



Roseberry^{Qld}

**Reconciliation, Inclusion
and Diversity Strategy**

2022 - 2027

DOCUMENT HISTORY

Document Information

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December 2019	1.0	Initial issue of Aboriginal and Torres Strait Islander Recruitment and Retention Strategy, and Engagement Strategy (separate documents)	General Manager and RAP/RDIAC	December 2019
March 2020	1.0	Initial issue of RQ Cultural Learning Strategy	General Manager & RAP	30/02/2020
January 2022	1.0	Initial issue of Diversity and Inclusion Strategy	General Manager & RDIAC	January 2022
October 2022	2.0	Revision of whole document. Merged of following strategies: <ul style="list-style-type: none"> Aboriginal and Torres Strait Islander Engagement Aboriginal and Torres Strait Islander Recruitment and Retention Cultural Learning Diversity and Inclusion Action Strategy 	General Manager	12/10/2022

ASSOCIATED DOCUMENTS

RQ Reconciliation Action Plan (RAP)

RDIAC Register 2022

RQ46_Diversity and Inclusion Site Assessment

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BACKGROUND

Roseberry Qld is committed to Reconciliation and to promoting diversity and inclusion amongst our workforce, clients, and the communities in which we work.

The strategies in this document will guide Roseberry Qld's actions and create accountability for putting our commitment into action.



We are committed to listening and learning from our community and applying this knowledge to all aspects of our practice

ABORIGINAL AND TORRES STRAIT ISLANDER ENGAGEMENT

FOCUS AREAS

1. Acknowledgment and Respect	Roseberry Qld is committed to showing acknowledgement and respect of Aboriginal and Torres Strait Islander people, their history and culture. We will develop our awareness and recognition of Aboriginal and Torres Strait Islander culture and embed these throughout our service delivery.
2. Relationships and Engagement	Roseberry Qld will develop professional networks with Aboriginal and Torres Strait Islander people and organisations to build greater opportunities that may lead to better outcomes for Aboriginal and Torres Strait Islander people within our communities.
3. Community	Roseberry Qld aims to increase community understanding, awareness and knowledge of Reconciliation.
4. Staff Development	Roseberry Qld will continue to develop its staff cultural awareness and competency through regular staff development and workplace learning.
5. Continuous Improvement	Roseberry Qld will adapt its strategies in line with community expectations and continue to develop and enhance our strategies to ensure maximum impact.

1. ACKNOWLEDGEMENT AND RESPECT

Objective: To increase awareness and recognition of Aboriginal and Torres Strait Islander culture and history through practices and service delivery.

What will we do?	Who will do it?	When will we do it?	How will we measure our success?
Acknowledgement of Country at all meetings and events.	All staff	Commenced 2018, review annually.	Meeting minutes recorded of Acknowledgement to Country. Completion of annual Diversity and Inclusion Site Assessment to confirm sites have Acknowledgement of Country on the agenda of all meetings and events.
Maintain our Reconciliation Action Plan and develop new RAP at expiry of existing.	RDIAC	RAP in place to 2024	Successful registration of subsequent RAP documents by Reconciliation Australia. Records of progress, as per RDIAC Register – reviewed quarterly.
Display Aboriginal and Torres Strait Islander flags in all sites.	RDIAC	Commenced 2018, review annually.	Completion of annual Diversity and Inclusion Site Assessment to confirm sites have flags on display.
Email signatures that acknowledge Traditional Custodians.	All staff	Commenced 2018, review annually.	Email signature template available to staff, as per RQ Style Guide. Completion of annual Diversity and Inclusion Site Assessment to confirm staff have correct email signature.

Acknowledge significant dates for Aboriginal and Torres Strait islander people (i.e. NAIDOC and Reconciliation Week).	All Staff	Commenced 2018 - ongoing	Significant dates are acknowledged, and Roseberry Qld staff take part in events held during these periods.
Display Acknowledgement of Country plaques/signs at all sites.	RDIAC	Commenced 2022, review annually.	Completion of annual Diversity and Inclusion Site Assessment to confirm sites have Acknowledgement of Country plaques/signs on display.

2. RELATIONSHIPS AND ENGAGEMENT

Objective: To develop professional networks with Aboriginal and Torres Strait Islander people and organisations to build greater opportunities that may lead to better outcomes for Aboriginal and Torres Strait Islander people within our communities.

What will we do?	Who will do it?	When will we do it?	How will we measure our success?
Develop an Aboriginal and Torres Strait Islander Recruitment and Retention Strategy to maintain Aboriginal and Torres Strait Islander staffing levels.	RDIAC	Implemented 2019, review annually.	Aboriginal and Torres Strait Islander staffing levels maintained or improved - review staffing profile & results from RQ Diversity and Inclusion Survey.
Develop Aboriginal and Torres Strait Islander Procurement Principles to endeavour to utilise Aboriginal and Torres Strait Islander business where appropriate.	General Manager	By June 2023	Aboriginal and Torres Strait Islander Procurement Principles drafted and distributed to relevant staff.
Have local Aboriginal and Torres Strait Islander Elders and leaders invited to RAP meetings.	RDIAC	Ongoing	Meeting minutes recorded of attendance.
Develop and maintain a database of Aboriginal and Torres Strait Islander organisations, networks and individuals on shared drive for all staff to access. Database to include name, position, phone number and email address.	Develop – RDIAC Maintain - All staff	Commence February 2023, review annually	Register developed and maintained regularly.
Attend and participate in any relevant interagency, community of practice, etc, meetings.	Managers or their proxies	Commenced 2018 - ongoing	Minutes of meetings attended are sent to RDIAC.
Investigate new networking opportunities and report back to Manager and/or RDIAC.	All staff	Ongoing	Participation at events/network meeting
Undertake an audit of current Aboriginal and Torres Strait Islander Engagement practices for each program area/site.	All managers	By January 2023, review annually	Completion of Diversity and Inclusion Site Assessment returned to GM.
Instigate reporting pathways for information regarding any Aboriginal and Torres Strait Islander events, networking opportunities, meetings, etc are reported to Managers and to the RAP Committee.	All staff	Ongoing, review annually	Reporting pathways in place and information flows through.

3. COMMUNITY

Objective: To increase community understanding, awareness and knowledge of Reconciliation.

What will we do?	Who will do it?	When will we do it?	How will we measure our success?
Celebrate NAIDOC and Reconciliation Weeks.	All staff	Annually	High staff attendance at events.
Conduct RQ Reconciliation Week events.	RDIAC	During Reconciliation Week annually	Events held in these periods.
Promote NAIDOC and Reconciliation Events through RQ networks, including social media.	General Manager/Managers	Prior to NAIDOC and Reconciliation Weeks	NAIDOC and Reconciliation information and events are being published by RQ.
Share resources which promote Reconciliation to staff and to the community.	RDIAC	Year round	Effective dissemination of relevant materials is occurring.
Include RDIAC approved Reconciliation Week and NAIDOC Week promotional material in email signatures.	RDIAC, all staff.	Lead up to these periods.	Promotional information included in email signatures.

4. STAFF DEVELOPMENT

Objective: To continue to develop our employee's cultural awareness and competency through regular staff development and workplace learning.

What will we do?	Who will do it?	When will we do it?	How will we measure our success?
Continue cultural awareness and embed cultural competency in all areas of RQ.	General Manager/Managers	Commenced 2018 – review annually	Completion of mandatory cultural awareness training at induction and reviewed annually. Review of annual RQ Diversity and Inclusion Survey, which includes cultural competence.
Identify cultural training needs for staff as a whole and individual staff member.	General Manager/Managers, RDIAC	Commenced 2018 - ongoing	Completion of mandatory cultural awareness training at induction and reviewed annually. Additional cultural training provided regularly (e.g., All Staff Days).
Ensure RQ is a culturally safe workplace.	All staff	Commenced 2018 - ongoing	No valid complaints of discrimination being received. Communication is open and respectful. Staff have knowledge and understanding of cultural differences and history.

			Staff demonstrate sensitive and effective behaviours. Completion of annual Diversity and Inclusion Site Assessment.
Cultural awareness training to be provided to new staff within 6 months of commencement.	Managers	At induction & annually.	Completion of mandatory Cultural Awareness training at induction and reviewed annually.

5. CONTINUOUS IMPROVEMENT

Objective: To develop and enhance our strategies to ensure maximum impact.

What will we do?	Who will do it?	When will we do it?	How will we measure our success?
Annual reviews of Aboriginal and Torres Strait Islander Engagement Strategy.	RDIAC	October annually	Annual review of Reconciliation, Diversity and Inclusion Strategy.
Monitor, develop and adapt Roseberry Qld's RAP as needed.	RDIAC.	Ongoing	As per RAP. RDIAC meetings are held regularly, and RAP discussions are minuted.
Regular feedback is sought from staff, community members and Aboriginal and Torres Strait Islander organisations and individuals.	RDIAC	Ongoing	Client feedback mechanisms driven from program level.
RQ Aboriginal and Torres Strait Islander Engagement to be a standing item on RAP Sub-Committee Agenda.	RDIAC Chair	Ongoing	Minutes recorded to reflect discussion.

ABORIGINAL AND TORRES STRAIT ISLANDER RECRUITMENT AND RETENTION

FOCUS AREAS

1. Recruitment	Roseberry Qld is committed to maintaining a minimum 10% Aboriginal and Torres Strait Islander workforce target.
2. Retention	Roseberry Qld is committed to retain new and existing Aboriginal and Torres Strait Islander staff members.

1. RECRUITMENT

What will we do?	Who will do it?	When will we do it?	How will we measure our success?
Promote Roseberry Qld as an employer of choice amongst Aboriginal and Torres Strait Islander communities and organisations.	GM	Ongoing, review annually.	Aboriginal and Torres Strait Islander staffing levels maintained or improved. Annual review of employee portal data Annual Diversity and Inclusion Survey (distributed to staff). Staff exit interviews include opportunity to identify gaps.
Job advertisements to be distributed amongst Aboriginal and Torres Strait Islander networks/organisations and media sources.	Managers	Ongoing	Distribute to Aboriginal and Torres Strait Islander network e.g. interagency meetings, RQ newsletter subscribers etc.
Job advertisements to include the following; "Aboriginal and Torres Strait Islander people are encouraged to apply."	GM	Jan 2022	All adverts include this wording, as per RQ Style Guide.
Continuously review position descriptions and job advertisements to ensure they are written in plain English.	GM	Ongoing, review annually.	All PD templates reviewed annually.
Adopt interview styles that focus on applicant's ability to demonstrate skills and knowledge.	GM	Ongoing	All interview templates to be clearly worded to focus on skill and knowledge as evaluation tool

2. RETENTION

What will we do?	Who will do it?	When will we do it?	How will we measure our success?
Provide ongoing mentoring and support.	GM	Ongoing	A strong mentoring and supervision regime is established to effectively support all staff. As per 05.12 Internal Supervision Policy.

Put in place flexible workplace arrangements that allow Aboriginal and Torres Strait Islander employees to meet work, family and community obligations.	GM	Ongoing	A flexible working environment is established with room to allow for staff to meet personal commitments
Continue to provide cultural awareness training to all staff and embed cultural competence into all aspects of the organisation.	GM	Annually	Cultural training to be provided on induction, annual review and as standard agenda item for All Staff Days.
Continue to celebrate diversity, engage in NAIDOC and Reconciliation week events.	GM	Annually	A commitment to participate in all celebration events is made
Continue to promote Roseberry Qld's Anti-Discrimination and Workplace Equity policies.	GM	Annually	Ongoing training backed up with strong leadership practice is in place. Anti-Discrimination training is part of Induction and annual mandatory training for all staff. 05.02 Workplace Equity Policy and 06.06 Anti-Discrimination Policy included in induction as part of mandatory documents. Policies are referenced in Employment Contracts, SLAs, ICAs for non RQ staff.
Maintain measures that ensure our workforce acknowledges and respects Aboriginal and Torres Strait Islander culture and history.	GM	Annual	Completion records of induction and annual training of Cultural Awareness. 05.02 Workplace Equity Policy and 06.06 Anti-Discrimination Policy included in induction as part of mandatory documents. Staff completion of annual Diversity and Inclusion Survey. Both training and standard practice to acknowledge culture at all levels of the organisation, as per 01.17 Diversity and Inclusion Policy As per RAP.
Appoint an Aboriginal and Torres Strait Islander mentor from amongst the senior staff to act as a contact and information point for our Aboriginal and Torres Strait Islander employees.	GM	Jan 2023	Identify a suitable mentor to provide support for all ATSI staff and provide training
Ensure adequate professional development opportunities are identified and promoted to Aboriginal and Torres Strait Islander employees.	GM	Ongoing	PD opportunities are promoted to all staff regardless of identification.
Implement a workplace buddy system where new Aboriginal and Torres Strait Islander recruits are paired with an existing Aboriginal and Torres Strait Islander employee where possible.	GM	Jan 2023	Mentor established to support new ATSI staff
Utilise staff exit process to identify any gaps in cultural competencies.	GM	Jan 2022	Staff exit interviews include opportunity to identify gaps as standard

CULTURAL LEARNING

Roseberry Qld is committed to Reconciliation, diversity and inclusion. Under our Reconciliation Action Plan and Diversity and Inclusion Action Strategy are a number of actions and strategies that we will use to advance Reconciliation within our organisation and our communities. One of these actions is to work towards a culturally capable workforce. Cultural capability refers to the ability to understand, communicate with and effectively interact with people across cultures.

To be culturally competent or capable, staff need to have the knowledge, undertake the actions and remain committed to being self-aware of their own values, beliefs and biases.

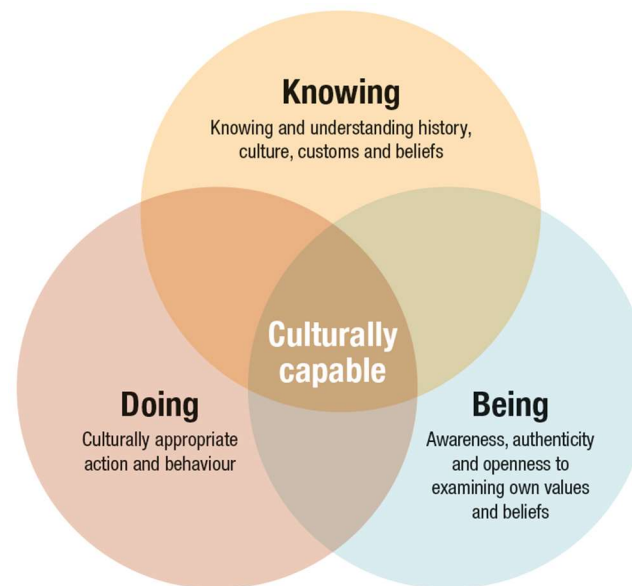


Figure: The Commonwealth Government Aboriginal and Torres Strait Islander Cultural Capability Model. Cultural capability is the result of mastering the three domains of being, doing and knowing.

FOCUS AREAS

Knowing	Doing	Being
<ul style="list-style-type: none"> Gaining knowledge of Aboriginal and Torres Strait Islander culture, customs, histories, and place-based circumstances. Understanding the different facets of racism and their impact upon victims. 	<ul style="list-style-type: none"> Taking action in a culturally appropriate way. 	<ul style="list-style-type: none"> Demonstrating authentic respect for culture in all interactions. Being aware of personal values and biases and their impact on others. Having integrity and cultural sensitivity in decision-making.
<p>Knowing, Doing, and Being</p> <ul style="list-style-type: none"> Continuously building capability across all three domains. Cultural capability is a process of continuous learning. 		

Expectations		
Roseberry Qld expects all staff regardless of role or level to have the below foundation skills as a minimum.		
Knowing	Doing	Being
<p>Understands:</p> <ul style="list-style-type: none"> the impacts of historical events and previous policies on Aboriginal and Torres Strait Islander people the current issues facing Aboriginal and Torres Strait Islander people and how this is framed by history the significance of cultural events and celebrations such as NAIDOC, Sorry Day and Reconciliation the significance of cultural protocols, practices, and definitions of family, and how these impact Aboriginal and Torres Strait Islander people the diversity of Aboriginal and Torres Strait Islander people and their world views and shared connections to land and culture 	<ul style="list-style-type: none"> Engages with cultural events, celebrations, and commemorations Communicates respectfully with Aboriginal and Torres Strait Islanders stakeholders, clients, and colleagues Uses diverse knowledge and experiences to achieve outcomes As appropriate, advocates regard for the relevance and importance of Aboriginal and Torres Strait Islander culture, heritage, values, and protocols Learns about societal and kinship systems and supports Aboriginal and Torres Strait Islander people to observe protocols and maintain cultural systems Works towards eliminating racism through own actions Adapts communication methods and styles when required to meet the needs of Aboriginal and Torres Strait Islander people Undertakes ongoing cultural learning. 	<ul style="list-style-type: none"> Is sensitive, empathetic, and respectful towards Aboriginal and Torres Strait Islander cultures and heritage Considers and respects the perspectives of Aboriginal and Torres Strait Islander people and encourages this in others Actively seeks out and values the diverse views and experiences of Aboriginal and Torres Strait Islander people Identifies and challenges inappropriate behaviours in others Is aware of own personal and cultural biases and how these impact their own perspectives, and puts in place strategies to overcome these Acknowledges the contribution Aboriginal and Torres Strait Islander people make to Australian society.

1. KNOWING, DOING, BEING – IN PRACTICE

What will we do?	Who will do it?	When will we do it?	How will we measure our success?
Embedding cultural awareness in all staff through training, resource and information sharing, etc.	GM, Managers, RDIAC	Ongoing	Completion records of cultural awareness training included as standard on induction and annually
Identify gaps in cultural knowledge amongst staff, and address through appropriate training.	GM, Managers, RDIAC	Ongoing	Information from annual Diversity and Inclusion survey distributed to staff. Survey results shared and discussed with staff.
Regular all staff emails containing links to relevant articles on Aboriginal and Torres Strait Islander matters specifically as well as anti-racism information in general.	RDIAC Chair	Monthly	Regularity of sharing of identified content through employee portal and Group emails
Regular cultural awareness training at our All Staff Days as well as cultural awareness built into non-cultural awareness training (where possible).	GM, RDIAC	All Staff Days	Completion records of cultural awareness training at All Staff Day.
Engaging with Aboriginal and Torres Strait Islander people in our communities on both an organisational and individual level.	All staff	Ongoing	RDIAC committee to identify and record participation at events/meetings specific to Aboriginal and Torres Strait Islander Peoples.
Encourage self-learning in all staff.	GM, Managers	Ongoing	Number of articles, events, and activities shared through all staff email channel/employee portal. GO1 Learning available for staff.
Provide regular updates on Roseberry's RAP and the actions of the RAP Committee to all staff.	RDIAC Chair	Monthly	Number of email/employee portal updates with RDIAC
Incorporate cultural competence into position descriptions	GM, Managers	January 2023	All PD's include reference to cultural competence
Participate in NAIDOC and Reconciliation Week activities in our communities.	All staff	Ongoing	Level of participation of staff at events

DIVERSITY AND INCLUSION

Roseberry Qld has adopted this Diversity and Inclusion Action Strategy to codify our efforts to embed diversity and inclusion within the DNA of the organisation. This strategy, along with our Reconciliation, Diversity and Inclusion Policy, reflects RQ's commitment to diversity and inclusion.

Roseberry Qld's goal is multi-faceted:

- To ensure the wellbeing of our staff, volunteers and clients,
- To ensure our staff backgrounds are reflective of the communities in which we operate,
- To ensure that everyone has an equal voice,
- To promote fairness, equality and equity,
- To ensure that all people who are connected to us feel a sense of belonging, are not isolated or discriminated against.

FOCUS AREAS

Cultural Capability	<ul style="list-style-type: none"> • Our Board, staff and volunteers will develop cultural awareness through training, information sessions and other methods. • Roseberry Qld will conduct a review of all sites and programs to ensure they are culturally appropriate. • Roseberry Qld will develop minimum standards for all sites and programs and regularly review these to ensure conformity and ensure that all sites and programs are culturally and diversity safe. • Roseberry Qld will continue to develop, action and report on its Reconciliation Action Plan. • Roseberry Qld will continue to utilise Acknowledgement of Country and Welcome to Country protocols where suitable.
Accessibility	<ul style="list-style-type: none"> • Roseberry Qld will regularly engage with employees to gain an understanding of the accessibility requirements of our staff. • To the fullest extent that our programs and funding parameters will allow, Roseberry Qld will ensure that all sites and program are accessible for as many people as possible. • Roseberry Qld will conduct annual, anonymous surveys to gain an understanding of the accessibility requirements of its staff and the extent of visible and invisible ailments/disabilities. • Roseberry Qld will develop support programs for staff who are impacted by mental health, trauma or health concerns to enable them to be able to continue to work in a supportive and compassionate workplace • Roseberry Qld will be flexible, understanding and supportive of our staff. • Review Human Resources policies to ensure they reflect RQ's commitment to diversity and inclusion.
Gender and Sexuality	<ul style="list-style-type: none"> • Roseberry Qld is committed to ensuring gender equality across our organisation. • 100% of management positions are currently female. RQ will ensure that female representation within management is a minimum of 50%.

	<ul style="list-style-type: none"> • Roseberry Qld will develop pathways and strategies to attract more female members to our Board, with an ultimate aim of at least 42% female board members. • Roseberry Qld will ensure that our sites and programs are safe spaces for LGBTIQ+, gender fluid and intersex members of staff, clients and the general public. • Roseberry Qld will encourage the use of gender pronouns in email signatures where staff are comfortable to do so. Investigate being able to add these to employee portal profiles also.
Inclusion	<ul style="list-style-type: none"> • Roseberry Qld will promote the organisation as one that values and supports diversity. • Roseberry Qld will develop strategies to attract and hire staff from diverse backgrounds. • Roseberry Qld will maintain a Reconciliation, Diversity and Inclusion Champion to promote diversity and inclusion and take up any concerns that our staff have. • Roseberry Qld will conduct an annual Staff Wellbeing and Inclusivity Survey to gauge our progress.
Engagement	<ul style="list-style-type: none"> • Roseberry Qld will develop engagement pathways with existing staff, potential staff, clients, organisations and community groups to ensure services and programs are appropriate, accessible, safe and informed. • Roseberry Qld will investigate utilising RQ employee portal as a means to communicate detailed staff profiles, where staff feel comfortable and safe in doing so to share their stories and background to educate and inform remaining staff. • Roseberry Qld will listen to the needs of staff from diverse backgrounds.

1. STAFF SELECTION AND RECRUITMENT

What will we do?	Who will do it?	When will we do it?	How will we measure our success?
Continuously develop recruitment and selection strategies to ensure RQ is able to attract diverse staff.	GM	November annually	Staffing levels maintained or improved. Annual review of data from employee portal.
Ensure RQ is an 'employer of choice' for diverse staff.	RDIAC Chair	December annually	Staffing levels maintained or improved. Staff exit interviews include opportunity to identify gaps. Diversity and Inclusion Survey distributed to staff annually.
Educate managers on interview styles to ensure that job interviews are conducted in a respectful and culturally appropriate manner.	GM	Ongoing annually	Diversity and Inclusion training provided to all staff at induction and reviewed annually.
Review wording of vacancy advertisements and position descriptions to ensure they embrace diversity.	GM, Managers	April annually	Review of Position Description template. Review job advertisement template in RQ Style Guide.

2. WELLBEING

What will we do?	Who will do it?	When will we do it?	How will we measure our success?
Conduct regular wellbeing surveys of staff.	GM	Quarterly	Distribute wellbeing surveys for discussion at All Staff Days.
Maintain actions that build a safe and inclusive environment and raise awareness of different backgrounds.	RDIAC Chair	December annually	Completion records of Diversity and Inclusion annual mandatory training. Diversity and Inclusion survey, results shared at All Staff Days. Annual review of 01.17 Diversity and Inclusion policy.
Continuously promote wellbeing and mental health amongst staff and provide strategies for staff use.	GM, Managers	Review January annually	Employee engagement with WESS. Quarterly wellbeing surveys. Staff wellbeing activities at All Staff Days.
Incorporate wellbeing in staff performance reviews.	GM, Managers	Annually	Annual performance reviews template includes a component of staff wellbeing.

3. DATA

What will we do?	Who will do it?	When will we do it?	How will we measure our success?
Conduct annual anonymous survey of existing staff to obtain data on current staffing backgrounds (cultural, mental health, disabilities, gender identity, LGBTIQ+, etc).	RDIAC	December annually	Diversity and Inclusion Survey, distributed to staff and discussed at All Staff Days.

4. TRAINING AND CONTINUOUS EDUCATION

What will we do?	Who will do it?	When will we do it?	How will we measure our success?
Utilise employee induction training to incorporate training on diversity and inclusion for all new staff.	GM, RDIAC	Ongoing	Staff completion records of Diversity and Inclusion mandatory training at induction and reviewed annually.
Hold diversity and inclusion training/information sessions.	GM, RDIAC	Annually	Staff attendance records of All Staff Day for Diversity and Inclusion related activities. Staff completion records of Diversity and Inclusion mandatory training at induction and reviewed annually.

5. RECONCILIATION

What will we do?	Who will do it?	When will we do it?	How will we measure our success?
Continue to develop and action RQ's Reconciliation Action Plan.	GM, RDIAC	Ongoing	As per RAP. Annual feedback survey to Reconciliation Australia.
Publicly communicate RQ's commitment to Reconciliation.	GM	Ongoing	Reconciliation and Diversity Commitment Statement included in RQ newsletter, job adverts, RQ annual reports, email signatures, website and social media platforms. RAP available on RQ website.
Continue to engage with Aboriginal and Torres Strait Islander organisations and individuals to ensure RQ programs and sites are culturally appropriate.	Manager	Ongoing	Engagement strategies outlined in program Operational Plans.
Celebrate and promote Reconciliation Week.	RDIAC	Annually	As per RAP.

6. POLICIES AND PROCEDURES

What will we do?	Who will do it?	When will we do it?	How will we measure our success?
Regularly review policies and procedures to ensure they conform to our commitment to diversity and inclusion, wellbeing and cultural capabilities.	GM,	Annually	As per standard policy review.
Communicate policy requirements to staff in simplified manners to ensure understanding and compliance.	GM, Managers, Senior Staff	During induction for new staff members, annually for all staff and as policies are enacted or updated.	Distribute mandatory policies via employee portal at induction.
Develop minimum standards for all sites and programs to take into account cultural, accessibility and other considerations to ensure sites and programs are culturally and diversity appropriate.	GM, RDIAC	Commence January 2023 with annual reviews.	Annual Diversity and Inclusion Site Assessment.

7. RECONCILIATION, DIVERSITY AND INCLUSION ACTION COMMITTEE (RDIAC)

What will we do?	Who will do it?	When will we do it?	How will we measure our success?
Develop a Terms of Reference for Committee.	RDIAC	October 2021, and reviewed annually.	Annual review of RDIAC Terms of Reference.
Appoint a Reconciliation, Diversity and Inclusion Champion from the committee to promote diversity and inclusion.	RDIAC	January annually	Annual review as per RDIAC Terms of Reference.
Action the elements of RQ's RAP.	RDIAC	As per RAP	Annual report to GM.
Celebrate and promote relevant days/weeks/months that promote diversity (ie, Harmony Day, Mental Health Week, Pride Month, International Women's Day, etc).	GM, Managers, RDIAC	Where appropriate – see list of Diversity Calendar	Register of RQs participation in diversity events.

DIVERSITY CALENDAR

8 Mar: International Women's Day

21 Mar: Harmony Day

31 March: Transgender Day of Visibility

17 May: International Day Against Homophobia Biphobia and Transphobia

26 May: National Sorry Day

27 May: 1967 Referendum Commemoration

27 May-3 June: Reconciliation Week

28 May: LGBTQ Domestic Violence Awareness Day

June: LGBT Pride Month

3 June: Mabo Day

July: NAIDOC Week

14 July: International Non-Binary People's Day

Last Friday of August: Wear it Purple Day

Sep: R U OK? Day

23 September: Bi Visibility Day

8 October: International Lesbian Day

October: Queensland Mental Health Week

11 October: National Coming Out Day

October: Asexual Awareness Week

26 October: Intersex Awareness Day

2nd Week of November: Transgender Awareness Week

20 November: Transgender Day of Remembrance

25 Nov: International Day for the Elimination of Violence against Women

3 December: International Day of Disabled Persons

10 Dec: Human Rights Day

18 Dec: International Migrants Day