



Innovate – Reconciliation Action Plan 2021 to 2023

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 First Peoples of Australia peoples, other Nationalities and other Australians so that all people can be valued and participate in the Quairading community

Adopted ???

Resolution: ???

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 2021– June 2023

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 First Peoples of Australia 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 First Peoples of Australia.

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 second iteration of the Reconciliation Action Plan (RAP) for the Shire of Quairading and the Quairading Community following the adoption of in 2017. 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, is an initiative of the Shire and the Community as a whole including both Noongar and other Australians, and is made up of representatives¹ 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.

¹ Elders from the different family grouping, representatives from different community services, and other interest parties.

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 First Peoples of Australia 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 (RAP 1)	Deliverable (RAP 2)	Timeline	Responsibility
1. CONSULTATION				
1.1. RAP Committee				
Terms of Reference for the Committee	Establish Terms of Reference for the Committee	Review of Terms of Reference for the Committee	Jan 2022	IPR/SPO
RAP Committee to meet regularly and to actively monitor RAP development, including implementation of actions and progress tracked.	Conduct Quarterly meetings Circulation of Minutes and Progress Reports	Conduct bi-monthly meetings Circulation of Minutes and Progress Reports	Feb, Apr, Jun, Aug, Oct & Dec 2021-22-23	YIO
Review of 'Stakeholder Consultation Processes	Revised Stakeholder Consultation Process document completed and circulated	Remove	Jan 2020	IPR/SPO
Selection of RAP Committee Members		Selection and confirmation of voting members of Committee - Elders - Community Member	Aug 2021,22,23	IPR/SPO
1.2. Community Contacts				
Update of list of the Noongar community residents and contacts relevant to the Shire of Quairading for imparting information and consultation	List updated	Update of list after every RAP Meeting	Feb, Apr, Jun, Aug, Oct & Dec 2021-22-23	YIO
2. EVENTS				
2.1. 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.	Events conducted; Report and Evaluation exercise conducted and reviewed by RAP committee.	Oct 2021, Oct 2022, Oct 2023	YIO
2.2. Encourage inclusion of Aboriginal Performers and providers in major events.	Aboriginal performers and providers are engaged; Report to RAP	Aboriginal performers and providers are engaged; Report to RAP	Twice yearly	YIO
2.3. Provide a Cultural Bus tour annually.	Bus Tour conducted Report Participants: classification	Bus Tour conducted Report Participants: classification	Oct 2021, Oct 2022	YIO
3. DEVELOP AND MAINTAIN MUTUALLY BENEFICIAL RELATIONSHIPS				
3.1. Develop and maintain mutually beneficial relationships with Aboriginal and Torres Strait Islander peoples, communities and organisations to support positive outcomes	<ul style="list-style-type: none"> Develop and implement an engagement plan to work with our Aboriginal and Torres Strait Islander stakeholders. Meet with local Aboriginal and Torres Strait Islander organisations to develop guiding principles for future engagement.. 	<ul style="list-style-type: none"> Develop and implement an engagement plan to work with our Aboriginal and Torres Strait Islander stakeholders. Meet with local Aboriginal and Torres Strait Islander organisations to develop guiding principles for future engagement.. 		
4. RAISE INTERNAL AND EXTERNAL AWARENESS OF OUR RAP				

Action	Deliverable (RAP 1)	Deliverable (RAP 2)	Timeline	Responsibility
4.1. Raise internal and external awareness of our RAP to promote reconciliation across our business and sector	<ul style="list-style-type: none"> Develop and implement a strategy to communicate our RAP to all internal and external stakeholders. Promote reconciliation through ongoing active engagement with all stakeholders 	<ul style="list-style-type: none"> Develop and implement a strategy to communicate our RAP to all internal and external stakeholders. Promote reconciliation through ongoing active engagement with all stakeholders. 		

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: <i>Visible recognition of First Peoples of Australia cultures, history and peoples and protocols.</i>

Action	Deliverable (RAP 1)	Deliverable (RAP 2)	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 	<ul style="list-style-type: none"> Cultural Awareness Sessions conducted; Report and evaluation 	<ul style="list-style-type: none"> Cultural Awareness Sessions conducted; <ul style="list-style-type: none"> Workshop Visit to "Country" Report and evaluation 	May 2022; May 2023	YIO
2. PROCEDURES, POLICIES and STRATEGIES				
2.1. Include an 'Acknowledgement of Country' in each of Council's Meetings and Citizenship Ceremonies.	<ul style="list-style-type: none"> 'Acknowledgement of Country' recorded in Minutes of Meetings and Reports of Ceremonies 	<ul style="list-style-type: none"> 'Acknowledgement of Country' recorded in Minutes of Meetings and Reports of Ceremonies. 	Sep 2017	CEO
2.2. Create a list of 'Welcome to Country' providers.	<ul style="list-style-type: none"> Information on providers is available for event organisers and the public. RAP Committee encourages younger community members to be involved. 	<ul style="list-style-type: none"> Information on providers is available for event organisers and the public. RAP Committee encourages younger community members to be involved. 	Aug 2021, Aug 2022, Aug 2023	YIO
2.3. Flag flying				
<ul style="list-style-type: none"> Installation of second Flag Pole at the Police Station 	<ul style="list-style-type: none"> Installation of second Flag Pole 	Remove		
<ul style="list-style-type: none"> Fly the Australian Aboriginal flag daily. Include a Flag Raising Ceremony at appropriate times / events. 	<ul style="list-style-type: none"> The flag is flown daily in front of the Shire Administration Centre. Other Flag Raising ceremonies take place at least during NAIDOC Week. 	<ul style="list-style-type: none"> 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
2.4. Venue Hire – Council sponsors RAP Events by providing room hire which can be accommodated within the RAP budget within the CDO Annual Budget.	<ul style="list-style-type: none"> Budget allocation; Event utilises facility 	<ul style="list-style-type: none"> Budget allocation; Event utilises facility 	Jul 2021' Jul 2022, Jul 2023	YIO
2.5. Provide the opportunity for Indigenous employees to participate in appropriate NAIDOC events, to engage with their culture and community	<ul style="list-style-type: none"> Inclusion of Clause in Employment contract 	<ul style="list-style-type: none"> Inclusion of Clause in Employment contract (Confirmation) 	Jul 2021	Shire HR Officer
3. ABORIGINAL HISTORY IN QUAIRADING				

Action	Deliverable (RAP 1)	Deliverable (RAP 2)	Timeline	Responsibility
3.1. Collect and document stories of local Noongar areas and their history.	<ul style="list-style-type: none"> Stories are documented in both as hard and digital copies 	<ul style="list-style-type: none"> Stories are documented in both as hard and digital copies 	Jun 2022	YIO
3.2. Publish Noongar history stories in the Banksia Bulletin, as an ongoing monthly series.	<ul style="list-style-type: none"> Pages are prepared and publish on a monthly basis in the Banksia Bulletin. 	<ul style="list-style-type: none"> Pages are prepared and publish on a monthly basis in the Banksia Bulletin. 	Sep 2021	YIO.
3.3. Website and Facebook exposure	<ul style="list-style-type: none"> Page for Noongar stories on Shire Website and Shire Facebook page 	<ul style="list-style-type: none"> Page for Noongar stories on Shire Website and Shire Facebook page 	Sep 2021	YIO
3.4. Create and publish a Noongar history brochure.	<ul style="list-style-type: none"> Noongar history brochure published and available in hard copy and online. 	<ul style="list-style-type: none"> Noongar history brochure published and available in hard copy and online. 	Jun 2022	YIO
3.5. Source potential funding for permanent Noongar-focused displays, as well as bilingual signage around the town and district.	<ul style="list-style-type: none"> Funding opportunities are investigated Displays in the Old Railway Station Visitors Centre and the CRC, Signage around the town and district. 	<ul style="list-style-type: none"> Funding opportunities are investigated Displays in the Old Railway Station Visitors Centre and the CRC, Signage around the town and district. 	Jun 2022	YIO
3.6. Cultural / Dual naming of sites	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Cultural naming of sites of cultural significance 	Jun 2022	CEO

OPPORTUNITIES
By creating employment, economic, educational and other opportunities for First Peoples of Australia 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 (RAP 1)	Deliverable (RAP 2)	Timeline	Responsibility
1. EMPLOYMENT				
1.1. Review and adapt current recruitment procedures to ensure they are culturally appropriate.	<ul style="list-style-type: none"> Procedures reviewed and documented Procedures implemented. 	<ul style="list-style-type: none"> Procedures reviewed and documented Procedures implemented. 	Jun 2022	CEO
1.2. Improve the employment outcomes for Aboriginal people, and employ more Aboriginal staff, through both identified positions, traineeships, and other roles.	<ul style="list-style-type: none"> Positions identified; Staff recruited; Traineeships offered 	Shire Workforce Plan <ul style="list-style-type: none"> Positions identified; Staff recruited; Traineeships offered 	Aug 2021	IPR/SPO
1.3. Research and explore the potential for a mentoring program for Aboriginal employees	<ul style="list-style-type: none"> A report on Mentoring Program options to be presented to Council for consideration 	<ul style="list-style-type: none"> Mentoring Program and position institutionalised 	Aug 2021	IPR/SPO
2. NOONGAR PATHWAYS PROGRAM				
2.1. Initiation of pilot program at Quairading District Senior High School (2 Year Program)	<ul style="list-style-type: none"> Program initiated; <i>Report on Pilot Program;</i> <i>Plan for Phase 2 of Program</i> 	<ul style="list-style-type: none"> 	??	Project Manager
3. CULTURAL TOURISM				
3.1. Cultural trails <ul style="list-style-type: none"> Identification of Trails Mapping Documentation and printing 	<ul style="list-style-type: none"> Trail defined; Brochure printed and distributed 	<ul style="list-style-type: none"> Defined; Brochure printed and distributed 	Mar 2022	Project Manager

Action	Deliverable (RAP 1)	Deliverable (RAP 2)	Timeline	Responsibility
3.2. Cultural experiences <ul style="list-style-type: none"> • Contents defined; • Documentation; • Persons identified to deliver program; • Marketing 		<ul style="list-style-type: none"> • 	Jun 2022	Project Manager
3.3. Cultural Visitors Centre. <ul style="list-style-type: none"> • Development of concept and management plan • Identification of location • Resourcing • Delivery 	<ul style="list-style-type: none"> • Cultural Visitors Centre operating as a Community and Tourist attraction 	<ul style="list-style-type: none"> • 	Jun 2022	Project Manager

TRACKING PROGRESS AND REPORTING

Action	Deliverable (RAP 1)	Deliverable (RAP 2)	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. 	<ul style="list-style-type: none"> Complete and submit the RAP Impact Measurement Questionnaire to Reconciliation Australia annually. 	Sep 2021, Sep 2022, Sep 2023	IPR/SPO
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 	<ul style="list-style-type: none"> Minutes of RAP Committee meetings are presented to Council meeting 	Feb, Apr, Jun, Aug, Oct & Dec 2021-22-23	IPR/SPO
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 	<ul style="list-style-type: none"> Reconciliation Action Plan and Committee Activities be available on website and available on request in other formats 	Feb, Apr, Jun, Aug, Oct & Dec 2021-22-23	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. 	<ul style="list-style-type: none"> Liaise with Reconciliation Australia to review, refresh and update RAP based on learnings, challenges and achievements. 	Aug 2021	IPR/SPO
	<ul style="list-style-type: none"> Send draft RAP to Reconciliation Australia for formal feedback and endorsement. 	<ul style="list-style-type: none"> Send draft RAP to Reconciliation Australia for formal feedback and endorsement. 	Oct 2021	IPR/SPO

Contact details

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