

January 2022 - June 2023

RECONCILIATION ACTION PLAN



PORTABLE
LONG SERVICE
LEAVE

RECONCILIATION ACTION PLAN



Respecting all together

My artwork follows 'The Values' of QLeave. I chose to create artwork with the main community or gathering circle in the centre, representing the company.

You will notice that there are sections of the artwork relating to the Values.

Customers First - area shows the people symbols and to represent those customers, and showing that the art has been here for many years.

Empowering People - shows people together in yarning circles and surrounded by the dot work. Yarning places amongst the ancestors in this area sharing knowledge.

Unleash Potential - shows the dot work and linework working well together.

Ideas into Action - Lines showing pathways representing connecting those ideas and acting on those ideas.

Be Courageous - Dots and linework representing the land and communities - people going home or being amongst different communities.

Lines and dots all connecting these values together to the centre community circle that represents the business.



Design and layout

by Elaine Chambers-Hegarty, Cultural Edge Designs

I am a proud Aboriginal woman with my ancestral links to the Koa (Guwa), Kuku Yalangi and the Barada Barna people.

My Great grandparents had been removed from their homelands, which meant my parents were born in Cherbourg. They moved from the mission for work, whilst my eldest brother was born in Cherbourg, the rest of our family, including myself, being the youngest of the five children, were born in Brisbane. The Moreton Bay Shire has been my home for the past decade, and it is also a place I did most of my school years. After school I had followed my dream of continuing with my art skills and studying, and then working in the Graphic Design and Printing industries, which led me to working and living on the Sunshine Coast for 10 years, with my husband and our daughter. Since 1988, I have worked in the News Media industry, and while many of my family have Artistic skills and Creative skills, I was lucky to have that creative blood run through my veins and utilise my cultural design work into my work skills. Many of my family are artists that use many different mediums of the Arts, such as - paint, the pen, computer, storytelling, acting, dance, craft, sculpture, photography.... the list goes on. Our art and culture is our pride, and we are honoured to have the chance to share amongst the community.



Reflect Reconciliation Action Plan January 2022 – June 2023

Acknowledgment of Country

We begin by acknowledging the Traditional Owners of the land on which we meet and operate our business today, the Yuggera and Turrbal People, and pay our respects to Elders past, present and future.



RECONCILIATION ACTION PLAN



Message from General Manager

There has been a lot of commendable work done to bring QLeave's inaugural Reflect Reconciliation Action Plan (RAP) to fruition. The actions in this plan will lead QLeave to learn and acknowledge the experiences of Australia's First Nations peoples and guide us to a more reconciled future.

With the title of General Manager comes the responsibility of holding power and influence and to be able to do good with this opportunity is something I am deeply passionate about. Behind my commitment to QLeave's RAP I bring my own personal experiences and reflections on reconciliation.

From growing up in Central Queensland to my time in the Queensland Police Service, I witnessed first-hand the rigorous path Indigenous Australians had to forge to have half the opportunity I did. These experiences and my own personal connection to Indigenous Australians are the driving force behind my commitment to not only a more reconciled future, but also a diverse and inclusive one, internal and external to QLeave. We will support and celebrate our own Indigenous Australian staff and we will continue to build our organisation into one that is equitable, engaged and accessible to the Indigenous Australians within the industries we service.

While our commitment to reconciliation is in its infancy, this RAP signifies my commitment to lead QLeave in support of reconciliation by firstly setting solid foundations to ensure sustainability for long-term meaningful and mutually beneficial collaborations. To achieve this, the RAP focuses on building relationships with Aboriginal and Torres Strait Islander communities and organisations, building a culture of competency and awareness for our employees and committing to future opportunities with First Nations peoples through employment and procurement.

Finally, we are committing to acknowledge injustice, no matter how uncomfortable, to truly move towards reconciliation. This Reflect RAP makes a statement to the Aboriginal and Torres Strait Islander community that QLeave will make that acknowledgement and direct efforts in support of relationships, respect and opportunities in pursuit of reconciliation.



RECONCILIATION ACTION PLAN

OUR BUSINESS

QLeave is the trading name of the Building and Construction Industry (Portable Long Service Leave) Authority. QLeave is a statutory authority and was established in 1992 to administer a portable long service leave scheme for eligible workers in the Queensland building and construction industry (BCI) regardless of whether they work on different projects for one or more employers. QLeave has continued to grow and is also responsible for administering the portable long service leave scheme for Queensland workers and employers in contract cleaning industry (CCI) and effective 1 January 2021, QLeave also administers the portable long service leave scheme for Queensland workers and employers in the community services industry (CSI). QLeave is based in Queensland and has one office location in Northgate, Brisbane.

The General Manager reports to the Minister for Education and Minister for Industrial Relations through a Board of Directors in respect of each of the portable long service leave schemes. The authority is governed by three Acts and is responsible for over \$1bn of funds under investment.

As at 30 June 2021, the Schemes had over 464,000 workers and over 46,000 employers registered in the BCI, CCI and CSI schemes.

QLeave currently has 65 employees with one employee and one board member that self-identify as Aboriginal and/or Torres Strait Islander people.

QLeave is committed to maintaining sound governance arrangements for accountability, managing risk, culture, and compliance. This will enable QLeave to prepare and respond to future scheme demands.

OUR RAP

Our RAP champion is our General Manager, Brett Bassett.

QLeave has committed to the development of our first Reflect RAP as part of our broader commitment to diversity and inclusion.

We want to be a part of the reconciliation journey so we can work towards addressing the issues that prevent Aboriginal and Torres Strait Islander peoples from having the same opportunities as others:

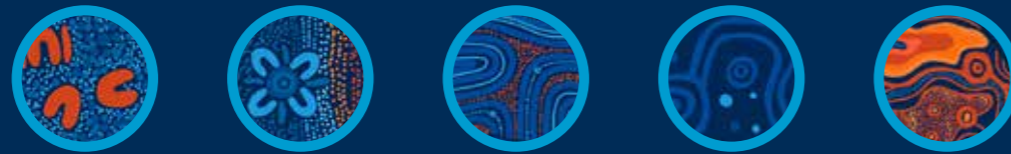
- One in three surveyed Indigenous Australians reported experiencing verbal racial abuse during the past 6 months (2019).⁽¹⁾
- In order to get the same number of interviews as an applicant with an Anglo-Saxon name, an Indigenous applicant must submit 35% more applications.⁽²⁾

Our Reflect RAP is a living document that will guide QLeave on a journey that will ultimately support the achievement of national reconciliation. The RAP will support our employees and leaders to:

- Continue to build cultural competence by embedding cultural awareness and capability into all areas of the organisation
- Take culturally informed approaches to their day to day work
- Ensure policy and service delivery reflect and are appropriate to the needs of Aboriginal and Torres Strait Islander peoples
- Foster workplace cultures that respect and value the skills, experiences and perspectives of Aboriginal and Torres Strait Islander employees and communities.

Our first step in implementing our Reflect RAP will be to develop a RAP working group which will consist of members from all areas of the organisation. QLeave will be seeking employees who have a passion for reconciliation to participate.

QLeave is a values driven organisation and our overarching values will be at the forefront of our reconciliation journey.



¹ Reconciliation Australia, **2018 Australian Reconciliation Barometer** (2019, Full Report) 18.
² AL Booth, A Leigh and E Varganova, 'Does racial and ethnic discrimination vary across minority groups? Evidence from a field experiment' (2012) 74(4) Oxford Bulletin of Economics and Statistics 547.



CUSTOMERS FIRST
 We are fair and consistent, seek to understand and make decisions for the long term.



EMPOWER PEOPLE
 We are all leaders, who thrive on learning and sharing knowledge.



UNLEASH POTENTIAL
 We want to improve and to deliver beyond the expectations of our stakeholders.



IDEAS INTO ACTION
 We challenge, try new things and seek different perspectives.



BE COURAGEOUS
 We feel safe to be vulnerable, to speak up, to pursue opportunities and to fail.

ACTION PLAN



RECONCILIATION ACTION PLAN

RELATIONSHIPS

RESPECT

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 our local area or sphere of influence. 	March 2022	RAP Working Group Chair
	<ul style="list-style-type: none"> Research best practice and principles that support partnerships with Aboriginal and Torres Strait Islander stakeholders and organisations. 	March 2022	
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 our staff. 	September 2022	Senior Business Partner
	<ul style="list-style-type: none"> RAP Working Group members to participate in an external NRW event. 	30 May – 3 June 2022	RAP Working Group Chair
	<ul style="list-style-type: none"> Encourage and support staff and senior leaders to participate in at least one external event to recognise and celebrate NRW. 	30 May – 3 June 2022	General Manager
3. Promote reconciliation through our sphere of influence.	<ul style="list-style-type: none"> Communicate our commitment to reconciliation to all staff. 	January 2022	General Manager
	<ul style="list-style-type: none"> Identify external stakeholders that our organisation can engage with on our reconciliation journey. 	June 2022	RAP Working Group Chair
	<ul style="list-style-type: none"> Identify RAP and other like-minded organisations that we could approach to collaborate with on our reconciliation journey. 	June 2022	RAP Working Group Chair
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. 	February 2022	Senior Business Partner
	<ul style="list-style-type: none"> Conduct a review of HR policies and procedures and update to reflect best practice in areas of race relations and anti-discrimination. 	April 2022	Senior Business Partner

ACTION	DELIVERABLE	TIMELINE	RESPONSIBILITY
5. 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 our organisation. 	February 2022	Senior Business Partner
	<ul style="list-style-type: none"> Conduct a review of cultural learning needs within our organisation. 	March 2022	Senior Business Partner
6. 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 our organisation's operational area. 	April 2022	RAP Working Group Chair
	<ul style="list-style-type: none"> Increase staff's understanding of the purpose and significance behind cultural protocols, including: <ul style="list-style-type: none"> Acknowledgement of Country and Welcome to Country protocols Collaborate with Traditional Owners to create a meaningful Acknowledgement of Country to display in email signature for staff 	February 2022	Senior Business Partner
7. 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 our staff about the meaning of NAIDOC Week. 	June 2022	Senior Business Partner
	<ul style="list-style-type: none"> Introduce our staff to NAIDOC Week by promoting external events in our local area. 	June 2022	Senior Business Partner
	<ul style="list-style-type: none"> RAP Working Group to participate in an external NAIDOC Week event. 	July 2022	RAP Working Group Chair

OPPORTUNITIES

GOVERNANCE

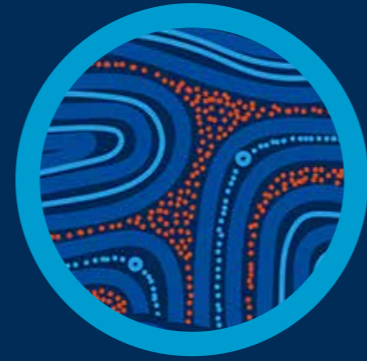
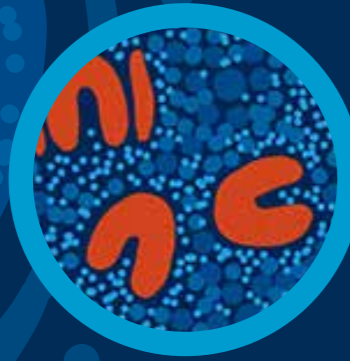
ACTION	DELIVERABLE	TIMELINE	RESPONSIBILITY
8. Improve employment outcomes by increasing Aboriginal and Torres Strait Islander recruitment, retention and professional development.	<ul style="list-style-type: none"> Develop a business case for Aboriginal and Torres Strait Islander employment within our organisation. Build understanding of current Aboriginal and Torres Strait Islander staffing to inform future employment and professional development opportunities. 	May 2022	Senior Business Partner
		March 2022	Senior Business Partner
9. Increase Aboriginal and Torres Strait Islander supplier diversity to support improved economic and social outcomes.	<ul style="list-style-type: none"> Develop a business case for procurement from Aboriginal and Torres Strait Islander owned businesses. Investigate Supply Nation membership or Black Business Finder. 	June 2022	Executive Officer
		February 2022	Executive Officer

ACTION	DELIVERABLE	TIMELINE	RESPONSIBILITY
10. Establish and maintain an effective RAP Working Group (RWG) to drive governance of the RAP.	<ul style="list-style-type: none"> Form a RWG to govern RAP implementation. Draft a Terms of Reference for the RWG. Establish Aboriginal and Torres Strait Islander representation on the RWG. RWG to meet six times per year to discuss implementing the RAP. 	January 2022	Senior Business Partner
		January 2022	Senior Business Partner
		February 2022	General Manager
		January, March, May, July, September, November	RAP Working Group Chair
11. Provide appropriate support for effective implementation of RAP commitments.	<ul style="list-style-type: none"> Define resource needs for RAP implementation. Engage senior leaders in the delivery of RAP commitments. Define appropriate systems and capability to track, measure and report on RAP commitments. 	February 2022	RAP Working Group Chair
		February 2022	RAP Working Group Chair
		February 2022	Executive Assistant
12. 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. 	30 September 2022	RAP Working Group Chair
13. Continue our reconciliation journey by developing our next RAP.	<ul style="list-style-type: none"> Register via Reconciliation Australia's website to begin developing our next RAP. 	December 2022	Executive Assistant



PORTABLE
LONG SERVICE
LEAVE

RECONCILIATION ACTION PLAN



RECONCILIATION ACTION PLAN

RECONCILIATION ACTION PLAN

If you have any questions or feedback in relation
to QLeave's Reflect Rap, please contact:

Leanne Perrins

Senior Business Partner

07 3212 6818

Leanne.perrins@qleave.qld.gov.au



RECONCILIATION ACTION PLAN