



REFLECT RECONCILIATION ACTION PLAN



APPROVAL DATE
29 July 2020

APPROVED BY
Principal

Law Quarter Pty Ltd

Reflect Reconciliation Action Plan August 2020 to August 2021

Our business

Law Quarter is a law firm located in regional NSW with clients across the Country. Law Quarter's Strategic Vision is to 'contribute to a just, safe, and sustainable community.' We currently have three employees none of which identify as being Aboriginal or Torres Strait Islander. We operate from two key locations being the Central Coast of NSW and Sydney.

Our RAP

Our interest in developing a RAP stems from an understanding of the importance of reconciliation and our commitment to contributing as we grow as a business. Our initial approach will be to understand opportunities for contributing including by our pro bono program and by developing partnerships. We will look to engaging Aboriginal and Torres Strait Islander in our business as we grow and to engaging Aboriginal and Torres Strait Islander third party businesses.

Relationships			
Action	Deliverable	Timeline	Responsibility
1. Establish and strengthen mutually beneficial relationships with Aboriginal and Torres Strait Islander stakeholders and organisations.	<ul style="list-style-type: none"> Identify Aboriginal and Torres Strait Islander stakeholders and organisations within our local area or sphere of influence. 	August 2020	Director
	<ul style="list-style-type: none"> Research best practice and principles that support partnerships with Aboriginal and Torres Strait Islander stakeholders and organisations. 	October 2020	Director
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. 	August 2020	Director
	<ul style="list-style-type: none"> RAP Working Group members to participate in an external NRW event. 	27 May-3 June 2021	Director
	<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. 	27 May-3 June 2021	Director
3. Promote reconciliation through our sphere of influence.	<ul style="list-style-type: none"> Communicate our commitment to reconciliation to all staff. 	August 2020	Director
	<ul style="list-style-type: none"> Identify external stakeholders that our organisation can engage with on our reconciliation journey. 	September 2020	Director
	<ul style="list-style-type: none"> Identify RAP and other like-minded organisations that we could approach to collaborate with on our reconciliation journey. 	September 2020	Director
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. Conduct a review of HR policies and procedures to identify existing anti-discrimination provisions, and future needs. 	December 2020	Director
5. Formalise pro bono program to support objectives of RAP	<ul style="list-style-type: none"> Identify potential partner Aboriginal and Torres Strait Islander Organisations. Consult with local community organisations and community legal centres to understand opportunities to contribute legal services on a pro bono basis. Formalise pro bono partnerships and document pro bono policy. 	June 2021	Director

Respect			
Action	Deliverable	Timeline	Responsibility
6. 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. 	January 2021	Director
	<ul style="list-style-type: none"> Conduct a review of cultural learning needs within our organisation. 	March 2021	Director
7. 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. 	May 2021	Director
	<ul style="list-style-type: none"> Increase staff's understanding of the purpose and significance behind cultural protocols, including Acknowledgement of Country and Welcome to Country protocols. 	August 2020	Director
8. 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. 	August 2020	Director
	<ul style="list-style-type: none"> Introduce our staff to NAIDOC Week by promoting external events in our local area. 	August 2020	Director
	<ul style="list-style-type: none"> RAP Working Group to participate in an external NAIDOC Week event. 	First week in July 2021	Director

Opportunities			
Action	Deliverable	Timeline	Responsibility
9. 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. 	December 2020	Director
	<ul style="list-style-type: none"> Build understanding of current Aboriginal and Torres Strait Islander staffing to inform future employment and professional development opportunities. 	December 2020	Director
10. 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. 	September 2020	Director
	<ul style="list-style-type: none"> Investigate Supply Nation membership. 	September 2020	Director

Governance			
Action	Deliverable	Timeline	Responsibility
11. 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. 	August 2020	Director
	<ul style="list-style-type: none"> Draft a Terms of Reference for the RWG. 	September 2020	Director
	<ul style="list-style-type: none"> Establish Aboriginal and Torres Strait Islander representation on the RWG. 	September 2020	Director
12. Provide appropriate support for effective implementation of RAP commitments.	<ul style="list-style-type: none"> Define resource needs for RAP implementation. 	September 2020	Director
	<ul style="list-style-type: none"> Engage senior leaders in the delivery of RAP commitments. 	September 2020	Director
	<ul style="list-style-type: none"> Define appropriate systems and capability to track, measure and report on RAP commitments. 	September 2020	Director
13. 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 2020	Director
14. 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. 	March 2021	Director

Contact details <i>Include contact details (job title, phone and email) for public enquiries about our RAP.</i>
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