



REFLECT RECONCILIATION ACTION PLAN

September 2024 – March 2026



RECONCILIATION
ACTION PLAN
REFLECT





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WELCOME AND ACKNOWLEDGEMENT

NGATANWARR TEEN-U THİYAMA-KIMANGU

WELCOME HERE TO KNOWLEDGE WITHIN

South West TAFE acknowledge the Traditional Owners of the land on which we gather, the Guditjmara and Eastern Maar Nation.

We pay our respects to their Elders, past and present, and extend that respect to all Aboriginal and Torres Strait Islander peoples on this land.

Statement from CEO of Reconciliation Australia

Reconciliation Australia welcomes South West Institute of TAFE (SWTAFE) to the Reconciliation Action Plan (RAP) program with the formal endorsement of its inaugural Reflect RAP.

SWTAFE joins a network of more than 3,000 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 close to 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 will lay the foundations, priming 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 increase awareness of Aboriginal and Torres Strait Islander cultures, histories, knowledge, and leadership across all sectors of Australian society.

This Reflect RAP enables SWTAFE 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 first steps right will ensure the sustainability of future RAPs and reconciliation initiatives, and provide meaningful impact toward Australia's reconciliation journey.

Congratulations SWTAFE, welcome to the RAP program, and I look forward to following your reconciliation journey in the years to come.

Karen Mundine
Chief Executive Officer
Reconciliation Australia



MESSAGE FROM OUR BOARD AND EXECUTIVE

OUR BUSINESS / MESSAGE FROM OUR BOARD AND EXECUTIVE



NGATANWARR TEEN-U THIYAMA-KIMANGU

Welcome here to
knowledge within.

The basic concept of transferring knowledge from the “experienced” to the “young” is the corner stone of all successful societies and is also the core purpose of South West Institute of TAFE (SWTAFE).

We deliver a modern and fresh approach to helping generations develop the skills they need for the futures they aspire to.

The long-established history of the 59 clans of the Gunditjmarra/ Maar Nation spanning at least 60,000 years far exceeds the brief history of Australia today.

SWTAFE has a proud history of providing technical and specialist education, with links back to the formation of the Mechanic’s Institute in 1853. SWTAFE has now grown to become the largest and highest regarded provider of skills training in south-west Victoria.

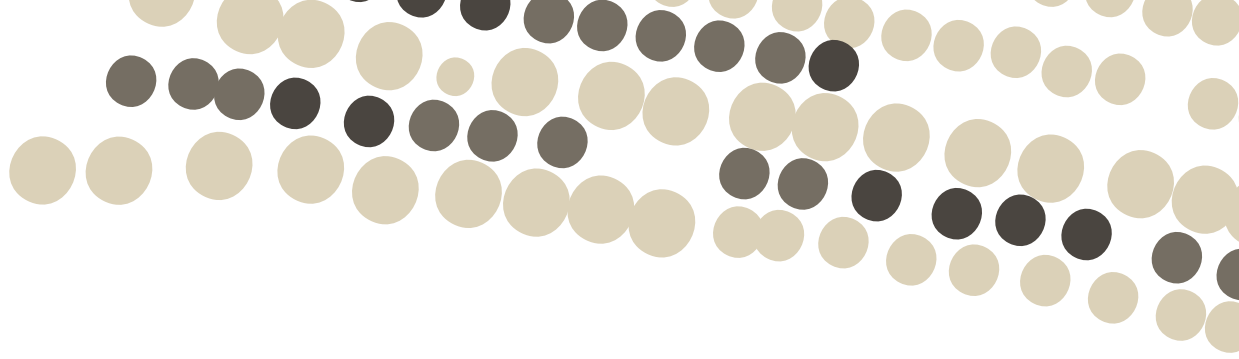
We have established campuses at Colac, Hamilton, Portland, Warrnambool, Sherwood Park and Glenormiston, employ 445 people, of which 6 are Aboriginal and Torres Strait Islander people. We are committed to delivering quality education programs to our communities of south west Victoria. Each year we provide education and pathway opportunities to 6000 students including up to 150 First Nations students.

SWTAFE strives to remove barriers to education for First Nations students and actively works to reduce the education gap between First Nations and non-Aboriginal people.

Through this Reconciliation Action Plan (RAP), SWTAFE demonstrates our ongoing commitment to the reconciliation process, the transfer of knowledge and the growth of all our communities.

Mark Fidge
Chief Executive Officer

Steven Waterhouse
Board Chair



SWTAFE was established in 1853 by the Victorian State Government, on the traditional lands of Gunditjmara and Wada Wurrung Wathaurong people of the Eastern Marr Nation (Warrnambool, Portland, Hamilton, Sherwood Park, Glenormiston and Colac) and delivers leading vocational education programs to industry and individual learners across all states of Australia. Our objectives and strategic goals are guided by State and Commonwealth policies that call for training systems and providers to: improve the accessibility and quality of educational opportunities for regional Australian's; actively engage with industry in identifying and meeting training needs; and ensuring society's most isolated, vulnerable and disadvantaged groups are provided opportunities and pathways to employment.

SWTAFE prides itself on its willingness and ability to engage with key community, business, education, government and industry stakeholders. We actively partner or collaborate with like-minded organisations and agencies that are committed to addressing the social and economic needs of the region. Our facilities and learning spaces are made available to external organisations, industry engagement activities, and for other special events.

SWTAFE has a strong relationship with the region's education providers, our Vocational Education Training Delivered to School Students (VETDSS) programs are delivered to over 22 regional schools, and we enjoy strong support from our two regional Local Employment Networks. We work closely with Deakin and Federation Universities on a range of initiatives, ranging from shared facilities, post-Vocational Education and Training (VET) pathways, to exciting new projects to support the emerging renewable energy/hydrogen sector. Our nursing, aged care and early childhood teams have great relationships with their industry partners, as evidenced by their willingness to host our students

Located on Gunditjmara and Eastern Marr Nation lands the main campus is in Warrnambool with regional campuses at Portland, Hamilton and Colac. These campuses provide educational programs to the wider communities. SWTAFE is the Great South Coast region's largest provider of VET and is committed to making educational opportunities accessible and equitable for regional, outer regional and rural communities, businesses and industries.

Prior to this RAP, SWTAFE have developed internal Cultural Plans to imbed and drive the service delivery, and support the Communities we serve.



INTRODUCTION

RECONCILIATION PROMOTES AND FACILITATES RESPECT, TRUST AND POSITIVE RELATIONSHIPS BETWEEN THE WIDER AUSTRALIAN COMMUNITY AND ABORIGINAL AND TORRES STRAIT ISLANDERS PEOPLES.

The RAP framework enables organisations to contribute to reconciliation by:

- Building and encouraging relationships between Aboriginal and Torres Strait Islander peoples, communities, organizations and the broader Australian community and within SWTAFE and Regional Campuses Victoria through the works of our Executive Manager, Student Engagement who is the SWTAFE RAP champion

RAP Working Group membership

- Shakira Reid
– Koorie Liaison Officer, SWTAFE
 - Charmaine Clarke
– Koori Student Support Officer, SWTAFE
 - Kiara Gunton-Saunders
– Koori Student Support Officer, SWTAFE
 - Jan Mackenzie – Manager Student Engagement & Support, SWTAFE
 - Jono Campbell
– South Western Wurreker Broker
 - Shane Bell – Indigenous Community Development Broker, Department of Planning and Community Development
 - Joey Chatfield – Koorie Education Childrens Court Liaison Officer (KECCLO) – Education Justice Initiative
- Fostering and embedding respect for the world's longest surviving Cultures and Communities
 - Develop opportunities within our SWTAFE and Regional Campuses and our organisation to improve socio-economic outcomes for all Aboriginal and Torres Strait Islander peoples and communities.

By developing a RAP, SWTAFE can:

Incorporating a RAP into the SWTAFE framework aligns with our values and strategic direction. As the leading TAFE provider across the Eastern Maar Country we aim for more effective and relevant service delivery to Aboriginal and Torres Strait Islander peoples and communities.

We recognise the importance of developing in our staff, greater cultural awareness and professional development practices that will strengthen relationships with Aboriginal and Torres Strait Islander stakeholders. Through an understanding of, and commitment to the oldest culture in the world and their peoples, SWTAFE aim to gain greater esteem as an employer of choice and build a more dynamic and diverse workforce.

The opportunity to develop a RAP provides the framework to significantly impact reconciliation through practical actions and join a dynamic, supportive and fast-growing network of RAP organisations.

OUR PARTNERSHIPS/ CURRENT ACTIVITIES

Key relationships with First Nations Communities is a vital part of our business at SWTAFE. Our community partnerships incorporate on Country meeting places to foster trust and nurture relationships prior to transitioning to campus. The co-design and delivery of qualifications specific to caring for Country enables Community led learning and development for mob.



COMMUNITY PARTNERSHIPS:

- Kirrae Health Services - Meeting place to support Koorie learners on their country
- Caracaramigen House – Meeting place to support Koorie learners
- Dhauwurd-Wurrung Elderly & Community Health Service - Meeting place to support Koorie learners
- Gunditjmara Aboriginal Cooperation - Meeting place to support Koorie learners
- Worn Gundidj Aboriginal Cooperation - Country Guardians Ranger Program
- Gunditj Mirring - Country Guardians Ranger Program
- Eastern Maar Aboriginal Cooperation – Country Guardians Ranger Program
- Winda Mara Traditional Owners Corporation

INTERNAL ACTIVITIES/ INITIATIVES

- Koorie Team to actively promote SWTAFE courses and activities to the Aboriginal communities
- Koorie Scholarships
- Cultural gardens at campuses
- Online Cultural awareness programs
- Koorie team participate in educating, informing and involving the SWTAFE community of staff and students on cultural knowledge through activities and celebrations.
- All Koorie students contacted by Koorie Student Support Officers (KSSOs) within two working days of notification of application
- KSSOs to implement reconnection strategies with disengaging students
- Promote access to the Skills and Jobs Centre to ensure students are enrolled in certificate levels that they can comfortably study at and obtain successful completion
- Koorie Team to attend Aboriginal Community and Organisational events and meetings throughout the year
- Celebrate student success stories, such as Koorie student of the year across student and staff newsletters and social media platforms

A REFLECT RAP



The Reflect RAP allows organisations to take time to build relationships externally and internally to inform and guide future RAP commitments.

During this time organisations focus on raising awareness within their organisation about its commitment to reconciliation and why the organisation has decided to join the program; as well as building relationships with their Aboriginal and Torres Strait Islander employees and community.

Developing a Reflect RAP is appropriate for our organisation as we believe we have the goodwill required to make a further contribution to reconciliation. A Reflect RAP will also allow us time and provide us with greater direction to really understand what this contribution should be.

<http://www.reconciliation.org.au/reconciliation-action-plans/>



RELATIONSHIPS

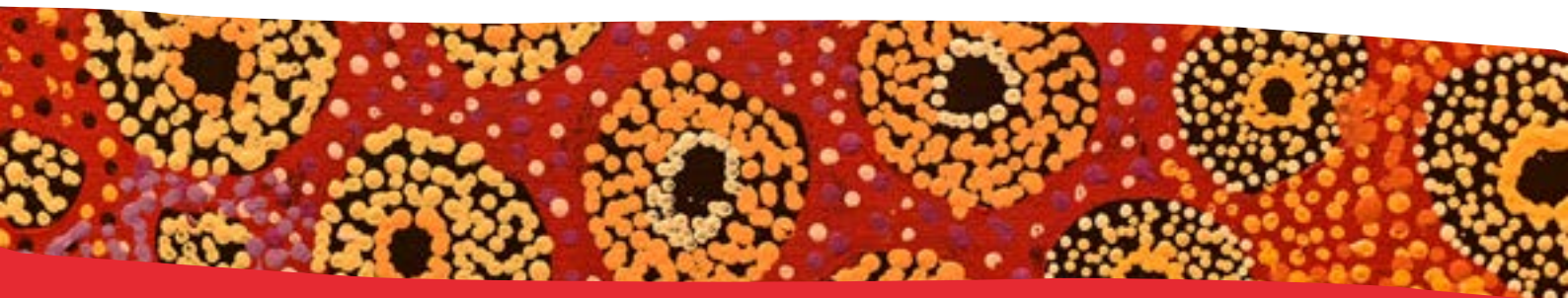
Action	Deliverable	Timeline	Responsibility
1. Establish and strengthen mutually beneficial relationships with Aboriginal and Torres Strait Islander stakeholders and organisations.	Identify Aboriginal and Torres Strait Islander stakeholders and organisations within our local area or sphere of influence.	October 2024	Koorie Liaison Officer & Manager Student Engagement & Support
	Research best practice and principles that support partnerships with Aboriginal and Torres Strait Islander stakeholders and organisations.	October 2024	Koorie Liaison Officer & Manager Student Engagement & Support
2. Build relationships through celebrating National Reconciliation Week (NRW).	Circulate Reconciliation Australia's NRW resources and reconciliation materials to our staff.	September 2024 - March 2026	Koorie Liaison Officer
	RAP Working Group members to participate in an external NRW event.	May 2025	Koorie Liaison Officer & Koorie Student Support Officer
	Encourage and support staff and senior leaders to participate in at least one external event to recognise and celebrate NRW.	May 2025	Koorie Liaison Officer
3. Promote reconciliation through our sphere of influence.	Launch and Promote RAP within Organisation	September 2024	Koorie Liaison Officer & Manager Student Engagement & Support
	Continue to communicate our commitment to reconciliation to all staff through leading by example, sharing updates, initiatives and activities.	September 2024 - March 2026	Koorie Liaison Officer & Communications Officer
	Identify external stakeholders that our organisation can engage with on our reconciliation journey.	October 2024	Koorie Liaison Officer
	Identify RAP and other like-minded organisations that we could approach to collaborate with on our reconciliation journey.	September 2024 - March 2026	Koorie Liaison Officer
4. Promote positive race relations through anti-discrimination strategies.	Research best practice and policies in areas of multicultural relations, anti-discrimination and cultural awareness.	September 2024 - March 2026	People & Culture team
	Conduct a review of HR policies and procedures to identify existing anti-discrimination provisions, and future needs.	December 2024 – April 2025	People & Culture team

RESPECT

Action	Deliverable	Timeline	Responsibility
5. Increase understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights through cultural learning.	Participate in opportunities for increasing understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights within our organisation.	September 2024 - March 2026	Koorie team
	Promotion of Community cultural activities SWTAFE staff and students through social media platforms and internal newsletters.	September 2024 - March 2026	Koorie Liaison Officer Communications Officer, Student Experience
	Conduct a review of cultural learning needs within our organisation.	July – October 2025	People & Culture + Koorie Liaison Officer
	All staff to participate in cultural awareness training.	September 2024 - March 2026	People & Culture + Koorie Liaison Officer
6. Demonstrate respect to Aboriginal and Torres Strait Islander peoples by observing cultural protocols.	Develop an understanding of the local Traditional Owners or Custodians of the lands and waters within our organisation’s operational area.	September 2024	Koorie Liaison Officer
	Increase staff’s understanding of the purpose and significance behind cultural protocols, including Acknowledgement of Country and Welcome to Country protocols.	March 2025	Koorie Liaison Officer & SWTAFE Leadership team
	Embed an Acknowledgement of Country in meeting protocols across the organisation.	October 2024	Koorie Liaison Officer & SWTAFE Leadership team
7. Build respect for Aboriginal and Torres Strait Islander cultures and histories by celebrating NAIDOC Week.	Raise awareness and share information amongst our staff on the meaning of NAIDOC Week.	July 2025	Koorie team
	RAP Working Group to participate in an external NAIDOC Week event.	July 2025	RAP Working Group Koorie Liaison Officer
	Introduce our staff to NAIDOC Week by promoting external events in our local area.	July 2025	Koorie team
	Koorie Team to participate in external NAIDOC Week events.	July 2025	Koorie Liaison Officer

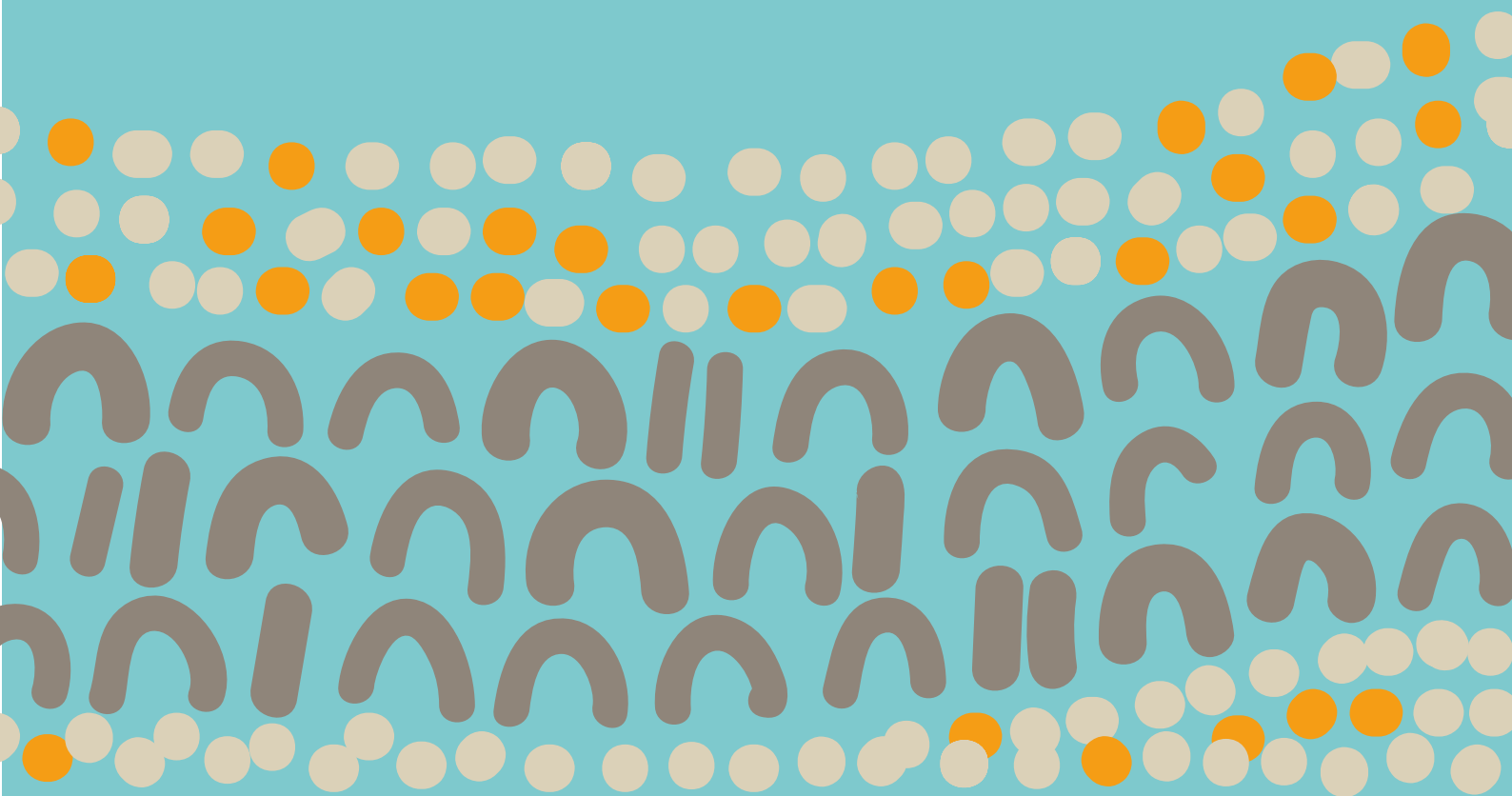
OPPORTUNITIES

Action	Deliverable	Timeline	Responsibility
8. Improve employment outcomes by increasing Aboriginal and Torres Strait Islander recruitment, retention and professional development.	Encourage Aboriginal and Torres Strait Islander employment within our organisation through educational opportunities and pathways.	September 2024 – March 2026	Education Manager, Koorie Liaison Officer, People & Culture Manager, Education Partners
	Promote Reconciliation Australia's Narragunnawali: Education Program	October 2024 – March 2026	Head of Division - School of Education
	Encourage students who are studying education qualifications to create a Narragunnawali account and use the resources to deepen their understanding of how to engage in reconciliation in and across education settings.	October 2024 – March 2026	Head of Division - School of Education
	Share information and resources from the Narragunnawali platform to students studying education qualifications.	October 2024 – March 2026	Head of Division - School of Education
	Share and promote the Narragunnawali platform across ICT platforms.	October 2024 – March 2026	Head of Division - School of Education
	Promote understanding of current Aboriginal and Torres Strait Islander staffing to inform future employment and professional development opportunities.	October 2024 – March 2026	People & Culture team
9. Increase Aboriginal and Torres Strait Islander supplier diversity to support improved economic and social outcomes.	In consultation with ACCOs (Aboriginal Community Controlled Organisation), create an Aboriginal & Torres Strait Islander Business Register, which SWTAFE will support where possible.	March 2025	Koorie Liaison Officer
	Investigate Supply Nation membership.	February 2025	Koorie Liaison Officer



GOVERNANCE

Action	Deliverable	Timeline	Responsibility
10. Establish and maintain an effective RAP Working Group (RWG) to drive governance of the RAP.	Activate the RWG to govern RAP implementation.	2025 January, June, December	Koorie Liaison Officer
	Draft a Terms of Reference for the RWG.	2026 February	Koorie Liaison Officer + Koorie Student Support Officer
	Establish Aboriginal and Torres Strait Islander representation on the RWG.	November 2024	Koorie Liaison Officer, Manager Student Engagement & Support
11. Provide appropriate support for effective implementation of RAP commitments.	Define resource needs for RAP implementation.	November 2024	Koorie Liaison Officer
	Engage community leaders in the delivery of RAP commitments.	November 2024	Koorie Liaison Officer
	Consult Area LAECGs (Local Aboriginal Education Consultative Groups) for guidance on RAP deliverables into their Communities and advise recommendations to our RAP commitments to foster positive and tangible outcomes for First Nations learners.	September 2024 – March 2026	Koorie Liaison Officer
12. Build accountability and transparency through reporting RAP achievements, challenges and learnings both internally and externally.	Contact Reconciliation Australia to verify that our primary and secondary contact details are up to date, to ensure we do not miss out on important RAP correspondence.	2025 January, June, December	Koorie Liaison Officer & Communications Officer
	Contact Reconciliation Australia to request our unique link, to access the online RAP Impact Survey.	2026 February	
	Complete and submit the annual RAP Impact Survey to Reconciliation Australia.	September 2024	Koorie Liaison Officer
13. Continue our reconciliation journey by developing our next RAP.	Register via Reconciliation Australia's website to begin developing our next RAP.	September 2024	Koorie Liaison Officer





REFLECT RECONCILIATION ACTION PLAN

September 2024 – March 2026

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