



RGF Staffing APEJ

(Asia Pacific Excluding Japan)

Communication Guidelines

Aboriginal and Torres Strait

Islander Peoples



These guidelines have been created to assist businesses and individuals in using culturally appropriate language and communication. It is a guide only and should not replace the advice provided to you by your Aboriginal and Torres Strait Islander stakeholders. If in doubt, please contact RGF Staffing APEJ for further advice.

RGF Staffing APEJ wishes to advise that this document may contain names, images, or artwork of Aboriginal and Torres Strait Islander peoples now deceased.



Acknowledgment of Country

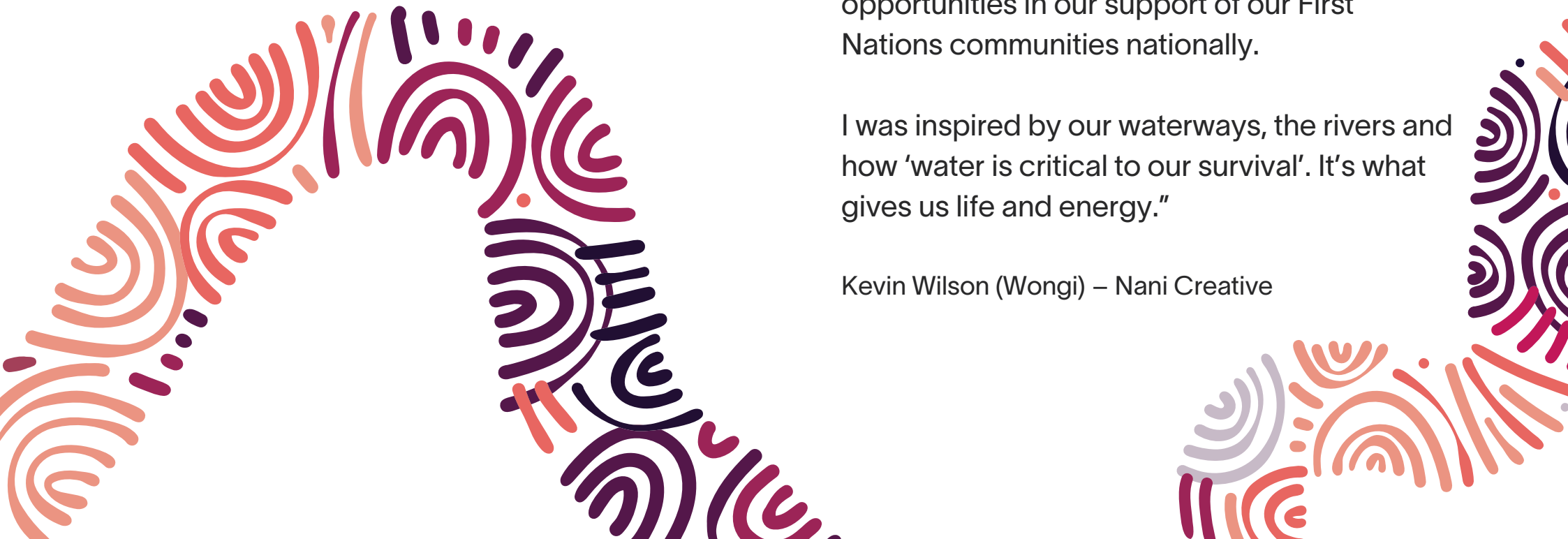
RGF Staffing APEJ pay respects to the Elders past and present, and acknowledge the Traditional Owners of Country whose lands we live, work and travel on. We extend our respects and recognise Aboriginal and Torres Strait Islander peoples continuing connection to lands, waters and communities.

About the Artwork

"This artwork explores the journey that RGF Staffing and its employees are on; a journey of respect and recognition, grounded by our three values of "We Wow The World", "We Prioritise Social Value" and "We Bet on Passion", each of which is represented by their individual colours, coming together to create the river. For us, this river is a journey and like the river, our values flow, creating opportunities in our support of our First Nations communities nationally.

I was inspired by our waterways, the rivers and how 'water is critical to our survival'. It's what gives us life and energy."

Kevin Wilson (Wongji) – Nani Creative





Working with Aboriginal and Torres Strait Islander Peoples and Communities

When working with Aboriginal and Torres Strait Islander peoples and communities it is important to understand and respect that First Nations cultures and communities are very diverse and there are many different nations, tribes and groups living throughout Australia in remote, urban and regional areas.

You cannot take a 'one-size-fits-all' approach when working with Aboriginal and Torres Strait Islander peoples as they all have their own historical impacts that are very different from one group to the other.



Referring to Aboriginal and Torres Strait Islander Peoples

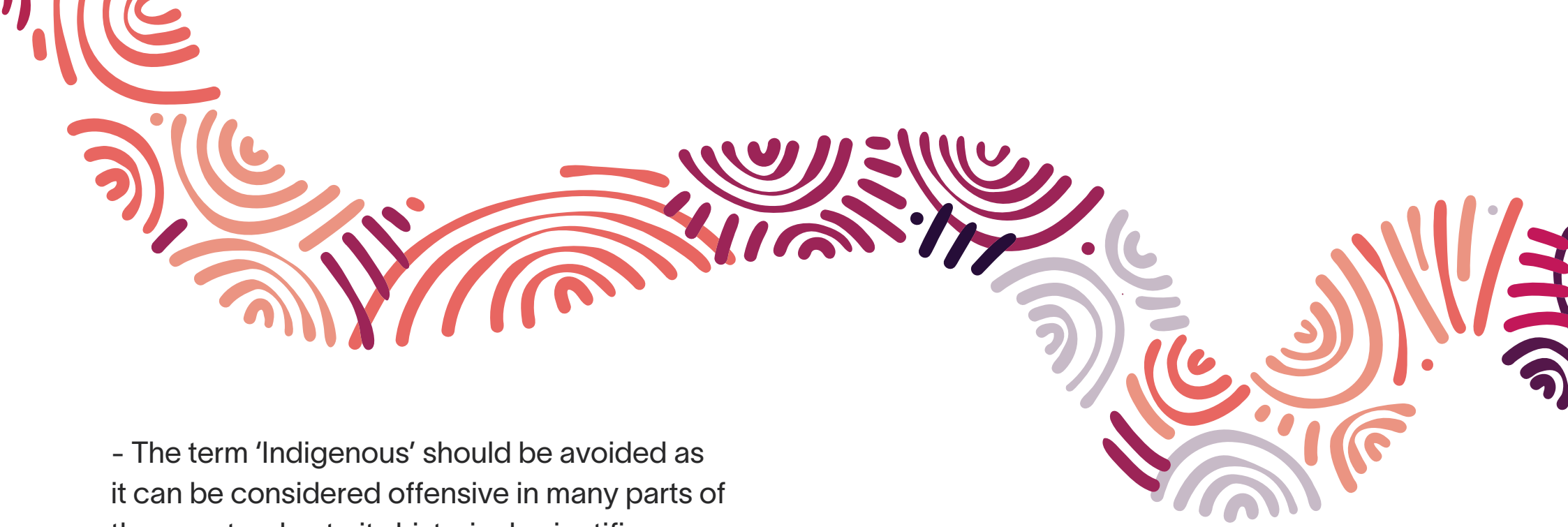
- Using 'Aboriginal and Torres Strait Islander' is considered best practice. Other pluralised terms such as 'First Nations' or 'First Peoples' are also considered acceptable language as these encompass the diversity of Aboriginal and Torres Strait Islander cultures and identities.

- Using the term 'Aboriginal' (or 'Aboriginals') alone is not inclusive of the diversity or cultures and identities across Australia and should always be accompanied by 'peoples' in the pluralised form. Similarly, the term 'Aboriginal' is not inclusive of Torres Strait Islander peoples, and reference to both Aboriginal and Torres Strait Islander peoples should be used, unless either is appropriate in the instance.

- 'Traditional Owner/s' and 'Traditional Custodian/s' is an Aboriginal person or Aboriginal peoples directly descended from the original inhabitants of a culturally defined area of the mainland prior to European invasion and settlement and has a cultural association with this country that derives from the traditions, observances, customs, beliefs or history of the original Aboriginal inhabitants of the area.

- Pluralisation should also extend to generalised references to Aboriginal and Torres Strait Islander 'histories', 'perspectives', 'ways of being', 'contributions', etc. As this recognises and acknowledges that Aboriginal and Torres Strait Islander cultures are diverse.





- The term 'Indigenous' should be avoided as it can be considered offensive in many parts of the country due to its historical scientific connotations used to describe Aboriginal and Torres Strait Islander peoples as part of the 'indigenous flora/ fauna' rather than the human population of Australia.

- Other terms to avoid due to being inappropriate and/ or dated include but are not limited to: Aborigines, landowners, native/ native Australians, ATSI, mixed-blood, half-caste, XX% Aboriginal, full-blood, part Aboriginal, Them, They.

- Capitalisation demonstrated respect, therefore 'Aboriginal' and 'Torres Strait Islander' should always be capitalised. This show of respect also extends to term including: First Peoples, First Nations, First Australians, Traditional Owners, Traditional Custodians, Elders, Country (when referring to cultural lands), Acknowledgement of Country, Welcome to Country, and the names of cultural places and practices.

The page features decorative Aboriginal-style patterns in the top and bottom corners. These patterns consist of various curved lines, dots, and shapes in shades of orange, red, purple, and black, arranged in a way that suggests movement and cultural significance. The top pattern is positioned in the upper right quadrant, and the bottom pattern is in the lower left quadrant, both curving towards the center of the page.

Avoid Deficit Language

Recognising and addressing the historical and frequently intergenerational injustices and disparities that Aboriginal and Torres Strait Islander peoples have endured since colonisation is an essential aspect of reconciliation.

At the same time, it's crucial to recognise the resilience and strength displayed by Aboriginal and Torres Strait Islander peoples, cultures, and communities in the face of prejudice, and to honour the ongoing importance of their contributions in forging a collective sense of national unity and identity. The use of empowering, strengths-focused language is key, while avoiding any condescending or paternalistic discourse.

Avoid Terms that Divide

Reconciliation involves collaborating with Aboriginal and Torres Strait Islander peoples, leveraging their strengths, rather than imposing actions upon them. The language describing reconciliation processes and goals should avoid divisive 'us' and 'them' rhetoric. Instead, the focus should be on fostering relationships marked by mutual respect and shared value.



Acknowledgment of Country/ Welcome to Country

- Welcome to Country is delivered by Traditional Owners, or Aboriginal and Torres Strait Islander peoples who have been given permission from Traditional Owners to welcome visitors to their Country.
- An Acknowledgement of Country is an opportunity for anyone to show respect for Traditional Owners and the continuing connection of Aboriginal and Torres Strait Islander peoples to Country. An Acknowledgement of Country can be offered by any person and like a Welcome to Country, is given at the beginning of a meeting, speech, or event.

Sorry Business

'Sorry Business' is a term commonly used in Aboriginal and Torres Strait Islander communities to refer to the grieving process and cultural protocols surrounding the death of a person. These protocols will vary from community to community, therefore it is recommended that you consult with individuals on a case-by-case basis.



Deceased Person/s Warning

This is a warning usually at the start of video footage, or text containing the images and/or voices of people who may have passed away. This is an element of some peoples' Sorry Business and can be seen on any materials with Aboriginal and Torres Strait Islander peoples in them.

A warning should always be included where appropriate, such as:

**Please be aware that this publication/
resource may contain the names and/or
images of Aboriginal and Torres Strait
Islander people who may now be deceased.**

-This warning must be included on any communications, social media posts, and media both internally and externally, specifically to Aboriginal and Torres Strait Islander staff members, surrounding important dates for the Aboriginal and Torres Strait Islander peoples, or to do with RAP communications, particularly when these communications include links to, or resources from, a third party.





Collecting Visuals and Audio Resources

Ensure you have gained the correct written permission and release forms for all subjects being photographed/ videoed/ recorded, or by their parent/ guardian (if under 18), or community representative, before using the images of people in media, internal releases, and on social media pages and websites.

As a form of respect, we cannot collect or hold audio or visual resources of people who has passed away without consent from their family and/or community. For example, if we have engaged someone to record a Welcome to Country, or to provide audio on a video, and they pass away, we must seek permission from their family or community to continue to use of these resources.

However, even if permission is given we must not use these resources for a period of time while the family is undertaking a period of mourning.

If permission is not given, any resources depicting the image of or voice of the deceased person must cease to be used and should be removed from publications.



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