



Shire of Northam  
*Heritage, Commerce and Lifestyle*

## **Shire of Northam**

### **Minutes**

### **NYOONGAR CULTURAL ADVISORY GROUP**

**11 MARCH 2020**

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## Contents

1.	DECLARATION OF OPENING .....	4
2.	ELECTION OF A PRESIDING MEMBER.....	4
3.	WELCOME TO COUNTRY .....	4
4.	ATTENDANCE.....	4
	4.1 APOLOGIES .....	4
	4.2 APPROVED LEAVE OF ABSENCE .....	5
5.	DISCLOSURE OF INTERESTS.....	5
6.	CONFIRMATION OF MINUTES .....	5
	6.1 COMMITTEE MEETING HELD 10 APRIL 2019 .....	5
7.	COMMITTEE REPORTS .....	6
	7.1 NOMINATION FOR POSITION OF COMMUNITY REPRESENTATIVE.....	6
	7.2 STAFFING OF THE BILYA KOORT BOODJA (BKB) .....	9
	7.3 UPDATE ON THE SHIRE OF NORTHAM REFLECT RAP .....	12
8.	URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION .	24
9.	DATE OF NEXT MEETING .....	24
10.	DECLARATION OF CLOSURE .....	24

## 1. DECLARATION OF OPENING

The Chief Executive Officer, Mr J B Whiteaker declared the meeting open at 3:05pm.

## 2. ELECTION OF A PRESIDING MEMBER

The Chief Executive Officer called for nominations for the role of Presiding Member.

A written nomination for Presiding Member was received from Cr Michael Ryan. There being no further nominations forthcoming, the Chief Executive Officer declared the nomination period closed and Cr Michael Ryan was declared Presiding Member until September 2021.

## 3. WELCOME TO COUNTRY

Welcome to Country performed by Mrs Deborah Moody.

## 4. ATTENDANCE

### Committee:

Chairperson	Cr Michael Ryan
Councillor	Cr Chris Antonio
Councillor	Cr Attila Mencshelyi
Davis Family	Kathy Davis
Davis Family	Jermaine Davis
Ryder Family	Joan Parfitt
McGuire Family	Deborah Moody
McGuire Family	Maria Nickels
Garlett Family	Rod Garlett
Stack Family	Kate Stack
Stack Family	Elizabeth Stack
Kickett Family	Boyd Kickett
ATSI Representative	Yvonne Kickett
ATSI Representative	Brenda DeAtta

### Staff:

Chief Executive Officer	Jason Whiteaker
Executive Manager Community Services	Ross Rayson
BKB Centre Manager	Michelle Winmar
Community Development Officer	Jaime Hawkins

### Gallery:

Public	Janet Kickett
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### 4.1 APOLOGIES

Moody Family	Donna Moody
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Slater Family  
Garlett Family

Agnes Lockyer  
Kirk Garlett

#### **4.2 APPROVED LEAVE OF ABSENCE**

Nil.

#### **5. DISCLOSURE OF INTERESTS**

Nil.

#### **6. CONFIRMATION OF MINUTES**

##### **6.1 COMMITTEE MEETING HELD 10 APRIL 2019**

###### **RECOMMENDATION / COMMITTEE DECISION**

**Minute No: NCAG. 1**

**Moved: Cr Mencshelyi**

**Seconded: Mrs Kathy Davis**

**That Council accepts the minutes of the RAP Working Group meeting held Wednesday, 10 April 2019 as a true and correct record of that meeting.**

**Carried 14/0**

## 7. COMMITTEE REPORTS

### 7.1 NOMINATION FOR POSITION OF COMMUNITY REPRESENTATIVE

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>Applicant:</b>	N/A
<b>File Reference:</b>	1.3.12.1
<b>Reporting Officer:</b>	Jaime Hawkins, Community Development Officer
<b>Responsible Officer:</b>	Ross Rayson, Executive Manager Community Services
<b>Officer Declaration of Interest:</b>	
<b>Voting Requirement:</b>	Simple majority
<b>Press release to be issued:</b>	No

#### BRIEF

A nomination was received by Agnes Lockyer to represent the Slater family on the Nyoongar Cultural Advisory Committee. An administrative error occurred whereby Ms Lockyer's nomination for the Slater family was not included on the recommendation that was accepted by Council on 22 January 2020.

#### ATTACHMENTS

Nil.

#### A. BACKGROUND / DETAILS

There is provision within the Terms of Reference of the Nyoongar Cultural Advisory Group for up to two (2) representatives from the following family groups: Ryder; Garlett; Stack; Slater; McGuire; Kickett; Moody; Davis; 2 other Aboriginal and/or Torres Strait Islander community representatives. Nominations to represent the above family groups were called for in December 2019 and appointments were made by Council on 22 January 2020.

#### B. CONSIDERATIONS

##### B.1 Strategic Community / Corporate Business Plan

Outcome 4.2 Northam honours, and is recognised for, its unique heritage and cultural identity.

Objectives: There is a strong, respected and valued Aboriginal community and culture in the Shire of Northam

**B.2 Financial / Resource Implications**

There is a sitting fee of \$100 per person, per meeting attendance for the Nyoongar Cultural Advisory Group.

**B.3 Legislative Compliance**

Nil

**B.4 Policy Implications**

Nil

**B.5 Stakeholder Engagement / Consultation**

Nominations for Community Representatives to the Community Safety Committee were called for in December via an advert in the Avon Valley Advocate, Shire of Northam website and Shire of Northam Facebook.

**B.6 Risk Implications**

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Nil	Nil	Nil
Health & Safety	Nil	Nil	Nil
Reputation	Nil	Nil	Nil
Service Interruption	Nil	Nil	Nil
Compliance	Nil	Nil	Nil
Property	Nil	Nil	Nil
Environment	Nil	Nil	Nil

**C. OFFICER'S COMMENT**

Agnes Lockyer's nomination for the Nyoongar Cultural Advisory Group was received within the nominated period. She has been granted permission from her Elders to represent the Slater family.

It is specified that the Slater family be represented in the Terms of Reference of the Nyoongar Cultural Advisory Group. Ms Lockyer's nomination was the only one received to represent the Slater family.

<p><b>RECOMMENDATION / COMMITTEE DECISION</b></p> <p><b>Minute No: NCAG. 2</b></p> <p><b>Moved: Mrs Kathy Davis</b>  <b>Seconded: Cr Mencshelyi</b></p>
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**That Council accepts the nomination of Ms Agnes Lockyer to the position of representative of the Slater family on the Shire of Northam Nyoongar Cultural Advisory Group until October 2021.**

**Carried 14/0**



## 7.2 STAFFING OF THE BILYA KOORT BOODJA (BKB)

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>Applicant:</b>	N/A
<b>File Reference:</b>	
<b>Reporting Officer:</b>	Jaime Hawkins, Community Development Officer
<b>Responsible Officer:</b>	Ross Rayson, Executive Manager Community Services
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

### BRIEF

Attracting staff for the Bilya Koort Boodja (BKB) with the right skills or motivation to further develop their skills has been problematic. Shire Officers would like to discuss the options for staffing the BKB Centre with the Nyoongar Cultural Advisory Group (NCAG).

### ATTACHMENTS

Nil.

#### A. BACKGROUND / DETAILS

Applications for Casual Customer Service Officers for the Bilya Koort Boodja Centre were called for by the 14<sup>th</sup> February 2020. These positions were advertised online, via social media and in the Avon Valley Advocate. The recruitment process is currently underway. Officers are concerned about the interest generated in positions at the BKB, and wish to discuss with the NCAG options and alternatives for recruitment of Aboriginal staff for the BKB, and in general.

#### B. CONSIDERATIONS

##### B.1 Strategic Community / Corporate Business Plan

Outcome 4.2: Northam honours, and is recognised for, its unique heritage and cultural identity.

Objectives: There is a strong, respected and valued Aboriginal community and culture in the Shire of Northam

**B.2 Financial / Resource Implications**

Nil

**B.3 Legislative Compliance**

Nil

**B.4 Policy Implications**

Nil

**B.5 Stakeholder Engagement / Consultation**

Positions were advertised online, via social media and local print media.

**B.6 Risk Implications**

<b>Risk Category</b>	<b>Description</b>	<b>Rating (likelihood x consequence)</b>	<b>Mitigation Action</b>
Financial	There will be reduced income being generated from the BKB if it is not being run to full capacity due to lack of staff.	Low (1 x 3)	Continue staff recruitment and development. Manage staff rosters.
Health & Safety	Nil	Nil	Nil
Reputation	The reputation of the centre is negatively affected if the centre is not running efficiently due to lack of staff.	Low (1 x 3)	Continue staff recruitment and development. Manage staff rosters.
Service Interruption	There are minimum staffing requirements to effectively run the BKB. Without staff the centre closes.	Low (2 x 2)	Continue staff recruitment and development. Manage staff rosters.
Compliance	Nil	Nil	Nil
Property	Nil	Nil	Nil
Environment	Nil	Nil	Nil



### C. OFFICER'S COMMENT

Officers are concerned that the Shire is having difficulties filling vacant positions from within the local Nyoongar community at the BKB Centre. Shire Officers would like to hold a general discussion about staffing with the Nyoongar Cultural Advisory Group.

### DISCUSSION

- The Chief Executive Officer informed the meeting that the Shire currently advertise via Seek, the Shire website and social media, and asked the committee if the Shire are advertising correctly.
- Mrs Kathy Davis, asked if the positions are advertised in the Avon Valley Advocate. The Chief Executive Officer confirmed that positions are advertised in the Advocate, but feedback statistics indicate that The Advocate is the least selected method of how the applicant found out about the position.
- Ms Brenda DeAtta informed the meeting that Northam TAFE have a job board. Directions also have their new office on Wellington Street and can assist with job applications, and the Wheatbelt Health Network have just started a Career Spotlight, where they feature a career role and interview someone in the role about what it is like to work in this job.
- Ms Kate Stack suggested word of mouth is probably the most effective method amongst local Nyoongar people.
- Ms Kate Stack suggested approaching the Year 12 students through the high school for weekend work.
- The Chief Executive Officer summarised the discussion and the said the Shire will look to put in place advertising for BKB Staff through:
  - Directions
  - Notifying the NCAG
  - Local high schools
- Mrs Kathy Davis asked if there were males on staff at the BKB Centre. The Executive Manager Community Services informed that they had not been a lot of interest shown in these positions by males. Mr Jermaine Davis said the boys in the NRM Ranger program could do some work from the centre to help attract more male interest.

### 7.3 UPDATE ON THE SHIRE OF NORTHAM REFLECT RAP

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>Applicant:</b>	N/A
<b>File Reference:</b>	2.1.3.7
<b>Reporting Officer:</b>	Jaime Hawkins, Community Development Officer
<b>Responsible Officer:</b>	Ross Rayson, Executive Manager Community Services
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### BRIEF

Throughout 2018/2019 the previous Reconciliation Action Plan (RAP) Advisory Group worked to develop the Shire's first RAP following the framework provided by Reconciliation Australia.

There are four stages of an organisational RAP. The Shire of Northam is at the first stage which is known as Reflect. Endorsement of the Shire's Reflect RAP has been received by Reconciliation Australia.

Endorsement by Council and the artwork/s for the printing of the RAP document are now required.

#### ATTACHMENTS

Attachment 1: Shire of Northam Draft Reflect RAP

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#### A. BACKGROUND / DETAILS

The Shire of Northam Reflect RAP was developed by the previous RAP Working Group and was endorsed by Reconciliation Australia in 2019.

A RAP is a strategic document that supports an organisation's business plan. It includes practical actions that will drive an organisation's contribution to reconciliation both internally and in the communities in which it operates. There are four stages of a RAP, reflect, innovate, stretch and elevate. The Shire of Northam is at the first reflect stage.

A Reflect RAP is primarily a scoping document. The Reflect RAP clearly sets out the steps the Shire should take to prepare for reconciliation initiatives in

successive RAPs. Committing to a Reflect RAP allows the Shire to spend time scoping and developing relationships with Aboriginal and Torres Strait Islander stakeholders, deciding on our vision for reconciliation and exploring your sphere of influence, before committing to specific actions or initiatives. This process will help to produce future RAPs that are meaningful, mutually beneficial and sustainable.

## **B. CONSIDERATIONS**

### **B.1 Strategic Community / Corporate Business Plan**

Outcome 4.2 Northam honours, and is recognised for, its unique heritage and cultural identity.

Objectives: There is a strong, respected and valued Aboriginal community and culture in the Shire of Northam

### **B.2 Financial / Resource Implications**

Nil

### **B.3 Legislative Compliance**

Nil

### **B.4 Policy Implications**

Nil

### **B.5 Stakeholder Engagement / Consultation**

The previous RAP Working Group were consulted in developing the Shire's RAP.

### **B.6 Risk Implications**

<b>Risk Category</b>	<b>Description</b>	<b>Rating (likelihood x consequence)</b>	<b>Mitigation Action</b>
Financial	Nil	Nil	Nil
Health & Safety	Nil	Nil	Nil
Reputation	Shire of Northam is seen as not supportive of reconciliation	Low (2)	Shire develops RAP in consultation with RAP Working group and endorsement of Reconciliation Australia
Service Interruption	Nil	Nil	Nil

Compliance	Nil	Nil	Nil
Property	Nil	Nil	Nil
Environment	Nil	Nil	Nil

### C. OFFICER'S COMMENT

The Shire of Northam Reflect RAP has been endorsed by Reconciliation Australia and is now required to be endorsed by Council.

- Miss Elizabeth Stack entered the meeting at 3.33pm

### Discussion

- Mrs Kathy Davis and Mrs Deborah Moody expressed the importance of ensuring that people engaged to perform Welcome to Country through the BKB and the Shire be approved by the Elders.
- Miss Elizabeth Stack clarified that a Welcome to Country can only be performed by Nyoongar people from this land, an outsider to this land should give an Acknowledgement of Country.
- Mrs Kathy Davis sought clarification as to whether flying the Aboriginal Flag included the flags mounted in the Shire of Northam Council Chambers. Mr Whiteaker informed that it does.

### RECOMMENDATION / COMMITTEE DECISION

Minute No: NCAG. 3

Moved: Cr Mencshelyi

Seconded: Mr Jermaine Davis

**That Council endorses the Shire of Northam Reflect RAP.**

**Carried 14/0**

## Attachment 1

# SHIRE OF NORTHAM REFLECT RECONCILIATION ACTION PLAN APRIL 2020 – APRIL 2021

## MESSAGE FROM THE PRESIDENT

**Councillor Chris Antonio**

It has been a privilege to have been involved with the process of developing the Shire of Northam's first Reconciliation Action Plan.

I am now delighted to be able to present the Shire of Northam's Reflect Reconciliation Action Plan. The Reconciliation Action Plan Working Group has provided valuable insight into the development of this plan.

The plan provides a positive guide and vision toward a positive future vision of conciliation and partnership between the Shire of Northam and our community.

Our long and vibrant history needs to continue to be recognised and celebrated. With the opening of Bilya Koort Boodja – Centre for Nyoongar Culture & Environmental Knowledge - in August 2018, the celebratory events during the past two years in National Reconciliation Week, and proudly flying the Aboriginal Flag at Shire localities, the Shire of Northam has demonstrated steps toward reconciliation.

Ongoing objectives of the Reconciliation Action Plan include establishing partnerships to be able to provide traineeship and general employment opportunities, both within the Shire of Northam and the wider business community. Additionally, the Shire of Northam continues to develop an understanding of procurement and promotion of Aboriginal and Torres Strait Islander owned businesses.

I look forward to the continued development, working together, and action of this plan.

Chris Antonio  
Shire President – February 2020

## OUR VISION FOR RECONCILIATION

The Shire of Northam is proud to be embarking on the journey towards reconciliation. As an organisation we are committed to increasing our understanding and respect for Aboriginal and Torres Strait Islander cultures, and seek to capitalise on our unique position as a local government authority to be able to publicly acknowledge and celebrate the cultures, histories and achievements of Aboriginal and Torres Strait Islander people within the Shire of Northam.

We believe that reconciliation must live in the hearts, minds and actions of all our community as we move forward, creating a community strengthened by respectful relationships between the wider local community and Aboriginal and Torres Strait Islanders peoples.

## OUR BUSINESS

The Shire of Northam is located within the picturesque Avon Valley and is the key administration, business, industry and service centre for the broader Avon Region. It covers a diverse 1,443km<sup>2</sup> of natural environment, rich agricultural land, small country towns and the historic regional centre of Northam. The western boundary lies 60 kilometres east of Perth and the town site of Northam is a further 35 kilometres east. The Shire delivers local government services to more than 11,500 residents, around 6% of whom identify as Aboriginal and/or Torres Strait Islander peoples (ABS, 2016). In addition to the town of Northam, key localities include Bakers Hill, Clackline, Grass Valley, Spencers Brook and Wundowie.

Northam is renowned as being among one of Western Australia's first settlements following British colonisation; but of course its history stretches back long before this time with the Nyoongar people having walked the lands of the Avon Valley and holding a deep spiritual connection with its waters and land. This is reflected by the numerous significant sites registered within the Shire boundaries. The Shire of Northam is located on Whadjuk and Ballardong Nyoongar country.

The Shire employs approximately 115 people working across the many services it provides. Of these 10 of them identify as Aboriginal and/or Torres Strait Islander peoples.

## OUR RECONCILIATION ACTION PLAN

The Shire of Northam have been working towards building relationships with the areas Traditional Owners and celebrating Aboriginal Culture and achievements for several years. This culminated in the development of an Aboriginal and environmental interpretive centre, which opened in August 2018. The planning and development of the Centre was overseen by local Aboriginal Elders, who formed the Aboriginal Advisory Group. The Aboriginal Advisory Group choose to name the centre, "Bilya Koort Boodja, Centre for Nyoongar Culture & Environmental Knowledge". Bilya Koort Boodja, translates from the Nyoongar language to River Heart Lands.

It became apparent through the development of the Bilya Koort Boodja Centre that the Shire of Northam needed to affirm its commitment towards reconciliation through a Reconciliation Action Plan. In November 2017, Council resolved to establish the RAP Working Group to advise and assist Council to establish its first Reconciliation Action Plan. The RAP is championed



internally by the CEO and Executive Managers with guidance and support provided by the RAP Working Group comprising of:

- Councillor Michael Ryan – Chairperson
- Kathy Davis – Respected Elder & Aboriginal Community Representative
- Deborah Moody – Respected Elder & Aboriginal Community Representative
- Brenda DeAtta – Aboriginal Community Representative
- Rueben Kickett – Aboriginal Community Representative
- Councillor Attila Mentshelyi – Council Representative
- Councillor Chris Antonio – Council Representative
- Jason Whiteaker, Shire of Northam Chief Executive Officer - Ex-Officio Member
- Ross Rayson, Shire of Northam Executive Manager Community Services - Ex-Officio Member
- Jaime Hawkins, Shire of Northam Community Development Officer – Ex-Officio Member

This Reflect RAP is a public declaration of Council's dedication to achieving meaningful engagement with the local Aboriginal and Torres Strait Islander communities. It provides a framework to guide the Shire in scoping and developing relationships with the Aboriginal and Torres Strait Islander community and a vision for reconciliation to aspire towards. As we achieve the outcomes set out in this Reflect, we will be better positioned to produce future RAPs that are meaningful, mutually beneficial and sustainable.

## OUR CURRENT PARTNERSHIPS & ACTIVITIES

Over the years the Shire of Northam have built working relationships with and supported various Aboriginal & Torres Strait Islander organisations. As the Bilya Koort Boodja Centre continues to increase its capacity and expand its programs it is anticipated that further partnerships will develop. The Aboriginal Advisory Group for the Bilya Koort Boodja continue to meet with the Shire regularly to oversee the activities of the centre.

The Shire currently contracts the Wheatbelt Natural Resource Management, Aboriginal Rangers for ground keeping and maintenance of the Northam Cemetery and other outdoor locations within the Shire. Council also works in partnership with the Northam Aboriginal Men's Shed to maintain tracks and trails around the Avon River and provides them with financial support through our Community Grants Program.

In 2018 the Shire hosted its inaugural Reconciliation Morning Tea in the Northam town centre to commemorate National Reconciliation Week. This event was initiated by the RAP Working Group and was well attended by various community organisations, government departments, and the wider community. We were extremely fortunate to have several local businesses support the event with donations and bush foods supplied by the Northam Aboriginal Yorga's Group. The morning tea was again held during the 2019 National Reconciliation Week, this time incorporating a reconciliation walk. The intention is that this will become an ongoing annual event. In previous years Council has partnered with other organisations and businesses to deliver community NAIDOC Week events and activities.

Over the next 12 months the Shire of Northam commits to:  
**RELATIONSHIPS**

ACTION	DELIVERABLE	TIMELINE	RESPONSIBILITY
Continue to develop the RAP Working Group	Ensure Aboriginal & Torres Strait Islander peoples are always represented on the RAP Working Group.	April 2020	Executive Manager Community Services / Community Development Officer
	The RAP Working Group oversees the development, endorsement and implementation of the RAP.	April 2020	Executive Manager Community Services / Community Development Officer
	The RAP Working Group meets a minimum of twice per year to monitor the implementation of the RAP.	May 2020 November 2020	Executive Manager Community Services / Community Development Officer
	Ensure Membership of the RAP Working Group and the RAP Working Group Terms of Reference are reviewed in line with all Committees of Council.	April 2020	Executive Manager Community Services / Community Development Officer
Build internal & external relationships	Identify and develop a list of Aboriginal & Torres Strait Islander Elders, people, communities and organisations within the Shire of Northam or sphere of influence that we could approach to connect with on our reconciliation journey.	June 2020	BKB Coordinator
	Develop a list of RAP organisations and other like-minded organisations that we could approach to connect with on our reconciliation journey.	June 2020	BKB Coordinator
Participate in and celebrate National Reconciliation Week (NRW)	Support and/or deliver an annual NRW event in collaboration with the local Aboriginal & Torres Strait Islander community.	27 May – 3 June 2020	Executive Manager Community Services / Community Development Officer / Events Coordinator
	Register Shire of Northam NRW events on Reconciliation Australia's NRW website.	April 2020	Community Development Officer

	Encourage Shire of Northam Councillors and Staff to attend NRW events.	27 May – 3 June 2020	Chief Executive Officer / All Executive Managers
	Distribute and promote NRW fact sheets and other resources to Councillors, Staff and the wider community.	27 May – 3 June 2020	Community Development Officer / Community Services Administration Officer
	Ensure our RAP Working Group participates in an external event to recognise and celebrate NRW.	27 May – 3 June 2020	Chief Executive Officer / Executive Manager Community Services
Raise internal awareness of Council's RAP	Ensure that all employees have an understanding of the Councils RAP commitment and how each department can contribute.	May 2020	All Managers
	Develop and implement a plan to engage and inform key internal stakeholders of their responsibilities within our RAP.	June 2020	Executive Manager Community Services / Community Development Officer
Promote positive race relations through anti-discrimination strategies.	Research best practice and policies in areas of race relations and anti-discrimination.	August 2020	Human Resources Coordinator
	Conduct a review of HR policies and procedures to identify existing anti-discrimination provisions, and future needs.	September 2020	Human Resources Coordinator

## RESPECT

ACTION	DELIVERABLE	TIMELINE	RESPONSIBILITY
Investigate Aboriginal & Torres Strait Islander cultural learning and development for Council	Capture data and measure our staff's current level of knowledge and understanding of Aboriginal and Torres Strait Islander cultures, histories and achievements	June 2020	BKB Coordinator / Human Resources Coordinator
	Conduct a review of cultural awareness training needs within the Shire of Northam.	July 2020	Human Resources Coordinator / BKB Coordinator
	Develop a project plan for increasing staff's knowledge and understanding of Aboriginal & Torres Strait Islander cultures, histories and achievements.	August 2020	BKB Coordinator

Participate in and celebrate NAIDOC Week	<p>Raise awareness and share information amongst Councillors, Staff and the wider community about the meaning of NAIDOC Week</p> <p>Encourage Councillors and staff to participate in local NAIDOC Week events</p> <p>Support and/or deliver a local NAIDOC Week event</p> <p>Ensure the RAP Working Group participates in an external NAIDOC Week event</p>	July 2020	BKB Coordinator
Raise internal understanding of Aboriginal & Torres Strait Islander cultural protocols	<p>Identify and develop a list of local Traditional Owners of land and water within the Shire of Northam</p> <p>Identify and develop a list of respected local Elders who can perform Welcome to Country for the Shire of Northam</p>	July 2020	CEO / Executive Management / BKB Coordinator
Publicly acknowledge and celebrate Aboriginal & Torres Strait Islander cultures, histories and achievements.	<p>Investigate the opportunity for Council to explore ways of appropriately acknowledging Traditional Owners of the local area, including Acknowledgement of Country in all meetings of Council, displaying an Acknowledgement in Council buildings, Council signage, and employee email signatures etc.</p> <p>Investigate flying the Aboriginal &amp; Torres Strait Islander flags at Administration and other Council buildings.</p> <p>Investigate opportunities for Aboriginal &amp; Torres Strait Islander artworks to be displayed in Council facilities and to be commissioned as public art works.</p>	July 2020	BKB Coordinator / Community Development Officer / Events Coordinator Community Development Officer
	<p>Identify and develop a list of local Traditional Owners of land and water within the Shire of Northam</p> <p>Identify and develop a list of respected local Elders who can perform Welcome to Country for the Shire of Northam</p>	May 2020	BKB Coordinator / RAP Working Group
	<p>Raise awareness of Aboriginal &amp; Torres Strait Islander cultural protocols for Council and Staff, including understanding the meaning and significance of Welcome to Country and Acknowledgement of Country</p>	May 2020	RAP Working Group / BKB Advisory Committee / BKB Coordinator
Publicly acknowledge and celebrate Aboriginal & Torres Strait Islander cultures, histories and achievements.	<p>Investigate the opportunity for Council to explore ways of appropriately acknowledging Traditional Owners of the local area, including Acknowledgement of Country in all meetings of Council, displaying an Acknowledgement in Council buildings, Council signage, and employee email signatures etc.</p> <p>Investigate flying the Aboriginal &amp; Torres Strait Islander flags at Administration and other Council buildings.</p> <p>Investigate opportunities for Aboriginal &amp; Torres Strait Islander artworks to be displayed in Council facilities and to be commissioned as public art works.</p>	July 2020	BKB Coordinator / RAP Working Group
		August 2020	Governance Officer Community Development Officer / Art Advisory Committee

	In consultation with local Traditional Owners, investigate the opportunity to incorporate dual naming, with the English and Nyooongar name to be printed on signage at significant landmarks.	December 2020	Manager Tourism & Events / Community Development Officer / RAP Working Group
OPPORTUNITIES			
ACTION	DELIVERABLE	TIMELINE	RESPONSIBILITY
Investigate opportunities for Aboriginal & Torres Strait Islander employment and retention within Council	<p>Capture baseline data on Aboriginal &amp; Torres Strait Islander employment &amp; retention within the Shire of Northam to inform future employment.</p> <p>Investigate Aboriginal &amp; Torres Strait Islander employment pathways for people to seek employment, traineeships and work experience within the Shire of Northam</p> <p>Develop a plan to increase Aboriginal &amp; Torres Strait Islander employment within the Shire of Northam</p> <p>Develop an understanding of the mutual benefits of procurement from Aboriginal &amp; Torres Strait Islander owned businesses</p>	<p>July 2020</p> <p>August 2020</p> <p>August 2020</p> <p>February 2021</p>	<p>Human Resources Coordinator</p> <p>Human Resources Coordinator</p> <p>Human Resources Coordinator</p> <p>Executive Manager Engineering Services/ Executive Manager Corporate Services/ Procurement Officer</p>
Investigate Aboriginal & Torres Strait Islander supplier diversity.	<p>Review Council's Procurement Policy to ensure that there are no barriers for procuring goods and services from Aboriginal &amp; Torres Strait Islander businesses</p> <p>Promote Aboriginal &amp; Torres Strait Islander businesses within the Shire of Northam</p>	December 2020	<p>Executive Manager Corporate Services / Executive Manager Engineering</p> <p>BKB Coordinator</p>

	Support and/or create opportunities for Aboriginal & Torres Strait Islander business development within the Shire of Northam	December 2020	Executive Manager Community Services / BKB Coordinator
	Develop a business case for procurement from Aboriginal and Torres Strait Islander owned businesses	December 2020	BKB Coordinator / Procurement Officer

## GOVERNANCE & TRACKING PROGRESS

ACTION	DELIVERABLE	TIMELINE	RESPONSIBILITY
Build Support for Council's RAP	Define resource needs for RAP development and implementation	April 2020	Executive Manager Corporate Services / Community Development Officer
	Define systems and capability needs to track, measure and report on RAP activities	April 2020	Executive Manager Corporate Services / Community Development Officer
	Complete the annual RAP Impact Measurement Questionnaire and submit to Reconciliation Australia	September 2020	Executive Manager Corporate Services / Community Development Officer
	Include information on the implementation of the RAP in Council's annual report	April 2021	Executive Manager Corporate Services / Community Development Officer
	Review the progress of the RAP with the RAP Working Group	January 2021	Executive Manager Corporate Services / Community Development Officer
Review and Refresh RAP	Draft and refresh a new RAP for the Shire of Northam based learning, achievements and challenges experienced in the previous RAP	January 2021	Executive Manager Corporate Services / Community Development Officer
	Submit draft of new RAP to Reconciliation Australia	January 2021	Executive Manager Corporate Services / Community Development Officer

## CONTACT DETAILS

Community Development Officer

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[www.northam.wa.gov.au](http://www.northam.wa.gov.au)

This RAP is available in alternative formats upon request.

## 8. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION

### **WA Police Force, SUPT. Tony Colfer and SNR SGT David Hornsby**

- SUPT Tony Colfer advised that he would like to bring matters related to Police reconciliation to this group as it is not worth them having their own group. Expressed the strong desire for Northam Police to work with the community.
- Updated provided on WA Police Force Northam reconciliation initiatives, such as face to face cultural inductions, and said it is their aim to increase Aboriginal staff and Police Officers.

### **Discussion of preferred day & time for future meetings**

- Meetings to be scheduled for Wednesday's at 4pm, to be held on an as needs basis, or a minimum of quarterly.
- Cr Michael Ryan invited the committee to notify him as the Chairperson of the Committee if they feel a meeting needs to be called.
- Committee was informed that they are to notify Mr Ross Rayson for the inclusion of agenda items for a meeting approximately 2 weeks prior to a scheduled meeting.

### **Removal of plaque on Katrine Road**

- Mr Boyd Kickett requested the Shire take action to remove a memorial plaque on Katrine Road which honours an early settler speared by Aboriginal people. It is believed that the earlier settler himself had killed many Aboriginal people.

### **Nomination of Janet Kickett to the NCAG**

- Janet Kickett expressed that she wishes to join the committee as a representative of the Ryder family.
- Nomination details will be confirmed and her nomination to be presented at the next NCAG meeting.

### **Invitation to Northam Magistrate to attend NCAG meetings**

- SUPT Tony Colfer informed the committee that the Northam Magistrate would like to be invited to a meeting of the NCAG to discuss alternative, culturally appropriate sentencing.

## 9. DATE OF NEXT MEETING

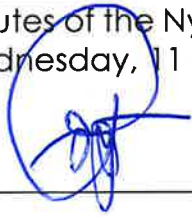
The next meeting will be held in April 2020. Date to be confirmed.

## 10. DECLARATION OF CLOSURE

There being no further business the Presiding Member, Cr Ryan declared the meeting closed at 4:13pm.



"I certify that the Minutes of the Nyoongar Cultural Advisory Group Committee meeting held on Wednesday, 11 March 2020 have been confirmed as a true and correct record."



\_\_\_\_\_ Presiding Member

15-09-2020 Date

