



TERRI JANKE AND COMPANY
LAWYERS & CONSULTANTS

RECONCILIATION ACTION PLAN


October 2022 – October 2024



**RECONCILIATION
ACTION PLAN**

INNOVATE





Terri Janke and Company acknowledge the Traditional Owners of the lands on which we live and work. We acknowledge the Bidjigal People, owners of the land where our office is located.

We extend our respect to all Aboriginal and Torres Strait Islander peoples throughout Australia. We recognise their continuing connection to land, waters and community. We pay our respects to their cultures and knowledge, to the Elders past, present, and emerging.

OUR VISION FOR RECONCILIATION



Reconciliation is at the forefront of our work and key to our business' culture. Our vision at Terri Janke and Company (TJC) is to empower Indigenous peoples. The sustained goal of our work is to support Aboriginal and Torres Strait Islander peoples to achieve success in business and innovation and to protect and empower Indigenous arts and culture.

Our vision for reconciliation is for Indigenous knowledges and cultures to be protected, for the benefit of Indigenous peoples, socially and economically. Our core business works toward this vision for Reconciliation and we continue to look to strengthen and expand our efforts for Reconciliation. We strive to offer the best legal service and reliability to our Indigenous and non-Indigenous clients and to act as a legal translator to enable non-Indigenous people to engage with Indigenous Cultural and Intellectual Property in a respectful way. We aid the process of reconciliation through fostering collaborations between Indigenous and non-Indigenous peoples, in accordance with Indigenous rights to their knowledge and culture.

Our work promotes and helps other businesses to engage with Indigenous peoples and their cultural heritage guided by key principles including respect, self-determination, benefit-sharing, protection and integrity. These are some of the principles that form the 'True Tracks' Framework, a foundation that drives our work and implements and advances our vision for reconciliation. The True Tracks® method has been designed by Indigenous lawyer , and Solicitor Director of TJC, Dr Terri Janke. It framework that guides on respecting Indigenous knowledge and culture and provides protocols for best practice engagement with Indigenous people and their heritage.

OUR BUSINESS



Terri Janke and Company is a legal and consulting firm specialising in Commercial Law. Operating since 2000, we are proudly 100% Indigenous owned and operated and a Certified Supplier with Supply Nation.

Our core business is providing legal services to Indigenous and non-Indigenous businesses and individuals, focusing on Indigenous Cultural and Intellectual Property (ICIP) and Intellectual Property (IP). We also provide training on ICIP and governance, corporate consultation and develop ICIP protocols for businesses.

TJC is made of a team of 17 people, of which 9 employees are Indigenous, including Solicitor Director Dr Terri Janke. We work nationally and internationally and have the capacity to deal with large scale projects. We are currently on the Australian Government Legal Services Panel and the Queensland Government Legal Services Panel.



OUR RAP



We are developing a RAP to continue progressing our reconciliation. In doing so, we are demonstrating to our clients, suppliers and peers that we are dedicated to developing, continuing and strengthening meaningful action which fosters reconciliation with Indigenous peoples.

Our commitment to this RAP is supported by all members of the firm. Our RAP working group will oversee the implementation of the actions of Reconciliations and our RAP Champion will drive our engagement with our RAP.

Our RAP working group consists of:

**Dr Terri Janke (Solicitor Director, RAP Champion)
Sarina Siva (Communications Assistant, Chair)
Laura Curtis (Solicitor)
Harry Loader (Paralegal)
Andrew Pitt (CFO)**

Our current and ongoing commitments to reconciliation:

- We are Supply Nation Certified, meaning that TJC meets a minimum of 51% owned, managed and controlled by Indigenous individuals. Solicitor Director Dr Terri Janke is the sole director and sole shareholder of Terri Janke and Company.**
- We have set goals of 35 pro bono hours yearly for each lawyer in order to make legal services accessible, with a priority for empowering Indigenous people.**
- We encourage staff to participate in NAIDOC events.**
- We fund an annual award and cash prize given to a First Nations Law student at the University of NSW with the aim to empower First Nations studying law.**
- We made recent donations to Aboriginal Medical Services in Wollongong and Coonamble during COVID-19 to support Indigenous communities affected by the pandemic.**
- We support CareerTrackers and Ngalaya Indigenous (lawyers) Corporation.**
- We encourage and support Indigenous lawyers and law students by prioritising their employment within the business.**

RELATIONSHIPS



Terri Janke and Company seeks to connect people through the sharing of art and knowledge and making it possible for non-Indigenous people and organisations to engage with Indigenous culture in a respectful way.

We are proud of the relationships we have built and aim to nurture and develop more ongoing relationships with Indigenous individuals and groups. These relationships underpin and inform how we collaborate, listen and better understand the needs of our clients and the needs and ambitions of Indigenous peoples.

ACTION	DELIVERABLE	TIMELINE	RESPONSIBILITY
1. Build relationships through celebrating National Reconciliation Week (NRW).	<ul style="list-style-type: none"> • Organise one internal event for NRW each year. 	May 2023, May 2024	Solicitor Director
	<ul style="list-style-type: none"> • Register internal event via NRW website. 	May 2023, May 2034	Communications Assistant
	<ul style="list-style-type: none"> • Continue to invite Indigenous peoples to share their reconciliation experiences or stories. 	March 2023, March 2024	Solicitor Director
	<ul style="list-style-type: none"> • Continue to encourage staff to participate in external events to recognise and celebrate NRW. 	May 2023, May 2024	Communications Assistant
	<ul style="list-style-type: none"> • Circulate Reconciliation Australia’s NRW resources and reconciliation materials to our staff. 	May 2023, May 2024	Communications Assistant
	<ul style="list-style-type: none"> • RAP Working Group members to participate in an external NRW event. 	May 2023, May 2024	Communications Assistant

ACTION	DELIVERABLE	TIMELINE	RESPONSIBILITY
<p>2. Develop and maintain mutually beneficial relationships with Aboriginal and Torres Strait Islander peoples, communities and organisations to support positive outcomes.</p>	<ul style="list-style-type: none"> • Continue to develop and implement an engagement plan to work with our Aboriginal and Torres Strait Islander stakeholders. 	<p>Dec 2022, July 2023, Dec 2023, July 2024</p>	<p>Solicitor Director</p>
	<ul style="list-style-type: none"> • Continue to meet with local Aboriginal and Torres Strait Islander organisations for further engagement and active participation. 	<p>March 2023, March 2024</p>	<p>Solicitor Director</p>
	<ul style="list-style-type: none"> • Continue to host and attend events and workshops aimed at supporting and empowering Indigenous peoples. 	<p>Dec 2022, Dec 2023</p>	<p>Communications Assistant</p>
<p>3. Promote reconciliation through our sphere of influence.</p>	<ul style="list-style-type: none"> • Communicate our RAP to all internal and external stakeholders. 	<p>Jan 2022</p>	<p>Communications Assistant</p>
	<ul style="list-style-type: none"> • Promote reconciliation to our stakeholders through ongoing active engagement. 	<p>Nov 2022, Nov 2023</p>	<p>Communications Assistant</p>
	<ul style="list-style-type: none"> • Develop and implement a staff engagement strategy to raise awareness of reconciliation across our workforce. 	<p>Nov2022</p>	<p>Communications Assistant</p>
	<ul style="list-style-type: none"> • Communicate our commitment to reconciliation publicly. 	<p>Oct 2022, Oct 2023</p>	<p>Communications Assistant</p>
	<ul style="list-style-type: none"> • Collaborate with RAP organisations and other like-minded organisations to develop innovative approaches to advance reconciliation. 	<p>March 2023, March 2024</p>	<p>Solicitor Director</p>
	<ul style="list-style-type: none"> • Continue to explore opportunities to positively influence our external stakeholders to drive reconciliation outcomes. 	<p>Oct 2023, Oct 2024</p>	<p>Solicitor Director</p>

ACTION	DELIVERABLE	TIMELINE	RESPONSIBILITY
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4. Promote positive race relations through anti-discrimination strategies.

- **Develop, implement and communicate and anti-discrimination policy.**
- **Engage with Aboriginal and Torres Strait Islander staff to review our anti-discrimination policy.**
- **Conduct a review of HR policies and procedures to identify existing anti-discrimination provisions and future needs.**
- **Educate all staff, including about the prevalence and effect of racism on social and emotional wellbeing through annual workshops.**
- **Continue to provide staff sorry business leave.**

Dec 2023	Communications Assistant
Dec2023	Paralegal
March 2023	CFO
May 2023, May 2024	CFO
March 2023, March 2024	Solicitor Director

RESPECT



Respect for Aboriginal and Torres Strait Islander peoples' cultures, lands, waters, knowledge, histories and rights are essential to our organisation and central to our core business activities. Through providing legal services to Aboriginal and Torres Strait Islander peoples and providing education to non-Indigenous people, we promote the respect, understanding and appreciation of Indigenous cultures and histories.

ACTION	DELIVERABLE	TIMELINE	RESPONSIBILITY
<p>5. Engage employees in continuous cultural learning opportunities to increase understanding and appreciation of Aboriginal and Torres Strait Islander cultures, histories and achievements.</p>	<ul style="list-style-type: none"> • Continue to implement an Aboriginal and Torres Strait Islander cultural awareness training strategy for our staff which defines cultural learning needs of employees in all areas of our business and considers ways cultural learning can be provided (online, face to face workshops or cultural immersion). 	<p>Dec 2022, July 2023, Dec 2023</p>	<p>Solicitor</p>
	<ul style="list-style-type: none"> • Continue to collaborate with local Traditional Owners and/or Indigenous consultants to develop cultural awareness training. 	<p>Sept 2022, Sept 2023</p>	<p>Solicitor</p>
	<ul style="list-style-type: none"> • Promote the Reconciliation Australia's 'Share Our Pride' online tool to all staff. 	<p>Sept 2023, Sept 2024</p>	<p>Communications Assistant</p>
	<ul style="list-style-type: none"> • Continue to share local cultural experiences and immersion opportunities for staff to attend. 	<p>Dec 2023, Dec 2024</p>	<p>Communications Assistant</p>
	<ul style="list-style-type: none"> • Conduct a review of cultural learning needs within our organisation. 	<p>June 2023, June 2024</p>	<p>CFO</p>

ACTION	DELIVERABLE	TIMELINE	RESPONSIBILITY
<p>5. Engage employees in continuous cultural learning opportunities to increase understanding and appreciation of Aboriginal and Torres Strait Islander cultures, histories and achievements (continued).</p>	<ul style="list-style-type: none"> • Provide opportunities for RAP Working Group members, HR managers and other key leadership staff to participate in formal and structured cultural learning. 	<p>Jan 2023, Jan 2024</p>	<p>CFO</p>
<p>6. Engage employees in understanding the significance of Aboriginal and Torres Strait Islander cultural protocols, such as Welcome to Country and Acknowledgement of Country, to ensure there is a shared meaning.</p>	<ul style="list-style-type: none"> • Invite a Traditional Owner to provide a Welcome to Country at significant events, if any held. • Continue to include an Acknowledgement of Country at the commencement of all important internal and external meetings. • Develop, implement and communicate a cultural protocol document, including protocols for Welcome to Country and Acknowledgement of Country. • Organise and display an Acknowledgment of Country plaque in our office or on our office building. • Increase staff's understanding of the purpose and significance behind cultural protocols, including Acknowledgement of Country and Welcome to Country protocols. 	<p>Dec 2023, Dec 2024</p> <p>Sept 2023, Sept 2024</p> <p>Oct 2023</p> <p>Oct 2022</p> <p>June 2023, June 2024</p>	<p>Solicitor Director</p> <p>Solicitor Director</p> <p>Communications Assistant</p> <p>CFO</p> <p>Solicitor Director</p>
<p>7. Build respect for Aboriginal and Torres Strait Islander cultures and histories by celebrating NAIDOC Week.</p>	<ul style="list-style-type: none"> • Continue to review and update our HR policies and procedures to ensure there are no barriers to staff participating in NAIDOC Week. • Provide opportunities for Aboriginal and Torres Strait Islander staff to engage with their culture and communities by celebrating NAIDOC Week. 	<p>June 2023, June 2024</p> <p>July 2023, July 2024</p>	<p>CFO</p> <p>Solicitor Director</p>

ACTION	DELIVERABLE	TIMELINE	RESPONSIBILITY
7. Build respect for Aboriginal and Torres Strait Islander cultures and histories by celebrating NAIDOC Week (continued).	<ul style="list-style-type: none"> • Continue to have a staff non-work day for NAIDOC Week and encourage staff to participate in NAIDOC events • RAP Working Group to participate in an external NAIDOC Week event. 	July 2023, July 2024	Solicitor Director
		July 2023, July 2024	Communications Assistant
8. Respect Aboriginal and Torres Strait Islander peoples rights to their knowledge and culture.	<ul style="list-style-type: none"> • Continue to support Aboriginal and Torres Strait Islander people by protecting their rights to knowledge and culture through our business. 	June 2023, June 2024	CFO
	<ul style="list-style-type: none"> • Continue to support non-Indigenous peoples to engage with Aboriginal and Torres Strait Islander people's knowledge and culture respectfully. 	June 2023, June 2024	Solicitor Director
	<ul style="list-style-type: none"> • Continue to follow and promote the True Tracks principles. 	June 2023, June 2024	Solicitor Director
9. Build respect through recognising, celebrating and promoting Aboriginal and Torres Strait Islander peoples, achievements, and cultures externally.	<ul style="list-style-type: none"> • Develop and update TJC calendar of significant dates for Aboriginal and Torres Strait Islander peoples and their histories. 	Jan 2023, Jan 2024	Communications Assistant
	<ul style="list-style-type: none"> • Promote dates of significance for Aboriginal and Torres Strait Islander peoples internally to staff and to our stakeholders and public through social media channels. 	Jan 2023, Jan 2024	Communications Assistant
	<ul style="list-style-type: none"> • Continue to share Indigenous news through our social media channels. 	Jan 2023, Jan 2024	Communications Assistant
	<ul style="list-style-type: none"> • Continue to promote our Aboriginal and Torres Strait clients and their achievements. 	Jan 2023, Jan 2024	Communications Assistant

ACTION	DELIVERABLE	TIMELINE	RESPONSIBILITY
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10. Support and promote the Uluru Statement from the Heart internally and externally.

- Provide opportunities to increase staff knowledge on the Uluru Statement from the Heart.
- Explore opportunities to promote the Uluru Statement from the Heart with clients and external stakeholders.

Oct 2023

Solicitor Director

Feb 2023

Communications Assistant

OPPORTUNITIES



We actively support and create pathways through providing employment and internship opportunities for Indigenous people when they arise, through sponsorship of the award 'Terri Janke and Company Award of Excellence', an award for Indigenous law students at University of New South Wales, and for our staff who we support to grow and excel within our business.

Our work focuses on Indigenous Cultural and Intellectual Property and it is essential to have Indigenous employees and perspectives in this area. We also support training of our staff in areas of law and areas of professional development to support them in their careers and develop their professional identity.

ACTION	DELIVERABLE	TIMELINE	RESPONSIBILITY
<p>11. Investigate opportunities to improve and increase Aboriginal and Torres Strait Islander employment outcomes within our workplace.</p>	<ul style="list-style-type: none"> Continue to develop and implement an Aboriginal and Torres Strait Islander Employment and Retention strategy. 	Nov 2023, Nov 2024	CFO
	<ul style="list-style-type: none"> Continue to engage with existing Aboriginal and Torres Strait Islander staff to consult on employment strategies, including professional development. 	Nov 2023, Nov 2024	CFO
	<ul style="list-style-type: none"> Continue recruitment procedures and policies to ensure that there are no barriers to Aboriginal and Torres Strait Islander future applicants participating in our workplace. 	Nov 2023, Nov 2024	CFO
	<ul style="list-style-type: none"> Continue to sponsor the 'Terri Janke and Company Award of Excellence' for Aboriginal and Torres Strait Islander Law students at UNSW. 	Aug 2022, Aug 2024	CFO

ACTION	DELIVERABLE	TIMELINE	RESPONSIBILITY
12. Increase Aboriginal and Torres Strait Islander supplier diversity within our organisation.	<ul style="list-style-type: none"> • Continue with our procurement policies and procedures that prioritises Indigenous suppliers. 	July 2022, July 2023	CFO
	<ul style="list-style-type: none"> • Continue to expand our relationships with Aboriginal and Torres Strait Islander owned business and prioritise purchasing their goods and services. 	Nov 2022, Nov 2023	Solicitor Director
	<ul style="list-style-type: none"> • Continue ongoing registration as a certified supplier with Supply Nation. 	June 2023, June 2024	CFO
	<ul style="list-style-type: none"> • Continue annual attendance of Supply Nation Connect. 	May 2023, May 2024	CFO
	<ul style="list-style-type: none"> • Continue as members of NSW Indigenous Chamber of Commerce. 	June 2023, June 2024	CFO
	<ul style="list-style-type: none"> • Review and update procurement practices to ensure there remain no barriers to procuring goods and services from Aboriginal and Torres Strait Islander businesses. 	June 2023, June 2024	CFO
	<ul style="list-style-type: none"> • Continue to communicate opportunities for procurement of goods and services from Aboriginal and Torres Strait Islander businesses to staff. 	Jan 2023, Jan 2024	Communications Assistant
13. Increase awareness and capacity to protect Indigenous Cultural and Intellectual Property.	<ul style="list-style-type: none"> • Explore opportunities to promote the Uluru Statement from the Heart with clients and external stakeholders. 	Oct 2023	Solicitor Director
	<ul style="list-style-type: none"> • Continue to host True Tracks workshops for businesses and individuals seeking to understand the True Tracks Principles: for better engagement with Indigenous knowledge and culture. 	June 2023, June 2024	CFO

ACTION	DELIVERABLE	TIMELINE	RESPONSIBILITY
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13. Increase awareness and capacity to protect Indigenous Cultural and Intellectual Property (continued).

- **Continue to promote the importance of protecting Indigenous Cultural and Intellectual Property through our social media channels.**
- **Revise our available online resources that share awareness of Indigenous Cultural and Intellectual Property and the importance of protecting it.**
- **Continue to host True Tracks workshops for businesses and individuals seeking to understand the True Tracks Principles: for better engagement with Indigenous knowledge and culture.**
- **Continue to host other workshops aimed at helping businesses and individuals to understand how to protect Indigenous Cultural and Intellectual Property.**

March 2024

Communications Assistant

March 2024

Paralegal

March 2024

Solicitor

March 2024

Solicitor

GOVERNANCE, TRACKING PROGRESS & REPORTING



ACTION	DELIVERABLE	TIMELINE	RESPONSIBILITY
<p>14. RAP Working Group (RWG) actively monitors RAP development and implementation of actions, tracking progress and reporting.</p>	<ul style="list-style-type: none"> • Meet at least twice per year to monitor and report on RAP implementation. • Maintain Aboriginal and Torres Strait Islander representation on the RWG. • Establish and apply a Terms of Reference for the RWG. 	<p>Oct 2023, April 2023, Oct 2023, April 2024 Oct 2023, April 2023, Oct 2023, April 2024 Oct 2022</p>	<p>Solicitor Director CFO Communications Assistant</p>
<p>15. Provide appropriate support for effective implementation of RAP commitments.</p>	<ul style="list-style-type: none"> • Define resource needs for RAP implementation. • Engage our senior leaders and other staff in the delivery of RAP commitments. • Define and maintain appropriate systems to track, measure and report on RAP commitments. • Appoint and maintain an internal RAP Champion from senior management. 	<p>Oct 2022 Oct 2022 Oct 2022 Oct 2022</p>	<p>Communications Assistant Communications Assistant Solicitor Director Solicitor Director</p>

ACTION	DELIVERABLE	TIMELINE	RESPONSIBILITY
16. 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 RAP Impact Measurement Questionnaire to Reconciliation Australia annually. 	Sept 2022, Sept 2023	Communications Assistant
	<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. 	June 2023, June 2024	Communications Assistant
	<ul style="list-style-type: none"> • Contact Reconciliation Australia to request our unique link, to access the online RAP Impact Measurement Questionnaire. 	Aug 2023, Aug 2024	Communications Assistant
	<ul style="list-style-type: none"> • Report RAP progress to all staff and senior leaders quarterly. 	Jan 2023, April 2023, Aug 2023, Oct 2023, Jan 2024, April 2024, Aug 2024, Oct 2024	Communications Assistant
17. 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. 	August 2024	Communications Assistant

OUR RAP WORKING GROUP



Dr Terri Janke
Solicitor Director
(RAP Champion)



Sarina Siva
Communications
Assistant
(Chair)



Laura Curtis
Solicitor



Harry Loader
Paralegal



Andrew Pitt
Chief Financial
Officer (CFO)

CONTACT

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