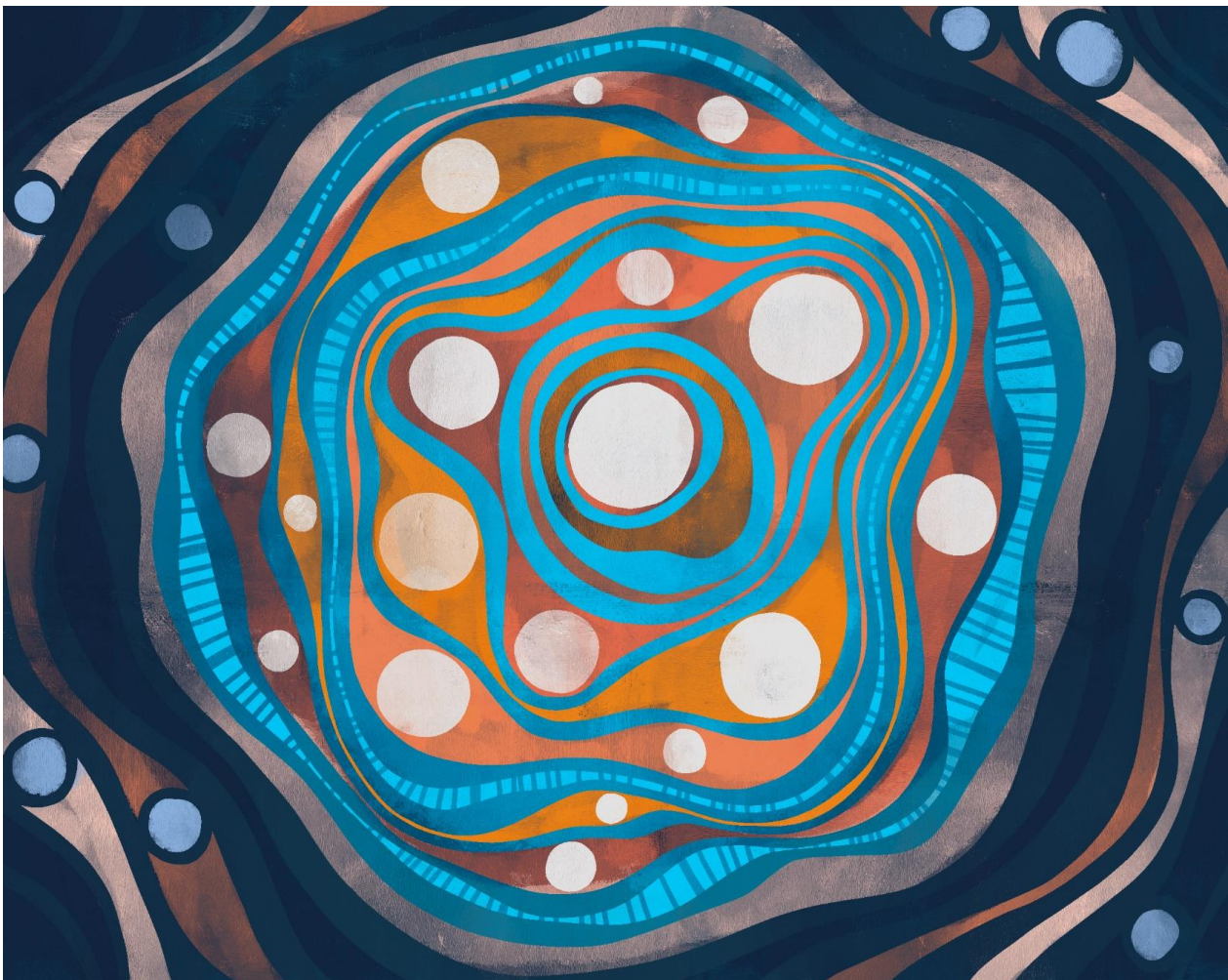




Reflect Reconciliation Action Plan - May 2021 to August 2023

The Digital Transformation Agency acknowledges Traditional Owners of Country throughout Australia and recognises the continuing connection to lands, waters and communities. We pay our respect to Aboriginal and Torres Strait Islander cultures and to Elders both past and present.



Digital Transformation Agency



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A note from the Digital Transformation Agency (DTA)

Our Reconciliation Action Plan (RAP) May 2021 to August 2022 was endorsed by Reconciliation Australia in May 2021. In the last half of 2022, the DTA decided to extend our RAP by 12 months, to August 2023.

Extending the timeframe will ensure that the DTA are able to properly commit to the actions in this RAP, ensuring that genuine commitment to reconciliation is achieved. The new end date will also ensure alignment to the DTA's second diversity and inclusion strategy, released in late 2022.

While Reconciliation Australia do not provide formal extensions on RAPs, they understand that sometimes organisations need to continue with current RAPs before developing to the next stage. They recognise that this can sometimes take up to 12 months and support organisations to continue with their RAPs without seeking a formal extension to do so.

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Message from Reconciliation Australia

Reconciliation Australia congratulates the Digital Transformation Agency on continuing its reconciliation journey by formally endorsing second Reflect Reconciliation Action Plan (RAP).

Through this plan, the Digital Transformation Agency continues to play an important role in a network of more than 1,100 corporate, government, and not-for-profit organisations that have made a formal commitment to reconciliation through the RAP program.

Since 2006, RAPs have provided a framework for organisations to leverage their structures and diverse spheres of influence to support the national reconciliation movement. The program's potential for impact is greater than ever, with over 2.3 million people now working or studying in an organisation with a RAP.

The four RAP types - Reflect, Innovate, Stretch and Elevate - allow RAP partners to continuously develop and strengthen reconciliation commitments in new ways. This Reflect RAP continues the journey and primes the workplace for future RAPs and reconciliation initiatives.

The RAP program's strength is its framework of relationships, respect, and opportunities, allowing an organisation to strategically set its reconciliation commitments in line with its own business objectives, for the most effective outcomes.

These outcomes contribute towards the five dimensions of reconciliation: race relations; equality and equity; institutional integrity; unity; and historical acceptance.

It is critical to not only uphold all five dimensions of reconciliation, but also to increase awareness of Aboriginal and Torres Strait Islander cultures, histories, knowledge, and leadership across all sectors of Australian society.

This Reflect RAP enables the Digital Transformation Agency to deepen its understanding of its sphere of influence and the unique contribution it can make to lead progress across the five dimensions. Getting these steps right will ensure the sustainability of future RAPs and reconciliation initiatives, and provide meaningful impact toward Australia's reconciliation journey.

Congratulations the Digital Transformation Agency on your second Reflect RAP, and I look forward to following your continuing reconciliation journey.

Karen Mundine
Chief Executive Officer
Reconciliation Australia

Our business

At the Digital Transformation Agency (DTA), we help government improve digital services to make them simple, clear and fast.

We are committed to improving people's experience of government services. This means improving the skills within government to deliver these services.

We work with other agencies to help them to create services that are simple, clear and fast to use.

People are at the centre of everything we do. We're committed to making services work for everyone, everywhere, regardless of their abilities. To do this, we use plain English and do research with real users to make sure we're on the right track.

Our role and focus

We provide strategic leadership on whole-of-government and shared ICT and digital services, including sourcing and capability development.

We deliver policies, standards and platforms for whole-of-government and shared ICT and digital service delivery.

We provide advice to agencies and the Government on ICT and digital investment proposals.

We oversee significant ICT and digital investments, assurance policy and framework, and the whole-of-government digital portfolio.

The DTA has over 200 employees, with contractors and consultants supplementing the core workforce during peak periods. We have offices in Canberra and Sydney, with several employees working remotely outside of these cities. There are currently two identified Aboriginal and/or Torres Strait Islander people employed by the DTA.

Our RAP artwork, Digital for Communities

The artwork represents the impact of empowering communities through digital access, and greater, connecting together as a larger community.

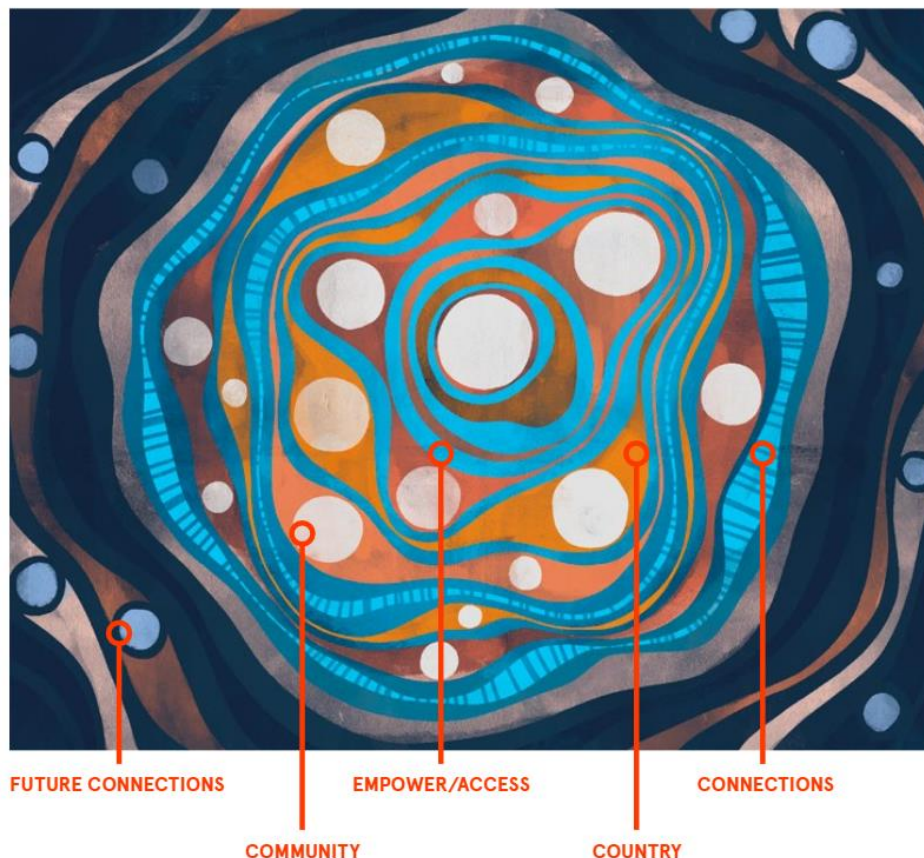
The central circle represents communities that are empowered when technology is made accessible and allows them the opportunity to connect and be active in the greater digital community.

The layers in between and the natural shape of the artwork represent the natural layers of the country and the rich diversity of the land (both land to sea) and communities.

Outside the central circle represents the layers of country, as well as the opportunity of future growth and impact to further communities and people.

www.leondesign.co

Founded and run by Waanyi and Kalkadoon woman, Keisha Leon, Leon Design is a 100% owned and operated First Nations creative, that uses conceptual narratives to reflect her own experiences, bringing the ideas to life to build connections.



Our Reconciliation Action Plan

The DTA's Reflect Reconciliation Action Plan (RAP) forms part of our Diversity and Inclusion Strategy.

As we develop as an agency, we want to ensure that our future growth is embedded in a culture of reconciliation and inclusivity, which commenced through the work we undertook in our inaugural RAP. We were proud to commence our reconciliation journey, some of our activities included:

- Creating a reconciliation intranet page which includes information on the Traditional Custodians of the lands and waters where our offices are located, and Acknowledgement of Country and Welcome to Country protocols.
- Celebrating National Reconciliation Week and NAIDOC Week.
- Providing employees with an opportunity to participate in cultural learning workshops that provided participants with a greater understanding of Aboriginal and Torres Strait Islander cultures and peoples.
- Inviting a Ngambri-Ngunnawal Custodian to conduct a Welcome to Country at significant events.

Through this RAP we will strengthen our knowledge and understanding of Aboriginal and Torres Strait Islander cultures, histories, and how we can support reconciliation in our agency. We are committed to providing opportunities for Aboriginal and Torres Strait Islander peoples and to building and maintaining a diverse and inclusive workplace.

In 2020, a RAP Working Group was established. The DTA's Human Resources (HR) team and the RAP Working Group will govern the RAP implementation to ensure its actions are completed.

Our Executive Diversity Champion will support the RAP by providing visible leadership to address barriers to inclusion and by supporting the DTA's strategic objectives and values of diversity and inclusion.

We are committed to furthering our community partnerships that promote and acknowledge Aboriginal and Torres Strait Islander peoples and businesses and continuing with our work to investigate employment and development opportunities for Aboriginal and Torres Strait Islander peoples.

Below are the milestones identified for the DTA to fulfil our Reflect RAP responsibilities.

Relationships

Establish and strengthen mutually beneficial relationships with Aboriginal and Torres Strait Islander stakeholders and organisations.

Deliverable: Identify Aboriginal and Torres Strait Islander stakeholders and organisations within our local area or sphere of influence.

Timeline: June 2021

Responsibility: HR, Diversity Officer

Deliverable: Research best practice and principles that support partnerships with Aboriginal and Torres Strait Islander stakeholders and organisations.

Timeline: June 2021

Responsibility: HR, Diversity Officer

Build relationships through celebrating National Reconciliation Week (NRW).

Deliverable: Circulate Reconciliation Australia's NRW resources and reconciliation materials to employees.

Timeline: May 2021

Responsibility: HR, Diversity Officer

Deliverable: RAP Working Group members to participate in an external NRW event.

Timeline: 27 May to 3 June 2021

Responsibility: RAP Working Group Chair

Deliverable: Encourage and support employees and senior leaders to participate in at least one external event to recognise and celebrate NRW.

Timeline: 27 May to 3 June 2021

Responsibility: Diversity Champion

Promote reconciliation through our sphere of influence.

Deliverable: Communicate our commitment to reconciliation to Team DTA.

Timeline: July 2021, December 2021, June 2022

Responsibility: Diversity Champion and HR, Diversity Officer

Deliverable: Identify external stakeholders that our organisation can engage with on our reconciliation journey.

Timeline: June 2021

Responsibility: HR, Diversity Officer

Deliverable: Identify RAP and other like-minded organisations that we could approach to collaborate with on our reconciliation journey.

Timeline: June 2021

Responsibility: HR, Diversity Officer

Deliverable: In consultation with local Aboriginal and Torres Strait Islander peoples and communities, explore the option of naming a space within our offices after an Aboriginal and Torres Strait Islander person.

Timeline: August 2021

Responsibility: HR, Diversity Officer

Deliverable: Promote our reconciliation intranet page and RAP Working Group to all new employees.

Timeline: Monthly commencing May 2021

Responsibility: HR, Diversity Officer

Promote positive race relations through anti-discrimination strategies.

Deliverable: Conduct a review of HR policies and procedures to identify existing anti-discrimination provisions, and future needs.

Timeline: August 2021

Responsibility: HR, Diversity Officer

Deliverable: Research best practice and policies in areas of race relations and anti-discrimination.

Timeline: August 2021

Responsibility: HR, Diversity Officer

Respect

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

Deliverable: Develop a business case for increasing understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights within our organisation.

Timeline: June 2021

Responsibility: HR, Diversity Officer

Deliverable: Conduct a review of cultural learning needs within our organisation.

Timeline: September 2021

Responsibility: HR, Learning and Development Officer

Deliverable: Promote the Jawun program to our Executive team as a development opportunity.

Timeline: September 2021

Responsibility: HR, Learning and Development Officer

Deliverable: Promote cultural awareness training within our organisation.

Timeline: November 2021

Responsibility: HR, Learning and Development Officer

Demonstrate respect to Aboriginal and Torres Strait Islander peoples by observing cultural protocols.

Deliverable: Develop an understanding of the local Traditional Owners or Custodians of the lands and waters within our organisation's operational area.

Timeline: June 2021

Responsibility: HR, Diversity Officer

Deliverable: Increase employee understanding of the purpose and significance behind cultural protocols, including Acknowledgement of Country and Welcome to Country protocols.

Timeline: June 2021

Responsibility: RAP Working Group Chair

Build respect for Aboriginal and Torres Strait Islander cultures and histories by celebrating NAIDOC Week.

Deliverable: Raise awareness and share information amongst Team DTA about the meaning of NAIDOC Week.

Timeline: July 2021

Responsibility: HR, Diversity Officer

Deliverable: Introduce our employees to NAIDOC Week by promoting external events in our local area.

Timeline: July 2021

Responsibility: HR, Diversity Officer

Deliverable: RAP Working Group to participate in an external NAIDOC Week event.

Timeline: July 2021

Responsibility: RAP Working Group Chair

Opportunities

Improve employment outcomes by increasing Aboriginal and Torres Strait Islander recruitment, retention and professional development.

Deliverable: Develop a business case for Aboriginal and Torres Strait Islander employment within our organisation.

Timeline: June 2021

Responsibility: HR, Recruitment Officer

Deliverable: Build understanding of current Aboriginal and Torres Strait Islander staffing to inform future employment and professional development opportunities.

Timeline: June 2021

Responsibility: HR, Recruitment Officer

Deliverable: Explore opportunities for Aboriginal and Torres Strait Islander employment and development.

Timeline: June 2021

Responsibility: HR, Recruitment Officer

Deliverable: Ensure that all advertised jobs encourage Aboriginal and Torres Strait Islander peoples to apply.

Timeline: June 2021

Responsibility: HR, Recruitment Officer

Deliverable: Ensure that all APS Aboriginal and Torres Strait Islander employees have access to appropriate professional mentors.

Timeline: October 2021

Responsibility: HR, Learning and Development Officer

Deliverable: Consult on including leave provisions for Aboriginal and Torres Strait Islander ceremonial leave in future Enterprise Agreements and leave policies.

Timeline: December 2021

Responsibility: HR, Conditions Officer

Increase Aboriginal and Torres Strait Islander supplier diversity to support improved economic and social outcomes.

Deliverable: Develop a business case for procurement from Aboriginal and Torres Strait Islander owned businesses.

Timeline: June 2021

Responsibility: Procurement Officer

Deliverable: Investigate Supply Nation membership.

Timeline: September 2021

Responsibility: Procurement Officer

Governance

Establish and maintain an effective RAP Working Group to drive governance of the RAP.

Deliverable: Maintain a RAP Working Group to govern RAP implementation.

Timeline: June 2021

Responsibility: HR, Diversity Officer

Deliverable: Review the Terms of Reference for the RAP Working Group.

Timeline: February 2022

Responsibility: HR, Diversity Officer

Deliverable: Establish Aboriginal and Torres Strait Islander representation on the RAP Working Group.

Timeline: June 2021

Responsibility: HR, Diversity Officer

Provide appropriate support for effective implementation of RAP commitments.

Deliverable: Define resource needs for RAP implementation.

Timeline: June 2021

Responsibility: HR, Diversity Officer

Deliverable: Engage senior leaders in the delivery of RAP commitments.

Timeline: June 2021

Responsibility: HR, Diversity Officer

Deliverable: Define and maintain appropriate systems and capability to track, measure and report on RAP commitments.

Timeline: June 2021

Responsibility: HR, Diversity Officer

Build accountability and transparency through reporting RAP achievements, challenges and learnings both internally and externally.

Deliverable: Complete and submit the annual RAP Impact Measurement Questionnaire to Reconciliation Australia.

Timeline: September 2021

Responsibility: HR, Diversity Officer

Deliverable: Report to the Executive team on the progress of meeting RAP deliverables.

Timeline: November 2021

Responsibility: HR, Diversity Officer

Continue our reconciliation journey by developing our next RAP.

Deliverable: Register via Reconciliation Australia's website to begin developing our next RAP.

Timeline: May 2022

Responsibility: HR, Diversity Officer

Deliverable: Explore the option of engaging an external Aboriginal and Torres Strait Islander artist for artwork to be included in our next RAP.

Timeline: February 2022

Responsibility: HR, Diversity Officer

Contact details

For more information about what we are doing to meet our RAP deliverables, contact the Human Resources team at diversity@dta.gov.au