

LEE · GREEN
STRATEGIC ACCOUNTANTS

2017 RECONCILIATION ACTION PLAN



RECONCILIATION
ACTION PLAN

REFLECT

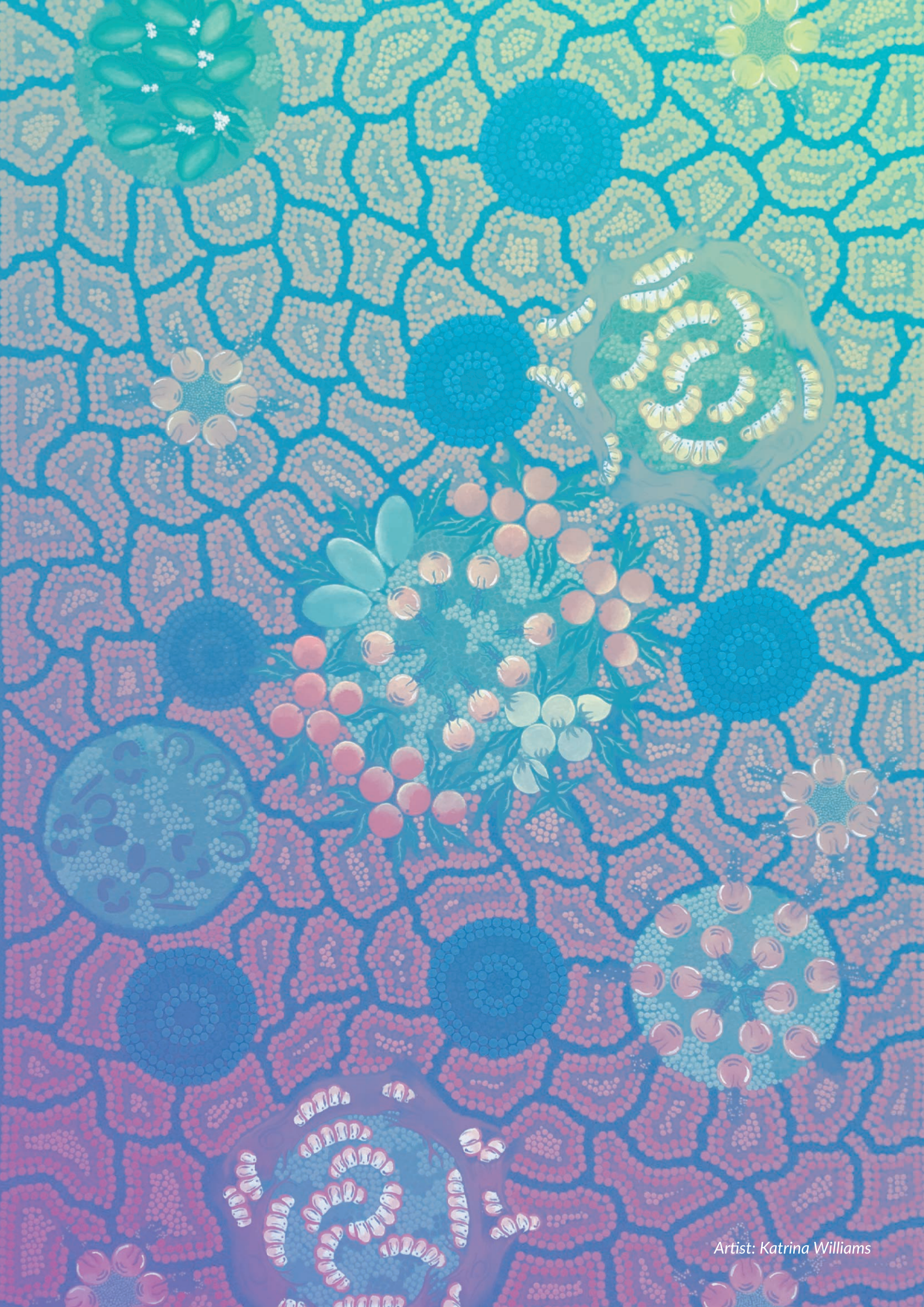
OUR VISION

Our vision is that all Australians have the same opportunity to participate and achieve their potential in all areas of life, both professional and personal, to have a voice in the political landscape and to have respect for the environment and its preservation.

Our vision is that as a nation we acknowledge a shared history that is embraced by all, and where we have pride in the culture and achievements of all Australians. This is achieved when all Australians know, understand and respect the history and cultures of the Aboriginal and Torres Strait Islander peoples as the first inhabitants of this country, and when all Australian people are respected and treated as individuals and free from stereotyping, irrespective of their history, background or circumstances.

Through our work and relationships with Aboriginal and Torres Strait Islander peoples as our clients and colleagues, we can demonstrate authentic behaviours that support the goal of reconciliation for all.

David Charlesworth - Director, Tom Green - Director



Artist: Katrina Williams



TJILPI TJUTA K

Keeping Our
Caring For Our

CERTIFICATE
OF
APPRECIATION

THIS AWARD IS PRESENTED TO
**COOBER PEDY
AREA SCHOOL**
For contribution to Community

Presented by
2015 NAIDOC Committee & Sponsors



2015

WE ALL STAND ON
SACRED GROUND
Learn, Respect & Celebrate



MOONNA
ORIGINAL CO

Reconciliation Action Plan for the year 2017

OUR BUSINESS

- Lee Green is a strategic accounting firm providing professional services and which is skilled in the analysis and communication of financial information. Our role is to lead the process of devising, planning and managing the financial means by which our clients achieve business success. We currently employ twenty staff, none of whom at present identify as Aboriginal or Torres Strait Islander.
- Lee Green is based in Adelaide but services clients throughout mainland Australia and Asia.

OUR RAP

- Lee Green is developing a RAP for a number of reasons. Firstly, as we have a number of Aboriginal clients, we understand the importance of Reconciliation Action Plans in closing the gap by creating training, employment and business opportunities for Aboriginal and Torres Strait Islander people as well as addressing negative stereotypes. In addition, we understand that to continue to provide services to Aboriginal and Torres Strait Islander businesses and organisations it will become increasingly important to have a RAP and to have a high level of cultural capability across the organisation and to have relationships with local Aboriginal communities. Lee Green wants to be at the forefront of medium sized accounting firms implementing RAPs.

- Since attending the Indigenous Business, Enterprise and Corporations Conference (IBECC) held at the UWA Business School in December 2014, Lee Green has gained an appreciation of what a RAP is and what it aims to achieve. It was not until early 2016 that we formally started the RAP journey by engaging Corporate Connect.AB to facilitate our RAP program. Since that time, we have formed a RAP sub-committee of Lee Green staff and seconded Aboriginal representation.
- Mike Levy is our RAP Champion and is strongly supported by senior management and the individual RAP Working Group members.
- Mike Levy proposed the development of a RAP. This proposal was fully supported and approved by the directors of Lee Green. The RAP is being developed by the RAP Working Group committee made up of David Charlesworth (Director) and Mike Levy, Angeline Chin and Sarah Truong from Lee Green and our Aboriginal members Tallulah Bilney and Angela Flynn who are external representatives. The process has been facilitated by Andrea Harms at Corporate Connect.AB.

Photograph: (left) Michael Sweeney on behalf of Lee Green and the NAIDOC committee and Sponsors presenting a Certificate of Appreciation to Coober Pedy Area School. (right) Major Event Sponsor certificate awarded to Lee Green for the Umoona Aged Care Aboriginal Corporation NAIDOC Community Awards.



Lee Green has already developed a number of Community partnerships through our work and through specific activities that have enabled us to develop personal and professional relationships and experiences.

Our work both formal and informal (auditing, accounting and also pro bono work) has already enabled us to develop relationships with the following organisations and will allow us the opportunity to build on these relationships through our RAP to develop mutually beneficial outcomes:

- Umoona Aged Care;
- Umoona Tjutagku Health Service;
- Alawa Aboriginal Corporation;
- ORIC;
- Council of Aboriginal Elders; and
- Kornar Winmil Yunti Aboriginal Corporation.

We have also engaged in a number of Internal activities and initiatives.

Our organisation has been able to provide professional services to a number of Aboriginal organisations and businesses, and through the development of professional and personal relationships has become involved in cultural activities and events, which have furthered our knowledge and understanding as individuals and as a business. Most recently, these have included:

- Attendance at Cultural Awareness training delivered by Bookabee Tours in November 2016;
- Attendance and sponsorship at the Coober Pedy NAIDOC Dinner (2014 and 2015);
- Attendance at the IBECC Conference in Perth in 2014;
- Purchase and display of Aboriginal artwork in our offices;
- Sponsorship and attendance at the Barunga Festival in 2016 and commitment for 2017 and 2018;
- Attending the 2016 'Recognise' Breakfast in Adelaide, SA;
- Attendance at the 2016 NAIDOC celebrations at Victoria Park, Adelaide;
- Attendance at 2016 Lowitja O'Donoghue Oration;
- The promotion of local Aboriginal cultural and music events to our staff and many have attended these events;
- Attendance at the 2016 Spirit Festival at Tandanya including participating in workshops; and
- Supporting work experience for students at Immanuel College.



Photograph courtesy of the Barunga Festival

Relationships

ACTION	DELIVERABLE	TIMELINE	RESPONSIBILITY
1. Establish a RAP Working Group	<ul style="list-style-type: none"> Confirm the members of an ongoing RAP Working Group that is operational to support the development of our RAP, comprising of Aboriginal and Torres Strait Islander peoples and decision-making staff from across our organisation. 	January 2017	Manager
2. Build internal and external relationships	<ul style="list-style-type: none"> Develop a list of Aboriginal and Torres Strait Islander peoples, communities and organisations within our local area or sphere of influence that we could approach to invite to participate in our RAP; Provide our RAP information to our current and potential clients and invite them to participate in our RAP activities; and Find out who else has a RAP in our local and industry area and invite them to participate in our RAP activity and share ideas and stories of success. 	February 2017 March 2017 February 2017	Director
3. Participate in and celebrate National Reconciliation Week (NRW)	Develop a communication strategy to: <ul style="list-style-type: none"> Encourage our staff to attend a NRW event through internal communication; Circulate Reconciliation Australia's NRW resources and reconciliation materials to our staff through our internal newsletter and intranet and external social media; and Ensure our Working Group participates in an external event to recognise and celebrate NRW. 	April 2017 March 2017 27 May- 3 June 2017	Manager

Artist: Katrina Williams, Acrylic paint on canvas

ACTION	DELIVERABLE	TIMELINE	RESPONSIBILITY
4. Raise internal awareness of our RAP	<ul style="list-style-type: none"> Develop and implement a strategy to raise awareness amongst all staff across the organisation about our RAP commitments; 	February 2017	Senior Tax Accountant
	<ul style="list-style-type: none"> Develop and implement a plan to engage and inform key external stakeholders of our RAP activities and invite their participation. 	February 2017	Accountant
5. Engage key stakeholders with our RAP	<ul style="list-style-type: none"> Build on the client relationships we already have with a number of local Aboriginal people and organisations and invite them to participate in our RAP activities, seek advice and feedback from them on our RAP, officiate at the RAP Launch; 	February 2017	Manager
	<ul style="list-style-type: none"> Engage our senior leaders in the delivery of RAP outcomes. 	March 2017	

Respect

ACTION	DELIVERABLE	TIMELINE	RESPONSIBILITY
6. Investigate Aboriginal and Torres Strait Islander cultural learning and development	<ul style="list-style-type: none"> ▪ We have captured data and measured our staff's current level of knowledge and understanding of Aboriginal and Torres Strait Islander cultures, histories and achievement and will do this through an annual survey; 	April 2017	Manager
	<ul style="list-style-type: none"> ▪ Conduct a review of cultural awareness training needs within our organisation and develop a program to respond; and 	May 2017	
	<ul style="list-style-type: none"> ▪ Report on activity to support staff to attend sponsored events such as the Barunga Festival, museum exhibitions, Tandanya events, lectures and other identified festivals acknowledging and celebrating Aboriginal and Torres Strait Islander culture. 	October 2017	
7. Participate in and celebrate NAIDOC Week	<ul style="list-style-type: none"> ▪ Raise awareness and share information amongst our staff of the meaning of NAIDOC Week, which includes information about the local Aboriginal communities and by promoting community events in our local area; 	May 2017	Accountant
	<ul style="list-style-type: none"> ▪ Ensure that representatives on our Working Group participate in an external NAIDOC Week event; and 	July 2017	
	<ul style="list-style-type: none"> ▪ Provide sponsorship to some NAIDOC activities and ensure our Working Group members are able to participate in at least one. 	July 2017	

Artist: Katrina Williams

ACTION	DELIVERABLE	TIMELINE	RESPONSIBILITY
8. Raise internal understanding of Aboriginal and Torres Strait Islander cultural protocols	<ul style="list-style-type: none"> ▪ Arrange to meet with representatives of the Traditional Owners where our office is located (Kaurua people) or with whom we are closely connected through our work and invite them to be on our RAP Working Group; 	February 2017	Director
	<ul style="list-style-type: none"> ▪ Develop a list of local Traditional Owners and organisations within our organisation's sphere of influence and ask advice on how to connect with them on a personal level to build relationships; and 	March 2017	
	<ul style="list-style-type: none"> ▪ Develop and implement a plan to raise awareness and understanding of the meaning and significance behind Acknowledgement of Country and Welcome to Country protocols (including any local cultural protocols). 	March 2017	
9. Raise staff awareness of Aboriginal and Torres Strait Islander culture and history	<ul style="list-style-type: none"> ▪ Circulate information about Aboriginal and Torres Strait Islander dates of significance; 	February 2017	Senior Tax Accountant
	<ul style="list-style-type: none"> ▪ Communicate and encourage staff to use Reconciliation Australia's Share Our Pride online tool to all staff; and 	February 2017	
	<ul style="list-style-type: none"> ▪ Display Aboriginal artwork in our office building and meeting rooms. 	May 2017	

Respect

ACTION	DELIVERABLE	TIMELINE	RESPONSIBILITY
10 Investigate Aboriginal and Torres Strait Islander employment	<ul style="list-style-type: none"> Review the HR Policy and practices to ensure that the organisation processes support Aboriginal job applicants; 	March 2017	Director and Manager
	<ul style="list-style-type: none"> Ensure that the job vacancy information provides the message ' Aboriginal and Torres Strait Islander applicants are encouraged to apply'; 	March 2017	
	<ul style="list-style-type: none"> Develop a program of work experience / workplace observation for a number of Aboriginal students/ graduates through our current connections within the education sector; and 	July 2017	
	<ul style="list-style-type: none"> Scope and make recommendations about a program of supporting participants in Aboriginal and Torres Strait Islander studies. 	July 2017	
11 Investigate Aboriginal and Torres Strait Islander supplier diversity	<ul style="list-style-type: none"> Disseminate information to staff about, and promote an understanding of, the mutual benefits of procurement from Aboriginal and Torres Strait Islander owned businesses; 	April 2017	Director and Manager
	<ul style="list-style-type: none"> Identify and develop a commercial relationship with 2 local Aboriginal owned businesses; and 	May 2017	
	<ul style="list-style-type: none"> Establish the baseline data on our organisation's Aboriginal procurement spend and set a target for the next financial year. 	May 2017	

Artist: Rowena Williams

ACTION	DELIVERABLE	TIMELINE	RESPONSIBILITY
12 Increase Aboriginal and Torres Strait Islander employment in the business	<ul style="list-style-type: none"> Explore the idea of Aboriginal and Torres Strait Islander employment pathways (e.g. traineeships or internships) and make future recommendations for consideration. 	July 2017	Manager
13 Increase pro bono activities that benefit Aboriginal and Torres Strait Islander organisations and communities	<ul style="list-style-type: none"> Review current activity and explore relevant additional opportunities to recommend for support by our business. 	April 2017	Manager



Tracking and Progress

ACTION	TARGETS	TIMELINE	RESPONSIBILITY
14. Build support for the RAP	<ul style="list-style-type: none"> Define resource needs for RAP development and implementation; Review systems and capability needs to track, measure and report on RAP activities and make appropriate changes; and Complete the annual RAP Impact Measurement Questionnaire and submit to Reconciliation Australia. 	January 2017 April 2017 30 September, annually	Director
15 Review and Refresh RAP	<ul style="list-style-type: none"> Liaise with Reconciliation Australia to review and refresh RAP based on learnings, challenges and achievements; Disseminate the RAP outcomes to our staff and our partners; and Submit draft RAP to Reconciliation Australia for formal review and endorsement. 	April 2017	Manager

Contact details for public enquiries about our RAP.

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Position: Manager

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Photograph courtesy of the Barunga Festival



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