

2023



RECONCILIATION

ACTION

* PLAN

October 2023 - October 2024



Simplygreen Salary Packaging acknowledges the Traditional Custodians of the land and waters on which we work and live, the Woiwurrung (Wurundjeri) peoples of the Kulin Nation. We pay respect to Elders, past and present.

We acknowledge the rich and meaningful contribution that Aboriginal and Torres Strait Islander people make to life and culture and their continuing connection to that land and waterways. This land was never ceded.

A statement from Karen Mundine

Reconciliation Australia's CEO

Reconciliation Australia welcomes Simplygreen Salary Packaging to the Reconciliation Action Plan (RAP) program with the formal endorsement of its inaugural Reflect RAP.

Simplygreen Salary Packaging joins a network of more than 1,100 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 Simplygreen Salary Packaging 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 to Simplygreen Salary Packaging, 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

Our business

Since 2007, Simplygreen Salary Packaging has been a leading provider of salary packaging and novated leasing solutions across Australia. Our commitment to creating happy, healthy, and sustainable workplaces has enabled us to service over 600 organisations.

Salary packaging is an employee benefit offered by organisations, allowing employees to maximise their income. Offering salary packaging and novated leasing is a great way for employers to attract and maintain talent within an organisation.

Simplygreen provides salary packaging and novated leasing to not-for-profit and healthcare organisations as well as corporate businesses across a diverse range of sectors. Through salary packaging and novated leasing, employees allocate a portion of their pre-tax income towards specific expenses, resulting in a lowered taxable income and more take-home pay.

Guided by our promise to offer flexible salary packaging tailored to the needs of our Members, we are motivated to serve our Members with our commitment to:

Customer focus: our Members are at the centre of our thinking, we work hard to deliver exceptional customer service and support.

Environmental Responsibility: reduce our environmental impact through eco-friendly practices and encouraging sustainable behaviours among our employees and clients.

Innovation: continually seeking out new and innovative ways to improve our products and services and provide greater value to our clients.

Transparency: to provide clear and honest communication to our clients and stakeholders and operate with integrity in all our business practices.

In 2020, Simplygreen achieved B-Corp certification, joining a community of leaders who drive a global movement towards a more sustainable and inclusive economy. As part of our mission to balance profit and purpose, we offer pro-bono salary packaging to employees at not-for-profit organisations who work within the environmental and sustainability sector.

With one office located in Wurundjeri Country, Collingwood, Simplygreen is a team of 20 employees who celebrate diversity and promote a culture of inclusion and mutual appreciation. As of September 2023, Simplygreen does not have any employees who identify as Aboriginal and/or Torres Strait Islander people

Our RAP

Simplygreen Salary Packaging has developed a RAP as our Leadership Team recognises the imperative of acknowledging and addressing the historical and ongoing experiences of First Nations people in Australia. In line with our mission to create happy, healthy, and sustainable workplaces, we are committed to ensuring that our service offering is more culturally aware and accessible for all workplaces, employees, and businesses that choose us as their salary packaging provider.

Simplygreen has established a RAP Working Group consisting of leaders from various areas of the business. Our RAP Working Group includes Nate Pedrotti (Client Relationship Partner), Kobi Blake-Craig (Communications and Engagement Coordinator), James Kelsey (New Member Advice Team Leader), Melissa Broadhurst (Marketing Coordinator), and Kate Burns (Member Services Team Leader). Our Chief Executive Officer, Bobby Karanfilov, will be our RAP champion and assume responsibility for fostering internal engagement and awareness of our Reflect RAP. Through our RAP, we aim to establish our reconciliation journey as a collective responsibility within Simplygreen.

The RAP Group has worked diligently to comprehend and pinpoint ways to effectively engage with Traditional Owner Groups and Aboriginal and Torres Strait Islander communities, both within our current client base and in a wider societal context. This effort aimed to shape the primary focuses for Simplygreen over the next 12 months.

As our connections and cultural insights with these relationships deepen, we aspire to significantly enhance access to our service offerings to reduce the ongoing impacts of colonisation and the structural financial barriers this has created for First Nations people across Australia.

Our Reflect RAP is the first step in our ongoing reconciliation journey.

A statement from our CEO

On behalf of Simplygreen Salary Packaging, I am proud to present the Reflect Reconciliation Action Plan (RAP).

As an ethical and purpose-driven salary packaging company, our mission is help organisations create happy, healthy and sustainable workplaces across Australia. We empower organisations of all shapes and sizes to deliver best in class workplace benefits (such as salary packaging) to their employees.

Working with Reconciliation Australia's RAP framework, and our RAP Working Group, Simplygreen has developed a Reflect RAP that emphasises our commitment to stop and listen to Aboriginal and Torres Strait Islander people within our client base and the wider community. This will lay the foundation for Simplygreen to build meaningful and lasting relationships based on trust and respect for First Nations peoples' rich histories and cultures.

I am excited for the future and what it will bring to Simplygreen Salary Packaging in terms elevating our cultural learning and relationship building. Our Reflect RAP is a significant milestone in Simplygreen's journey and only the beginning of our continuous journey of reconciliation.

Bobby Karanfilov
Chief Executive Officer



Our Current Activities

Aboriginal and Torres Strait Islander Employment Strategy

In mid-2023, we introduced our Aboriginal and Torres Strait Islander Employment Strategy, aiming to establish a framework that fosters pathways, enhances representation, and expands opportunities for Aboriginal and Torres Strait Islander individuals within Simplygreen, thereby ensuring equity throughout our recruitment process.

Acknowledgement of Country

Simplygreen has implemented Acknowledgement of Country across meetings and email signatures company-wide.

Carbon Neutrality

Simplygreen's novated fleet's carbon emissions are offset. One of the projects we partner with, via South Pole is EcoAustralia (Mount Sandy Conservation Project). Located on the traditional lands of the Ngarrindjeri people, the project promotes partnerships for conservation between traditional land owners and non-Indigenous land owners.



Relationships

Action	Deliverable	Timeline	Responsibility
1. Establish and strengthen mutually beneficial relationships with Aboriginal and Torres Strait Islander stakeholders and organisations.	Identify Aboriginal and Torres Strait Islander stakeholders and organisations within our local area or sphere of influence.	December 2023	Client Relationship Partner
	Research best practice and principles that support partnerships with Aboriginal and Torres Strait Islander stakeholders and organisations.	December 2023	Client Relationship Partner
	Establish a relationship with an Aboriginal governed Financial Counselling service to explore ways to improve access to all our products and services.	December 2023	Client Relationship Partner
2. Encourage and support staff and senior leaders to participate in at least one external event to recognise and celebrate NRW.	Circulate Reconciliation Australia's NRW resources and reconciliation materials to our staff.	May 2024	Communications & Engagement Coordinator
	RAP Working Group members to participate in an external NRW event.	27th May 2024-3rd June 2024	Communications & Engagement Coordinator
	Encourage and support staff and senior leaders to participate in at least one external event to recognise and celebrate NRW.	27th May 2024-3rd June 2024	Communications & Engagement Coordinator

Relationships

Action	Deliverable	Timeline	Responsibility
3. Promote reconciliation through our Sphere of Influence	Ensure all staff are aware of Simplygreen Salary Packaging's commitment to reconciliation	October 2024	CEO
	Centralise all materials for all employees to access materials related to our current RAP	December 2023	Communications & Engagement Coordinator
	Identify external stakeholders that our organisation can engage with on our reconciliation journey.	December 2023	Marketing Coordinator
	Publish our RAP on our website and promote on social media	November 2023	Marketing Coordinator
	Use our social media platforms to acknowledge and celebrate National Reconciliation Week and NAIDOC Week to our clients, stakeholders and broader community	May and July 2024	Marketing Coordinator & Communications & Engagement Coordinator
	Identify RAP and other like-minded organisations that we could approach to collaborate with on our reconciliation journey.	December 2023	Marketing Coordinator
	Ensure significant Aboriginal and Torres Strait Islander dates of significance are in calendars and circulate information pertaining to local events	November 2023	Communications & Engagement Coordinator
4. Promote positive race relations through anti-discrimination strategies.	Research best practice and policies in areas of race relations and anti-discrimination.	April 2024	Client Relationship Partner
	Conduct a review of HR policies and procedures to identify existing anti-discrimination provisions, and future needs.	April 2024	CEO



Respect

Action	Deliverable	Timeline	Responsibility
5. Increase understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights through cultural learning.	Develop a business case for increasing understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights within our organisation.	June 2024	New Member Advice Team Leader
	Ensure all members of the RAP Working Group undertake Aboriginal and Torres Strait Islander Cultural Competence Course through the Centre for Cultural Competence Australia.	December 2023	CEO
	Identify a Cultural Competency course which all staff can undertake as part of their induction.	November 2023	CEO
	Display local First Nations Artworks in office and ensure all staff are informed about the artist, their Country and process/story behind the artwork	July 2024	Client Relationship Partner
	Explore meaningful cultural immersion experience for RAP Working Group/ Management.	August 2024	Communications & Engagement Coordinator
	Conduct a review of cultural learning needs within our organisation.	April 2024	CEO

Respect

Action	Deliverable	Timeline	Responsibility
6. Increase understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights through cultural learning.	Develop an understanding of the local Traditional Owners or Custodians of the lands and waters on which Simplygreen Salary packaging works.	December 2023	Member Services Team Leader
	Develop protocols for Acknowledgement of Country and Welcome to Country	December 2023	Member Services Team Leader
	Include an Acknowledgement of Country at all significant internal and external meetings	December 2023	CEO
	Publish an Acknowledgement of Country on our website	December 2023	Marketing Coordinator
	Increase staff's understanding of the purpose and significance behind cultural protocols, including Acknowledgement of Country and Welcome to Country protocols.	January 2024	CEO

Respect

Action	Deliverable	Timeline	Responsibility
7. Build respect for Aboriginal and Torres Strait Islander cultures and histories by celebrating NAIDOC Week.	Introduce our staff to NAIDOC Week by promoting external events in our local area.	July 2024	Communications & Engagement Coordinator
	Raise awareness and share information amongst our staff about the meaning of NAIDOC Week.	July 2024	Communications & Engagement Coordinator
	Simplygreen Salary Packaging RAP Working Group to participate in a NAIDOC Week event	July 2024	CEO
	Raise staff awareness on the significance of NAIDOC week and create a centralised information pack for staff to access	July 2024	Communications & Engagement Coordinator
	Encourage participation in NAIDOC Week events by all staff	July 2024	CEO



Opportunities

Action	Deliverable	Timeline	Responsibility
8. Improve employment outcomes by increasing Aboriginal and Torres Strait Islander recruitment, retention and professional development.	Develop a business case for Aboriginal and Torres Strait Islander employment within our organisation.	August 2024	New Member Advice Team Leader
	Build understanding of current Aboriginal and Torres Strait Islander staffing to inform future employment and professional development opportunities.	June 2024	New Member Advice Team Leader
9. Increase Aboriginal and Torres Strait Islander supplier diversity to support improved economic and social outcomes.	Develop a business case for procurement from Aboriginal and Torres Strait Islander owned businesses.	June 2024	Client Relationship Partner
	Develop a plan to offer pro-bono Salary Packaging to local Aboriginal and Torres Strait Islander Public Benevolent Institutions	December 2023	Client Relationship Partner
	Ensure Aboriginal and Torres Strait Islander charities are represented in Simplygreen Salary Packaging's workplace giving program, Simply heart.	December 2023	Client Relationship Partner
	Collate a list of Aboriginal and Torres Strait Islander owned hospitality venues to host work events when appropriate	December 2023	Client Relationship Partner
	Investigate a Supply Nation Membership to ensure engagement with Aboriginal and Torres Strait Islander businesses occurs wherever possible	February 2024	Member Services Team Leader



Governance

Action	Deliverable	Timeline	Responsibility
10. Establish and maintain an effective RAP Working Group (RWG) to drive governance of the RAP.	Maintain a RWG to govern RAP implementation.	October 2023	CEO
	Draft a Terms of Reference for the RWG.	October 2023	CEO
	Set up monthly RWG meetings in the calendar of the RWG members to drive and monitor implementation of the RAP deliverables	October 2023	CEO
	Establish Aboriginal and Torres Strait Islander representation on the RWG.	October 2023	CEO
11. Provide appropriate support for effective implementation of RAP commitments.	Define resource needs for RAP implementation.	November 2023	Communications & Engagement Coordinator
	Engage senior leaders in the delivery of RAP commitments.	October 2023	CEO
	Appoint a senior leader to champion our RAP internally.	October 2023	CEO
	Define appropriate systems and capability to track, measure and report on RAP commitments.	October 2023	CEO

Governance

Action	Deliverable	Timeline	Responsibility
12. Build accountability and transparency through reporting RAP achievements, challenges and learnings both internally and externally.	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 annually	Communications & Engagement Coordinator
	Report on progress of RAP in monthly staff meetings. Ensure these progress reports are honest about both the learnings and challenges that the RWG are experiencing.	October 2023	Communications & Engagement Coordinator
	Contact Reconciliation Australia to request our unique link, to access the online RAP Impact Measurement Questionnaire.	1 August annually	Communications & Engagement Coordinator
	Complete and submit the annual RAP Impact Measurement Questionnaire to Reconciliation Australia.	30 September, Annually	CEO
13. Continue our reconciliation journey by developing our next RAP.	Register via Reconciliation Australia's website to begin developing our next RAP.	July 2024	Communications & Engagement Coordinator

Contact Details

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