Reconciliation Action Plan

July 2019–January 2022

Table of extended deliverables in recognition of the challenges presented by the COVID-19 pandemic

Contents

[Acknowledgment of Country i](#_Toc14094278)

[Foreword 1](#_Toc14094279)

[Supporting statements 3](#_Toc14094280)

[Our vision for reconciliation 4](#_Toc14094281)

[Our business 4](#_Toc14094282)

[Our Reconciliation Action Plan 6](#_Toc14094283)

[Relationships 13](#_Toc14094284)

[Respect 19](#_Toc14094285)

[Opportunities 25](#_Toc14094286)

[Governance 35](#_Toc14094287)

## Relationships

Action 1 – Establish and maintain mutually beneficial relationships with Aboriginal and Torres Strait Islander stakeholders and organisations

| **Deliverable** | **Original Timeline** | **Revised Timeline**  | **Responsibility** |
| --- | --- | --- | --- |
| 1.1 Meet with local Aboriginal and Torres Strait Islander stakeholders and organisations to develop guiding principles for future engagement.  | July 2020 | July 2021 | Chief Executive Officer |
| 1.2 Develop and implement an engagement plan to work with Aboriginal and Torres Strait Islander stakeholders and organisations. | July 2020 | July 2021 | Associate Director, Strategic Communications |

Action 2 – Build relationships through celebrating National Reconciliation Week (NRW)

| **Deliverable** | **Timeline** | **Responsibility** |
| --- | --- | --- |
| 2.1 Circulate Reconciliation Australia’s NRW resources and reconciliation materials to our staff. | 1 May annually | Associate Director, Aboriginal Services |
| 2.2 RAP Working Group members to participate in an external NRW event. | 27 May3 June annually | Associate Director, Aboriginal Services |
| 2.3 Encourage and support staff and senior leaders to participate in at least one external event to recognise and celebrate NRW. | 27 May3 June annually | Chief Executive Officer |
| 2.4 Organise at least one internal NRW event each year. | 27 May3 June annually | Executive Director, Services and Innovation |
| 2.5 Register all our NRW events on Reconciliation Australia’s NRW website. | May annually | Associate Director, Aboriginal Services |
| 2.6 Identify and develop a list of potential Aboriginal and Torres Strait Islander guest speakers for annual NRW events. | April annually | Associate Director, Strategic Communications |
| 2.7 Ensure that Aboriginal and Torres Strait Islander Community stakeholders are invited to VLA annual NRW event. | April annually | Associate Director, Strategic Communications |
| 2.8 Ensure that VLA’s First Nations Staff Network are all invited to VLAs annual NRW event. | April annually | Associate Director, Strategic Communications |

Action 3 – Promote reconciliation through our sphere of influence

| **Deliverable** | **Timeline** | **Responsibility** |
| --- | --- | --- |
| 3.1 Implement strategies to engage our staff in reconciliation. | December 2019 | Executive Director, Services and Innovation |
| 3.2 Communicate our commitment to reconciliation publicly. | May annually | Associate Director, Strategic Communications |
| 3.3 Explore opportunities to positively influence our external stakeholders to drive reconciliation outcomes. | May and November annually | Associate Director, Strategic Communications |
| 3.4 Investigate opportunities to collaborate with Reconciliation Australia, Reconciliation Victoria and other like-minded organisations to develop ways to advance reconciliation | February annually | Associate Director, Aboriginal Services |

Action 4 – Promote positive race relations through anti-discrimination strategies

| **Deliverable** | **Original Timeline** | **Revised Timeline** | **Responsibility** |
| --- | --- | --- | --- |
| 4.1 Conduct a review VLA’s policies and procedures to ensure compliance with anti-discrimination obligations and to promote the recruitment and retention of Aboriginal and Torres Strait Islander staff. | December 2019 | December 2020 | Head of People and Culture |
| 4.2 Develop, implement and communicate an anti-discrimination policy for our organisation. | July 2020 | December 2020 | Head of People and Culture |
| 4.3 Engage with Aboriginal and Torres Strait Islander staff and/or Aboriginal and Torres Strait Islander advisors to consult on our anti-discrimination policy. | February 2020 | December 2020 | Head of People and Culture |
| 4.4 Educate VLA’s senior leaders on the effects of racism. | January annually |  | Head of People and Culture |

Action 5 – Increase support to improve working in partnership with the Victorian Aboriginal Legal Service (VALS)

| **Deliverable** | **Original Timeline** | **Revised Timeline** | **Responsibility** |
| --- | --- | --- | --- |
| 5.1 VLA and VALS to establish and implement a Memorandum of Understanding (MOU) to strengthen our partnership. | June 2020 | January 2021 | Chief Executive Officer |
| 5.2 Explore collaborative partnerships with VALS to establish improved communications between all legal and non-legal areas of both organisations. | June annually |  | Executive Director, Criminal LawExecutive Director, Family, Youth and Children’s LawExecutive Director, Civil Justice, Access and Equity |
| 5.3 Explore collaborative partnerships with VALS to establish mutual training opportunities for staff from both organisations. | June annually |  | Executive Director, Criminal LawExecutive Director, Family, Youth and Children’s LawExecutive Director, Civil Justice, Access and Equity |
| 5.4 Quarterly meetings between senior staff at VLA and VALS to ensure MOU is supported and continually explore opportunities to strengthen the partnership. | FebruaryJuneSeptember and December annually |  | Executive Director, Criminal LawExecutive Director, Family, Youth and Children’s LawExecutive Director, Civil Justice, Access and Equity |

Action 6 – Increase support to improve working in partnership with Djirra (formerly Aboriginal Family Violence Prevention Legal Service Victoria)

| **Deliverable** | **Original Timeline** | **Revised Timeline** | **Responsibility** |
| --- | --- | --- | --- |
| 6.1 VLA and Djirra to establish and implement a Memorandum of Understanding to strengthen our partnership.  | June 2020 | January 2021 | Chief Executive Officer |
| 6.2 Explore collaborative partnerships with Djirra to establish improved communications between all legal and non-legal areas of both organisations.  | June annually | December annually  | Executive Director, Family, Youth and Children’s Law |
| 6.3 Explore collaborative partnerships with Djirra to establish mutual training opportunities for staff from both organisations. | December annually |  | Executive Director, Family, Youth and Children’s Law |
| 6.4 Quarterly meetings between senior staff at VLA and Djirra to ensure MOU is supported and continually explore opportunities to strengthen the partnership. | FebruaryJuneSeptember andDecember annually |  | Executive Director, Family, Youth and Children’s Law |

Action 7 – Enhance VLA’s accountability to the Aboriginal and Torres Strait Islander community

| **Deliverable** | **Original Timeline** | **Revised Timeline**  | **Responsibility** |
| --- | --- | --- | --- |
| 7.1 Engage with Regional Aboriginal Justice Advisory Groups and Local Aboriginal Justice Advisory Groups on the appropriateness of a VLA representative participating in meetings to provide updates on RAP activities and VLA’s services in specific areas. | June annually | December annually  | Associate Director, Aboriginal Services |
| 7.2 Explore opportunities for more community engagement through technology (e.g. social media and online sponsored ads).  | December 2019 |  | Associate Director, Strategic Communications  |

Action 8 – Strengthen the relationship between VLA Chambers and Aboriginal legal services (VALS and Djirra)

| **Deliverable** | **Timeline** | **Responsibility** |
| --- | --- | --- |
| 8.1 Communicate briefing guidelines and procedures for committals, County Court appeals, County Court pleas and trials to VALS, and encourage VALS staff to brief VLA Chambers. | June annually | Chief Counsel |
| 8.2 Communicate family law briefing guidelines to Djirra staff and encourage Djirra staff to brief VLA Chambers. | June annually | Chief Counsel |
| 8.3 Encourage both Aboriginal legal services to engage in specific training offered by VLA Chambers. | June annually | Chief Counsel |
| 8.4 VLA Chambers will establish a nominated Chambers contact for both Aboriginal legal services to provide legal support, where appropriate. | June annually | Chief Counsel |
| 8.5 Explore other opportunities that may assist in enhancing Aboriginal legal services, such as secondment or shadowing opportunities with VLA Chambers. | June annually | Chief Counsel |

## Respect

Action 9 – Increase understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights through cultural learning

| **Deliverable** | **Timeline** | **Responsibility** |
| --- | --- | --- |
| 9.1 Conduct a review of cultural learning needs within our organisation. | December 2019 | Head of People and Culture |
| 9.2 Develop, implement and communicate a cultural learning strategy for our staff in consultation with local Traditional Owners and/or Aboriginal and Torres Strait Islander advisors. | December 2020 | Head of People and Culture |
| 9.3 Provide opportunities for RAP Working Group members, People and Culture managers and other key leadership staff to participate in formal and structured cultural learning. | July 2020 | Head of People and Culture |
| 9.4 Develop and implement Aboriginal and Torres Strait Islander cultural competency standards for VLA staff in consultation with local Traditional Owners and/or Aboriginal and Torres Strait Islander advisors.  | May 2021 | Associate Director, Aboriginal Services |
| 9.5 120 staff to undertake cultural awareness training under each year of the RAP. | June annually | Head of People and Culture |
| 9.6 All Executive Directors are to participate in cultural awareness training and continuously promote the importance of cultural awareness to staff.  | June annually | Head of People and Culture |
| 9.7 Implement policy changes to require all new starters to complete the e-learning cultural awareness module. | December 2019 | Head of People and Culture |
| 9.8 Develop a guide for VLA staff to assist in identifying and working with Aboriginal and Torres Strait Islander clients. | December 2019 | Associate Director, Aboriginal Services |

Action 10 – Demonstrate respect to Aboriginal and Torres Strait Islander peoples by observing cultural protocols

| **Deliverable** | **Timeline** | **Responsibility** |
| --- | --- | --- |
| 10.1 Review, strengthen, implement and communicate an updated cultural protocols document, including protocols for Welcome to Country and Acknowledgement of Country.  | January 2020 | Associate Director, Strategic Communications |
| 10.2 Increase staff understanding of the purpose and significance behind cultural protocols, including Acknowledgement of Country and Welcome to Country protocols. | June 2020 | Associate Director, Strategic Communications |
| 10.3 Invite a local Traditional Owner or Custodian to provide a Welcome to Country or other appropriate cultural protocols at significant events each year.  | June annually | Associate Director, Strategic Communications |
| 10.4 Include an Acknowledgement of Country or other appropriate protocols at the commencement of important meetings. | June annually | Chief Executive Officer |
| 10.5 Develop a list of key contacts for organising a Welcome to Country. | January 2020 | Associate Director, Strategic Communications |
| 10.6 All current employees will be reminded of the Acknowledgement of Country plaques in all offices. | December 2019 | Executive Director, Services and Innovation |
| 10.7 All new starters will be made aware of the Acknowledgement of Country plaques in their office as part of their induction. | December 2019 | Executive Director, Services and Innovation |
| 10.8 VLA recognises the conflicted nature of the Australia Day celebrations on 26 January for many Aboriginal and Torres Strait Islander peoples and other Australians by providing choice for staff in terms of whether they work on the January 26 Public Holiday. | June annually | Head of People and Culture |
| 10.9 Circulate materials to our staff on the Uluru Statement from the Heart made at the Referendum Council on 26 May 2017. | June annually  | Chief Executive Officer |

Action 11 – Build respect for Aboriginal and Torres Strait Islander cultures and histories by celebrating NAIDOC Week

| **Deliverable** | **Original Timeline** | **Revised Timeline**  | **Responsibility** |
| --- | --- | --- | --- |
| 11.1 RAP Working Group to participate in an external NAIDOC Week event. | First week in July annually | November 2020, July 2021 | Chief Executive Officer |
| 11.2 Review VLA’s policies and procedures to remove barriers to Aboriginal and Torres Strait Islander staff participating in NAIDOC Week. | December 2019 | December 2020 | Head of People and Culture |
| 11.3 Provide opportunities for Aboriginal and Torres Strait Islander employees to engage with their culture and community through NAIDOC Week events. | First week in July annually | November 2020, July 2021 | Head of People and Culture |
| 11.4 Promote and encourage participation in external NAIDOC events to all staff. | June annually | November 2020, July 2021 | Associate Director, Aboriginal Services |

Action 12 – Continue to improve VLA’s culturally safe workplace practices and working environment for Aboriginal and Torres Strait Islander staff and clients

| **Deliverable** | **Original Timeline** | **Revised Timeline**  | **Responsibility** |
| --- | --- | --- | --- |
| 12.1 Identify an Aboriginal Community Controlled Organisation to deliver cultural safety workshops to VLA staff. | July 2020 | July 2021 | Head of People and Culture |
| 12.2 Cultural safety workshops will be provided to 150 VLA staff. | May 2021 | January 2022 | Head of People and Culture |
| 12.3 Consult with First Nations Staff Network to evaluate the cultural appropriateness of workplace practices. | June annually |  | Head of People and Culture |
| 12.4 Explore opportunities to promote Aboriginal and Torres Strait Islander staff on media platforms such as Comet and Yammer. | December 2019 |  | Associate Director, Strategic Communications |
| 12.5 Actively engage all staff through VLA’s media platforms to highlight the importance of culturally safe practices. | June annually |  | Associate Director, Strategic Communications |

Action 13 – Raise VLA’s profile and presence at major Aboriginal and Torres Strait Islander community events and celebrations

| **Deliverable** | **Original Timeline** | **Revised Timeline** | **Responsibility** |
| --- | --- | --- | --- |
| 12.3 Attend major community events when endorsed by the Aboriginal and Torres Strait Islander community, including: Djirra’s Sisters Day Out, Dardi Munwurro’s State-wide Men’s Gathering, VACSAL State-wide Sporting Carnivals, Koori Youth Council annual summit and the Aboriginal Justice Forum. | June annually | December annually | Associate Director, Aboriginal Services |
| 13.2 Provide legal education and promote VLA’s services at major Aboriginal and Torres Strait Islander community events and celebrations.  | June annually | December annually | Associate Director, Aboriginal Services  |

Action 14 – Increase the briefing of Aboriginal and Torres Strait Islander barristers by both VLA lawyers and practice partners

| **Deliverable** | **Timeline** | **Responsibility** |
| --- | --- | --- |
| 14.1 Continue to communicate both internally and externally to lawyers to consider the Victorian Bar’s Indigenous Equal Opportunity Briefing Policy to encourage briefing to Aboriginal and Torres Strait Islander barristers. | June annually | Executive Director, Legal Practice |
| 14.2 Continue to promote the briefing of Aboriginal and Torres Strait Islander barristers through coordinated briefing process. | June annually | Executive Director, Legal Practice |

Action 15 – Support practice partners to provide culturally safe services to Aboriginal and Torres Strait Islander clients

| **Deliverable** | **Original Timeline** | **Revised Timeline** | **Responsibility** |
| --- | --- | --- | --- |
| 15.1 Look for meaningful ways for VLA to support the cultural awareness of private practitioners and Community Legal Centres (CLCs).  | June annually | December annually  | Executive Director, Legal Practice |
| 15.2 Collaborate with Aboriginal legal services where possible to influence private practitioners and CLCs to improve cultural safety and culturally responsive services. | May 2021 | November 2021 | Executive Director, Legal Practice |
| 15.3 Explore opportunities to ensure accountability of practice partners to Aboriginal and Torres Strait Islander clients. | May 2021 | November 2021 | Executive Director, Legal Practice |

## Opportunities

Action 16 – Improve employment outcomes by increasing Aboriginal and Torres Strait Islander recruitment, retention and professional development

| **Deliverable** | **Original Timeline**  | **Revised Timeline** | **Responsibility** |
| --- | --- | --- | --- |
| 16.1 Build understanding of the current Aboriginal and Torres Strait Islander staffing profile to inform future employment and professional development opportunities. | December 2019 |  | Head of People and Culture |
| 16.2 Consult with our First Nations Staff Network on our recruitment, retention and professional development strategy.  | June 2020 |  | Head of People and Culture |
| 16.3 Review, strengthen and implement an Aboriginal and Torres Strait Islander recruitment, retention and professional development strategy. | June 2020 |  | Head of People and Culture |
| 16.4 Advertise job vacancies to effectively reach Aboriginal and Torres Strait Islander stakeholders. | June 2020 |  | Head of People and Culture |
| 16.5 Review VLA’s recruitment procedures and policies to remove barriers to Aboriginal and Torres Strait Islander participation in our workplace. | June 2020 | December 2020 | Head of People and Culture |
| 16.6 Increase the proportion of Aboriginal and Torres Strait Islander staff at VLA to three per cent. | May 2021 | November 2021 | Head of People and Culture |
| 16.7 Identify and promote education and leadership opportunities for Aboriginal and Torres Strait Islander staff. | June annually |  | Head of People and Culture |
| 16.8 Explore the opportunity for a scholarship award to provide financial assistance for ongoing Aboriginal and Torres Strait Islander staff to pursue professional development through further studies. | December 2020 | June 2021 | Head of People and Culture |
| 16.9 Establish a network to support Aboriginal and Torres Strait Islander staff with job applications, interviews and mentoring to advance career opportunities with VLA. | June annually |  | Head of People and Culture |
| 16.10 Provide opportunities for a minimum of two Aboriginal and Torres Strait Islander staff to attend the annual National Indigenous Legal Conference. | June annually |  | Head of People and Culture |
| 16.11 Increase the proportion of Aboriginal and Torres Strait Islander people in non-legal roles at VLA. | June annually |  | Head of People and Culture |
| 16.12 Ensure development and career progression opportunities for current Aboriginal and Torres Strait Islander staff in both legal and non-legal roles are identified and implemented. | June annually  |  | Head of People and Culture |
| 16.13 Explore the opportunity to establish new recruitment pathways to non-legal roles into VLA for Aboriginal and Torres Strait Islander people (for example, clerkships/graduate roles in Finance, People and Culture, etc).  | June 2020 | December 2020 | Head of People and Culture |
| 16.14 Maintain the Aboriginal and Torres Strait Islander Clerkship Program each year. | June annually | December annually  | Head of People and Culture |
| 16.15 Maintain two positions for Aboriginal and Torres Strait Islander law students in the Graduate Program each year. | June annually |  | Head of People and Culture |
| 16.16 Maintain two dedicated positions for Aboriginal and Torres Strait Islander lawyers in the New Lawyers Program each year. | June annually |  | Head of People and Culture |

Action 17 – Strengthen VLA’s policies and services for Aboriginal and Torres Strait Islander peoples

| **Deliverable** | **Timeline** | **Responsibility** |
| --- | --- | --- |
| 17.1 Consult with VLA’s Aboriginal Services in relation to the development and implementation of all new Aboriginal and Torres Strait Islander service initiatives and recruitment strategies. | June annually | Executive Director, Services and Innovation |
| 17.2 VLA’s First Nations Staff Network’s expertise is sought and embraced, ensuring members have the opportunity to provide input into new policies and services for Aboriginal and Torres Strait Islander peoples at its quarterly meetings. | June annually | Executive Director, Services and Innovation |

Action 18 – Support Aboriginal and Torres Strait Islander students to consider a career with VLA

| **Deliverable** | **Original Timeline** | **Revised Timeline** | **Responsibility** |
| --- | --- | --- | --- |
| 18.1 Engage with the Indigenous Law Students and Lawyers Association of Victoria (Tarwirri) to promote VLA as an employer of choice for Aboriginal and Torres Strait Islander law students. | June annually |  | Head of People and Culture |
| 18.2 Engage universities directly with a view to promoting VLA as an employer of choice for Aboriginal and Torres Strait Islander students. | June annually |  | Head of People and Culture |
| 18.3 Develop promotional material (such as a video) featuring the current VLA Aboriginal and Torres Strait Islander lawyers involved in the Graduate and New Lawyers program.  | December 2020 | June 2021 | Head of People and Culture |
| 18.4 Distribute promotional materials developed about VLA Aboriginal and Torres Strait Islander employment programs to relevant stakeholders. | February 2021 | August 2021 | Head of People and Culture |
| 18.5 Explore opportunities to promote VLA as an employer of choice for Aboriginal and Torres Strait Islander students across non-legal roles. | June annually |  | Head of People and Culture |
| 18.6 Explore the opportunity to establish scholarships for secondary students. | December 2020 | June 2021 | Head of People and Culture |

Action 19 – Increase Aboriginal and Torres Strait Islander supplier diversity to support improve economic and social outcomes

| **Deliverable** | **Original Timeline** | **Revised Timeline**  | **Responsibility** |
| --- | --- | --- | --- |
| 19.1 Develop and implement an Aboriginal and Torres Strait Islander procurement strategy. | December 2020 | March 2021 | Chief Financial Officer |
| 19.2 Investigate Supply Nation membership. | December 2020 |  | Chief Financial Officer |
| 19.3 Develop and communicate opportunities for procurement of goods and services from Aboriginal and Torres Strait Islander businesses to staff. | December 2020 | March 2021 | Chief Financial Officer |
| 19.4 Review and update procurement practices to remove barriers to procuring goods and services from Aboriginal and Torres Strait Islander businesses. | December 2020 | March 2021 | Chief Financial Officer |
| 19.5 Develop commercial relationships with Aboriginal and/or Torres Strait Islander businesses. | December 2020 | March 2021 | Chief Financial Officer |

Action 20 – Strengthen access to legal assistance to respond to Aboriginal and Torres Strait Islander civil and family law needs

| **Deliverable** | **Timeline** | **Responsibility** |
| --- | --- | --- |
| 20.1 Improve access to Legal Help for Aboriginal and Torres Strait Islander clients by establishing and implementing a priority line.  | December 2020 | Associate Director, Access and Equity |
| 20.2 Develop and promote Aboriginal and Torres Strait Islander specific VLA Legal Help cards for clients, Aboriginal Community Controlled Organisations and Community Legal Centres. | February 2020 | Associate Director, Access and Equity |
| 20.3 Develop practical civil and family law resources for working with Aboriginal and Torres Strait Islander clients. | February 2021 | Associate Director, Access and Equity |

Action 21 – Explore the opportunity to expand the Aboriginal Community Engagement Officers Program

| **Deliverable** | **Original Timeline** | **Revised Timeline**  | **Responsibility** |
| --- | --- | --- | --- |
| 21.1 Evaluate the Aboriginal Community Engagement Officers program with a view to strengthening and expanding it across VLA officers, based on evaluation outcomes. | January 2021 | June 2021 | Associate Director, Aboriginal Services |
| 21.2 Research and compile a position paper on the benefits and estimated costs of increasing the Aboriginal Community Engagement Officers program to other VLA offices, following the evaluation. | May 2021 | November 2021 | Associate Director, Aboriginal Services |

Action 22 – Investigate opportunities for VLA to increase Aboriginal and Torres Strait Islander client access to civil law services

| **Deliverable** | **Original Timeline** | **Revised Timeline** | **Responsibility** |
| --- | --- | --- | --- |
| 22.1 Research and document the benefits of establishing an Aboriginal Civil Justice team to undertake outreach in Aboriginal and Torres Strait Islander communities in Victoria. | June 2020 | December 2020 | Executive Director, Civil Justice, Access and Equity |
| 22.2 Explore the opportunity to collaborate with practice partners and Aboriginal Community Controlled Organisations to establish integrated civil law services. | December 2020 | June 2021 | Executive Director, Civil Justice, Access and Equity |
| 22.3 Explore the opportunity for the Aboriginal Civil Justice team staffing model to include designated non-legal roles for Aboriginal and Torres Strait Islander peoples. | December 2020 | June 2021 | Executive Director, Civil Justice, Access and Equity |
| 22.4 Explore opportunities to obtain funding for a pilot Aboriginal Civil Justice team. | December 2020 | June 2021 | Executive Director, Civil Justice, Access and Equity |

Action 23 – Explore opportunities to increase the development of integrated or co-located services

| **Deliverable** | **Original Timeline** | **Revised Timeline** | **Responsibility** |
| --- | --- | --- | --- |
| 23.1 Draw on the findings of the mid-term evaluation of VLA’s health justice partnership in the Mallee and consider further opportunities for similar partnerships across Victoria. | January 2021 | July 2021 | Executive Director, Services and Innovation |
| 23.2 Explore, identify and consider establishing partnerships to integrate or co-locate VLA’s services with organisations that are providing complex wrap-around services for Aboriginal and Torres Strait Islander clients. | January 2021 | July 2021 | Executive Director, Services and Innovation |
| 23.3 Engage with state and commonwealth health and justice agencies to obtain funding for integrated or co-located service partnerships. | May 2021 | November 2021 | Executive Director, Services and Innovation |

Action 24 – Strengthen the referral processes between VLA and Aboriginal legal services and other non-legal Aboriginal Community Controlled Organisations

| **Deliverable** | **Timeline** | **Responsibility** |
| --- | --- | --- |
| 24.1 Maintain referrals between VLA, Aboriginal legal services and, where appropriate, to other Aboriginal Community Controlled Organisations. | June annually | Associate Director, Access and Equity |
| 24.2 Explore and identify additional Aboriginal Community Controlled Organisations to establish and increase warm referral pathways or agreements. | June annually | Associate Director, Access and Equity |
| 24.3 Evaluate referral process with a view to strengthening referrals to Aboriginal legal services and Aboriginal Community Controlled Organisations. | May 2021 | Associate Director, Access and Equity |

Action 25 – Explore strategic advocacy opportunities with Aboriginal legal services

| **Deliverable** | **Timeline** | **Responsibility** |
| --- | --- | --- |
| 25.1 Explore collaborative partnerships with Aboriginal legal services where possible to undertake strategic advocacy. | June annually | Executive Director, Criminal LawExecutive Director, Family, Youth and Children’s LawExecutive Director, Civil Justice, Access and Equity |
| 25.2 Support Aboriginal legal services, where possible, to be a collective voice in lobbying for constructive changes in the law to address systemic injustices. | June annually | Executive Director, Criminal LawExecutive Director, Family, Youth and Children’s LawExecutive Director, Civil Justice, Access and Equity |
| 25.3 Ensure policy and law reform submissions which affect Aboriginal and Torres Strait Islander clients have the involvement of Aboriginal Services to ensure appropriate consideration of cultural issues. | June annually | Executive Director, Criminal LawExecutive Director, Family, Youth and Children’s LawExecutive Director, Civil Justice, Access and Equity |
| 25.4 Explore collaborative partnerships with Aboriginal legal services and Aboriginal Community Controlled Organisations to increase access to VLA’s services. | June annually | Associate Director, Aboriginal Services |

Action 26 – Increase access to VLA services for Aboriginal and Torres Strait Islander peoples

| **Deliverable** | **Original Timeline** | **Revised Timeline** | **Responsibility** |
| --- | --- | --- | --- |
| 26.1 Explore collaborative partnerships with the Aboriginal Justice Caucus of the Aboriginal Justice Forum for community guidance to increase access to VLA’s services. | September annually |  | Associate Director, Aboriginal Services |
| 26.2 Consider whether our existing eligibility criteria or intake processes create barriers for Aboriginal and Torres Strait Islander clients who would benefit from our services. | July 2020 | December 2020 | Associate Director, Access and Equity |
| 26.3 Engage VLA’s First Nations Staff Network, Aboriginal legal services, Aboriginal Community Controlled Organisations and people with lived experience in designing and delivering CLE for Aboriginal and Torres Strait Islander peoples. | June annually |  | Associate Director, Access and Equity |

Action 27 – Increase Community Legal Education (CLE) resources for Aboriginal and Torres Strait Islander peoples

| **Deliverable** | **Original Timeline** | **Revised Timeline** | **Responsibility** |
| --- | --- | --- | --- |
| 27.1 Develop Aboriginal and Torres Strait Islander resources to be used by VLA, Aboriginal legal services and Aboriginal Community Controlled Organisations to increase legal education in the community. | June annually |  | Associate Director, Access and Equity |
| 27.2 Ensure that at least two resources are developed each year to increase CLE materials for Aboriginal and Torres Strait Islander communities. | December annually |  | Associate Director, Access and Equity |
| 27.3 Explore opportunities to establish Aboriginal and Torres Strait Islander lived experience focus groups across the diverse practise areas of VLA. | December 2020 | June 2021 | Associate Director, Access and Equity |

Action 28 – Support Aboriginal self-determination and include lived experience in the design and delivery of VLA services

| **Deliverable** | **Original Timeline** | **Revised Timeline** | **Responsibility** |
| --- | --- | --- | --- |
| 28.1 Explore opportunities to include Aboriginal and Torres Strait Islander peoples with lived experience in existing groups, (i.e. the Independent Mental Health Advocacy (IMHA) Speaking from Experience group).  | December 2020 | June 2021 | Associate Director, Access and Equity |

## Governance

Action 29 – Establish and maintain an effective RAP Working Group (RWG) to drive governance of the RAP

| **Deliverable** | **Timeline** | **Responsibility** |
| --- | --- | --- |
| 29.1 RWG oversees the development, endorsement, launch and implementation of the RAP. | June annually | Associate Director, Aboriginal Services |
| 29.2 Maintain Aboriginal and Torres Strait Islander representation on the RWG. | June annually | Associate Director, Aboriginal Services |
| 29.3 Establish and apply terms of reference for the RWG. | December 2019 | Associate Director, Aboriginal Services |
| 29.4 Meet at least four times per year to drive and monitor RAP implementation. | June annually | Associate Director, Aboriginal Services |

Action 30 – RAP Champions Network to engage both internally and externally to promote VLA’s RAP 2019–21

| **Deliverable** | **Timeline** | **Responsibility** |
| --- | --- | --- |
| 30.1 Review the RAP Champions Network annually to provide opportunities to refresh and renew the group. | June annually | Chief Executive Officer |
| 30.2 RAP Champions Network will promote VLA’s RAP both internally and externally. | June annually | Chief Executive Officer |
| 30.3 RAP Champions Network will be invited to participate in VLA’s major community events, NAIDOC week and National Reconciliation Week. | May, June annually | Chief Executive Officer |
| 30.4 RAP Champions Network will meet a minimum of four times per year, and, additionally, will have a minimum of two joint meetings with the First Nations Staff Network. | June annually | Chief Executive Officer |
| 30.5 Ensure the Board is engaged with, and briefed on, progress against the RAP – including through direct participation of a Board representative in the RAP Champions Network. | June annually | Chief Executive Officer |

Action 31 – Provide appropriate support for effective implementation of RAP commitments

| **Deliverable** | **Original Timeline** | **Revised Timeline** | **Responsibility** |
| --- | --- | --- | --- |
| 31.1 Define resourcing needs for RAP implementation. | June annually | December annually  | Associate Director, Aboriginal Services |
| 31.2 Engage senior leaders and other staff in the delivery of RAP commitments. | June annually |  | Associate Director, Aboriginal Services |
| 31.3 Define and maintain appropriate systems to track, measure and report on RAP commitments. | June annually |  | Associate Director, Aboriginal Services |

Action 32 – Build accountability and transparency through reporting RAP achievements, challenges and learnings both internally and externally

| **Deliverable** | **Timeline** | **Responsibility** |
| --- | --- | --- |
| 32.1 Complete and submit the annual RAP Impact Measurement Questionnaire to Reconciliation Australia. | 30 September annually | Associate Director, Aboriginal Services |
| 32.2 Report RAP progress to all staff and senior leaders twice a year.  | April and October annually | Associate Director, Aboriginal Services |
| 32.3 Publicly report our RAP achievements, challenges and learnings, annually. | June annually | Associate Director, Aboriginal Services |
| 32.4 Investigate participating in Reconciliation Australia’s biennial Workplace RAP Barometer. | May 2020 | Associate Director, Aboriginal Services |

Action 33 – Continue our reconciliation journey by developing our next RAP

| **Deliverable** | **Original Timeline** | **Revised Timeline** | **Responsibility** |
| --- | --- | --- | --- |
| 33.1 Register via Reconciliation Australia’s website to begin developing our next RAP. | January 2021 | January 2022 | Associate Director, Aboriginal Services |