



**South
Metropolitan**



SOUTH METROPOLITAN TAFE

**INNOVATE
RECONCILIATION
ACTION PLAN**

MAY 2020 - MAY 2022





Acknowledgement



We acknowledge the Whadjuk and Gnaala Karla peoples as the Traditional Custodians of the lands that South Metropolitan TAFE’s campuses are situated upon.

We acknowledge the wisdom of Aboriginal Elders past and present, and pay respect to Aboriginal communities of today. We recognise the rich and diverse culture of Aboriginal and Torres Strait Islander peoples, and the valuable contribution this diversity brings to our college and country.

For the purposes of this document, use of the term ‘Aboriginal’ is inclusive of Torres Strait Islander peoples.



Our RAP artwork

Hi, my name is Nate Stuart and my Aboriginal heritage stems from the Arabana people in the far north region of South Australia.

My cover design for the **South Metropolitan TAFE (SM TAFE) – Innovate Reconciliation Action Plan (RAP)** stemmed from the positioning of SM TAFE campuses across Perth’s southern landscape which stretches south from the Derbal Yaragan (Swan River) down to the expansive Peel region. These places of learning empower and assist Aboriginal people moving forward along their chosen career path towards their dream job, and also ensuring their engagement in the economy in a strong and positive way.

It also symbolises SM TAFE as a diverse and rich organisation that is committed to respecting Aboriginal and Torres Strait Islander culture through the RAP’s core values of: Strengthening Relationships, Elevated Respect and Increasing Opportunities.





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Message from Reconciliation Australia

On behalf of Reconciliation Australia, I am delighted to see South Metropolitan TAFE continue its reconciliation journey and to formally endorse its second Innovate RAP.

Through the development of an Innovate RAP South Metropolitan TAFE continues to play an important part in a community of over 1,000 dedicated corporate, government, and not-for-profit organisations that have formally committed to reconciliation through the RAP program since its inception in 2006. RAP organisations across Australia are turning good intentions into positive actions, helping to build higher trust, lower prejudice, and pride in Aboriginal and Torres Strait Islander cultures.

Reconciliation is no one single issue or agenda. Based on international research and benchmarking, Reconciliation Australia, defines and measures reconciliation through five critical dimensions: race relations; equality and equity; institutional integrity; unity; and historical acceptance. All sections of the community—governments, civil society, the private sector, and Aboriginal and Torres Strait Islander communities—have a role to play to progress these dimensions.

The RAP program provides a framework for organisations to advance reconciliation within their spheres of influence. This Innovate RAP provides South Metropolitan TAFE with the key steps to establish its own unique approach to reconciliation. Through implementing an Innovate RAP, South Metropolitan TAFE will strengthen its approach to driving reconciliation through its business activities, services and programs, and develop mutually beneficial relationships with Aboriginal and Torres Strait Islander stakeholders.

We wish South Metropolitan TAFE well as it embeds and expands its own unique approach to reconciliation. We encourage South Metropolitan TAFE to embrace this journey with open hearts and minds, to grow from the challenges, and to build on its successes. As the Council for Aboriginal Reconciliation reminded the nation in its final report:

“Reconciliation is hard work—it’s a long, winding and corrugated road, not a broad, paved highway. Determination and effort at all levels of government and in all sections of the community will be essential to make reconciliation a reality.”

On behalf of Reconciliation Australia, I commend South Metropolitan TAFE on its second RAP, and look forward to following its ongoing reconciliation journey.



Karen Mundine
Chief Executive Officer
Reconciliation Australia



Message from the Managing Director

I am pleased to share South Metropolitan TAFE's (SM TAFE) second Reconciliation Action Plan (RAP) for 2020 to 2022. As a training provider to the significant south metropolitan community of Perth and the Peel region, SM TAFE is committed to joining a national network of government and non-government organisations working to advance reconciliation.

As a provider of education and training, SM TAFE is uniquely positioned to share the message of reconciliation and make our learning and working environments culturally safe spaces. We have an opportunity to do this not just in the decisions we make as a business, but in the manner and environment that we educate and train Western Australians.

SM TAFE is continually working to increase the number of Aboriginal and Torres Strait Islander students that we train, working collaboratively with our partners and the community to enable this. Our long-standing Aboriginal Employment, Education and Training Committee, comprising Aboriginal members of the community and local industry and businesses is critical to assisting this, and we extend our gratitude to our committee members for helping and guiding the college in this.

Within our own workforce, our previous RAP saw several achievements that sought to deepen cultural understanding in our staff – including NAIDOC events, workshops and the distribution of Acknowledgement to Country cards to all staff. However, we acknowledge there is much work to be done on the journey to reconciliation. Our new RAP aims to strengthen the connection between SM TAFE's campuses and their surroundings to local Aboriginal heritage and culture. We also recognise the important need to increase the number of staff engaging in cultural awareness training to ensure we are continually engaging in a shared dialogue and understanding about the importance of reconciliation and promoting a culturally appropriate environment.

Thank you for taking the opportunity to read SM TAFE's Reconciliation Action Plan.



Terry Durant
South Metropolitan TAFE
Managing Director



Our vision for reconciliation

SM TAFE is committed to providing training opportunities for Aboriginal and Torres Strait Islander peoples and providing a learning environment that enables all members of our community to reach their full potential. Our vision for reconciliation is to create a working and learning environment that demonstrates reconciliation in action, providing a culturally safe and informed place of learning and work.

As a training provider, we are also committed to working to close the achievement gap in education and training outcomes, enabling Aboriginal and Torres Strait Islander students to achieve their full potential, make informed choices and have equal opportunity and access to pursue their life goals.

This plan is designed to work in synergy with the college's Aboriginal Training Plan – it is focussed not just on training opportunities but how our college promotes reconciliation as an employer, government agency, education provider, and as an organisation embedded in the local community.

SM TAFE's new RAP is a commitment by the organisation to improve the lives of Aboriginal and Torres Strait Islander Australians, which all organisations, and all Australians, have a role to play in.

Our new Innovate RAP is linked to the three key RAP themes of Strengthening Relationships, Elevated Respect and Increasing Opportunities.



Strengthening relationships

SM TAFE is committed to strengthening, maintaining and establishing relationships with Aboriginal and Torres Strait Islander communities to ensure we have a strong understanding of the needs and aspirations of Aboriginal and Torres Strait Islander peoples, helping to build a strong place of work and learning for all students and staff.



Elevated respect

SM TAFE acknowledges the special connection Aboriginal and Torres Strait Islander peoples have with their people, culture, land and history and how that rich history contributes to our diverse, inclusive place of work and learning. A culture of respect means that all students and staff are valued and heard.



Increasing opportunities

SM TAFE commits to collaborating with the Aboriginal and Torres Strait Islander community to identify the needs and aspirations that promote a sustainable future, and ensures that SM TAFE can benefit from the rich contributions of our Aboriginal communities.

Our organisation

South Metropolitan TAFE (SM TAFE) is a diverse and rich organisation that is committed to respecting and celebrating Western Australia's Aboriginal and Torres Strait Islander cultures and heritage.

With our 12 campuses that stretch south from the Derbal Yaragan (Swan River) down to Mandjoogoordap (the Peel region), SM TAFE is well positioned to make an important and substantial contribution towards reconciliation with the Aboriginal and Torres Strait Islander peoples who live, work and study in our region.

As one of Western Australia's most diverse registered vocation and education training (VET) providers, SM TAFE offers hundreds of qualifications across a wide range of trade, technical and professional disciplines to over 20,000 students per year.

SM TAFE employs 1588 people (including casuals), 19 of whom have identified as Aboriginal. SM TAFE's workforce is spread across our 12 campuses across the southern metropolitan region of Perth. As a major contributor to the social and economic prosperity of our community, SM TAFE is uniquely placed to positively influence the students, staff, community stakeholders, and businesses that we interact with.



Our Staff and Facilities

SM TAFE has a dedicated Aboriginal and Torres Strait Islander Workforce Development Service.

Located at Thornlie (Makaru), Rockingham (Djilba) and Mandurah (Kamberang) campuses are dedicated Senior Client Engagement Officers – Aboriginal Services to assist and support Aboriginal jobseekers in Western Australia choose a training course or find their career path and sustainable employment.

The Aboriginal Services team assist employers looking for resources and advice, and also assist industry and employers looking for resources, advice or support on recruitment and retention strategies to make their workplaces and employment practices more culturally sensitive and welcoming to Aboriginal people.

Staff from this service work with all areas of the organisation to increase opportunities for Aboriginal and Torres Strait Islander students and staff, utilising dedicated training facilities for program delivery. In 2019, the college launched the highly successful program, Effective Ways to Lead, Manage and Retain an Aboriginal Workforce, which is having positive impacts on workplaces in the WA community.

South Metropolitan TAFE has two Aboriginal Student Support Centres at the Thornlie and Rockingham campuses. They are friendly, culturally sensitive spaces for Aboriginal students to seek advice, support and assistance with their studies, as well as feel physically, spiritually and emotionally protected. Both spaces promote shared respect, knowledge, education and are meeting places where free and open communication is valued

For many students, entering a large training institute can be daunting – SM TAFE has aimed to create a welcoming space to provide students with a supportive environment that celebrates Aboriginal culture and maximises learning potential.

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Student Support Services provide cross-cultural awareness professional development for all staff by working with local Aboriginal and Torres Strait Islander Elders and facilitators to provide a greater understanding, awareness and respect for local Noongar and Australian Aboriginal and Torres Strait Islander culture, language and history.

To further support this, SM TAFE has an active Aboriginal Employment, Education and Training Committee (AEETC), which develops the organisation's Aboriginal Training Plan. This plan is based on the priorities outlined in the Western Australian Department of Training and Workforce Development's strategic priorities, the State Training Plan and Training Together, Working Together: Aboriginal Workforce Development Strategy. It sets out strategies for creating an inclusive learning and working environment for Aboriginal and Torres Strait Islander employees and students. It also articulates our commitment to developing ongoing and new opportunities to increase the participation and retention of Aboriginal peoples in the training, education and employment sectors.



Our RAP

SM TAFE's 2020-2022 RAP is an extension and consolidation of the work that has been done over the last two years in our 2018 to 2020 RAP. SM TAFE's 2018-2020 RAP was an important milestone for the college - representing the first RAP plan developed as a new organisation and providing the important impetus to bring together areas of the college to have a meaningful discussion on how we can support and work towards reconciliation in our organisation.

The results of the college's previous RAP included the development of a Reconciliation Working Group, who meet regularly to discuss the progress of initiatives within our RAP. Our RAP has been an opportunity to build on the important work of the Aboriginal Employment, Education and Training Committee and the existing Aboriginal Training Plan by having a stronger internal focus on reconciliation.

The development phase of the RAP has been managed by the RAP Working Group (RWG), which consists of members of staff from across the college. RWG Sub-Committees have also been established to manage key projects and events.

Other achievements from the college's last RAP include:

- Implementation of Acknowledgement to Country and Whadjuk Noongar Country flags in major conference rooms
- Issuing staff with pocket-size 'Acknowledgement to Country' cards as part of a campaign to encourage staff to pay respects before major meetings, gatherings and events
- Tree planting ceremonies during NAIDOC week
- Attendance at the 2019 National RAP conference
- Development of online Cultural Awareness Training, to be rolled out in 2020.

While much progress was made during the last RAP, key learnings include:

- The need to focus on driving cultural awareness within the college
- Focussing on developing a plan for Aboriginal employment at SM TAFE
- The need to consolidate and build on the work of the previous RAP.

The primary responsibility for monitoring and reporting of RAP outcomes and objectives rest with the General Manager Organisational Services. This directorate will ensure processes are in place to allocate work, monitor progress and report to Executive and other relevant bodies on a biennial basis.

Implementation of RAP actions will rely on shared participation from all identified staff members and associated work areas. The development of this RAP provides a vehicle for translating our commitments into action and provides an independent and public verification of our contribution to 'Closing the Gap'.

SM TAFE's RWG champions the RAP within the organisation, with the support of the Corporate Executive. It has diverse representation of gender, business areas, and cultural backgrounds. The RWG is also enriched by the support of Aboriginal staff members.

RAP working group members

- General Manager Organisational Services (Chair)
- Governance Support Officer
- Director Client Services
- Manager Innovative Practice
- Manager Marketing and Communications
- Manager Business Development
- Team Leader, Aboriginal Student Support Services
- Manager Student Support Services
- Manager Supply Chain Services Branch
- Senior Client Engagement Officer
- Senior Employee Relations Consultant
- Executive Director Training Services
- Portfolio Manager Foundation Skills



Strengthening relationships

South Metropolitan TAFE is committed to strengthening, maintaining and establishing relationships with Aboriginal and Torres Strait Islander communities to ensure we have a strong understanding of the needs and aspirations of Aboriginal and Torres Strait Islander peoples.

DELIVERABLE	TIMELINE	RESPONSIBILITY
<i>Celebrate and participate in National Reconciliation Week (NRW) by providing opportunities to build and maintain relationships between Aboriginal and Torres Strait Islander peoples and other Australians.</i>		
Organise at least one internal event for NRW each year.	June 2020, June 2021	RAP Working Group Sub-Committee (Events)
Register our NRW event via Reconciliation Australia's NRW website.		
Encourage and support staff and senior leaders to participate in at least one external event to recognise and celebrate NRW.		
Circulate Reconciliation Australia's NRW resources and reconciliation materials to our staff.	June 2020, 2021	Chair RWG
RAP Working Group members to participate in an external NRW event.		
<i>Raise internal and external awareness of our RAP to promote reconciliation across our business and sector.</i>		
Ensure the RAP actions and achievements are communicated internally and externally.	November 2021, November 2022	Manager Marketing and Communications
Promote reconciliation through ongoing active engagement with all stakeholders.	February 2021, February 2022	Chair RWG
Explore opportunities to positively influence our external stakeholders to drive reconciliation outcomes.	December 2020	Chair RWG
Collaborate with RAP and other like-minded organisations to develop ways to advance reconciliation (such as North Metropolitan TAFE).	February 2021	Chair RWG
Implement strategies to engage our staff in reconciliation.	December 2021	Chair RWG

DELIVERABLE	TIMELINE	RESPONSIBILITY
<i>Continued... Raise internal and external awareness of our RAP to promote reconciliation across our business and sector.</i>		
Develop and maintain mutually beneficial relationships with Aboriginal and Torres Strait Islander peoples, communities and organisations to support positive outcomes and inform the Aboriginal Training Plan.	December 2020, 2021	Strategic Partnerships
Ensure the Jobs and Skill Centres and the AEETC work with external business and organisations to expand the delivery of Aboriginal and Torres Strait Islander training programs.	June 2020, 2021	JSC Aboriginal Services and Strategic Partnerships
Meet with local Aboriginal and Torres Strait Islander stakeholders and organisations to develop guiding principles for future engagement.	March 2021	Chair RWG
Develop and implement an engagement plan to work with Aboriginal and Torres Strait Islander stakeholders and organisations.	February 2021	
<i>Build awareness of Aboriginal and Torres Strait Islander culture with business partners.</i>		
Work with major clients to build awareness of Aboriginal and Torres Strait Islander cultures, and to promote diversity in the workforce of other organisations.	December 2020, 2021	JSC Aboriginal Services and Strategic Partnerships
Share the college's Reconciliation Action Plan with major clients, particularly defence related organisations.		
<i>Promote positive race relations through anti-discrimination strategies.</i>		
Conduct a review of HR policies and procedures to identify existing anti-discrimination provisions, and future needs.	December 2021	
Develop, implement and communicate an anti-discrimination policy for our organisation.	March 2021	Chair RWG/HR Representatives
Engage with Aboriginal and Torres Strait Islander staff and/or Aboriginal and Torres Strait Islander advisors to consult on our anti-discrimination policy.	March 2021	
Educate senior leaders on the effects of racism.	April 2021	



Elevated respect

South Metropolitan TAFE acknowledges the special connection Aboriginal and Torres Strait Islander peoples have with community, culture, land and history. We will encourage action where everyone can play a part in building respect for the special contribution made by Aboriginal and Torres Strait Islander peoples to Australia.

DELIVERABLE	TIMELINE	RESPONSIBILITY
<i>Provide opportunities for Aboriginal and Torres Strait Islander staff to engage with their culture and communities by celebrating NAIDOC Week.</i>		
Continue to review HR policies and procedures to ensure there are no barriers to staff participating in NAIDOC Week and support staff attendance.	July 2020, September 2021	Director Human Resources
Ensuring sufficient notice is provided to accommodate business needs, we provide opportunities for all Aboriginal and Torres Strait Islander staff to participate with their cultures and communities during NAIDOC Week.		
RAP Working Group to participate in an external NAIDOC Week event.	December 2020	Chair RWG
Promote and encourage participation in external NAIDOC events to all staff.	December 2020; December 2021	Chair RWG
<i>Engage South Metropolitan TAFE employees in continuous cultural learning opportunities to increase understanding and appreciation of Aboriginal and Torres Strait Islander cultures, histories and achievements.</i>		
Launch SM TAFE's online tailored Aboriginal and Torres Strait Islander Cultural Awareness Training Program.	May 2020	Manager Innovative Practice
Develop and implement an Aboriginal and Torres Strait Islander cultural awareness training strategy to work towards all staff engaging in some form of training (online or face to face).		
Engage with the Aboriginal Education, Education and Training Committee to ensure cultural awareness training is fit for purpose and reflects local Aboriginal culture.		
Develop an internal scholarship program for staff to complete the college's Effective Ways to Lead, Manage and Retain an Aboriginal Workforce employer program.	August 2020, August 2021	Chair RWG

DELIVERABLE	TIMELINE	RESPONSIBILITY
<i>Continued... Engage South Metropolitan TAFE employees in continuous cultural learning opportunities to increase understanding and appreciation of Aboriginal and Torres Strait Islander cultures, histories and achievements.</i>		
Invite the Governing Council, Corporate Executive and key managers to participate in Cultural Awareness Training.	June 2020	Governance Support Officer
Investigate and develop a project plan to incorporate Aboriginal cultural discovery and awareness at SM TAFE (ie local campus Aboriginal flora and fauna, Aboriginal languages etc).	November 2020	RWG Sub-Committee
Investigate opportunities to incorporate local Aboriginal language into corporate communication documents.	December 2020	RWG Sub-Committee
Conduct a review of cultural learning needs within our organisation.	February 2021	Manager Innovative Practice
Provide opportunities for RAP Working Group members, HR managers and other key leadership staff to participate in formal and structured cultural learning.	December 2021	Chair RWG
<i>Communicate success stories and celebrate Aboriginal culture.</i>		
Continue to display Aboriginal and Torres Strait Islander flags at all major campuses where possible.	June 2020, June 2021	Campus Managers
Share stories through Managing Director updates and through SM TAFE's social media platforms to build awareness, understanding and respect.	December 2020, December 2021	Manager Marketing and Communications, Governance Support Officer
<i>Engage employees in understanding the significance of Aboriginal and Torres Strait Islander cultural protocols, such as Welcome to Country and Acknowledgement of Country, to ensure there is a shared meaning.</i>		
Develop, implement and communicate a cultural protocol document that includes protocols for Welcome to Country and Acknowledgement of Country.	November 2020	Chair RWG
Increase staff's understanding of the purpose and significance behind cultural protocols, including Acknowledgement of Country and Welcome to Country protocols.		
Develop a list of key contacts for organising a Welcome to Country and maintaining respectful partnerships.		
Invite a Traditional Owner to provide a Welcome to Country or other appropriate cultural protocol at significant events, including SM TAFE Annual Student Award Ceremonies.	June 2020, June 2021	
Include an Acknowledgement of Country at the commencement of all important internal and external meetings.	December 2020	
Encourage staff to include an Acknowledgement of Country at the commencement of all major meetings.		



Increasing opportunities

South Metropolitan TAFE will work alongside the Aboriginal and Torres Strait Islander community to identify the needs and aspirations that will lead towards a sustainable future.

DELIVERABLE	TIMELINE	RESPONSIBILITY
<i>Engage comprehensively with the Aboriginal Employment, Education and Training Committee to inform and monitor the Aboriginal Training Plan.</i>		
Consult, review and endorse the Aboriginal Training Plan annually.	April to June 2020, 2021	Manager Commercial Projects
<i>Increase career pathways and skills development opportunities for Aboriginal and Torres Strait Islander employees.</i>		
Engage with existing Aboriginal and Torres Strait Islander staff to consult on recruitment, retention and strategies, including professional development.	December 2020	Director Human Resources
Support career progression of Aboriginal and Torres Strait Islander staff members by collecting information that informs future employment and professional opportunities and strategies.		
Develop an Aboriginal Employment Strategy, including investigating ways to provide internal opportunities for Aboriginal staff.		
Advertise job vacancies to effectively reach Aboriginal and Torres Strait Islander stakeholders.		
Review HR and recruitment procedures and policies to remove barriers to Aboriginal and Torres Strait Islander participation in our workplace.		
Increase the percentage of Aboriginal and Torres Strait Islander staff employed in our workforce.		

DELIVERABLE	TIMELINE	RESPONSIBILITY
<i>Investigate opportunities to incorporate Aboriginal and Torres Strait Islander supplier diversity within our organisation.</i>		
Develop an SM TAFE database of local Aboriginal and Torres Strait Islander businesses in line with government CUA and promote on college intranet.	December 2020	Manager Supply Chain Services
Develop a Procurement Strategy to raise awareness of local Aboriginal and Torres Strait Islander businesses that can be used to procure goods and services.		
Investigate Supply Nation membership.		
Develop and communicate opportunities for procurement of goods and services from Aboriginal and Torres Strait Islander businesses to staff.	December 2020	Manager Supply Chain Services
Review and update procurement practices to remove barriers to procuring goods and services from Aboriginal and Torres Strait Islander businesses.		
Develop commercial relationships with Aboriginal and/or Torres Strait Islander businesses.	December 2021	





Governance, tracking progress and reporting

South Metropolitan TAFE will monitor the progress and implementation of the RAP. We will review the plan regularly and seek advice and support from Reconciliation Australia.

DELIVERABLE	TIMELINE	RESPONSIBILITY
<i>RAP Working Group (RWG) monitors RAP development and implementation of actions, tracking progress and reporting.</i>		
RWG meets on a quarterly basis to report on RAP implementation.	February, May, August and November 2021, 2022	General Manager Organisational Services
Review RWG membership to ensure ongoing Aboriginal and Torres Strait Islander representation on the RWG.	December 2020; December 2021	Chair RWG
Review and updated the Terms of Reference for the RWG.	December 2020	Chair RWG
RWG presents an annual report to the Corporate Executive and a staff newsletter to highlight RAP progress and achievements.	January 2021, January 2022	Governance Support Officer/ RWG
<i>Report RAP achievements, challenges and learnings to Reconciliation Australia.</i>		
Complete and submit the RAP Impact Measurement Questionnaire to Reconciliation Australia annually.	September 2020, September 2021	Governance Support Officer
Investigate participating in the RAP Barometer.	June 2020	Chair RWG
<i>Report RAP achievements, challenges and learnings internally and externally.</i>		
Publicly report our RAP achievements, challenges and learnings.	June 2020, June 2021	Manager Marketing and Communications
Report RAP progress to all staff and senior leaders quarterly.	Quarterly through 2020 and 2021	Chair RWG
Report RAP outcomes to AEETC annually and engage as required to enable opportunities for improvement.	June 2020, June 2021	Manager Commercial Projects

DELIVERABLE	TIMELINE	RESPONSIBILITY
<i>Review, refresh and update RAP.</i>		
Register via Reconciliation Australia's website to begin developing our next RAP.	December 2021	Chair/RWG
<i>Provide appropriate support for effective implementation of RAP commitments.</i>		
Define resource needs for RAP implementation.	June 2020, 2021	Chair RWG
Engage our senior leaders and other staff in the delivery of RAP commitments.	August 2020, 2021	Chair RWG
Define and maintain appropriate systems to track, measure and report on RAP commitments.	December 2020, 2021	Chair RWG
Appoint and maintain an internal RAP Champion from senior management.	June 2020	Chair RWG





For public enquiries about our RAP

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