



ashm



# INNOVATE

## Reconciliation Action Plan

June 2023 – June 2025





ASHM acknowledges the Traditional Owners of Country across the various lands on which our staff live and work.

We recognise their continuing connection to land, water and community and we pay our respects to Elders past and present.

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# Artwork and Story

## FEATURED ARTWORK "Wiyunggir" Cleverman.

The artwork I have created for ASHM represents our old ways, our Lore and our traditional medicine, embedded into the modern life of today's, Lore (law) and medicine. The middle circles represent our old traditional ways of Life passed down through the generations, the surrounding circles are the adaptations of the modern ways of our families living today. We will always be connected to the new and old ways no matter what we are doing or where we are.

The white berries represent our traditional medicines, and the "Wiyunggir" the cleverman that holds the Lore of this medicine. The white dots represent the modern medicine that lives alongside our traditional ways of today. The bronze circles represent our sacred places hidden from society, blending into our way of life yet standing close to us.

The background flow and colours represent our cultural way of life, hunting, gathering, fishing, song-lines and waterholes. The colours of the sand and ocean represent our connection to the Torres Strait Islander people and their culture, a connection that has been long standing.

Booglebeh (thank you)  
Bianca Monaghan,  
Bundjalung, Family from Baryulgil.



# Message from Reconciliation Australia

Reconciliation Australia commends ASHM Health on the formal endorsement of its inaugural Innovate Reconciliation Action Plan (RAP).

Commencing an Innovate RAP is a crucial and rewarding period in an organisation's reconciliation journey. It is a time to build strong foundations and relationships, ensuring sustainable, thoughtful, and impactful RAP outcomes into the future.

Since 2006, RAPs have provided a framework for organisations to leverage their structures and diverse spheres of influence to support the national reconciliation movement.

This Innovate RAP is both an opportunity and an invitation for ASHM Health to expand its understanding of its core strengths and deepen its relationship with its community, staff, and stakeholders.

By investigating and understanding the integral role it plays across its sphere of influence, ASHM Health will create dynamic reconciliation outcomes, supported by and aligned with its business objectives.

An Innovate RAP is the time to strengthen and develop the connections that form the lifeblood of all RAP commitments. The RAP program's framework of relationships, respect, and opportunities emphasises not only the importance of fostering consultation and collaboration with Aboriginal and Torres Strait Islander peoples and communities, but also empowering and enabling staff to contribute to this process, as well.

With over 2.3 million people now either working or studying in an organisation with a RAP, the program's potential for impact is greater than ever. ASHM Health is part of a strong network of more than 1,100 corporate, government, and not-for-profit organisations that have taken goodwill and intention, and transformed it into action.

Implementing an Innovate RAP signals ASHM Health's readiness to develop and strengthen relationships, engage staff and stakeholders in reconciliation, and pilot innovative strategies to ensure effective outcomes.

Getting these steps right will ensure the sustainability of future RAPs and reconciliation initiatives and provide meaningful impact toward Australia's reconciliation journey.

Congratulations ASHM Health on your Innovate RAP and I look forward to following your ongoing reconciliation journey.



Karen Mundine  
Chief Executive Officer  
Reconciliation Australia

# Message from the CEO/Board

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ASHM is proud to continue our reconciliation Journey with this Innovate RAP.

Since the beginning of our formal RAP process, it has truly been a revelatory, collaborative, and whole of organisation process which has yielded considerable dividends beyond the ostensible parameters and aim of the Reflect RAP Phase.

Reconciliation and ASHM's contribution and commitment to our journey has not only been centred within our organisation across all teams, Board and indeed our members but also elevated in our everyday work.

We plan to continue this journey and gains made through our Innovate RAP, alert to the need that we deepen our commitment through activities which demand more from our organisation and very practical ways and take us beyond business as usual to strengthen our work with Aboriginal and Torres Strait Islander colleagues, communities, and existing and newer partners.

## Our Vision for Reconciliation

ASHM is committed to continuing to develop strong relationships with Aboriginal and Torres Strait Islander communities, based on trust and respect.

Our vision for reconciliation is an Australia that acknowledges Aboriginal and Torres Strait Islander communities as the Traditional Custodians of this land and where the First Nations people have access to healthcare that is culturally safe and meets their needs.

As a peak organisation of health professionals in Australia and New Zealand who work in HIV, viral hepatitis, sexually transmissible infections and sexual and reproductive health, our vision is for an inclusive and diverse workforce that is culturally rich with cultural safety and culturally responsive practices at the core of everything we do. Our vision is for a healthcare system that is also safe for Aboriginal and Torres Strait Islander health practitioners working in the field of HIV, viral hepatitis, sexually transmissible infections and sexual and reproductive health.



# Our Business

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ASHM is the peak organisation of health professionals in Australia and New Zealand who work in HIV, viral hepatitis and sexual and reproductive health globally. ASHM draws on its experience and expertise to support the health workforce and to contribute to the sector, domestically and internationally (through a regional program in the Asia and Pacific regions). ASHM is a professional, not-for-profit, member-based organisation. It supports its members, sector partners and collaborators to generate knowledge and action in clinical management and research, education, policy and advocacy in Australasia and internationally. It is committed to quality improvement, and its products and services are sought after by governments, members, health care workers and affected people. ASHM's dedicated membership, high-calibre staff and commitment to partnership assure its effectiveness in achieving its mission. ASHM employs 78 people and has a Sydney and Brisbane office, with many other staff in remote locations across Australia. ASHM currently has one Aboriginal and/or Torres Strait Islander staff member, and plan to continue working towards increasing the number of Aboriginal and Torres Strait Islander employees.

We strive to work collaboratively and in partnership to prevent HIV, viral hepatitis and STIs, and to preserve and protect the health of those living with these infections. Our aims are to function as a cohesive and inclusive group of professionals, advancing our vision in a skilled, informed, compassionate and appropriate way. We are committed to the principles of the Ottawa Charter for Health Promotion and Jakarta Declaration on Leading Health Promotion into the 21st Century, as well as the highest standards of ethical conduct as practised by the medical, scientific and health care professions.

Our commitment is to continually improve the way we work with Aboriginal and Torres Strait Islander people in ways that:

- support collaboration, partnership and cooperation
- reflect best practice in management and service delivery
- are informed by the latest scientific, clinical, health and policy research
- maintain transparency, industrial fairness and democratic decision-making
- strengthen ties with affected populations
- respect cultural differences and diversity
- respect privacy and confidentiality, and
- identify and address social inequities



# Our RAP

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Over the course of our reconciliation journey and the implementation of our first RAP, our understanding of what is needed to progress has deepened. In developing our Innovate RAP we are mindful of engaging staff, board and members across the whole organisation, ensuring accountability and working in partnership with Aboriginal and Torres Strait Islander peoples. This Innovate RAP builds on the commitments made in our Reflect RAP and aims to strengthen our foundations and broaden the reach of our reconciliation goals by:

- extending and enhancing partnerships with Aboriginal and Torres Strait Islander stakeholders and organisations
- expanding resources and education opportunities for staff and members to be more culturally responsive
- promote culturally safe and responsive practices

The RAP outlines how ASHM intends to contribute to reducing the gap in health outcomes between Aboriginal and Torres Strait Islander and non-Aboriginal Australians through the implementation of long-term, sustainable activities.





# Working Group

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The RAP working group was established in the Reflect RAP phase of our reconciliation journey. Significant organisational changes in 2022 have impacted the working group as well the organisational momentum of our RAP. However, the commitment of the senior management towards our reconciliation journey has seen new RAP champions emerge from within the organisation and more members willing to support this work.

A refreshed RAP working group has re-grouped with the intention to continue to promote the RAP, including implementing actions and working collaboratively to address challenges encountered. The refreshed working group has modified its Terms of Reference based on lessons learnt from the Reflect RAP. The new working group had its first meeting in November 2022. All members involved have demonstrated their commitment to reconciliation.

## Current RAP Working Group (RWG) members

### **Aboriginal and/or Torres Strait Islander people**

#### **External**

Ahmi Narkle – Community Stakeholder

Robert Monaghan – ASHM Board Director

Naomi Hoffman – Sexual Health Clinical Nurse Consultant

#### **Internal**

Edan Campbell-O'Brien - Indigenous Health Engagement Advisor, ASHM

### **Non-Aboriginal and/or Torres Strait Islander people**

#### **Internal**

Adrienne Hoare – Senior Project Officer (Hepatitis B)

Brad Reuter – Project Support Officer

Brook Dickson – International Project Manager

Jessica Michaels – Director, National Policy and Education Division

Melinda Hassall – Clinical Nurse Lead

Niti Saraf – Chief Finance & Operations Officer (RAP Champion)

Phoebe Schroder – Hepatitis C Program Manager

Skye O'Halloran – Project Officer (Hepatitis B) (RAP Coordinator/RAP Champion)

Sophia Kloosterman – Senior Project Officer (Sexual Health)

Samantha Williamson – Senior Event Manager

Amy Sargent – Senior Event Manager

Shane Garvey – Project Officer (HIV)



# Our Journey

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Our commitment to developing a Reconciliation Action Plan (RAP) commenced in late 2019. In February 2020 ASHM engaged a RAP working group with representation from across our teams, the ASHM Board and two Aboriginal external stakeholders/consultants. Together the working group developed ASHM's Reflect RAP including 17 unique actions to drive our organisation's contribution to reconciliation both internally and in the communities in which we work across Australia. Our Reflect RAP was endorsed in early 2021 for December 2020 – December 2021.

## To date we have:

- Identified and developed ASHM's relationships with external stakeholders who we can collaborate with on our Reconciliation Journey
- Continued to commit to a variety of Aboriginal and Torres Strait Islander cultural awareness training and activities
- Began advertising all job opportunities on Aboriginal and Torres Strait Islander job boards
- Successfully appointed an Indigenous Health Engagement Advisor to support ASHM's ongoing work in this sector and help build further relationships

## Reflecting on our first RAP we have identified three key areas of focus and growth for our Innovate RAP, these include:

1. Strengthening partnerships through tangible and practical measurable outcomes which demonstrate inclusion and consideration of Aboriginal and Torres Strait Islander Health related issues
2. Jobs and opportunities including initiatives to reach and engage Aboriginal and Torres Strait Islander peoples across all our cadres
3. Truth telling – We accept that Historical Acceptance is key to reconciliation in Australia and that Historical Acceptance cannot occur without truth-telling. We will identify activities to support healing and truth-telling. This will include adopting activities and processes at an interpersonal level within the organisation before using ASHM's platform, at a state, national and international level, to take the truth-telling to our wider sphere of influence.

**The Journey of the Reflect RAP has supported ASHM to embed our commitment and awareness to reconciliation as a central pillar of our work – not only the work of one team or function and has made this an ongoing, ever-present and universal responsibility in all the work we do – internally and externally.**



Some of the Membership achievements from the Reflect phase of the RAP include:

- Further developing our existing partnerships with important Aboriginal and Torres Strait Islander peak healthcare organisations via our Organisational Sustaining Membership (OSM) program by educating our partners on extending free membership benefits to all Aboriginal and Torres Strait Islander peoples working within their organisation and creating new relationships with organisations - Aboriginal Health & Medical Research Council of NSW (AH&MRC) and NATSIHA (Northern Aboriginal & Torres Strait Islander Health Alliance).
- Recognising an Outstanding Aboriginal and/or Torres Strait Islander Health Care Worker within the blood borne virus (BBV) and Sexually Transmitted Infections (STI) sector - 2021 winner of Levinia Crooks Emerging Leaders Award was Kezia Blackledge from the Aboriginal Health & Medical Research Council (ASHM proudly established The Levinia Crooks Emerging Leader Award in 2018, honouring the legacy of the late Adjunct Professor Levinia Crooks AM—a leader in public health and the ASHM Chief Executive Officer from 1999-2017).

ASHM acknowledges the importance of increasing understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge, and rights through cultural learning. Throughout 2021 and 2022 we offered a variety of training and activities for all staff including:

- Acknowledge This! - a fun and interactive training workshop on how to deliver an authentic Acknowledgement of Country.
- [My Mob Learning courses](#) - Online cultural awareness training for all new staff
- [Terminology guide](#) - A guide to using respectful and inclusive language and terminology
- Closing the Gaps walk/run event – Event to keep closing the gap at the front of mind of all staff
- Speaking in Colour: painting and weaving session – A painting session that enabled team members to reflect on the country we stand on, the work we do and for whom, and use known creative symbols shared with us to create an artistic view of those reflections

The feedback from staff has been very positive towards the learning through Acknowledge This!, My Mob learning and Terminology Guide by Narragunnawali. ASHM intends to continue using these cultural learning tools in the future and is looking at offering staff deeper learning through Acknowledge That! (This training focuses on mapping your circles of influence, developing a conversation guide that will help meet difficult conversations with grace and skill)

## Reflections on the Journey so far

No journey is without its fair share of learning. Some of the challenges we faced stemmed from significant organisational change which impacted our organisational momentum. There were no Terms of Reference for the RAP Working Group which meant the momentum was carried by one or two key persons only. The departure of these key members resulted in the failure of achieving some of these deliverables and the group lost its momentum. The group has now drafted clear Terms of Reference for the working group which will be approved before the end of the year and will help define the scope of the working group.



# Relationships

ASHM understands the importance and value of strong relationships and partnerships with Aboriginal and Torres Strait Islander individuals, organisations, and communities that value and implement equitable collaboration. The gap in health outcomes is significant and will only be closed through strong relationships. Our aim is to develop and foster mutually respected relationships with Aboriginal and Torres Strait Islander individuals, communities, and organisations, to ensure that our organisational learning and contribution towards reconciliation is undertaken and delivered in a culturally sensitive manner that assists in creating significant and meaningful change.



**Focus area:** Strengthening our business partnerships, to build and maintain effective collaborations across our sectors and provide leadership and advocacy to shape an effective policy and workforce response.

Action	Deliverable	Timeline	Responsibility
1. Establish and maintain mutually beneficial relationships with Aboriginal and Torres Strait Islander stakeholders and organisations.	1.1 Create opportunities in which local Aboriginal and Torres Strait Islander communities, stakeholders and organisations can meet with ASHM board and staff to develop guiding principles for future engagement	January 2024	CFOO
	1.2 Review Aboriginal and Torres Strait Islander stakeholders and organisations identified in our Reflect RAP to support mapping for engagement plan	August 2023	Clinical Nurse Lead
	1.3 Develop and implement an engagement plan to work with Aboriginal and Torres Strait Islander stakeholders and organisations.	December 2023	Clinical Nurse Lead
	1.4 Streamline communications with Aboriginal and Torres Strait Islander organisations to ensure ongoing work is properly remunerated and administered with best practices.	September 2023	CFOO
2. Build relationships through celebrating National Reconciliation Week (NRW).	2.1 Circulate Reconciliation Australia's NRW resources and reconciliation materials to our staff.	June 2023, 2024, 2025	Hepatitis C Program Manager
	2.2 ASHM Staff to participate in an external NRW event.	June 2023, 2024, 2025	Hepatitis C Program Manager
	2.3 Encourage and support staff and senior leaders to participate in at least one external event to recognise and celebrate NRW.	June 2023, 2024, 2025	Hepatitis C Program Manager



Action	Deliverable	Timeline	Responsibility
2. Build relationships through celebrating National Reconciliation Week (NRW).	2.4 Organise at least one all staff NRW event each year.	June 2023, 2024, 2025	RAP Coordinator
	2.5 Register all our NRW events on Reconciliation Australia's NRW website.	May 2024, 2025	RAP Coordinator
3. Promote reconciliation through our sphere of influence.	3.1 Implement strategies to engage our staff in reconciliation, through half yearly information sessions and provide an overview of our RAP in every new starter induction.	July 2023	Project Support Officer
	3.2 Communicate our commitment to reconciliation publicly via our newsletter and social media platforms.	July 2023	Project Support Officer
	3.3 Explore opportunities to positively influence our external stakeholders to drive reconciliation outcomes.	November 2023	Hepatitis C Program Manager
	3.4 Promote our ongoing reconciliation activities through our sphere of influence including via email, social media, and include information in course material	July 2023	Project Support Officer
	3.5 Collaborate with the RAP network and other like-minded organisations to develop ways to advance reconciliation.	October 2023	RAP Coordinator
4. Promote positive race relations through anti-discrimination strategies.	4.1 Maintain and regularly review HR policies and procedures to identify existing anti-discrimination provisions, and future needs.	November 2023	CFOO
	4.2 Engage with Aboriginal and Torres Strait Islander staff and/or Aboriginal and Torres Strait Islander advisors to review and consult on our anti-discrimination policy.	November 2023	CFOO
	4.3 Review, update and communicate the anti-discrimination policy for our organisation.	December 2023	CFOO
	4.4 Educate all staff, including senior leaders on the effects of racism, through interactive information sessions.	September 2023, 2024	International Programs Manager

# Respect

Respect for Aboriginal and Torres Strait Islander peoples, cultures, lands, waters, histories and rights is imperative to the delivery of culturally safe spaces, education and projects. It is a continuous journey to build knowledge and capacity of our staff. We are committed to being a culturally competent organisation, with employees that are culturally aware, respectful, and confident in their practice and engagement with Aboriginal and Torres Strait Islander peoples, organisations and stakeholders.



Action	Deliverable	Timeline	Responsibility
5. Increase understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights through cultural learning.	5.1 Utilise an external First Nations consultant to conduct a cultural audit of the organisation and address areas for improvement and learning.	June 2024	CFOO
	5.2 Identify cultural learning needs within our organisation to inform the development of a cultural learning strategy.	October 2023	CFOO
	5.3 Consult local Traditional Owners and/or Aboriginal and Torres Strait Islander advisors on the development and implementation of a cultural learning strategy.	September 2023	Hepatitis C Program Manager
	5.4 Review Cultural Awareness Training to ensure our strategy defines cultural learning needs in all areas of our organisation and considers various ways cultural learning can be provided (online, workshops, cultural immersion). Ensure relevance to understanding and engaging with the architecture of Aboriginal and non-Aboriginal health services and the needs and challenges of our health-related interests	April 2024	Senior Project Officer (Sexual Health)
	5.5 Develop, implement and communicate a cultural learning strategy for our staff.	December 2023	Senior Project Officer (Sexual Health)
	5.6 Provide opportunities for all staff to participate in formal and structured cultural learning.	November 2023, 2024	Senior Project Officer (Sexual Health)
	5.7 Continue providing Aboriginal and Torres Strait Islander cultural awareness training through <a href="http://www.yourmobilelearning.org">www.yourmobilelearning.org</a> , <a href="http://narragunnawali.org.au">narragunnawali.org.au</a> , <a href="http://www.acknowledgethis.com.au">www.acknowledgethis.com.au</a> and look at expanding it to include training such as Acknowledge That!	April 2024, 2025	RAP Coordinator



Action	Deliverable	Timeline	Responsibility
6. Demonstrate respect to Aboriginal and Torres Strait Islander peoples by observing cultural protocols.	6.1 Encourage all new staff to attend Acknowledge This! Cultural training as part of the induction process to ensure staff's understanding of the purpose and significance behind cultural protocols, including Acknowledgement of Country and Welcome to Country protocols.	July 2023, 2024	International Programs Manager
	6.2 Continue to ensure appropriate discussion and consent have been gained for any photography or recording of Aboriginal and Torres Strait Islander peoples	January 2024	International Programs Manager
	6.3 Develop, implement and communicate a cultural protocol document, including protocols for Welcome to Country, Acknowledgement of Country and facilitation of committees with Aboriginal and Torres Strait Islander representation.	March 2024	International Programs Manager
	6.4 Continue to invite a local Traditional Owner or Custodian to provide a Welcome to Country or other appropriate cultural protocol at significant events each year.	July 2023, 2024	Senior Event Manager
	6.6 Continue to increase all staff's understanding of the purpose and significance behind cultural protocols, including Acknowledgement of Country and Welcome to Country protocols.	February 2024	Senior Event Manager
	6.7 Continue to embed ASHM's Acknowledgement of Country standard within the induction process for new staff	February 2024	Project Officer (HIV)
	6.8 Continue to include an Acknowledgement of Country or other appropriate protocols at the commencement of all external meetings.	February 2024	Project Officer (HIV)
7. Build respect for Aboriginal and Torres Strait Islander cultures and histories by celebrating NAIDOC Week.	7.1 70% of ASHM staff to participate in an external NAIDOC Week event.	First week in July 2023, 2024	CFOO
	7.2 Share appropriate ASHM NAIDOC week events on NAIDOC website	June 2023, 2024	CFOO
	7.3 Review HR policies and procedures to remove barriers to staff participating in NAIDOC Week.	June 2023, 2024	CFOO
	7.4 Promote and encourage participation in external NAIDOC events to all staff.	First week in July 2023, 2024	Senior Project Officer (Hepatitis B)
8. Promote Aboriginal & Torres Strait Islander HIV Awareness Week to raise awareness	8.1 Raise awareness and share information amongst staff about Aboriginal & Torres Strait Islander HIV Awareness Week by sharing communications and facilitating a learning training and development session incorporating the experiences of a First Nations person/s living with HIV	December 2023, 2024	Project Officer (HIV)





Action	Deliverable	Timeline	Responsibility
8. Promote Aboriginal & Torres Strait Islander HIV Awareness Week to raise awareness	8.2 Raise awareness and share information amongst external stakeholders about Aboriginal & Torres Strait Islander HIV Awareness Week by running a joint awareness webinar in collaboration with Aboriginal and/or Torres Strait Islander organisations.	December 2023, 2024	Project Officer (HIV)

## Opportunities

*ASHM remains committed to building strong opportunities internally and externally for Aboriginal and Torres Strait Islander peoples, organisations and communities. Our aim is to increase and enhance opportunities for Aboriginal and Torres Strait Islander peoples within our workplace and in so doing recognise the inherent benefit that will bring to our workplace through increased diversity of perspectives and enriched cultural presence.*



Action	Deliverable	Timeline	Responsibility
9. Improve employment outcomes by increasing Aboriginal and Torres Strait Islander recruitment, retention and professional development.	9.1 Build understanding of current Aboriginal and Torres Strait Islander staffing to inform future employment and professional development opportunities.	July 2023	Senior Project Officer (Hepatitis B)
	9.2 Engage with Aboriginal and Torres Strait Islander staff and/or consultant to consult on our recruitment, retention and professional development strategy.	February 2024	CFOO
	9.3 Develop and implement an Aboriginal and Torres Strait Islander recruitment, retention and professional development strategy.	March 2024	Senior Project Officer (Hepatitis B)
	9.4 Advertise job vacancies to effectively reach Aboriginal and Torres Strait Islander stakeholders.	July 2023	Senior Project Officer (Hepatitis B)



Action	Deliverable	Timeline	Responsibility
9. Improve employment outcomes by increasing Aboriginal and Torres Strait Islander recruitment, retention and professional development.	9.5 Review HR and recruitment procedures and policies to remove barriers to Aboriginal and Torres Strait Islander participation in our workplace.	December 2023	CFOO
	9.6 Provide ongoing support to the newly appointed Indigenous Health Engagement Advisor by creating a supportive and culturally safe workplace	September 2023	Clinical Nurse Lead
	9.7 Increase our Organisational members to include 5 additional Aboriginal and Torres Strait Islander organisations and increase our corresponding affiliate memberships (employees of such member organisations) by 10% per annum	February 2025	Director, National Policy and Education Division
	9.8 Pilot different approaches to increasing Aboriginal and Torres Strait Islander employment within ASHM (this may include training pathways, apprenticeships, internships, cadetships, work experience)	October 2023	Project Officer (HIV)
	9.9 Increase the percentage of Aboriginal and Torres Strait Islander staff employed in our workforce by 3.5%.	February 2025	Project Officer (HIV)
	9.10 Implement an evidence-based system of continual quality improvement to understand effectiveness of our Aboriginal and Torres Strait Islander recruitment and retention strategies.	April 2024	Project Officer (HIV)
10. Support Aboriginal and Torres Strait Islander students to pursue a career in the public health sector.	10.1 Build relationships with key universities and other educational institutions to enable opportunities for work experience, scholarships, cadetships and recruitment of Aboriginal and Torres Strait Islander students, volunteers and staff.	February 2024	Clinical Nurse Lead
	10.2 Investigate opportunities with tertiary institutions for Aboriginal and Torres Strait Islander internship and employment pathways through the development of communication and collaboration channels with Indigenous Health organisations and Student Offices etc.	April 2024	Clinical Nurse Lead
11. Increase Aboriginal and Torres Strait Islander supplier diversity to support improved economic and social outcomes.	11.1 Maintain, review, update and share ASHM's Aboriginal and Torres Strait Islander procurement policy	July 2023	Senior Project Officer (Sexual Health)
	11.2 Maintain, review, update procurement policy for Aboriginal and Torres Strait Islander owned businesses.	November 2023	Senior Project Officer (Sexual Health)
	11.3 Develop and communicate opportunities for procurement of goods and services from Aboriginal and Torres Strait Islander businesses to staff.	September 2023	Project Support Officer
	11.4 Review and update procurement practices to remove barriers to procuring goods and services from Aboriginal and Torres Strait Islander businesses.	March 2024	Project Support Officer



Action	Deliverable	Timeline	Responsibility
11. Increase Aboriginal and Torres Strait Islander supplier diversity to support improved economic and social outcomes.	11.5 Utilise Aboriginal and Torres Strait Islander services for catering, at all Aboriginal and Torres Strait Islander culturally focused events including NAIDOC week and National Reconciliation Week and for non-Aboriginal and Torres Strait Islander events.	March 2025	Senior Project Officer (Hepatitis B)
	11.6 Develop commercial relationships with Aboriginal and/or Torres Strait Islander businesses. E.g., Graphic design, artwork.	February 2023	Clinical Nurse Lead
12. Develop specific BBV and/or STI Aboriginal and Torres Strait Islander focused resources and courses for health care workforce.	12.1 Consult with Aboriginal and Torres Strait Islander stakeholders and organisations of the scoping and development of specific BBV and/or STI resources and courses.	March 2024	RAP Coordinator
	12.2 Conduct a review of all current ASHM courses and resources to ensure they are relevant and culturally appropriate for Aboriginal and Torres Strait Islander settings.	June 2024, 2025	Senior project Officer (Hepatitis B)
	12.3 Conduct a needs assessment in partnership with Aboriginal and Torres Strait Islander organisations and stakeholders to understand sector need and suitability for ASHM to support sector efforts related to the development of specific BBV and/or STI resources and courses.	April 2024	Project Officer (Sexual Health)
	12.4 Ensure all committees convened for the design and development of resources and courses to support the Aboriginal and Torres Strait Islander health workforce includes membership of a minimum of 60% Aboriginal and Torres Strait Islander peoples.	March 2024	Senior Event Manager
	12.5 Create flexibility in project plans and deliverable deadlines for the creation of BBV and/or STI Aboriginal and Torres Strait Islander focused resources and courses.	March 2024	Clinical Nurse Lead
13. Ensure ASHM conferences are inclusive of Aboriginal and Torres Strait Islander peoples and showcase Aboriginal and Torres Strait Islander perspectives.	13.1 Invite at least one Aboriginal and/or Torres Strait Islander person to be a keynote speaker at every annual national conference.	July 2023	Senior Event Manager
	13.2 Ensure that there is Aboriginal and Torres Strait Islander themed program content interwoven throughout conference program.	June 2023, October 2023	Senior Event Manager
	13.3 Implement a cultural space in partnership with local Aboriginal and/or Torres Strait Islander organisations at each annual national conference.	July 2023, September 2023	Senior Event Manager
	13.4 Work with commercial funders and the ASHM Gift fund to offer opportunities to Aboriginal and Torres Strait Islander healthcare workers to offer scholarships to attend ASHM conferences	October, 2023	Senior Event Manager
	13.5 Work with conference committees and ASHM to implement special conference specific projects, that showcase work relevant to the Aboriginal and Torres Strait Islander health setting	July 2023, October 2023	Senior Event Manager



Action	Deliverable	Timeline	Responsibility
14. Increase the cultural appropriateness and safety of our projects and services for Aboriginal and Torres Strait Islander people	14.1 Ensure Aboriginal and Torres Strait Islander organisations are involved in all aspects of project design i.e. defining the challenge, developing the terms of reference, designing assets and approaches, promoting and promulgating the products	May 2024	Director of National Policy and Education Division
	14.2 Ensure Aboriginal and Torres Strait Islander organisations are involved in evaluating project outcomes with a view to improving delivery and effectiveness of projects	October 2024	Senior Project Officer (Sexual Health)



## Governance

Action	Deliverable	Timeline	Responsibility
15. Establish and maintain an effective RAP Working group (RWG) to drive governance of the RAP.	15.1 Maintain Aboriginal and Torres Strait Islander representation on the RWG.	February, April, July, October, December annually	RAP Coordinator
	15.2 Review membership of RWG yearly.	December 2023, 2024	RAP Coordinator
	15.3 Review and update Terms of Reference for the RWG.	August 2024	CFOO
	15.4 Meet at least four times per year to drive and monitor RAP implementation.	February, May, August, November annually	RAP Coordinator
16. Provide appropriate support for effective implementation of RAP commitments.	16.1 Define resource needs for RAP implementation.	June 2023	Hepatitis C Program Manager
	16.2 Engage our senior leaders and all ASHM staff in the delivery of RAP commitments.	June 2023	RAP Coordinator
	16.3 Define and maintain appropriate systems to track, measure and report on RAP commitments.	June 2023	Project Support Officer



Action	Deliverable	Timeline	Responsibility
16. Provide appropriate support for effective implementation of RAP commitments.	16.4 Appoint and maintain an internal RAP Champion from senior management.	June 2023	Director of National Policy and Education Division
17. Build accountability and transparency through reporting RAP achievements, challenges and learnings both internally and externally.	17.1 Report RAP progress to all staff and senior leaders quarterly.	April, July, October, December 2023 and 2024	RAP Coordinator
	17.2 Publicly report our RAP achievements, challenges and learnings in the annual report	December 2023, 2024	RAP Coordinator
	17.3 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	RAP Coordinator
	17.4 Contact Reconciliation Australia to request our unique link, to access the online RAP Impact Measurement Questionnaire.	August annually	International Project Manager
	17.5 Submit a traffic light report to Reconciliation Australia at the conclusion of this RAP.	August 2025	RAP Coordinator
	17.6 Investigate participating in Reconciliation Australia's biennial Workplace RAP Barometer.	May 2024	Senior Project Officer (Hepatitis B)
	17.7 Complete and submit the annual RAP Impact Measurement Questionnaire to Reconciliation Australia.	September annually	RAP Coordinator
18. Continue our reconciliation journey by developing our next RAP.	18.1 Register via <a href="#">Reconciliation Australia's website</a> to begin developing our next RAP.	May 2025	Project Support Officer

## Contact Details

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