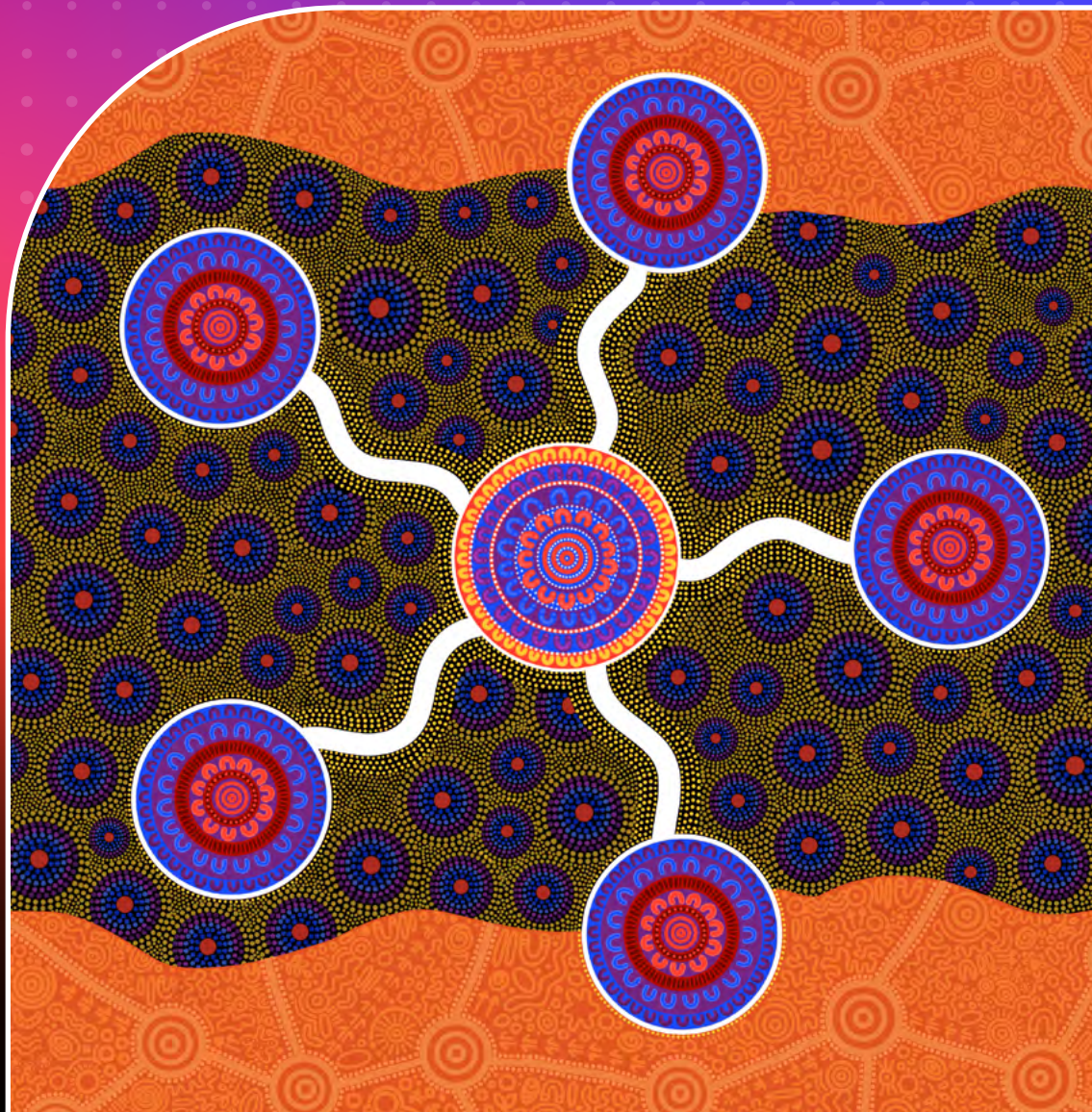


Your 7-Step Checklist for Embedding Reconciliation into Everyday Business

Inspired by insights from ELMO Software's
RAP event: "Turning Intention into Action"



This checklist is designed for HR and business leaders who want to move beyond intention and build reconciliation into everyday operations. Each step reflects what our expert panel of women, all pioneers for First Nation inclusion and development in their workforce, Helen Tran (ELMO Software), Claire Beattie (NAB), Daniella Dickson (PwC), and Yatu Widders-Hunt (Cox Inall Ridgeway), identified as essential for lasting impact.

1. Reflect and Commit

- Begin with an honest reflection on your organisation's history and values.
- Engage in truth-telling—what does reconciliation really mean for your business?
- Commit upfront resources: *time, budget, accountability, and leadership visibility.*

2. Align Reconciliation to Purpose

- Tie your RAP vision directly to your organisation's mission.
- Make reconciliation part of your core business strategy—not an add-on.
- Ask: *How can our purpose help Aboriginal and Torres Strait Islander peoples?*

3. Co-Design with First Nations Voices

- Involve Aboriginal and Torres Strait Islander people at every step—not just for consultation, but co-leadership.
- Benchmark your current state: know where you're starting from.
- Build relationships with local communities and First Nations businesses.

4. Embed Reconciliation in Business-as-Usual

- Integrate reconciliation actions into everyday processes—procurement, recruitment, governance, and cultural training.
- Ensure RAP goals appear in operational plans and performance frameworks.
- Make it “just a normal step in a normal day.”

5. Strengthen Governance and Accountability

- Create a RAP Working Group that includes both Indigenous and non-Indigenous members.
- Ensure it reports directly to the CEO or executive leadership.
- Track progress regularly and make it part of board or senior leadership reporting.

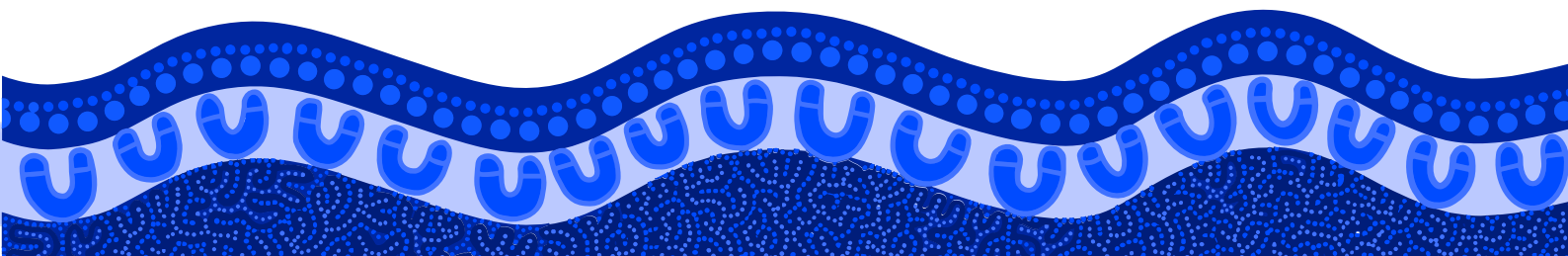
6. Measure What Matters

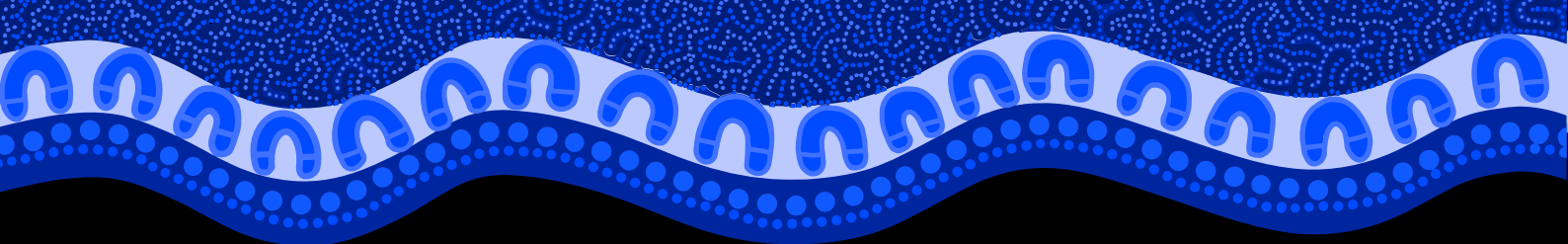
- Set clear KPIs: retention, attraction, procurement, and community investment.
- Use outcomes-based budgeting to show ROI on reconciliation.
- Balance the numbers with storytelling—let First Nations people tell their own impact stories.

7. Be Brave and Keep Learning

- Don't let fear of getting it wrong stop you from acting.
 - Accept that growth comes from respectful mistakes and ongoing learning.
 - Stay curious, stay open, and keep listening.
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Reconciliation isn't a project—it's a practice. When embedded into daily work, it drives trust, inclusion, and better business outcomes for everyone.





Releasing HR's Full Potential

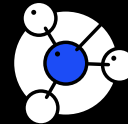
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