Options:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Dollar amount of contributions to organisations that support Aboriginal and Torres Strait Islander students</li> </ul>	<p>An example of a contribution would be your organisation providing funds to an organisation which supports Aboriginal and Torres Strait Islander students to complete study.</p> <p>If this does not apply to your organisation, please enter '0'.</p>
<p>45. What is the value of pro bono services provided to Aboriginal and Torres Strait Islander individuals, organisations, or communities in the last 12 months?</p>	<p>Options:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Hours of pro bono services provided</li> <li><input type="checkbox"/> Dollar value of pro bono services provided</li> </ul>	<p>Pro bono service is professional work undertaken voluntarily and without payment.</p> <p>If this does not apply to your organisation, please enter '0'.</p>
<p><b>COVID-19 and the RAP network</b></p>		
<p>46. Has COVID-19 effected your organisation's ability to deliver on RAP commitments during the reporting period?</p>	<p>Options:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Yes</li> <li><input type="checkbox"/> No</li> </ul>	
<p>47. Please tell us how your organisation has taken an innovative approach to reconciliation in light of the COVID-19 pandemic?</p>	<p>Text box to provide information on RAP activities.</p>	<p>NOTE: The text box has a 250-word limit.</p>
<p><b>Case studies and testimonials</b></p>		
<p>48. Please tell us about how your organisation has worked towards advancing any of the five dimensions of reconciliation?</p>	<p>Text box to provide information on RAP activities.</p>	<p>Five dimensions of reconciliation include: Race Relations, Equality and Equity, Institutional Integrity, Historical Acceptance and Unity.</p> <p>NOTE: The text box has a 250-word limit.</p>

<p>49. We'd really like to hear about stories that highlight challenges, key learnings or successes when delivering on your organisation's RAP commitments this year.</p>	<p>Text box to provide information on RAP activities.</p>	<p>Include information around challenges and key learnings will help Reconciliation Australia to better tailor its support to RAP organisations in the future.</p> <p>NOTE: The text box has a 250-word limit.</p>
<p><b>Testimonial (Optional)</b></p> <p>Please provide a short testimonial regarding the impact that your RAP has had within your organisation.</p>	<p>Text box to provide information on RAP activities.</p>	<p>NOTE: The text box has a 250-word limit.</p>
<p><b>Attachments (Optional)</b></p> <p>Do you have any strategy documents or relevant files that you are happy for us to share with the wider RAP network?</p>	<p>Options:</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p>You can email us at <a href="mailto:RAP.reporting@reconciliation.org.au">RAP.reporting@reconciliation.org.au</a></p> <p>Documents could include:</p> <ul style="list-style-type: none"> <li>• Cultural competency strategy</li> <li>• Cultural protocols document</li> <li>• Employment and retention strategy</li> <li>• Procurement strategy</li> </ul>
<p><b>End of questionnaire</b></p>		

**PLEASE NOTE:** In the spirit of reconciliation, we encourage the RAP network to work together and share key learnings in order to have the greatest impact. At the end of the questionnaire, you will have the opportunity to upload documents that have been instrumental to your organisation's reconciliation journey. By uploading documents through this portal, you are giving Reconciliation Australia permission to share the documents with the RAP network.