

AUSTRALIAN INSTITUTE OF MANAGEMENT WA REFLECT RECONCILIATION ACTION PLAN



Reconciliation Australia welcomes the Australian Institute of Management WA to the Reconciliation Action Plan (RAP) program with the formal endorsement of its inaugural Reflect RAP.

The Australian Institute of Management WA joins 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 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 the Australian Institute of Management 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 Australian Institute of Management WA, 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

OUR BUSINESS

AIM WA's vision is to be an international leader shaping management, leadership and organisational excellence in Australia and our region. A private, not-for-profit, membership-based organisation, AIM WA is dedicated to building leadership and management capability through delivery of learning and development programs and services, by facilitating thought leadership, and through recognising excellence.

AIM WA's facility and sole permanent location is situated on Whadjuk-Nyoongar land in Perth at 76 Birkdale Street, Floreat, Western Australia. The majority of services are delivered in Western Australia, including within regional areas in the Pilbara, Goldfields and South West. AIM WA also offers programs in the Eastern States and in a number of Asian countries.

The Institute employs approximately 40 people directly, as well as a further 50 specialist independent consultants who deliver the bulk of its training programs.

While AIM WA does not have detail relating to how many of its staff identify as Aboriginal and/or Torres Strait Islander, the Institute remains committed to finding out as we progress on our reconciliation journey.

OUR VISION FOR RECONCILIATION

The Institute wishes to see Aboriginal and Torres Strait Islander peoples excel in organisations all over Australia. To that end, AIM WA would like to play its part in working with Aboriginal and Torres Strait Islander peoples to support their endeavours to improve employment outcomes, to grow Aboriginal and Torres Strait Islander businesses, and to support Aboriginal and Torres Strait Islander peoples to reach their full potential in boardrooms and in senior leadership positions.

OUR RECONCILIATION ACTION PLAN

AIM WA's resolve to deliver an impactful Reconciliation Action Plan (RAP) comes from the highest levels of governance within the organisation. Both the Institute's board and senior executive team are committed to supporting the national reconciliation movement, and formalising AIM WA's commitment to advancing Aboriginal and Torres Strait Islander peoples and reconciliation in Australia.

AIM WA wishes to embrace Aboriginal and Torres Strait Islander peoples by building positive and trusting relationships based on communication and shared experiences. The Institute recognises the strengths of Aboriginal and Torres Strait Islander peoples, cultures and communities. AIM WA wishes to demonstrate its respect for the First Peoples of Australia and the custodians of the oldest continuous culture on the planet.

In its business, AIM WA would like to provide meaningful opportunities for Aboriginal and Torres Strait Islander peoples, by employing more Aboriginal and Torres Strait Islander peoples and procuring more goods and services from Aboriginal and Torres Strait Islander suppliers. The Institute also wants to leverage its expertise in management and leadership to support Aboriginal and Torres Strait Islander businesses and promote Aboriginal and Torres Strait Islander peoples in leadership roles. At the Institute, staff see this work as a natural extension of its mission to build management and leadership capacity in Western Australia and beyond.

The Institute intends to approach its Reconciliation Action Plan through the creation of an internal RAP working group, which will report to the senior management team. The AIM WA RAP Champion will be the AIM WA CEO who is responsible for driving internal engagement and awareness of the RAP. The AIM WA RAP progress will be documented on its website and in its annual report.

AIM WA has already implemented several initiatives to recognise Aboriginal and Torres Strait Islander cultures and support Aboriginal and Torres Strait Islander peoples. While these initiatives stem from a strong internal drive to elevate Aboriginal and Torres Strait Islander peoples, they have largely occurred in isolation, rather than as part of a unified reconciliation strategy. The hope is that the first Reconciliation Action Plan will allow it to develop a cohesive reconciliation strategy, targeting initiatives that will deliver the best outcomes in support of Aboriginal and Torres Strait Islander peoples.

OUR CURRENT ACTIVITIES

KATITJIN CENTRE

The newest of the Institute's three buildings is named the Katitjin Centre, drawing on a Nyoongar word that means "place of learning". This facility, completed in 2011, was awarded the highest green star rating possible. It contains nine leading-edge training rooms, multiple syndicate rooms, lounge and breakout areas and its networking and meeting facilities, making it an ideal place to learn.

ART

The Institute displays Aboriginal art in two of its three buildings, the Katitjin Centre and the Management Centre.

SCHOLARSHIPS

AIM WA offers an annual scholarship to an Aboriginal and Torres Strait Islander participant to attend AIM WA training courses. The value of this scholarship is \$4000. In addition, 2 annual Professional memberships are provided as scholarships.

ABORIGINAL LEADERSHIP COURSES

AIM WA delivers Aboriginal and Torres Strait Islander leadership courses to both the public and private sectors.

WELCOME TO COUNTRY

AIM WA performs an Acknowledgement of Country at the commencement of every event and program. For flagship events, such as the AIM WA Pinnacle Awards, a Welcome to Country is performed by someone from the Nyoongar community.



RELATIONSHIPS

Action	Deliverable	Timeline	Responsibility
1. Establish and strengthen mutually beneficial relationships with Aboriginal and Torres Strait Islander stakeholders and organisations.	<ul style="list-style-type: none"> Identify Aboriginal and Torres Strait Islander stakeholders and organisations within the Institute's local area or sphere of influence. 	January 2021	Manager Corporate Services / CFO/ RWG Chair
	<ul style="list-style-type: none"> Research best practice and principles that support partnerships with Aboriginal and Torres Strait Islander stakeholders and organisations. 	January 2021	Manager Corporate Services / CFO/ RWG Chair
2. Build relationships through celebrating National Reconciliation Week (NRW).	<ul style="list-style-type: none"> Circulate Reconciliation Australia's NRW resources and reconciliation materials to AIM WA staff. 	April 2021	Manager Corporate Services / CFO/ RWG Chair
	<ul style="list-style-type: none"> RAP Working Group members to participate in an external NRW event. 	May 2021	RWG Chair
	<ul style="list-style-type: none"> Support and encourage AIM WA staff and senior leaders to participate in at least one external event to recognise and celebrate NRW. 	May 2021	CEO
3. Promote reconciliation through our sphere of influence.	<ul style="list-style-type: none"> Communicate the Institute's commitment to reconciliation to all staff. 	April 2021	Manager Corporate Services / CEO/
	<ul style="list-style-type: none"> Identify external stakeholders that AIM WA can engage with on the Institute's reconciliation journey. 	April 2021	Manager Corporate Services / CFO
	<ul style="list-style-type: none"> Identify RAP and other like-minded organisations that AIM WA could approach to collaborate with on the Institute's reconciliation journey. 	May 2021	Manager Corporate Services / CFO/
4. Promote positive race relations through anti-discrimination strategies.	<ul style="list-style-type: none"> Research best practice and policies in areas of race relations and anti-discrimination. 	June 2021	Manager Corporate Services / CFO/
	<ul style="list-style-type: none"> Conduct a review of HR policies and procedures to identify existing anti-discrimination provisions, and future needs. 	June 2021	Manager Corporate Services / CFO/



RESPECT

Action	Deliverable	Timeline	Responsibility
1. Increase understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights through cultural learning.	<ul style="list-style-type: none"> Develop a business case for increasing understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights within AIM WA. 	June 2021	Manager Corporate Services / CFO / RWG Chair
	<ul style="list-style-type: none"> Conduct a review of cultural learning needs within AIM WA. 	June 2021	CFO / Manager Corporate Services
	<ul style="list-style-type: none"> Arrange cultural awareness training for all staff. 	June 2021	Manager Corporate Services
2. Demonstrate respect to Aboriginal and Torres Strait Islander peoples by observing cultural protocols.	<ul style="list-style-type: none"> Develop an understanding of the local Traditional Owners or Custodians of the lands and waters within the Institute's operational area. 	June 2021	CEO
	<ul style="list-style-type: none"> Increase staff's understanding of the purpose and significance behind cultural protocols, including Acknowledgement of Country and Welcome to Country protocols. 	June 2021	CEO
3. Build respect for Aboriginal and Torres Strait Islander cultures and histories by celebrating NAIDOC Week.	<ul style="list-style-type: none"> Raise awareness and share information amongst the AIM WA staff about the meaning of NAIDOC Week. 	July 2021	Manager Corporate Services / CFO / RWG Chair
	<ul style="list-style-type: none"> Introduce AIM WA staff to NAIDOC Week by promoting external events in the Institute's local area. 	July 2021	Manager Corporate Services / Head of Events and Engagement
	<ul style="list-style-type: none"> RAP Working Group to participate in an external NAIDOC Week event. 	July, 2021	RWG Chair
	<ul style="list-style-type: none"> Sponsor a NAIDOC Week event. 	July, 2021	CEO / CFO

OPPORTUNITIES

Action	Deliverable	Timeline	Responsibility
1. Improve employment outcomes by increasing Aboriginal and Torres Strait Islander recruitment, retention and professional development.	• Develop a business case for Aboriginal and Torres Strait Islander employment within the AIM WA organisation.	September 2021	Manager Corporate Services / CFO / RWG Chair
	• Build understanding of current Aboriginal and Torres Strait Islander staffing to inform future employment and professional development opportunities.	October 2021	Manager Corporate Services / CFO /
	• Hire at least one paid Aboriginal or Torres Strait Islander intern through an Internship Program.	November 2021	Manager Corporate Services / CFO
2. Increase Aboriginal and Torres Strait Islander supplier diversity to support improved economic and social outcomes.	• Develop a business case for procurement from Aboriginal and Torres Strait Islander owned businesses.	October 2021	Manager Corporate Services / CFO /
	• Investigate Supply Nation membership.	October 2021	Manager Corporate Services / CFO
3. Celebrate Aboriginal and Torres Strait Islander leadership	• Create an Aboriginal and Torres Strait Islander Leadership category in the Pinnacle Awards with the winner donating \$20,000 of training to an Aboriginal charity of their choice.	July 2021	Head of Marketing and Communications
	• Extend AIM WA's existing Aboriginal and Torres Strait Islander scholarship program, increasing either the value of training awarded or the number of recipients.	January 2022	Head of Marketing and Communications
	• Approach Aboriginal and Torres Strait Islander leaders to engage in AIM WA Leadership events.	March 2021	Head of Marketing and Communications

GOVERNANCE

Action	Deliverable	Timeline	Responsibility
1. Establish and maintain an effective RAP Working Group (RWG) to drive governance of the RAP.	• Form a RWG to govern RAP implementation.	January 2021	CEO / Manager Corporate Services
	• Draft a Terms of Reference for the	January 2021	Company

	RWG.		Secretary / RWG
	<ul style="list-style-type: none"> Establish Aboriginal and Torres Strait Islander representation on the RWG. 	January 2021	CEO / CFO /
2. Provide appropriate support for effective implementation of RAP commitments.	<ul style="list-style-type: none"> Define resource needs for RAP implementation. 	March 2021	Manager Corporate Services / CFO/ RWG Chair
	<ul style="list-style-type: none"> Engage senior leaders in the delivery of RAP commitments. 	February 2021	CEO / Manager Corporate Services / RWG Chair
	<ul style="list-style-type: none"> Define appropriate systems and capability to track, measure and report on RAP commitments. 	July 2021	Manager Corporate Services / CFO/ RWG Chair
3. Build accountability and transparency through reporting RAP achievements, challenges and learnings both internally and externally.	<ul style="list-style-type: none"> Complete and submit the annual RAP Impact Measurement Questionnaire to Reconciliation Australia. 	September 2021	CEO / RWG Chair
4. Continue our reconciliation journey by developing our next RAP.	<ul style="list-style-type: none"> Register via Reconciliation Australia to begin developing AIM WA's next RAP. 	September 2021	RWG Chair

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