

SUCCESSFUL PROJECTS
REFLECT RECONCILIATION ACTION PLAN
MAY 2023 – OCTOBER 2024

ACKNOWLEDGEMENT OF COUNTRY

We acknowledge the Traditional Owners of the Land on which we work and live. We pay our respects to Aboriginal and Torres Strait Islander Elders past, present, and emerging, and we value Aboriginal and Torres Strait Islander cultures.



**RECONCILIATION
ACTION PLAN**

REFLECT



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MESSAGE FROM THE DIRECTOR



As the Managing Director of Successful Projects, I am pleased, and proud to present our 2023-24 Reflect Reconciliation Action Plan (RAP). Successful Projects is a Western Australian based project management consultancy. We specialise in Project Scheduling, Project Management Training, Detailed Project Planning, Rigorous Project Execution and Claims Preparation.

Successful Projects is committed to creating an organisation that values diversity, equity, and respect in the workplace. This commitment extends to the communities in which we operate, throughout Australia. As a project management consultancy, we operate in a multitude of locations, and with a myriad of clients and contractors, and we strive to represent our commitment to reconciliation whether it be through sponsorship, a shared understanding, respect for Country or supporting community events.

As a team, we strive to integrate our RAP into employment, training, employee involvement and education. In embarking on our RAP journey, the team at Successful Projects is hopeful that we can build a solid foundation for learning, understanding and respect for Aboriginal and Torres Strait Islander cultural heritage.

Brett Anderson
Managing Director
Successful Projects

MESSAGE FROM RECONCILIATION AUSTRALIA CEO



Reconciliation Australia welcomes Successful Projects to the Reconciliation Action Plan (RAP) program with the formal endorsement of its inaugural Reflect RAP.

Successful Projects joins a network of more than 2,200 corporate, government, and not-for-profit organisations that have made a formal commitment to reconciliation through the RAP program.

Since 2006, RAPs have provided a framework for organisations to leverage their structures and diverse spheres of influence to support the national reconciliation movement. The program's potential for impact is greater than ever, with close to 3 million people now working or studying in an organisation with a RAP.

The four RAP types — Reflect, Innovate, Stretch and Elevate — allow RAP partners to continuously develop and strengthen reconciliation commitments in new ways. This Reflect RAP will lay the foundations, priming the workplace for future RAPs and reconciliation initiatives. The RAP program's strength is its framework of relationships, respect, and opportunities, allowing an organisation to strategically set its reconciliation commitments in line with its own business objectives, for the most effective outcomes. These outcomes contribute towards the five dimensions of reconciliation: race relations; equality and equity; institutional integrity; unity; and historical acceptance. It is critical to not only uphold all five dimensions of reconciliation, but also increase awareness of Aboriginal and Torres Strait Islander cultures, histories, knowledge, and leadership across all sectors of Australian society.

This Reflect RAP enables Successful Projects to deepen its understanding of its sphere of influence and the unique contribution it can make to lead progress across the five dimensions. Getting these first steps right will ensure the sustainability of future RAPs and reconciliation initiatives and provide meaningful impact toward Australia's reconciliation journey.

Congratulations Successful Projects, welcome to the RAP program, and I look forward to following your reconciliation journey in the years to come.

Karen Mundine
Chief Executive Officer
Reconciliation Australia

Successful Projects Reconciliation Action Plan May 2023 – October 2024

OUR VISION

To be recognised as the National Leader providing culturally inclusive best practices in Project Management, Planning and Training Solutions.

OUR MISSION

By Planning it the Right Way, we advise and deliver an industry leading system for project training, planning, scheduling, project management and claims analysis.

OUR VALUES



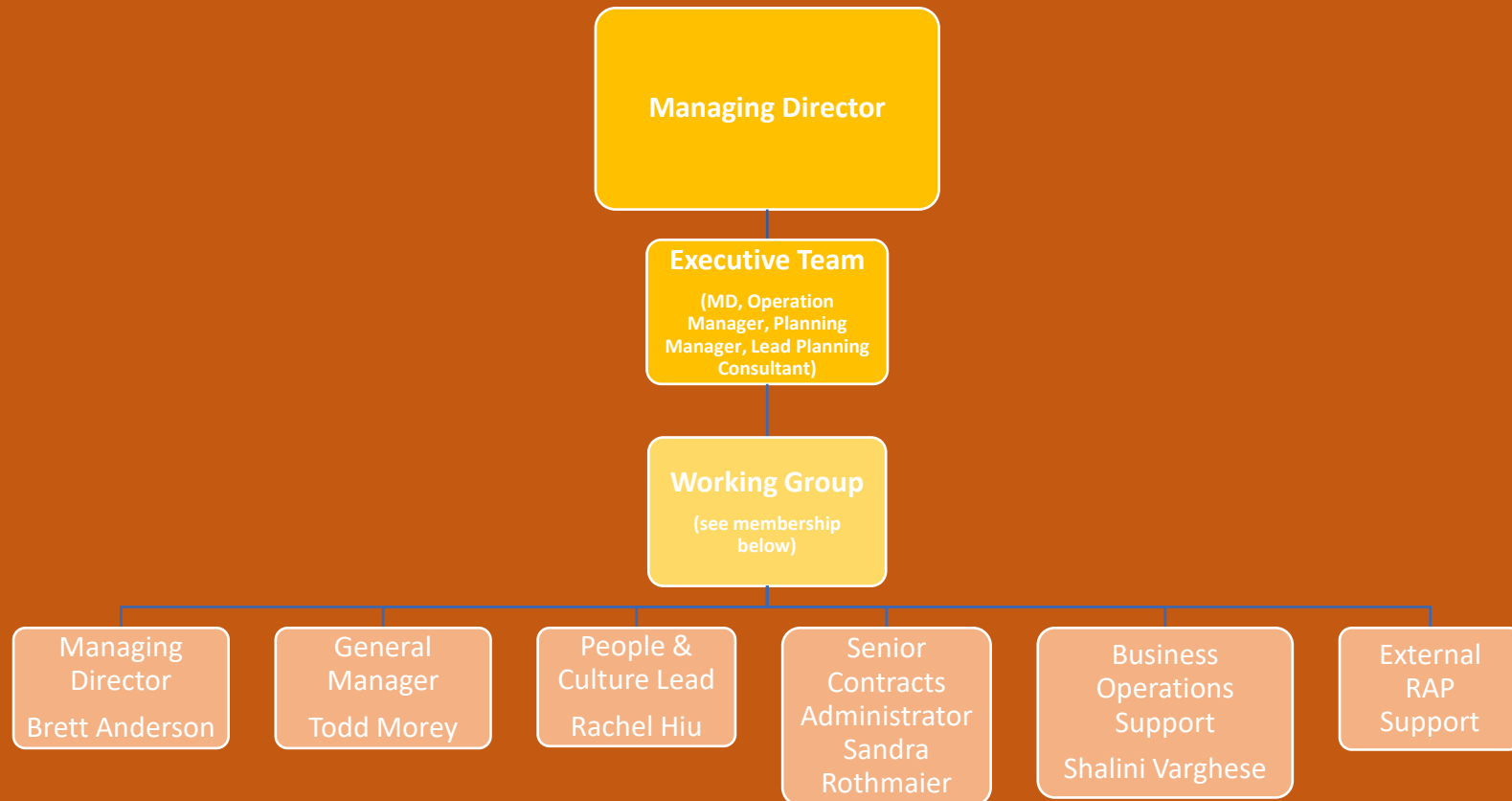
OUR BUSINESS

Successful Projects is a professional project management consultancy with a team of 20+ professionals based predominantly in WA. From our modern office in Boorloo (Perth CBD), we provide professional services in Project Management, Project Superintendence, Project Planning & Scheduling, Claims Analysis and Preparation and Project Training. Our approach is founded in the Project Management Book of Knowledge (PMBOK) and is implemented utilising the PRINCE2 project methodology combined with extensive practical experience.

Successful Projects Head Office is located at 168 St Georges Terrace, Boorloo (Perth). Currently we also have a staff member based on Ngunnawal Country (Canberra, ACT). We are a local organisation with a national reach. Our clients are drawn from every State and Territory in Australia.

Currently our organisation has no known staff that identify as Aboriginal and/or Torres Strait Islander peoples. As a part of this RAP process, we will seek to determine an appropriate understanding of why this is so and seek to improve Aboriginal and Torres Strait Islander employment opportunities.

GOVERNANCE CHART



OUR RECONCILIATION ACTION PLAN

Since its inception in 2011, Successful Projects has continued to grow both professionally and culturally.

This Reflect RAP is the first step in publicly recognising the importance of First Nations peoples and culture. Successful Projects look forward to this first step to review and identify where the organisation's cultural intelligence is at.

- **Why are we developing a RAP**

Successful Projects wishes all staff to develop a good understanding of the significance of Aboriginal and Torres Strait Islander customs and practices to ensure that we appropriately recognise, celebrate, and collaborate. It is important that Aboriginal and Torres Strait Islander cultural understanding becomes part of our business DNA.

- **How we intend to implement our RAP**

We have developed a project program where we have scoped our understanding of the requirements and estimated how long each step might take. We intend to meet regularly with external advisors and new reconciliation networks, to ensure regular professional cultural learning and reading.

- **What our workplace's reconciliation journey is to date**

We have identified an opportunity for improvement in our workplace culture and we have taken some an initial step to understand culturally significant dates and events, and we have captured those in our culture calendar. We have established a RAP Working Group and meet regularly. We have also included updates on our progress in the agenda for each of our monthly team catchups to foster involvement and understanding by the wider team. Our journey is sponsored at the highest level in our organisation – our RAP Champion is our Managing Director, Brett Anderson.

OUR COMMITMENTS

Relationships 			
Building strong relationships with Aboriginal and Torres Strait Islander peoples is important to Successful Projects as it provides a connection for people of culturally diverse backgrounds to share experiences, engage with each other and learn and form effective partnerships.			
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. 	October 2023	General Manager
	<ul style="list-style-type: none"> Research best practice and principles that support partnerships with Aboriginal and Torres Strait Islander stakeholders and organisations. 	July 2023	Business Operations Support
2. Build relationships through celebrating National Reconciliation Week (NRW).	<ul style="list-style-type: none"> Circulate Reconciliation Australia and Reconciliation WA's NRW resources and reconciliation materials to our staff. 	May 2023	People & Culture Lead
	<ul style="list-style-type: none"> RAP Working Group members to participate in an external NRW event. 	27 May - 3 June 2023	People & Culture Lead
	<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 2023	People & Culture Lead
	<ul style="list-style-type: none"> Communicate our commitment to reconciliation to all staff. 	December 2023	Managing Director

3. Promote reconciliation through our sphere of influence.	<ul style="list-style-type: none"> Identify external stakeholders that our organisation can engage with on our reconciliation journey. 	<i>October 2023</i>	<i>Senior Contracts Administrator</i>
	<ul style="list-style-type: none"> Identify RAP and other like-minded organisations that we could approach to collaborate with on our reconciliation journey. 	<i>October 2023</i>	<i>Business Operations Support</i>
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. 	<i>September 2023</i>	<i>People & Culture Lead</i>
	<ul style="list-style-type: none"> Conduct a review of HR policies and procedures to identify existing anti-discrimination provisions, and future needs. 	<i>June 2023</i>	<i>People & Culture Lead</i>



Respect

Establishing an understanding and building respect for Aboriginal and Torres Strait Islander peoples values, histories and cultures is important to Successful Projects as it promotes diversity and inclusivity amongst our staff.

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. 	July 2023	General Manager
	<ul style="list-style-type: none"> Conduct a review of cultural learning needs within our organisation. 	December 2023	People & Culture Lead
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. 	July 2023	Senior Contracts Administrator
	<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. 	May 2023	Business Operations Support
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. 	July 2023	People & Culture Lead
	<ul style="list-style-type: none"> Introduce our staff to NAIDOC Week by promoting external events in our local area. 	June 2023	People & Culture Lead
	<ul style="list-style-type: none"> RAP Working Group to participate in an external NAIDOC Week event. Participating in a cultural awareness training as part of NAIDOC Week. 	First week in July 2023	Managing Director



Opportunities

By identifying and promoting opportunities for Aboriginal and Torres Strait Islander employment, Successful Projects can become an active participant in the Reconciliation journey .

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. 	<i>September 2023</i>	<i>People & Culture Lead</i>
	<ul style="list-style-type: none"> Build understanding of current Aboriginal and Torres Strait Islander staffing to inform future employment and professional development opportunities. 	<i>October 2023</i>	<i>People & Culture Lead</i>
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. 	<i>December 2023</i>	<i>Business Operations Support</i>
	<ul style="list-style-type: none"> Investigate Supply Nation membership. 	<i>June 2023</i>	<i>Business Operations Support</i>



Governance

Governance provides the framework which facilitates the learning and development of our staff, which in turn improves relationships, respect, and opportunities for Aboriginal and Torres Strait Islander peoples and all our staff members.

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. 	August 2023	Managing Director
	<ul style="list-style-type: none"> Draft a Terms of Reference for the RWG. 	August 2023	Operations Manager
	<ul style="list-style-type: none"> Establish Aboriginal and Torres Strait Islander representation on the RWG. (ties in with 1.1) 	August 2023	Operations Manager
11. Provide appropriate support for effective implementation of RAP commitments.	<ul style="list-style-type: none"> Define resource needs for RAP implementation. 	August 2023	Business Operations Support
	<ul style="list-style-type: none"> Engage senior leaders in the delivery of RAP commitments. 	August 2023	Managing Director
	<ul style="list-style-type: none"> Appoint a senior leader to champion our RAP internally. 	August 2023	Managing Director
	<ul style="list-style-type: none"> Define appropriate systems and capability to track, measure and report on RAP commitments. 	August 2023	Business Operations Support

12. Build accountability and transparency through reporting RAP achievements, challenges, and learnings both internally and externally.	<ul style="list-style-type: none"> 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. 	<i>June annually</i>	<i>Business Operations Support</i>
	<ul style="list-style-type: none"> Contact Reconciliation Australia to request our unique link, to access the online RAP Impact Measurement Questionnaire. 	<i>1 August annually</i>	<i>Business Operations Support</i>
	<ul style="list-style-type: none"> Complete and submit the annual RAP Impact Measurement Questionnaire to Reconciliation Australia. 	<i>30 September annually</i>	<i>People & Culture Lead</i>
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. 	<i>August 2024</i>	<i>People & Culture Lead</i>



OUR CONTACT DETAILS

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People & Culture Lead

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