



Alcohol Tobacco and Other Drug Association ACT (ATODA)

Innovate Reconciliation Action Plan 2014 - 2017

Our vision for reconciliation

The Alcohol Tobacco and Other Drug Association ACT (ATODA) has a vision of an ACT community where Aboriginal and Torres Strait Islander people have good health and wellbeing and live in strong communities. This can, and needs to be, achieved through many ways including through the prevention and reduction of harms associated with alcohol, tobacco and other drugs. Reconciliation between Aboriginal and Torres Strait Islander people and other members of the ACT community is important to ATODA as an organisation based on the principles of population health, human rights and social justice. Reconciliation:

- Is an appropriate mechanism by which ATODA can model relationships, support, understanding and respect for Aboriginal and Torres Strait Islander people in our sector and our community;
- Enables us to reflect upon and build the accessibility and cultural security of our organisation and our sector;
- Enables us to build partnerships with Aboriginal and Torres Strait Islander people, communities and organisations; and
- Encourages us to work collaboratively to create enabling environments within which Aboriginal and Torres Strait Islander people can empower themselves.
- Supports us to work together to strengthen services, policy and research to prevent and reduce alcohol, tobacco and other drug related harms.

Our business

ATODA's vision is an ACT community with the lowest possible levels of alcohol, tobacco and other drug (ATOD) related harm, as a result of the ATOD and related sectors evidence-informed prevention, treatment and harm reduction policies and services. ATODA works collaboratively to provide expertise and leadership in the areas of social policy, sector and workforce development, research, coordination, partnerships, communication, information and resources. ATODA is an evidence-informed organisation. The way we work, and the outcomes we strive to achieve, reflect our commitment to the values of population health, human rights, social justice and reconciliation between Aboriginal and Torres Strait Islander people and other Australians.

The mission of ATODA is to be the peak body representing and supporting the ATOD sector in the ACT. ATODA works collaboratively

to provide expertise and leadership in the areas of social policy, sector and workforce development, research, coordination, partnerships, communication, information and resources. ATODA is an evidence informed organisation that is committed to the principles of population health, human rights and social justice. ATODA has 3.5 full-time equivalent staff and engages a number of consultants. Information on the Board, staff and membership of ATODA is available at www.atoda.org.au/about/about-atoda.

Our Reconciliation Action Plan

ATODA is committed to advancing reconciliation between Aboriginal and Torres Strait Islander people and other Australians; and to improving the quality, including ongoing improvement of cultural competency, safety and security, of its work. Alcohol, tobacco and other drugs continue to have significant and disproportionate harm on Aboriginal and Torres Strait Islander people in the ACT. Within that context, reconciliation and culturally competent, safe and secure practices have particular resonance for ATODA and ACT alcohol, tobacco and other drug services in recognition of the need for deliberate actions to address the specific wants and needs of Aboriginal and Torres Strait Islander people and communities affected by alcohol, tobacco and other drugs. ATODA has developed this RAP as one mechanism by which to define and communicate the deliberate actions toward reconciliation that the organisation will take.

ATODA promotes reconciliation as part of its core work of seeking to promote health through the prevention and reduction of alcohol, tobacco and other drug related harms of all ACT community members. We have identified:

- How ATODA will review and improve the accessibility and appropriateness of its core services in a way that promotes reconciliation and culturally secure practice;
- Specific reconciliation actions that ATODA will develop as part of its RAP;
- Partnerships which ATODA will form to engage Aboriginal and Torres Strait Islander people and organisations in the ACT; and
- How, as the peak body for the ACT alcohol, tobacco and other drug sector, ATODA will work to provide leadership across the sector regarding reconciliation and cultural security.

The development of this RAP has occurred over a number of months, and involved input from all ATODA staff members. This included staff meetings that provided input into the RAP, and opportunity for all staff to review draft documentation and provide further input. Feedback on our draft was received through consultation with the ATODA Board and external Aboriginal and Torres Strait Islander stakeholders (including through dissemination via email for consultation). Additional activities and consultations with Aboriginal and Torres Strait Islander alcohol, tobacco and other drug workers in this time related to their workforce development needs also provided an opportunity to reflect on, and amend, the RAP to better reflect the expressed needs of ATODA stakeholders.

ATODA's RAP Committee will engage biannually to review RAP actions which are championed by the President and the Executive Officer. Aboriginal and Torres Strait Islander representation on this Committee will be sought through an expression of interest process, and reimbursement for the individual's time will be provided.

Our RAP includes measurable targets and a process for identifying future targets for RAP actions. All actions are subject to the progress and reporting frameworks. ATODA would like to acknowledge all the individuals and organisations who contributed towards the development of this

RAP. ATODA extends its sincere appreciation and respect to you for sharing your insights and expertise.

Relationships	ATODA values its relationships with Aboriginal and Torres Strait Islander people, communities, services and organisations as these enable us to improve our understanding of social, cultural and systemic racism and discrimination, and empowers us to build better ways of working with Aboriginal and Torres Strait Islander people on how we can confront these issues together in order to promote health through the prevention, early intervention and reduction of alcohol, tobacco and other drug related harms.		
Focus area: To be responsive and pro-active in further building positive relationships with Aboriginal and Torres Strait Islander people, communities, services and organisations			
Action	Responsibility	Timeline	Measurable Target
RAP is considered a strategic priority for the organisation	President and Executive Officer	By 1 July 2014, and ongoing	<ul style="list-style-type: none"> • RAP identified as a priority by the Board. • RAP endorsed by the Board. • Launch of RAP and publication on the ATODA website.
RAP Committee oversees the implementation of the RAP	Executive Officer	<p>By 1 July 2014 (twice yearly)</p> <p>By 1 July 2014 (at regular Board meetings)</p>	<ul style="list-style-type: none"> • RAP Committee meetings held a minimum of 2 x annually. • RAP implemented and monitored through a minimum of 2 x staff meetings annually. • Achievement of RAP actions monitored through at least 2 x reviews by the Board annually. • RAP Committee includes Aboriginal and Torres Strait Islander people, staff, Board and other stakeholders, including members.
Review Aboriginal and Torres Strait Islander Engagement Toolkits of other organisations and service providers to determine appropriateness for use by ATODA and the sector.	Executive Officer and all staff	By 1 July 2015, and ongoing	<ul style="list-style-type: none"> • Relevant engagement toolkits are identified and promoted through the ATODA eBulletin, emails, and in person dissemination (including at training events).
Support the participation of Aboriginal and Torres Strait Islander people and organisations in ATODA activities, including forums, conferences, and training through social policy activities.	Executive Officer and all staff	By 1 July 2014, and ongoing	<ul style="list-style-type: none"> • Undertake activities that facilitate the participation of Aboriginal and Torres Strait Islander people in ATODA activities. This will include 6 x annual communication mechanisms that seeks to engage Aboriginal and Torres Strait Islander workers such as targeted emails, special eBulletins, and establishing an elist).

			<ul style="list-style-type: none"> • Monitor participation rates of Aboriginal and Torres Strait Islander ATOD workers in ATODA activities, and review and develop new strategies to improve this. • Facilitate special meetings as required (at least 2 x annually) that seek the specific views of Aboriginal and Torres Strait Islander stakeholders to inform ATODA activities.
Form partnerships to engage with Aboriginal and Torres Strait Islander services, groups and priority issues in the ACT and nationally where relevant.	Executive Officer	By 1 July 2014, 1 July 2015, and 2016 (annual)	<p>Meetings will be set up to discuss shared priorities and opportunities for joint action, with organisations such as:</p> <ul style="list-style-type: none"> • Australian Institute of Aboriginal and Torres Strait Islander Studies • Ngunnawal Bush Healing Farm (once established) • Aboriginal and Torres Strait Islander Elected Body members • Gugan Gulwan Youth Aboriginal Corporation • The Connection, Canberra Alliance for Harm Minimisation and Advocacy • National Indigenous Drug and Alcohol Committee • Winnunga Nimmityjah Aboriginal Health Services
Participate in National Reconciliation Week activities that aim to build relationships between Aboriginal and Torres Strait Islander peoples and other Australians.	Executive Officer and all staff	By 3 June 2014 (end of NRW) 2015, and 2016	<ul style="list-style-type: none"> • eBulletin developed and disseminated. • Engagement by staff in National Reconciliation Week activities. • Organise at least one internal event each year (e.g. team reflection session).

Respect	Respect for, and understanding of, Aboriginal and Torres Strait Islander people, their cultures, their histories and their health are important in every aspect of ATODA's work as this promotes mutual respect, improves working relationships and promotes culturally competent ATOD sector.		
Focus area: To professionally and publicly demonstrate and promote respect for Aboriginal and Torres Strait Islander people			
Action	Responsibility	Timeline	Measurable Target
Observe Acknowledgement of Country and Welcome to Country protocols at significant events and meetings.	Executive Officer and ATODA Board and all staff	By 1 July 2014, and ongoing By 1 July 2014,	<ul style="list-style-type: none"> • Protocols for Acknowledgement of Country and Welcome to Country promoted to all staff and Board. • ATODA staff and Board will adhere to protocols of Acknowledging Country at all internal and external

		and ongoing (including annually for the ACT ATOD Sector Conference) By 1 July 2014	meetings. <ul style="list-style-type: none"> • ATODA will invite Elders to conduct a Welcome to Country at significant events. • Acknowledgement of Country included as part of ATODA's website. • Acknowledgement of Country included within key ATODA publications.
Celebrate and commemorate Aboriginal and Torres Strait Islander people by: <ul style="list-style-type: none"> • Supporting the ATOD sector to learn, understand and participate in respectful practices; and • Participating in Aboriginal and Torres Strait Islander community events. 	Executive Officer and ATODA Board all staff	By May, June, July 2014, 2015, 2016 and 2017	<ul style="list-style-type: none"> • ATODA to participate in Aboriginal and Torres Strait Islander events of significance (e.g. NAIDOC Week and Sorry Day). • Promote and encourage participation of significant events for the Aboriginal and Torres Strait Islander community within the alcohol, tobacco and other drug sector through the sector ebulletin and reference groups. This will include at least 2 x specific eBulletin alerts annually.
Promote Aboriginal and Torres Strait Islander cultures, information, resources, services and research both internally and externally	Executive Officer and all staff	By July 2014, and then ongoing	<ul style="list-style-type: none"> • ATODA's library includes Aboriginal and Torres Strait Islander materials. • Information on Aboriginal and Torres Strait Islander cultures, information, resources, services and research is regularly (at least 10 x annually) included in the ACT ATOD Sector ebulletin. • Aboriginal and Torres Strait Islander materials displayed at the ATODA office including paintings and flags as well as health promotion posters. • Aboriginal and Torres Strait Islander alcohol, tobacco and other drug services promoted through the ACT ATOD Services Directory and updated 2 x annually. • All research in which ATODA is involved adheres to the highest level of Indigenous research ethics as per the National Health and Medical Research 2003 statement 'Values and ethics: guidelines for ethical conduct in Aboriginal and Torres Strait Islander health research', and the Lowitja Institute's 2011 guidelines 'Researching Indigenous health: a practical guide for researchers'.

Enhance the cultural competency of ATODA staff.	Executive Officer	By July 2015 and ongoing By June 2017 By June 2014	<ul style="list-style-type: none"> • Cultural awareness training available for all staff and Board, including through encouraging undertaking training as part of staff induction. • When ATODA policy and procedures are reviewed, specific consideration will be given to amendments that may be required to support cultural competency and a culturally safe environment (e.g. cultural leave, hiring practices). • Commit resources for at least 1 staff member to participate in the National Indigenous Drug and Alcohol Committee Conference.
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Opportunities	Supporting opportunities for Aboriginal and Torres Strait Islander people, organisations and communities to share equally in the ACT's social and cultural development is an important component of any social justice agenda. Importantly, the core work of ATODA is likely to better reflect the needs of our community and more effectively address the burdens of harm from alcohol, tobacco and other drugs if proactive engagement and partnerships with the Aboriginal and Torres Strait Islander community underpin our work.
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Focus area: Ensuring Aboriginal and Torres Strait Islander people and organisations are actively involved in the work of ATODA; and this work seeks to respond to the needs of our community.

Action	Responsibility	Timeline	Measurable Target
Career pathways in ATODA are accessible to Aboriginal and Torres Strait Islander people	Executive Officer and ATODA Board	By July 2015	<ul style="list-style-type: none"> • Human Resource policy reviewed and updated • Current recruitment advertising procedures reviewed and updated to include the advertisement of positions through Aboriginal and Torres Strait Islander media , such as the Koori Mail.
Embed cultural competence within training, professional and workforce development activities for the ACT alcohol, tobacco and other drug sector generally	Executive Officer	By July 2015 By July 2016	<ul style="list-style-type: none"> • Work towards embedding cultural competence training within the ACT alcohol, tobacco and other drug Qualification Strategy. • Seek to broker alcohol, tobacco and other drug specific cultural competence training, such as that coordinated through the Indigenous Risk Impact Screen initiative.
Promote, support and identify culturally competent service delivery	Executive Officer	By July 2014, and ongoing	<ul style="list-style-type: none"> • Map Aboriginal and Torres Strait Islander alcohol, tobacco and other drug services provided in the ACT

within mainstream alcohol, tobacco and other drug services.		By July 2014	<p>through the ACT ATOD Services Directory.</p> <ul style="list-style-type: none"> • Promote culturally secure resources and deliver training or forums where appropriate, such as those developed by the Western Australia Network of Alcohol and other Drug Agencies (WANADA)
Promote enhanced Aboriginal and Torres Strait Islander ATOD services delivery.	Executive Officer	By July 2014, and ongoing	<ul style="list-style-type: none"> • Consult with Aboriginal and Torres Strait Islander services in the development of key activities, including the: <ul style="list-style-type: none"> ○ Ngunnawal Bush Healing Farm; ○ Aboriginal and Torres Strait Islander Tobacco Control Strategy. • Organise at least 2 x annual meetings with Aboriginal and Torres Strait Islander alcohol, tobacco and other drug treatment services or workers regarding specific support ATODA could provide them.
Identify and advocate for specific actions to prevent and reduce alcohol, tobacco and other drug related harms for Aboriginal and Torres Strait Islander people	Executive Officer	By June 2017	<ul style="list-style-type: none"> • Promote actions related to the management and engagement of intoxicated people. • Implement actions related to health services, policies and program in the Alexander Maconochie Centre. • Implement actions to strengthen needle and syringe programs to Aboriginal and Torres Strait Islander communities. • Implement actions to increase access for Aboriginal and Torres Strait Islander people to alcohol, tobacco and other drug treatment in the northern suburbs of Canberra. • Support expanded access to naloxone; including provision to Aboriginal and Torres Strait Islander people as a primary target group.
Support professional development opportunities for Aboriginal and Torres Strait Islander staff in the alcohol, tobacco and other drug sector	Executive Officer and all staff	By July 2014	<ul style="list-style-type: none"> • Promote training opportunities to Aboriginal and Torres Strait Islander staff in the ATOD sector through a minimum of 10 x annual eBulletins. • Provide full subsidies for Aboriginal and Torres Strait Islander ATOD workers to achieve a qualification in the Certificate IV in Alcohol and Other Drugs (promote at least 2 x annually).
Provide leadership across the sector	Executive Officer	By July 2014	<ul style="list-style-type: none"> • Promote the ATODA RAP and actions to alcohol,

by promoting reconciliation and RAPs to ATOD treatment services.			<p>tobacco and other drug treatment services through the ATODA website, ebulletin and email.</p> <ul style="list-style-type: none"> • Deliver the Reconciliation Working Group (at least 2 x annually) in partnership with the ACTCOSS Gulanga Program to alcohol, tobacco and other drug treatment services. This provides a mechanism for services across the sector to progress their own RAPs and strengthen their cultural competency. This also includes expanding opportunities for services to receive support from Gulanga for Aboriginal and Torres Strait Islander staff (e.g. mentoring, workshops, networking, elists etc).
Engage with initiatives that seek to Close the Gap in Aboriginal and Torres Strait Islander disadvantage in partnership with Aboriginal and Torres Strait Islander organisations.	Executive Officer	By July 2015.	<ul style="list-style-type: none"> • Monitor and engage in national activities such as engagement with the Close the Gap worker at the ACT Medicare Local. • Support representation of Aboriginal and Torres Strait Islander ATOD services in national reform agendas.
Continue investigating further opportunities to support Aboriginal and Torres Strait Islander services and businesses	Executive Officer	By July 2015	<ul style="list-style-type: none"> • Continue to utilise Aboriginal and Torres Strait Islander services at least 3 x annually (e.g. Burrunju Art Gallery, ACT Aboriginal and Torres Strait Islander Cultural Centre, Welcome to Country from Elders, Aboriginal and Torres Strait Islander catering services).

Tracking progress and reporting			
Action	Responsibility	Timeline	Measurable Target
Embed RAP across ATODA as an organisation.	Executive Officer	By July 2014	<ul style="list-style-type: none"> • Ensure that all staff are aware of their obligations under the RAP; • Include compliance with the RAP in performance agreements and assess staff performance against the RAP; • Ensure that RAP actions are met as far as possible in the performance of the work of all staff; • Consider the RAP in project planning and design. RAP

			<p>actions reported on to the ATODA Board in six-monthly reports provided by the RAP Committee.</p> <ul style="list-style-type: none"> • RAP is a standing agenda item for all staff meetings.
RAP made publicly available and reported on.	Executive Officer and President	By July 2014	<ul style="list-style-type: none"> • RAP endorsed by Reconciliation Australia and placed on its website. • 2014 -2017 Innovate RAP • RAP loaded on ATODA website and promoted through the ebuletin.
The RAP Committee will assist ATODA staff and Board with the implementation and monitoring of the RAP.	RAP Committee	By July 2014	<ul style="list-style-type: none"> • Report on RAP annually to Reconciliation Australia through the Impact Measurement Questionnaire. • RAP report provided to Reconciliation Australia • Refreshed RAP endorsed by Reconciliation Australia
Refresh RAP after timeframes and incorporate amendments that reflect our learning's over this time.	Executive Officer and ATODA Board all staff	By July 2017	<ul style="list-style-type: none"> • Revision and re-launch of new RAP.

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