

REFLECT RECONCILIATION ACTION PLAN

October 2023 - October 2024



RECONCILIATION
ACTION PLAN

REFLECT







ACKNOWLEDGEMENT OF COUNTRY

CAPS Australia acknowledges the Traditional Owners and Custodians of the Lands throughout Australia and recognises their continuing connection to the land, water and community.

We pay our respects to their Elders past, present and emerging.

MESSAGE FROM CAPS AUSTRALIA CEO

On behalf of the CAPS Australia team, I am delighted to introduce our first Reconciliation Action Plan (RAP). As CEO, I believe that businesses have a responsibility to use their resources and influence social and environmental causes.

For CAPS Australia, this means beginning our journey with the Reflect RAP, the starting point where we think about what reconciliation is, what it means for us as an organisation and what our contribution could be.



Tony Halls, CEO

As a diverse organisation with a vast operational footprint across Australia, we are well positioned to play a leading role in fostering positive relationships and creating inclusive environments for Aboriginal and Torres Strait Islander peoples to consider employment and business opportunities. Additionally, as a trusted partner to our clients, we recognise they too are looking to us to lead by example and support reconciliation efforts. Through our Reflect RAP, we are committed to working collaboratively with our clients to create social impact and drive meaningful change towards the reconciliation.

STATEMENT FROM CEO OF RECONCILIATION AUSTRALIA

INAUGURAL REFLECT RAP

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

CAPS Australia joins a network of more than 2,200 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 CAPS Australia 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 CAPS Australia, 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



Photo: Joseph Meyers

OUR BUSINESS

CAPS Australia is a proud Australian company offering Australia's widest range of industrial air compressors and power generation solutions, including centrifugal blowers, compressed air dryers, pressure vessels and industrial generators.

CAPS is intent on remaining at the forefront of compressed air, gas generation and power generation solutions.



An energetic company founded in 1980 with over 40 years of experience in the Australian market. With 10 branches, 200 employees, that reach right around the country Perth, Kalgoorlie, Darwin, Mackay, Brisbane, Newcastle, Sydney, Melbourne, Adelaide and Launceston. With 60 Service Technicians covering the full national footprint, we offer a 24/7 service. As an independent company, we have the flexibility to search globally for the best products and technologies that best serve the Australian market's needs.

CAPS has world-renowned partner brands such as Ingersoll Rand, Kohler, AIRMAN, Sauer, Pedro Gil and many more. CAPS operates in a 2,200sqm, ISO9001 accredited manufacturing facility in Welshpool, Western Australia.

Here, our team manages the total design, development and manufacturing of specialised one-off compressor, generator and blower packages. CAPS have designed and built hundreds of engineered skid packages for customers in Australia and 38 countries worldwide.

OVER 40
YEARS OF EXPERIENCE



**A family
owned
Australian
business**

OUR TEAM

We understand that as our business grows and develops and we move into a carbon-neutral world, we need a diverse workplace with a culture of inclusion. With 10 branches across Australia, over 190 employees 30 of whom are from different cultural backgrounds and 4 identifying as Aboriginal or Torres Strait Islander, our aim is to create a workplace that is fair, flexible and accessible, where every member of the team can bring their authentic, whole self to work.

We want to create a workplace environment that attracts talented people and fosters innovation and new ways of working.



OUR RAP

CAPS Australia Pty Ltd is dedicated to the reconciliation process, which aims to close the gap between Indigenous and non-Indigenous in Australia. Creating a Reconciliation Action Plan (RAP) is a first step in our reconciliation journey. It signifies our unwavering commitment to improving relationships with our First Nations peoples.

Our RAP serves as the foundational document outlining our strategic path toward reconciliation. It provides guidance for our actions and commitments, facilitating positive relationships and meaningful engagement with Indigenous communities.

To introduce the principles and concepts of our Reflect RAP, we've established an internal Reconciliation Action Plan Working Group (RWG). This dedicated team consists of individuals from different parts of our organisation who share a passion for reconciliation and are determined to drive positive change. With the support and guidance of Reconciliation WA, our RWG is well-prepared to embark on this journey.

One of the initial and critical steps in this process involves defining the terms of reference for the RWG. This essential document outlines the purpose, scope, roles, responsibilities, and goals of the RWG, providing a clear framework for the team's operations. By establishing these terms of reference, we ensure that our RWG is empowered to effectively fulfil our RAP commitments.

Our Reflect RAP, shaped through the collaborative efforts of the RWG and guided by the expertise of Reconciliation WA, demonstrates our steadfast dedication to reconciliation. It represents our commitment to acknowledging the past, nurturing meaningful relationships, and working collaboratively toward a more inclusive and equitable future for all.



RAP WORKING GROUP

NAME	LOCATION	RAP ROLE	DESIGNATION CAPS
Nicola Larg	Perth	RAP WG Chair/ Coordinator	HR & Safety Officer
Kevin Hume	Perth	RAP WG Vice-Chair	National Marketing Manager
John Mooney	Sydney	RAP WG Member	Sydney Branch Manager
Mark Williams	Brisbane	RAP WG Member	Senior Service Technician
Marika Olsen	Mackay	RAP WG Member	Service Coordinator
Duane McMillan	Kalgoorlie	RAP WG Member	Customer Support Representative
Danielle Hill	Newcastle	RAP WG Member	Service Coordinator
Tony Halls	Perth	RAP Champion	Chief Executive Officer
Shalyn Klvana	Perth	RAP Champion	National HR & WHS Manager
Andrew Barnes	Perth	RAP Champion	Supply Chain & Inventory Manager

OUR ACTIONS



RELATIONSHIPS

ACTION	DELIVERABLE	TIMELINE	RESPONSIBILITY
1. Establish and strengthen mutually beneficial relationships with Aboriginal and Torres Strait Islander stakeholders and organisations.	<ul style="list-style-type: none"> Identify Aboriginal and Torres Strait Islander stakeholders and organisations within our local area or sphere of influence. 	November, 2023	Lead: HR Manager Support: HR Officer, Supply Chain Manager
	<ul style="list-style-type: none"> Research best practices and principles that support partnerships with Aboriginal and Torres Strait Islander stakeholders and organisations. 	October, 2023	Lead: HR Officer Support: Customer Support Rep.
	<ul style="list-style-type: none"> Establish a connection with a local Noongar artist to commission a piece of art for CAPS Australia Head office based in Perth. Engage local Artist to commission artwork to increase the appreciation of local cultural groups. 	December, 2023	Lead: HR Officer
2. Build relationships through celebrating National Reconciliation Week (NRW).	<ul style="list-style-type: none"> Circulate Reconciliation Australia's NRW resources and reconciliation materials to our staff. 	April, 2024	National Marketing Manager
	<ul style="list-style-type: none"> RAP Working Group members to participate in an external NRW event. 	May, 2024	Lead: HR Officer Support: National Marketing Manager, Branch Manager, Senior Service Technician, CS Representative, Service Coordinator
	<ul style="list-style-type: none"> Encourage and support staff and senior leaders to participate in at least one external event to recognise and celebrate NRW. 	May, 2024	Lead: HR Officer Support: National Marketing Manager, Branch Manager, Senior Service Technician
	<ul style="list-style-type: none"> Support Reconciliation WA Street Banners Project – Purchase of 3 banners 2 in Perth and 1 in Kalgoorlie. 	May, 2024	Lead: National Marketing Manager

OUR ACTIONS



RELATIONSHIPS

ACTION	DELIVERABLE	TIMELINE	RESPONSIBILITY
3. Promote reconciliation through our sphere of influence.	<ul style="list-style-type: none"> Communicate our commitment to reconciliation to all staff. 	November, 2023	Lead: CEO
	<ul style="list-style-type: none"> Identify external stakeholders that our organisation can engage with on our reconciliation journey. 	December, 2023	Lead: HR Officer, Support: Supply Chain Manager
	<ul style="list-style-type: none"> Identify RAP and other like-minded organisations that we could approach to collaborate with on our reconciliation journey. 	January, 2024	Lead: HR Officer Support: Customer Support Rep.
4. Promote positive race relations through anti-discrimination strategies.	<ul style="list-style-type: none"> Research best practices and policies in areas of race relations and anti-discrimination. 	January, 2024	Lead: HR Manager Support: HR Officer
	<ul style="list-style-type: none"> Conduct a review of HR policies and procedures to identify existing anti-discrimination provisions and future needs. 	March, 2024	Lead: HR Officer

OUR ACTIONS



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 Cross Cultural Training plan	<ul style="list-style-type: none"> Develop a business case for increasing understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge, and rights within our organisation. 	March, 2024	Lead: HR Officer Support: Marketing Manager, Customer Service Rep
	<ul style="list-style-type: none"> Review our cultural learning needs within CAPS Australia. 	February, 2024	Lead: HR Officer
	<ul style="list-style-type: none"> Develop a training plan to meet those needs. 	April, 2024	Lead: HR Manager Support: HR Officer
6. Demonstrate respect to Aboriginal and Torres Strait Islander peoples by observing cultural protocols.	<ul style="list-style-type: none"> Develop an understanding of the local Traditional Owners or Custodians of the lands and waters within our organisation's operational area. 	April, 2024	Lead: HR Officer Support: Customer Service Rep, Service Coordinator
	<ul style="list-style-type: none"> Increase staff's understanding of the purpose and significance behind cultural protocols, including Acknowledgement of Country and Welcome to Country protocols. 	May, 2024	Lead: HR Officer Support: Customer Service Rep, Service Coordinator
7. Build respect for Aboriginal and Torres Strait Islander cultures and histories by celebrating NAIDOC Week.	<ul style="list-style-type: none"> Raise awareness and share information amongst our staff about the meaning of NAIDOC Week. 	June, 2024	Lead: HR Officer Support: Marketing Manager
	<ul style="list-style-type: none"> Introduce our staff to NAIDOC Week by promoting external events in our local area. 	July, 2024	Lead: HR Officer Support: National Marketing Manager, Branch Manager, Senior Service Technician, CS Representative, Service Coordinator
	<ul style="list-style-type: none"> RAP Working Group to participate in an external NAIDOC Week event. 	July, 2024	Lead: HR Officer Support: National Marketing Manager, Branch Manager, Senior Service Technician, CS Representative, Service Coordinator

OUR ACTIONS



OPPORTUNITIES

ACTION	DELIVERABLE	TIMELINE	RESPONSIBILITY
8. Review current Aboriginal and Torres Strait Islander staffing to gain insights to future employment, retention, and professional development opportunities.	<ul style="list-style-type: none"> Explore the avenues with which to engage potential Aboriginal and Torres Strait Islander employees. 	November, 2023	Lead: HR Officer
	<ul style="list-style-type: none"> Add a sentence to all our job advertising stating we are committed to creating an inclusive environment which values and respects diverse styles, backgrounds, experiences, and perspectives. We welcome and encourage women, people of aboriginal and Torres Strait Islander descent and people from diverse back grounds to apply. 	October, 2023	Lead: HR Officer
	<ul style="list-style-type: none"> Develop a business case for Aboriginal and Torres Strait Islander employment within our organisation. 	March, 2024	Lead: HR Officer Support: Marketing Manager
	<ul style="list-style-type: none"> Build understanding of Aboriginal and Torres Strait Islander staffing to inform future employment and professional development opportunities. 	March, 2024	Lead: HR Officer Support: Marketing Manager
9. Increase Aboriginal and Torres Strait Islander supplier diversity to support improved economic and social outcomes.	<ul style="list-style-type: none"> Investigate areas where Aboriginal and Torres Strait Islander Suppliers can be utilised. 	October, 2023	Supply Chain Manager
	<ul style="list-style-type: none"> Investigate Supply Nation membership. 	November, 2023	Supply Chain Manager
	<ul style="list-style-type: none"> Review the Aboriginal Business Directory WA (ABDWA) Membership. 	December, 2023	Supply Chain Manager

OUR ACTIONS



GOVERNANCE

ACTION	DELIVERABLE	TIMELINE	RESPONSIBILITY
10. Establish a RAP Working Group to drive governance of the RAP. Recruit members from Branches to join our RAP Working Group	<ul style="list-style-type: none"> RWG oversee the development of our RAP. 	October, 2023	Lead: HR Manager
	<ul style="list-style-type: none"> Establish Terms of Reference for RWG. 	November, 2023	Lead: HR Manager Support: HR Officer
	<ul style="list-style-type: none"> Engage with external resources i.e. Reconciliation WA. 	November, 2023	Lead: HR Officer
	<ul style="list-style-type: none"> Establish an external group of advisors, to provide cultural advice and guidance from Aboriginal & Torres Strait Islander community. 	February, 2024	Lead: HR Officer Support: Branch Manager
11. Obtain commitment and support for effective implementation of RAP commitments.	<ul style="list-style-type: none"> Define resource needs for RAP implementation. 	January, 2024	Lead: HR Manager Support: HR Officer
	<ul style="list-style-type: none"> Engage senior leaders in the delivery of RAP commitments. 	February, 2024	Lead: HR Manager Support: HR Officer
	<ul style="list-style-type: none"> Appoint a senior leader to champion our RAP internally. 	October, 2023	Lead: HR Manager Support: HR Officer

OUR ACTIONS



GOVERNANCE

ACTION	DELIVERABLE	TIMELINE	RESPONSIBILITY
12. Build accountability and transparency through reporting RAP achievements, challenges and learnings both internally and externally.	<ul style="list-style-type: none"> Define appropriate systems and capability to track, measure and report on our RAP Commitments. 	October, 2023	Lead: HR Officer Support: Senior Service Technician
	<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. 	July, 2024	Lead: HR Officer
	<ul style="list-style-type: none"> Contact Reconciliation Australia to request our unique link, to access the online RAP Impact Survey. 	August, 2024	Lead: HR Officer
	<ul style="list-style-type: none"> Complete and submit the annual RAP Impact Survey to Reconciliation Australia. 	October, 2024	Lead: HR Officer
13. 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. 	July, 2024	Lead: HR Manager



RECONCILIATION ACTION PLAN

REFLECT

CONTACT

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BRANCH LOCATIONS

PERTH (HEAD OFFICE) | ADELAIDE | BRISBANE | DARWIN
KALGOORLIE | LAUNCESTON | MACKAY | MELBOURNE
NEWCASTLE | SYDNEY

