



RECONCILIATION
ACTION PLAN

RAP Impact Survey 2023

Guidance for completing the RAP Impact Survey

Overview of the RAP Impact Survey

Participation in the RAP Impact Survey is the **annual** reporting requirement for members of the RAP network.

This is administered through an online survey that is distributed in July each year. Your organisation will be sent a unique link to complete reporting.

This link will be sent to the primary and secondary contacts listed for your organisation. The survey will ask you for data on reconciliation activities completed in the previous financial year 1 July 2022 – 30 June 2023.

The survey is due by **11:59pm (AEST) Saturday 30 September 2023**.

The full set of questions is located on page 4 to help you get your data together for collection before submitting your final responses through the online survey.

Introduction

The RAP Impact Survey provides an important mechanism for your organisation to measure annual performance and progression against core RAP commitments, and to ensure you remain accountable in tracking and reporting on your ongoing RAP commitments.

The data collected through the RAP Impact Survey enables Reconciliation Australia to understand the breadth of impact of the RAP network. Through submitting the annual reporting, your organisation is contributing to Reconciliation Australia's annual [RAP Impact Report](#), which outlines the collective impact of RAPs each year.

The data you share through reporting will also contribute to the ongoing evaluation of the RAP Program and help us further support RAP organisations to increase the impact of their RAPs.

Reporting requirement

Reporting consistently each year to Reconciliation Australia is a core requirement in all RAP types and a key accountability measure for your organisation.

Failure to submit your annual reporting to Reconciliation Australia by the due date will impact your organisation's accountability as a member of the RAP network, and as a result may affect the next RAP type you are able to develop.

Who should report?

Organisations implementing a RAP

All organisations who have had their first RAP endorsed by Reconciliation Australia are required to report. If you are currently implementing a RAP, you are required to report to us annually through the RAP Impact Survey.

Recently expired RAPs

If you are currently scoping or drafting your next RAP, or you're in a period where your RAP has recently expired, you **are still required to report**.

The annual reporting requirement is designed to measure the breadth of reconciliation activities occurring across the entire RAP network each year. These ongoing RAP commitments will continue to occur even if your organisation isn't currently implementing a RAP.

Newly endorsed RAPs

If your **FIRST RAP** was endorsed less than twelve months ago, your organisation is **still required to report**. You will be directed to complete a shorter version of the survey for your first reporting period.

This subset of questions is intended to capture baseline data for your organisation, that will be built on when you report in later years. This subset of questions is designed for organisations that are starting their reconciliation journey.

The shorter subset of questions will be triggered when you answer 'yes' to question 5. There will be 12 questions to answer (questions 1-8, 12, 23, 24 and 33)

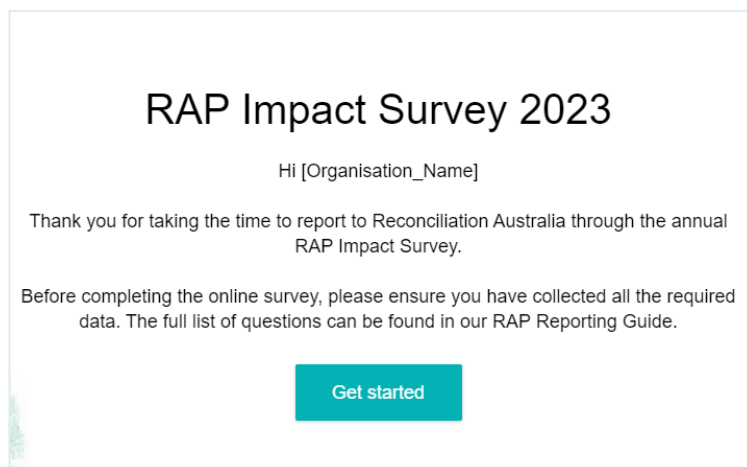
If your organisation is new to the RAP network (your first RAP was endorsed less than 12 months ago) but you want to complete the full version of the survey, please answer 'no' at question 5.

How to complete reporting

Your unique link to complete reporting will be sent to the primary and secondary contacts listed for your organisation in July each year.

Your unique link will direct you to our online survey platform, where you will input your collected data. This link to complete the RAP Impact Survey will be open through to 30 September 2023.

There are 34 questions to complete through the online survey. Please see the complete list of questions on page 4 to facilitate data collection prior to submitting your final responses online.



The deadline to complete the online survey is 11:59pm (AEST) Saturday 30 September 2023.

Note: please input all collected data into the online survey in one sitting. The platform may not save your data if you exit the survey.

Data confidentiality

All data entered into the online RAP Impact Survey will be kept confidential. We do not publicly release data from any individual organisation and only aggregated data is used to prepare the annual RAP Impact Report.

We endeavour to protect the information from misuse, interference and loss, and unauthorised access or modification. For more information, please see Reconciliation Australia's [privacy policy](#).

We're here to help

Contact us

Get in touch by phone or email
RAP.reporting@reconciliation.org.au
(+61) 02 6153 4400

Book a meeting

Book a meeting with the RAP team [here](#)

If you do not receive an email with your organisation's unique reporting link by Tuesday 1 August 2023, or you need to update your organisation's contact details with us, please reach out to the RAP reporting team.

RAP Impact Survey 2023: questions and definitions

Below is the full list of questions that are asked in the online RAP Impact Survey. You can download a word document version of the questions for data collection [here](#).

Please read the provided definitions for each question carefully to assist with collecting the required data. If you have further questions around the definitions below, please contact RAP.reporting@reconciliation.org.au

Note: If your organisation's FIRST RAP was endorsed less than 12 months ago, you will only be required to respond to the questions highlighted blue

Question	Options	Definition
Organisation		
1. Total number of employees	Options: <input type="checkbox"/> Number of total employees in your organisation	Employees include any paid full-time, part-time and casual staff within your organisation, including contracted staff over the reporting period. Please include your response as a whole number. 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'.

<p>4. Latest endorsed RAP type</p>	<p>Options:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Reflect RAP <input type="checkbox"/> Innovate RAP <input type="checkbox"/> Stretch RAP <input type="checkbox"/> Elevate RAP 	<p>Select the latest type of RAP your organisation developed that was endorsed by Reconciliation Australia.</p>
<p>5. Was your organisation's <u>very first RAP</u> endorsed in the last 12 months?</p>	<p>Options:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yes <input type="checkbox"/> No 	<p>Select 'yes', if your organisation has joined the RAP program for the first time, having its first RAP endorsed between 1 July 2022 and 30 June 2023.</p> <p>If you select 'yes', you will be directed to a shortened version of the survey which is designed to capture baseline data for organisations new to their reconciliation journey. If you'd like to respond to the full set of questions, please select 'no'.</p>
<p>RAP development</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 develop 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 implement your RAP</p>	<p>Options:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Strongly disagree <input type="checkbox"/> Disagree <input type="checkbox"/> Neutral <input type="checkbox"/> Agree <input type="checkbox"/> Strongly agree <p>Options:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Strongly disagree <input type="checkbox"/> Disagree <input type="checkbox"/> Neutral <input type="checkbox"/> Agree <input type="checkbox"/> Strongly agree 	

<p>7. Indicate the frequency of contact your organisation has had with Reconciliation Australia</p>	<p>Options:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Once every two or three months <input type="checkbox"/> More than once a year but less than once a quarter <input type="checkbox"/> Once a year or less 	<p>This question seeks to understand the degree to which your organisation has been in contact with the RAP team. This includes:</p> <ul style="list-style-type: none"> Emails Phone calls Meetings Information events Networking events
RAP implementation		
<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"> <input type="checkbox"/> Our leaders are instrumental in encouraging staff participation in the RAP <input type="checkbox"/> Our leaders are seen by staff as playing an active role in delivering on RAP commitments <input type="checkbox"/> Our CEO has made a public statement in support of our RAP <input type="checkbox"/> Our senior leaders are active members of our RAP Working Group <input type="checkbox"/> Our leaders are supportive but aren't always sure what they can do to support our RAP <input type="checkbox"/> Only a few of our leaders are supportive of our RAP <input type="checkbox"/> Our leaders have not demonstrated commitment to our RAP 	<p>Select all that apply.</p> <p>Senior leaders include:</p> <ul style="list-style-type: none"> • CEO • Managing directors • Executive directors • General managers • Partners • Department heads
Relationships		
<p>9. Does your organisation have a documented Aboriginal and Torres Strait Islander engagement strategy?</p>	<p>Options:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yes <input type="checkbox"/> No 	<p>This question seeks to determine if your organisation has a formal documented engagement strategy.</p> <p>If you're unable to confirm whether your organisation has this in place, please select 'no'.</p>
<p>10. 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"> <input type="checkbox"/> Number of formal partners <input type="checkbox"/> Number of informal partners 	<p>An Aboriginal and Torres Strait Islander organisation/business is one that is at least 50% owned by an Aboriginal</p>

		<p>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 (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>11. 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"> <input type="checkbox"/> CareerTrackers <input type="checkbox"/> Supply Nation <input type="checkbox"/> Jawun <input type="checkbox"/> Other (please specify) 	<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>12. How did your organisation participate in NRW this year?</p>	<p>Options:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Hosted/organised an internal activity/event <input type="checkbox"/> Hosted/organised an external activity/event <input type="checkbox"/> Supported employees to participate in internal and/or external events <input type="checkbox"/> Organisation did not participate in NRW 	<p>Select all that apply.</p>
<p>13. How many NRW events did your organisation host this year?</p>	<p>Options:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Number of events 	<p>This includes both internal and external NRW events. 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>
<p>14. Does your organisation have a documented staff engagement strategy to raise awareness of reconciliation across your workforce?</p>	<p>Options:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yes <input type="checkbox"/> No 	<p>This question seeks to determine if your organisation has a formal staff engagement strategy in place which drives awareness, activities, and initiatives in relation to the RAP.</p> <p>If you're unable to confirm whether your organisation has this in place, please select 'no'.</p>

<p>15. Does your organisation have formalised anti-discrimination policies/provisions in place?</p>	<p>Options:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yes - a dedicated anti-discrimination policy <input type="checkbox"/> Yes - anti-discrimination provisions housed under another policy <input type="checkbox"/> No - no formal anti-discrimination provisions in place 	<p>This question seeks to determine if your organisation has a formal anti-discrimination policy in place.</p> <p>The second option would apply to your organisation if your anti-discrimination provisions sit under another policy. This could be a Harassment, Bullying and Discrimination Prevention Policy or an Equal Employment Opportunity and Diversity Policy.</p> <p>If you're unable to confirm whether your organisation has any anti-discrimination provisions in place, please select 'no'.</p>
Respect		
<p>16. Does your organisation have a documented Aboriginal and Torres Strait Islander cultural learning strategy?</p>	<p>Options:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yes <input type="checkbox"/> No 	<p>This question seeks to determine if your organisation has a formal documented cultural learning strategy.</p> <p>If you're unable to confirm whether your organisation has this in place, please select 'no'.</p>
<p>17. How many staff have undertaken a structured cultural learning program during the reporting period?</p>	<p>Options:</p> <ul style="list-style-type: none"> <input type="checkbox"/> E-learning cultural program <input type="checkbox"/> Face-to-face cultural program <input type="checkbox"/> Cultural immersion program * 	<p>Please include each response as a whole number.</p> <p>* A cultural immersion program refers to a cultural experience; being immersed in Aboriginal and/or Torres Strait Islander culture, on Country, guided by a local Traditional Owner.</p>

<p>18. Does your organisation have an Aboriginal and Torres Strait Islander cultural protocols document?</p>	<p>Options:</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p>This question seeks to determine if your organisation has a formal document to advise on cultural protocols.</p> <p>If you're unable to confirm whether your organisation has this in place, please select 'no'.</p>
<p>19. Have you changed any of your external facing services and/or practices as a result of your RAP commitments?</p>	<p>Options:</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p>Select 'yes' if your RAP has influenced how your organisation operates externally on a daily basis.</p>
<p>20. Have you changed any of your core (business-as-usual) internal processes and/or policies as a result of your RAP commitments?</p>	<p>Options:</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p>Select 'yes' if your RAP has influenced how your organisation operates internally on a daily basis (beyond RAP specific activities).</p> <p>A core business-as-usual process refers to a day-to-day operational process that is linked to the core functioning of your organisation.</p>
<p>Opportunities</p>		
<p>21. Does your organisation have a documented Aboriginal and Torres Strait Islander employment, retention, and professional development strategy?</p>	<p>Options:</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p>This question seeks to determine if your organisation has a formal documented employment, retention, and professional development strategy.</p> <p>If you're unable to confirm whether your organisation has this in place, please select 'no'.</p>

<p>22. What is your target for Aboriginal and Torres Strait Islander employment in this reporting period?</p>	<p>Options:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Target number (overall) <input type="checkbox"/> Target number (leadership and management positions) 	<p>Please include each response as a whole number.</p> <p>Please include a response for all options that apply to your organisation.</p> <p>If this does not apply to your organisation, please enter '0'.</p>
<p>23. How many Aboriginal and Torres Strait Islander staff does your organisation currently employ (as of 30 June 2023?)</p>	<p>Options:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Total number <p>Breakdown:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Permanent (full or part-time) <input type="checkbox"/> Non-ongoing (full or part-time) <input type="checkbox"/> Casual <input type="checkbox"/> Apprentices/cadetships <input type="checkbox"/> Traineeships/internships <input type="checkbox"/> Contractors 	<p>If you do not know whether you 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.</p> <p>The total number you record should be the sum of the breakdown.</p> <p>Permanent employment refers to employees that have been engaged in ongoing employment for longer than 12 months.</p> <p>Non-ongoing employment refer to staff that have been employed for a specific project, or short-term contract (less than 12 months). This includes secondees.</p>
<p>24. Please indicate the number of Aboriginal and Torres Strait Islander staff that are in:</p>	<p>Options:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Total number <p>Breakdown:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Board positions <input type="checkbox"/> Senior executive roles <input type="checkbox"/> Other senior and middle management positions <input type="checkbox"/> Entry level or junior roles 	<p>Senior executive roles refer to members of the senior leadership team that oversees senior and middle management.</p> <p>Senior and middle management roles refer to managers responsible for directly managing</p>

		<p>/coordinating the activities of employees and/or departments.</p> <p>Entry level or junior roles include staff employed that aren't middle managers or above. This includes employees in traineeships and internships.</p>
<p>25. Does your organisation have a documented Aboriginal and Torres Strait Islander procurement strategy?</p>	<p>Options:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yes <input type="checkbox"/> No 	<p>This question seeks to determine if your organisation has a formal documented procurement strategy.</p> <p>If you're unable to confirm whether your organisation has this in place, please select 'no'.</p>
<p>26. 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"> <input type="checkbox"/> Dollar value of goods and/or services procured from Aboriginal and Torres Strait Islander businesses <input type="checkbox"/> Dollar value of spend from businesses certified by Supply Nation 	<p>We consider Aboriginal and Torres Strait Islander businesses to be those businesses which are at least 50% Aboriginal and/or Torres Strait Islander owned.</p> <p>Further information around requirements for Supply Nation certification can be found here.</p> <p>Please report data for both options if applicable for your organisation.</p> <p>If this does not apply to your organisation, please enter '0'.</p>
<p>27. 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"> <input type="checkbox"/> Number of Aboriginal and Torres Strait Islander businesses 	<p>We consider Aboriginal and Torres Strait Islander businesses to be those businesses which are at least 50% Aboriginal and/or Torres Strait Islander owned.</p>

		<p>This number should include businesses that are registered and/or certified by Supply Nation.</p> <p>If this does not apply to your organisation, please enter '0'.</p>
28. Is your organisation a Supply Nation member?	<p>Options:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yes <input type="checkbox"/> No 	<p>Select 'yes' if your organisation was a member of Supply Nation any time during the reporting period (1 July 2022 - 30 June 2023).</p>
29. What was the dollar value of donations made directly to Aboriginal and Torres Strait Islander organisations in the reporting period?	<p>Options:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Dollar value of spend 	<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>
30. What was the dollar value of contributions to support Aboriginal and Torres Strait Islander students and education scholarships in the reporting period?	<p>Options:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Dollar amount for direct funding of education scholarships <input type="checkbox"/> Dollar amount of contributions to organisations that support Aboriginal and Torres Strait Islander students (excluding scholarship contributions) 	<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>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>

		If this does not apply to your organisation, please enter '0'.
31. What is the value of pro bono services provided to Aboriginal and Torres Strait Islander individuals, organisations, or communities in the last 12 months?	Options: <ul style="list-style-type: none"> <input type="checkbox"/> Hours of pro bono services provided <input type="checkbox"/> Dollar value of pro bono services provided 	Pro bono service is professional work undertaken for free (or at a substantially reduced fee) to individuals, organisations and communities who can demonstrate a need for assistance but cannot afford cost of services at market rate, or organisations working on behalf of these communities. Please respond to the option that applies to your organisation. If neither applies, please enter '0'.
Governance		
32. Does your organisation have internal and/or external governance structures to include and listen to First Nations stakeholders?	Options: <ul style="list-style-type: none"> <input type="checkbox"/> Our organisation has an internal First Nations employee group which has input and influence within the organisation and access to senior leadership <input type="checkbox"/> Our organisation has an external First Nations advisory group to guide our organisation's work <input type="checkbox"/> Our organisation has consulted with First Nations stakeholders to evaluate existing governance structures <input type="checkbox"/> Our organisation has undertaken a formal evaluation of governance structures to assess existing and identify potential new structures to listen and respond to the voices of First Nations stakeholders <input type="checkbox"/> No formal governance structures in place <input type="checkbox"/> Other (please specify) 	Select all that apply. First Nations stakeholders refer to both internal and external stakeholders (e.g. staff/customers/advisors).

The RAP Network and the Voice to Parliament		
<p>33. Has your organisation undertaken any work to educate internal and/or external stakeholders around the Voice to Parliament?</p>	<p>Options:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yes <input type="checkbox"/> No 	<p>If you answer 'yes', you will be directed to answer a further question around your education activities.</p> <p>If you answer 'no', you will be directed to the end of the survey.</p>
<p>34. How has your organisation engaged your stakeholders around the Voice to Parliament?</p>	<p>Options:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Hosted a virtual and/or in person learning session for staff on the Voice to Parliament <input type="checkbox"/> Provided financial and/or in-kind support for the Voice to Parliament education activities <input type="checkbox"/> Circulated educational resources to staff and external customers/clients/partners <input type="checkbox"/> Utilised assets and public spaces for messaging to support the Voice the Parliament <input type="checkbox"/> Created an education support network within the organisation, training specific staff to be a contact point to share knowledge and educate employees on the Voice to Parliament <input type="checkbox"/> Implemented support and mental health resources for First Nations staff during the lead up to the referendum <input type="checkbox"/> Other (please specify) 	<p>Select all that apply.</p>
<p>End of survey</p>		