

fitted for work



RECONCILIATION
ACTION PLAN

REFLECT

Reflect RECONCILIATION ACTION PLAN

May 2023 - April 2024

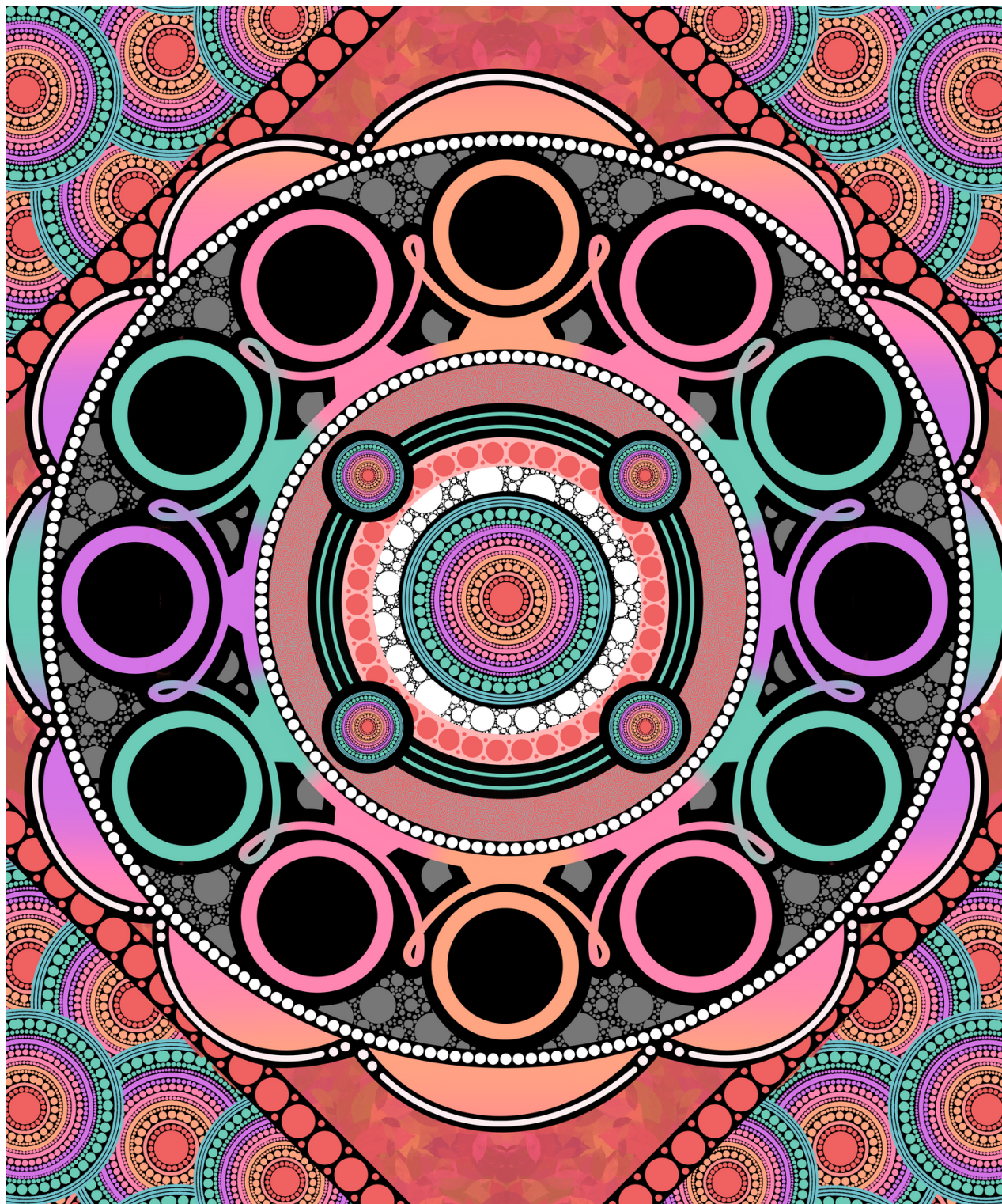




TABLE OF CONTENTS

Acknowledgement / About the Artist	2
Message from Donna de Zwart, Fitted for Work	3
Message from Karen Mundine, Reconciliation Australia	4
Our Business	6
Our RAP	8
Our Current Activities	10
Relationships	12
Respect	14
Opportunities	15
Governance	16

Document created by:
The RAP Working Group
© Fitted for Work 2023



ACKNOWLEDGEMENT

We acknowledge the traditional owners of the lands on which we work, the Wurundjeri Woi Wurrung and the Darug people, and of the lands our services reach throughout Australia. We acknowledge their connection to lands, waters and communities and pay our respect to their Elders, past and present.

ABOUT THE ARTIST: NIKEETA HAVERFIELD

TeekArt was created in 2018. As I explore and express my creative side and use it to connect with the love of my Aboriginal culture.

My Aboriginality comes from my dad's side of the family, he was a part of the stolen generation and was taken away from his family when he was a young boy and has been unable to make contact with his family since. Growing up with the absent link to my culture has been hard for my family, however I find that the best way to express my identity creatively is through my passion for art and love for my background.

[Excerpt from Black Door Gallery].

MESSAGE FROM DONNA DE ZWART



As the current Managing Director of Fitted for Work I am very proud to launch our inaugural Reconciliation Action Plan (RAP). We recognise the importance and significance of this step towards true reconciliation. We are officially committing ourselves to a vision not just in words and gestures but in the very way we work, live, and interact with our clients.

At Fitted for Work we recognise the huge challenges that Aboriginal and Torres Strait Islander women and non-binary folk have and continue to face in relation to economic empowerment and security. We strive for Aboriginal and Torres Strait Islander women and non-binary peoples to feel safe and respected within Fitted for Work.

As our organisation has grown, we now wish to extend our reach to form more formal partnerships and relationships with First Nations organisations and peoples that share our vision and mission. This is an exciting time for us to extend our learning and strive to foster a culture of inclusion and cultural awareness.

I thank all those involved in the developing our RAP and the advocates that have guided our reconciliation journey.

A handwritten signature in black ink, appearing to read 'Donna de Zwart', with a long horizontal line extending to the right.

Donna de Zwart
Managing Director
Fitted for Work



MESSAGE FROM RECONCILIATION AUSTRALIA



Reconciliation Australia welcomes Fitted for Work to the Reconciliation Action Plan (RAP) program with the formal endorsement of its inaugural Reflect RAP.

Fitted for Work joins a network of more than 2,200 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 Fitted for Work 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 Fitted for Work, 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



Fitted for Work is a national not for profit with 18 years of experience helping women facing disadvantage to find work and build economic security.

Our purpose is independence and transformation for women. Our mission is to help women experiencing disadvantage become work ready, gain secure employment, and experience success in their careers.

Our values underpin all that we do:

- Generosity - We are generous in giving our time and resources to help others.
- Respect - We respect ourselves, each other, our clients, volunteers and stakeholders. We treat everyone with compassion and understanding.
- Courage - We are brave and do what is right even when it's difficult.

We walk our talk – we are clear about what we believe and hold important, and we take care that our intentions, words, thoughts and behaviours align with those beliefs.

Our holistic job-readiness programs and services support women to establish the tools, skills, mindset, and support network to become 'work ready'. Our services include resume and cover letter support, personal outfitting, interview practice, job-readiness workshops, and mentoring. Women leave Fitted for Work equipped and motivated to thrive in the workplace.

At Fitted for Work our services are centred on self-determination. We help women gain all levels of employment and continue working with clients until their employment and financial needs are satisfied.

Continued overleaf





At Fitted for Work we apply an intersectional lens to our services that recognises the interconnected nature of social categorisations such as race, class and gender, and the overlapping and interdependent systems of discrimination or disadvantage that impact our clients. We know that one size does not fit all, so we use an agile and tailored model to fit all sizes. We focus specifically on employment, not only because work provides economic security, but also social connection, independence and dignity. We believe when you are fitted for work, you are fitted for life.

Our services are available in-person and online, so that no matter where a woman lives, we can help. We have two physical sites, in Melbourne and Western Sydney, and use digital platforms to connect with women who are outside our geographical reach or limited by their individual accessibility needs.

Fitted for Work employs 37 staff members across full-time, part-time and casual roles and has around 200 volunteers. Currently Fitted for Work doesn't collect cultural identity data on staff or volunteers.



OUR RAP



Why are we developing a RAP?

We are committed to beginning our reconciliation journey with the development and implementation of this Reflect Reconciliation Action Plan (RAP).

As a national not-for-profit and the first of its kind in Australia, Fitted for Work strives to provide services and support to women (cis, trans, gender diverse and non-binary) who are experiencing disadvantage and looking for work.

We recognise that Aboriginal & Torres Strait Islander women's participation in the workforce is much lower than that of non-Aboriginal & Torres Strait Islander women, and that the unemployment rates for Aboriginal & Torres Strait Islander women are significantly higher in regional and rural areas across Australia.

We are committed to increasing the cultural competency of our Staff, Volunteers, Board and Committee members in working with Aboriginal and Torres Strait Islander peoples (particularly women), organisations and community.

Fitted for Work will ensure that engagement and partnerships with Aboriginal and Torres Strait Islander peoples, communities and organisations will be undertaken in a respectful, ethical and transparent manner.

As we grow our relationships and cultural understanding with Aboriginal and Torres Strait Islander peoples and communities, we hope to significantly increase access to our services, and deliver outcomes for Aboriginal and Torres Strait Islander Women, their families and community.





To implement our RAP we have established an inaugural RAP Working Group which is Chaired by Fitted for Work's National Philanthropy Manager (Deputy Chairperson of our Diversity, Equity & Inclusion Committee) and includes representation from across all levels of the organisation (Senior Leadership, Marketing and Communications, Client Services and Social enterprise).

Our Combined Leadership Team (Managers and Coordinators) will take on the role of RAP Champions, responsible for driving internal engagement and awareness of Fitted for Works' RAP.

Fitted for Work's RAP priority is to establish and develop respectful, trusting and mutually beneficial relationships with Traditional Owner Groups and Aboriginal and Torres Strait Islander communities across Australia, and other critical Aboriginal and Torres Strait Islander stakeholders who support women.

This RAP is the first step toward reconciliation and demonstrates Fitted for Work's commitment to Aboriginal and Torres Strait Islander peoples through recognition of culture and connection to country.



OUR CURRENT ACTIVITIES



Identifying and acknowledging Traditional Owners of the lands on which we work

- Fitted for Work has identified the Traditional Custodians of the lands where our offices are located including the regions in which we work.
- This enables Fitted for Work's staff and stakeholders to identify and acknowledge respective Traditional Owners for each location. The Traditional Custodians for each office location are:
 - Wurundjeri Woi Wurrung people of the Kulin nation (Richmond, Victoria)
 - Darug people of the Eora nation (Parramatta, NSW)
- We have an Acknowledgement of Country published on our website, email signatures and displayed in our physical offices.
- We begin all meetings, workshops and events with an Acknowledge of Country. This Acknowledgement is shared across staff members allowing all staff members to have the opportunity to deliver the Acknowledgement and pay their respects.

Marketing and Communications

- Fitted for Work acknowledges and supports NAIDOC week annually and other significant days.
- Sharing #ChangeTheDate content on Invasion Day, sharing First Nations activists, businesses and organisations via social media.
- During NAIDOC week inclusive communications around who our services support.
- Fitted for Work makes a conscious effort to include inclusive imagery on our website and other marketing and communications material.
- Fitted for Work endorses the Voice to Parliament.



OUR CURRENT ACTIVITIES



Our Client Services

- Currently 7% of women accessing our services identify as Aboriginal or Torres Strait Islander (May 2023).
- Our Fitted for Work Jobs Victoria Advocate partnered with Killara Foundation in 2023 every week to provide support to job seekers at the St Kilda Library.
- In partnership with The Candidate Coach, Fitted for Work provides resources on navigating "The Recruitment Process For First Nations Australians".
- Fitted for Work partnered with the Richmond Football Club to deliver our 8-week WomanKind Program to Aboriginal & Torres Strait Islander women. This program focussed on confidence building, life-skills and job-readiness.
- Our Prison Program (Transition to Work, which focusses on confidence building, life-skills, job-readiness, a career expo and mentoring) is delivered to women at Tarrengower and Dame Phyllis Frost Centre Prisons who are within 6-months of their release. We have previously delivered this program in partnership with the Wadamba Program, Victorian Association for the Care and Resettlement of Offenders (VACRO) and the Kirrip Aboriginal Corporation.
- Fitted for Work attended a Sisters Day Out® as a service provider at the Dame Phyllis Frost Centre and in Dandenong in 2019.
- In 2018 the Deakin Freelancing Hub put together a Marketing Strategy for Fitted for Work to engage with the Aboriginal and Torres Strait Islander community.
- In 2018 our Parramatta Service partnered with Rotary Cairns to deliver a remote version of our Outfitting service providing tailored packages of clothing and accessories to young Aboriginal & Torres Strait Islander women who were completing a work-readiness program. Our team connected with the young women via phone and email and used photographs and styling sheets completed by the women to create unique packages for each of the participants.



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.	August 2023	National Partnerships Manager Sydney Operations Coordinator
	Research best practice and principles that support partnerships with Aboriginal and Torres Strait Islander stakeholders and organisations.	September 2023	Marketing and Communication Coordinator National Client Services Manager
	Engage an Aboriginal and Torres Strait Islander organisation or individual to design individualised artworks that depicts the relationship Fitted for Work endeavours to have with Aboriginal and Torres Strait Islander communities to feature in our RAP design	May 2023	Lead: National Philanthropy Manger (RAP Working Group Chairperson)
2. Build relationships through celebrating National Reconciliation Week (NRW).	Circulate Reconciliation Australia's NRW resources and reconciliation materials to our staff.	May 2023	RAP Working Group Chair
	RAP Working Group members to participate in an external NRW event.	27 May- 3 June 2023	Lead: National Philanthropy Manager Support: RAP Working Group members
	Encourage and support staff and senior leaders to participate in at least one external event to recognise and celebrate NRW.	27 May- 3 June 2023	Lead: National Philanthropy Manager Support: Leadership Team





RELATIONSHIPS

Action	Deliverable	Timeline	Responsibility
3. Promote reconciliation through our sphere of influence.	Communicate our commitment to reconciliation to all staff.	May 2023	Managing Director
	Determine FFW's vision for reconciliation.	May 2023	Lead: National Philanthropic Partnerships Manager Support: Leadership Team
	Identify external stakeholders that our organisation can engage with on our reconciliation journey.	September 2023	Lead: National Philanthropy Manager Support: Leadership Team
	Identify RAP and other like-minded organisations that we could approach to collaborate with on our reconciliation journey.	January 2024	Lead: National Philanthropy Manager Support: Leadership Team & RAP Working Group
	Circulate the published RAP on FFW website, intranet and across other communications channels.	July 2023	National Marketing & Communication Coordinator
	Encourage increased representation of Aboriginal and Torres Strait Islander Women in relevant FFW committees, platforms.	July 2023	Lead: Managing Director Support: Leadership Team and Board
4. Promote positive race relations through anti-discrimination strategies.	Research best practice and policies in areas of race relations and anti-discrimination.	February 2024	Lead: National Philanthropy Manager (Policy Working Group Chairperson) Support: Policy Working Group
	Conduct a review of HR policies and procedures to identify existing anti-discrimination provisions, and future needs.	November 2023	Lead: HR Gurus (Consultant) Support: Leadership 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.	Develop a business case for increasing understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights within our organisation.	October 2023	Lead: Managing Director Support: Leadership Team
	Conduct a review of cultural learning needs within our organisation.	August 2023	General Manager
	Encourage and support staff participation in Cultural Awareness Training.	September 2023	General Manager
	Include cultural awareness and RAP responsibilities when conducting new employee orientation.	September 2023	Lead: Chief Finance Officer Support: HR Gurus (Consultants)
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.	October 2023	Lead: National Philanthropy Manager Support: RAP Working Group
	Increase staff’s & volunteers understanding of the purpose and significance behind cultural protocols, including Acknowledgement of Country and Welcome to Country protocols.	February 2024	Lead: National Philanthropy Manager Support: RAP Working Group
	Continue to include Acknowledgement of Country at FFW meetings and internal/external events.	May 2023	Lead: Managing Director Support: All staff
7. Build respect for Aboriginal and Torres Strait Islander cultures and histories by celebrating NAIDOC Week.	Raise awareness and share information amongst our staff about the meaning of NAIDOC Week.	July 2023	Marketing & Communications Coordinator
	Introduce our staff to NAIDOC Week by promoting external events in our local area.	June 2023	Marketing & Communications Coordinator
	RAP Working Group to participate in an external NAIDOC Week event.	July 2023	Lead: National Philanthropy Manager Support: RAP Working Group



OPPORTUNITIES



Action	Deliverable	Timeline	Responsibility
8. Improve employment outcomes by increasing Aboriginal and Torres Strait Islander recruitment, retention and professional development.	Establish an understanding of Aboriginal and Torres Strait Islander peoples representation in our Fitted for Work workforce of staff and volunteers using a survey.	September 2023	Lead: Managing Director Support: Diversity, Equity & Inclusion Committee (DE&I)
	Develop a business case for inclusive Aboriginal and Torres Strait Islander employment within our organisation.	October 2023	Lead: General Manager Support: HR Gurus (Consultants)
	Advertise vacant roles on Aboriginal and Torres Strait Islander recruitment platforms where possible.	October 2023	General Manager
	Build understanding of current Aboriginal and Torres Strait Islander staffing to inform future employment and professional development opportunities.	January 2024	General Manager
9. 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 2023	General Manager
	Investigate Supply Nation membership.	October 2023	General Manager
	Provide a list of key contacts to leadership staff to increase access to Aboriginal and Torres Strait Islander businesses when procuring suppliers.	October 2023	General Manager





GOVERNANCE

Action	Deliverable	Timeline	Responsibility
10. Establish and maintain an effective RAP Working Group (RWG) to drive governance of the RAP.	Form a RWG to govern RAP implementation.	May 2023	National Philanthropy Manager (Deputy Chair DE&IC)
	Draft a Terms of Reference for the RWG.	May 2023	National Philanthropy Manager (Deputy Chair DE&IC)
	Establish Aboriginal and Torres Strait Islander representation on the RWG.	January 2024	Lead: National Philanthropy Manager Support: Current RAP Working Group
11. Provide appropriate support for effective implementation of RAP commitments.	Define resource needs for RAP implementation.	December 2023	Lead: National Philanthropy Manager Support: RAP Working Group
	Engage senior leaders in the delivery of RAP commitments.	June 2023	Lead: National Philanthropy Manager Support: RAP Working Group
	Appoint a senior leader to champion our RAP internally.	June 2023	Lead: National Philanthropy Manager Support: RAP Working Group
	Define appropriate systems and capabilities to track, measure and report on RAP commitments.	July 2023	Lead: National Philanthropy Manager Support: RAP Working Group





GOVERNANCE

Action	Deliverable	Timeline	Responsibility
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.	June annually	National Philanthropy Manager (Deputy Chair DE&IC)
	Contact Reconciliation Australia to request our unique weblink, to access the online RAP Impact Measurement Questionnaire.	1 August annually	National Philanthropy Manager (Deputy Chair DE&IC)
	Complete and submit the annual RAP Impact Measurement Questionnaire to Reconciliation Australia.	30 September annually	Lead: National Philanthropy Manager Support: RAP Working Group
13. Continue our reconciliation journey by developing our next RAP.	Register via Reconciliation Australia's website link to begin developing our next RAP.	January 2024	National Philanthropy Manager (Deputy Chair DE&IC)



Website

www.fittedforwork.org

National Office

513 Bridge Road
Richmond, VIC 3121
(03) 9662 4289

Western Sydney

Suite 1, Level 6, 85 George St
Parramatta, NSW 2150
(02) 9635 9909

Email

info@fittedforwork.org

Social Media

