



Innovate – Reconciliation Action Plan 2017 to 2019

Shire of Quairading

Our vision: To create an inclusive community with strong relationships across cultures, based on mutual respect and understanding. Our actions will contribute to the goal of closing the gap between Indigenous peoples, other Nationalities and other Australians so that all people can be valued and participate in the Quairading community

Adopted 27th July 2017
Resolution: 16-17/18

INNOVATE

Reconciliation Action Plan (RAP) template

Template layout:

This RAP template sets out your organisation's commitment to reconciliation under the headings: relationships, respect and opportunities. Each heading is made up of columns to outline the action, responsibility, timeline and deliverable.

In the **action column** provide brief details of the objectives your organisation will focus on achieving. Try to use plain language and avoid jargon or organisation specific acronyms. It's also a good idea to number your actions so they are easy to reference later.

Use the **responsibility column** to distribute commitments within the RAP across the organisation to ensure broad ownership of the RAP. Ensure all relevant areas of your organisation have actions specific to their knowledge area that they will take responsibility for delivering.

The **timeline column** ensures everyone within your organisation has agreed to achieving actions by specific dates, or to regularly measuring and assessing progress. Please use a month/year format (e.g. July 2012). If the action is ongoing, include the date that you will review the action for effectiveness or will have achieved milestones.

The **deliverable column** should be succinct and straightforward, and describe what your organisation will do to meet the objectives in the 'action' column.

Minimum elements:

The actions already included in this template, as well as those deliverables listed under 'required', are minimum elements and must be included in your RAP in order for it to be endorsed by Reconciliation Australia. You may also choose to include items from those listed under suggestions or write your own additional actions/deliverables for each heading.

Submitting your RAP for review:

Once you have completed your draft RAP in this template, please submit it for review by completing the form on our [RAP Online Hub](#). We will then work with you to review the RAP in readiness for endorsement from Reconciliation Australia. There may be about three or four rounds of feedback from Reconciliation Australia before your draft RAP is ready for endorsement. This process usually takes three to six months. For further information, please visit our [RAP Online Hub](#).

Shire of Quairading

Innovate Reconciliation Action Plan (RAP) July 2017 – June 2019

Our vision for reconciliation

The Shire of Quairading's Vision for Reconciliation is to create an inclusive community with strong relationships across cultures, based on mutual respect and understanding. Our actions will contribute to the goal of closing the gap between Indigenous peoples, other Nationalities and other Australians so that all people can be valued and participate in the Quairading community.

Our business

The Shire of Quairading is located in the Wheatbelt region, 168 kilometres east of Perth. The area is made up of mixed farming and the town is largely a service provider to the agriculture industry and the local community. The Shire of Quairading is a regional Western Australian Local Government with an Area of approximately 2000 square kilometres with a population of an estimated 1,050 including an estimated 150 Indigenous people.

The Shire of Quairading's core business is the delivery of a wide range of services to Quairading residents and visitors including law, order and community safety, environmental health, community amenity services such as waste collection and recycling, community venues, recreation, cultural and community development services, youth services, roads and footpaths, engineering and capital works development, libraries, parks and gardens, and Building and Public Health Control. Council has developed a Strategic Community Plan and a Corporate Business Plan to assist Council to maximise the utilisation of these Services and Infrastructure to achieve specific social, economic and environmental goals and outcomes.

Our RAP

This is the first revision of the Reconciliation Action Plan (RAP) for the Shire of Quairading and the Quairading Community following the drafting in 2015. The Reconciliation Action Plan is seen as a dynamic document reviewed regularly to reflect the changing environment

The purpose of our RAP is to turn good intentions into measurable actions that support and benefit Noongar people in all aspects of life.

The Shire of Quairading's RAP has been developed in consultation with the RAP Committee made up of representatives of the local Noongar Community, Community Representatives, Shire Councillors and Staff. In addition, consultations have been held with the public and specific groups. Input from these consultations has informed the Committee in the evolution of the RAP Document.

We recognise that reconciliation is an ongoing process and want our RAP to be a document that can realistically deliver actions and outcomes. The Shire of Quairading has a genuine intent to work together with residents of our diverse community and make a real difference.

RELATIONSHIPS

The Shire of Quairading values the diversity of the people in our community and understands that through respectful and genuine relationships we can learn from each other. Providing leadership in strengthening relationships with Indigenous people is important to the Shire of Quairading in developing an inclusive, strong and healthy community.

Focus area: *Engagement: bringing people together; and cultural awareness training*

Action	Deliverable	Timeline	Responsibility
1. CONSULTATION			
1.1. RAP Committee			
RAP Committee to meet regularly and to actively monitor RAP development, including implementation of actions and progress tracked.	Quarterly meeting conducted; Minutes and progress report circulated	Quarterly	CEO / CDO
Review of 'Stakeholder Consultation Processes	Revised Stakeholder Consultation Process document completed and circulated	June 2018 Annual	CDO / Noongar representatives
1.2. Community Contacts			
Formalise the structure of the group, and clearly define the family members each Noongar Elder or representative is representing.	List of Noongar Family representatives selected to attend RAP	July 2017,	Noongar representatives / CDO
Establish a list of the Noongar community residents and contacts relevant to the Shire of Quairading for imparting information and consultation	List developed and used	Sept 2017	Noongar representatives / CDO
2. HEALTH			
2.1. Foster stronger linkages to Federal, State and Local bodies	Agency reps participate at RAP Meeting Progress reports; Minutes of meetings	September 2017; 6 monthly	CDO

Action	Deliverable	Timeline	Responsibility
2.2. Increase Support to carers <ul style="list-style-type: none"> List of carers Invite to relevant agencies 	Register of carers Agency reps participate at RAP Meeting	November 2017; 6 monthly	CDO
3. SENIORS			
3.1. Organise an event / program for Seniors to come together to build respectful relationships.	Event or program held at the Community Resource Centre, Community Building or other Appropriate Venues; Program evaluation and report.	1 Event per Year	CEO / CDO
3.2. Aged friendly accommodation	Review of existing aged housing (inc Badjaling); Modifications	July 2018	EDPO Dept of Housing
4. EDUCATION AND YOUTH			
4.1. Encourage regular Workshops with Principal, School Staff, School Council and Aboriginal and Islander Education Officers, and Aboriginal Education District Office representatives, to establish stronger links.	2 Workshop / Seminars be convened per year; Workshop report including <ul style="list-style-type: none"> Recommendations Monitoring of outcomes 	Mar 18	Shire, CDO, QDHS, Noongar Representatives
4.2. Youth – provision of an appropriate venue to deliver a youth activities program	Identification of venue (RSL); Modifications to Centre Program development	November 2017	CDO
4.3. Need assessment and Appropriate Child Care	Review of existing system and program	October 2017	CDO
	Recruitment of Noongar trainee	January 2018	Shire

Action	Deliverable	Timeline	Responsibility
5. LAW AND ORDER			
5.1. Stronger linkage between Noongar Community, RAP Committee and Quairading Police Officers, or District Officers from Northam.	Local Police Officers to attend RAP meeting 2 times per year	October 2017	CDO / RAP Committee; WA Police Local Police
6. EVENTS			
6.1. Ensure that Events such as NAIDOC Week and others, have a goal of building and strengthening relationships.	Events conducted; Report and Evaluation exercise conducted and reviewed by RAP committee.	September 2017	Shire and RAP Committee
6.2. Develop and maintain List of Aboriginal Elders, performers, caterers and speakers.	List developed and made available to Shire staff electronically	Ongoing	CDO and RAP Committee
6.3. Encourage inclusion of Aboriginal Performers and providers in major events.	Aboriginal performers and providers are engaged; Report to RAP	Twice yearly	CDO and RAP Committee
6.4. Provide a Cultural Bus tour annually.	Bus Tour conducted Report Participants: classification	July 2017	CDO

RESPECT

Respect for the local Noongar people and those from other areas who have settled in Quairading is an essential Foundation for building meaningful relationships and ensuring full participation in the community. An understanding of Noongar culture and history is central to respect. Making this visible through events, art, signage, promotion and cultural protocols demonstrates our recognition and appreciation for the diversity of people in our community and the significance of land, culture and history.

Focus area: *Visible recognition of Indigenous cultures, history and peoples and protocols.*

Action	Deliverable	Timeline	Responsibility
1. ABORIGINAL CULTURAL AWARENESS			
1.1. Appropriate cultural awareness sessions within the community and staff <ul style="list-style-type: none"> • Content; Venue; Facilitator 	Cultural Awareness Sessions conducted; Report and evaluation	September 2017; Twice a year	CEO / CDO / Noongar Representatives
2. ABORIGINAL HISTORY IN QUAIRADING			
2.1. Collect and document stories of local Noongar areas and their history.	Stories are documented in both as hard and digital copies	June 2018	RAP Committee / CDO's/Elders
2.2. Publish Noongar history stories in the Banksia Bulletin, as an ongoing monthly series.	Pages are prepared and publish on a monthly basis in the Banksia Bulletin.	February 2018	Shire, CDO, Noongar representatives.
2.3. Website and Facebook exposure	Page for Noongar stories on Shire Website and Shire Facebook page	February 2018	CDO / Noongar representatives
2.4. Create and publish a Noongar history brochure.	Noongar history brochure published and available in hard copy and online.	February 2019	Shire, CDO, Noongar representatives
2.5. Source potential funding for permanent Noongar-focused displays, as well as bilingual signage around the town and district.	Funding opportunities are investigated Displays in the Old Railway Station Visitors Centre and the CRC, Signage around the town and district.	March 2018	Shire, CDO, Noongar representatives

Action	Deliverable	Timeline	Responsibility
3. PROCEDURES, POLICIES and STRATEGIES			
3.1. Include an 'Acknowledgement of Country' in each of Council's Meetings and Citizenship Ceremonies.	'Acknowledgement of Country' recorded in Minutes of Meetings and Reports of Ceremonies	September 2017	CEO / Shire representatives
3.2. Create a list of 'Welcome to Country' providers.	Information on providers is available for event organisers and the public. RAP Committee encourages younger community members to be involved.	June 2015; Ongoing	RAP Committee / Elders
3.3. FLAG FLYING			
• Installation of second Flag Pole at the Police Station	Installation of second Flag Pole	January 18	Shire / Local Police
• Fly the Australian Aboriginal flag daily. Include a Flag Raising Ceremony at appropriate times / events.	The flag is flown daily in front of the Shire Administration Centre. Other Flag Raising ceremonies take place at least during NAIDOC Week.	Ongoing	Shire Staff
3.4. Venue Hire – Council sponsors RAP Events by providing room hire which can be accommodated within the RAP budget within the CDO Annual Budget.	Budget allocation; Event utilises facility	August 2017 Annual	Shire
3.5. Provide the opportunity for Indigenous employees to participate in appropriate NAIDOC events, to engage with their culture and community	Inclusion of Clause in Employment contract	March 2018	Shire HR Officer

OPPORTUNITIES
By creating employment, economic, educational and other opportunities for Indigenous people in our region, the Shire of Quairading will assist where possible to improve services, and achieve full participation of all its residents and visitors.
Focus area: <i>Inclusion, employment, health and healing and cultural opportunities</i>

Action	Deliverable	Timeline	Responsibility
1. EMPLOYMENT			
1.1. Review and adapt current recruitment procedures to ensure they are culturally appropriate.	Procedures reviewed and documented Procedures implemented.	October 2017	CEO
1.2. Improve the employment outcomes for Aboriginal people, and employ more Aboriginal staff, through both identified positions, traineeships, and other roles.	Positions identified; Staff recruited; Traineeships offered	January 2018	Whole of Community and all Agencies
1.3. Research and explore the potential for a mentoring program for Aboriginal employees	A report on Mentoring Program options to be presented to Council for consideration	June 2017	CEO/CDO
2. HEALTH AND WELLBEING			
2.1. To encourage and promote the delivery of health programs in the area of nutrition and physical activity for Indigenous people.	Health and physical activity programs being offered and delivered. Report delivered	July 2018	WA Country Health Service / Wheatbelt Aboriginal Health Service,
2.2. Pre / Post program participant survey conducted	Research completed; Key factors identified; Report completed and distributed	December 2018	WA Country Health Service / Wheatbelt Aboriginal Health Service,
3. YOUTH DEVELOPMENT			
3.1. RAP Committee strongly support the recognition of youth participation and achievement in the community	Promotion of achievers and role models in the Community through: <ul style="list-style-type: none"> • Australia Day Award • NAIDOC Day • School 	January 2018 Onwards	RAP Committee

Action	Deliverable	Timeline	Responsibility
	<ul style="list-style-type: none"> RAP Committee 		
4. NOONGAR PATHWAYS PROGRAM			
4.1. Initiation of pilot program at Quairading District Senior High School (2 Year Program)	Program initiated; <i>Report on Pilot Program;</i> <i>Plan for Phase 2 of Program</i>	December 2017 Quarterly Reviews	Project Manager
5. OLD SCHOOL SITE:			
5.1. Recognition of Noongar and Education history at the 'Old School' Building site. <ul style="list-style-type: none"> Funding Concept and design Installation 	Memorial constructed with appropriate recognition of the cultural significance of the institution	October 2018	CEO / Heritage Advisor / Noongar Representatives
6. CULTURAL TOURISM			
6.1. Cultural trails <ul style="list-style-type: none"> Identification of Trails Mapping Documentation and printing 	Trail defined; Brochure printed and distributed	March 2018	CDO / Elders
6.2. Cultural experiences <ul style="list-style-type: none"> Contents defined; Documentation; Persons identified to deliver program; Marketing 		March 2018	CDO / Noongar Reps
6.3. Cultural Visitors Centre. <ul style="list-style-type: none"> Development of concept and management plan Identification of location Resourcing Delivery 	Cultural Visitors Centre operating as a Community and Tourist attraction	June 2019 Establishment	Shire, CRC, WBN, Noongar Representatives

TRACKING PROGRESS AND REPORTING			
Action	Deliverable	Timeline	Responsibility
1. Report RAP achievements, challenges and learnings to Reconciliation Australia	<ul style="list-style-type: none"> Complete and submit the RAP Impact Measurement Questionnaire to Reconciliation Australia annually. 	September 2017	CEO
2. Shire of Quairading Councillors, Staff and RAP Committee to monitor progress	<ul style="list-style-type: none"> Minutes of RAP Committee meetings are presented to Council meeting 	Quarterly	Council & CEO
3. Shire of Quairading RAP made available to the public	<ul style="list-style-type: none"> Reconciliation Action Plan and Committee Activities be available on website and available on request in other formats 	Quarterly	Shire
4. Review, refresh and update RAP	<ul style="list-style-type: none"> Liaise with Reconciliation Australia to review, refresh and update RAP based on learnings, challenges and achievements. 	July 2017	CEO
	<ul style="list-style-type: none"> Send draft RAP to Reconciliation Australia for formal feedback and endorsement. 	September 2017	CEO

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