



Shire of Northam

Minutes

Nyoongar Cultural Advisory Group Meeting

17 November 2020



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1. DECLARATION OF OPENING

The Presiding Member, Cr M P Ryan declared the meeting open at 3:10pm

2. ATTENDANCE

Committee:

Presiding Member
Shire President
Councillor
Davis Family
Davis Family
Ryder Family
McGuire Family
Garlett Family
ATSI Representative

M P Ryan
C R Antonio
A J Mencshelyi
Kathy Davis
Jermaine Davis
Joan Parfitt
Deborah Moody
Kirk Garlett
Brenda DeAtta

Staff:

CEO
BKB Centre Coordinator
Community Development Officer
Executive Assistant to the CEO

J B Whiteaker
M Winmar
J Hawkins
A C McCall

Other:

Kickett Family

Janet Kickett

2.1 APOLOGIES

McGuire Family
Stack Family
Moody Family
Kickett Family
ATSI Representative
Stack Family

Maria Nickels
Kate Stack
Donna Moody
Boyd Kickett
Yvonne Kickett
Elizabeth Stack

2.2 APPROVED LEAVE OF ABSENCE

Nil.

2.3 ABSENT

Slater Family

Agnes Lockyer

3. DISCLOSURE OF INTERESTS

Nil.

Members should fill in Disclosure of Interest forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member before the meeting commences.

*As defined in section 5.60A of the Local Government Act 1995, a **financial interest** occurs where a Councillor / Committee Member, or a person with whom the Councillor / Committee Member is closely associated, has a direct or indirect financial interest in the matter. That is, the person stands to make a financial gain or loss from the decision, either now or at some time in the future.*

*As defined in section 5.61 of the Local Government Act 1995, an **indirect financial interest** includes a reference to a financial relationship between that person and another person who requires a Local Government decision in relation to the matter.*

*As defined in section 5.60B of the Local Government Act 1995, a person has a **proximity interest** in a matter if the matter concerns a proposed change to a planning scheme affecting land that adjoins the person's land; or a proposed change to the zoning or use of land that adjoins the person's land; or a proposed development (as defined in section 5.63(5)) of land that adjoins the person's land.*

*As defined in 34C of the Local Government (Administration) Regulations 1996, an **impartiality interest** means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.*

4. CONFIRMATION OF MINUTES

4.1 COMMITTEE MEETING HELD ON WEDNESDAY 15 SEPTEMBER 2020

RECOMMENDATION / COMMITTEE DECISION

Minute No: NCAG:10

Moved: Cr Attila Mencshelyi

Seconded: Mr Jermaine Davis

That the minutes of the Nyoongar Cultural Advisory Group meeting held on Wednesday 15 September 2020 be confirmed as a true and correct record of that meeting.

CARRIED 9/0

5. COMMITTEE REPORTS

5.1 BILYA KOORT BOODJA UPDATE

File Reference:	2.1.3.2
Reporting Officer:	BKB Centre Coordinator Michelle Winmar
Responsible Officer:	CEO Jason Whiteaker
Officer Declaration of Interest:	Nil.
Voting Requirement:	-
Press release to be issued:	Nil.

BRIEF

For the BKB Centre Coordinator to present an update on the Bilya Koort Boodja to the Committee.

ATTACHMENTS

Nil.

A. BACKGROUND / DETAILS

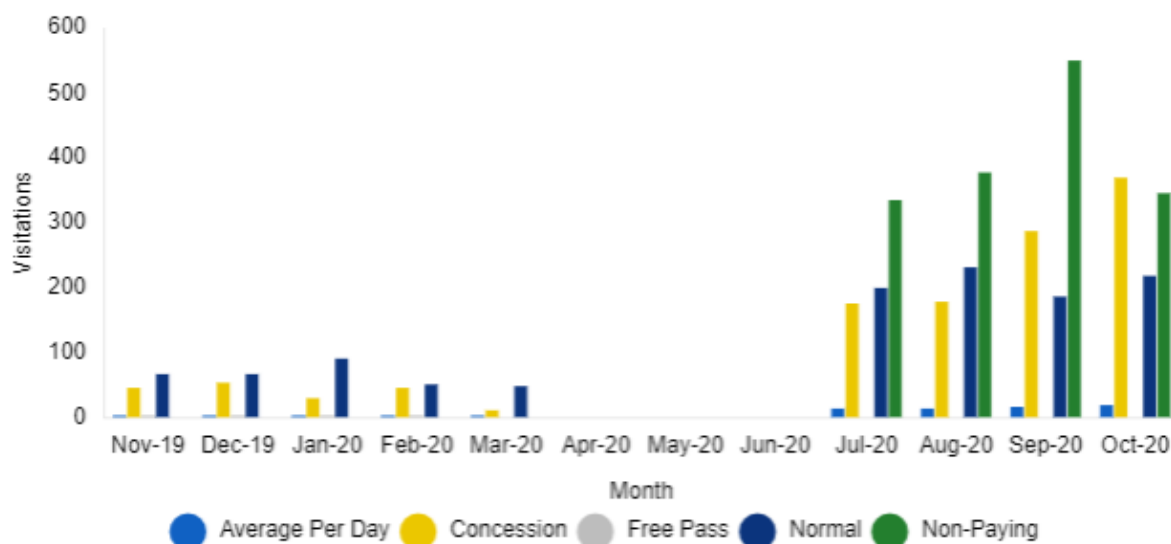
The Bilya Koort Boodja is the Aboriginal Interpretive Centre in the Shire of Northam, offering visitors a visual and immersive experience into Aboriginal culture, heritage and traditions through various displays and events.

A.1 Visitor Numbers

September & October 2020 has seen a slight increase in the number of visitations to the Centre, this is on the back of increased regional tourism numbers generally.

Month	BKB visitations - Normal	BKB Visitations - Free Pass	BKB Visitations - Concession	BKB Visitations - Average per day	BKB Entry Fees
Aug-20	231	0	179	13.22	3,205
Sep 20	187	0	287	15.8	3,305
Oct 20	217	0	370	18.93	4,020
Nov 20					
Dec 20					
Jan 21					
Feb 21					

Mar 21					
Apr 21					
May 21					
Jun 21					



A.2 Programed Activities

A critical element to the BKB and future success is providing weekend activities and engagement for both locals and tourists. With this in mind a program of activities has been developed and implemented for the Centre.

While the activities are being underwritten by the Centre, numbers of attendees is fairly low. BKB staff are working on identifying WA State Government Funding to assist in the program delivery as the Council allocated budget is only limited in this area.

Date	Activity	Attended
17 th Oct	Facepainting	2
24 th Oct	Boomerang Painting	9
31 st Oct	Bushfoods Workshop	2
7 th Nov	Yoga & Mindfulness	7

A.3 Marketing

The consulting firm FORM have been engaged to assist the BKB in further developing the product and marketing for the Centre. Their official engagement began early September with a teleconference to discuss the terms of their engagement and expectations. FORM have been working on a range of marketing assets. A number have been completed and will be

presented at the meeting. A reminder that their scope of engagement includes:

- Development of marketing plan
- Development of assets:
 - Brochure content & design
 - Video package (allowing for online and social media marketing)
 - Printing
 - Maps distribution
 - BKB Media Kit

The second phase will be the delivery of more extensive marketing across Western Australia once the above has been completed

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 4: Environment and Heritage
Outcome 4.2: Northam honours, and is recognised for, its unique heritage and cultural identity
Objective: There is a strong, respected and valued Aboriginal community and culture in the Shire of Northam

B.2 Financial / Resource Implications

Total Operating Expenditure Budget	\$572,116
Projected YTD Budget Expenditure	\$192,101
YTD Actual Expenditure	\$206,210
Total Operating Revenue Budget	\$ 82,700
Projected YTD Budget Revenue	\$ 21,503
YTD Actual Revenue	\$ 39,667

There is a level of concern as while the current expenditure is in line with budget expectations, there is a significant commitment to the ongoing programs which will begin to impact this position. In saying this the actual year to date revenue is significant higher than projected, which reflects the increased visitations.

B.3 Legislative Compliance

Nil.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

Nil.

B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	The Centre fails to reach financial sustainability	Possible (3) x Medium (3)= 9 (Medium)	Development of marketing plan to promote centre Secure external funding
Health & Safety	N/A		
Reputation	The Centre fails to provide an experience that delivers expectation	Possible (3) x Medium (3)= 9 (Medium)	Ensure weekend activities are in place
Service Interruption	N/A		
Compliance	N/A		
Property	N/A		
Environment	N/A		

C. OFFICER'S COMMENT

There have been a number of visitor groups to the Centre for Sept & Oct including;

- We have had the following visitor groups including;
 - Bus Tour Operator visits: 113 people (3 company's)
 - Schools: 116 students (5 schools)
 - Universities: 102 students (non-entry/activity Riverwalk)
 - Agencies: 32 (paid entry)
- Governor of WA has visited the Centre and promoted it widely through the media.
- Onelt are working to finalise the on-line shop.
- Interviewing 5 applicants for BKB casuals.
- BKB shop is selling well and we have sold 6 paintings in last 2 months.
- NADOC day will be held on Tues 24th Nov 2020 – See Flyer

There have been some discussions with Jermaine Davis around engaging youth more actively in the centre. This matter would be worth the Committee discussing in more detail to identify potential opportunities.

RECOMMENDATION / COMMITTEE DECISION

Minute No: NCAG:11

Moved: Ms Kathy Davis

Seconded: Cr Attila Mencshelyi

That Council;

- 1. Receives the Bilya Koort Boodja update as presented;**
- 2. Implement the following initiatives in order to more strongly engage with the youth in our region;**
 - a. Continue to market the Bilya Koort Boodja to schools throughout the Western Australia.**

CARRIED 9/0

Ms Michelle Winmar spoke to the report.

Promotion

Discussion was held around marketing being increased locally. The committee discussed using radio as a method of marketing to attract walk ups on the day and also promoting through school newsletters. Liaising with local businesses was also discussed to encourage them to promote the Centre. The possibility of holding a Chamber of Commerce Business after Hours function at the Centre was discussed where this item could be raised.

Cr Ryan advised he would follow this up with the Chamber of Commerce.

Mr Jermaine Davis will investigate the possibility of holding a concert on a summer evening.

It was advised that FORM are working on assets to send to media organisations in addition to other marketing material. It is anticipated that this will be finalised by the end of the month.

The Governor is visiting on 18 November and staff will request that he continue to promote the centre.

BKB Staff will be attending social media training in the coming weeks which will assist in marketing the centre on these platforms.

Visitations

It was outlined that the Centre is now on several bus tours itineraries. There has also been a number of schools which have attended the Centre. Staff are continuing to market BKB to the schools.

Programmes

Discussion was held around the programs to be held at the centre. It was advised that art and jewellery workshops will be held in the near future however information was sought from the committee on possible future programs. Ms Janet Kickett will liaise with her ladies craft group in relation to them holding their sessions at the centre.

It was advised that there will be activities on at the Centre during the Christmas on Fitzgerald event.

Engaging dis-engaged youth was discussed. Mr Jermaine Davis and Michelle Winmar will investigate holding a cultural awareness workshop at the BKB with them.

Ms Jaime Hawkins left the meeting at 3:28pm and returned at 3:29pm.

Financials

It was outlined that the Centre currently has over budget expenditure, however primarily this is relating to the purchase / replacement of stock, which has also related to an increase in sales, offsetting the addition expenses. Ms Michelle Winmar detailed some of the bestselling products. Discussion was held around promoting these for Christmas gifts throughout the community.

Mr Jonathan Ryan entered the meeting at 3:38pm and left at 3:38pm.

Staff

It was advised that recruitment is currently underway for casual staff. The committee was asked to notify Ms Michelle Winmar for any potential candidates. Discussion was held around recruiting non-Nyoongar applicants however it was agreed that the BKB should be promoting Nyoongar employment. It was also noted that they must reside within the Shire of Northam.

One (1) unknown person entered the meeting at 3:40pm and left at 3:40pm.

Mr Jason Whiteaker left the meeting at 3:49pm and returned at 3:49pm.

5.2 RECONCILIATION ACTION PLAN (RAP) UPDATE

File Reference:	2.1.3.7
Reporting Officer:	Community Development Officer Jaime Hawkins
Responsible Officer:	Jason Whiteaker, CEO
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	Nil

BRIEF

For the Community Development Officer to present an update on the Reconciliation Action Plan (RAP) to the Committee.

ATTACHMENTS

Attachment 1: Shire of Northam Reflect RAP 2020-2021 Actions

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.

The Reflect Reconciliation Action Plan (RAP) June 2020-June 2021 has been included as an attachment in this agenda.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 4: Environment and Heritage
Outcome 4.2: Northam honours, and is recognised for, its unique heritage and cultural identity
Objective: 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

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	N/A		
Health & Safety	N/A		
Reputation	Shire of Northam is seen as not supportive of reconciliation	Unlikely(2) x Minor(2) = Low (4)	Shire develops RAP in consultation with RAP Working group and endorsement of Reconciliation Australia
Service Interruption	N/A		
Compliance	N/A		
Property	N/A		
Environment	N/A		

C. OFFICER'S COMMENT

The Shire of Northam Reflect RAP was endorsed by Reconciliation Australia in June. Since then Shire staff and Council have been working towards the actions outlined in the plan.

The following update is presented by the Community Development Officer on the latest actions implemented within the RAP.

The BKB Coordinator is working to identify and develop a list of Aboriginal and Torres Strait Islander people and organisation to connect with on our reconciliation journey. Input from this committee and the Elders is to be sought.

The BKB Coordinator and Community Development Officer are working with the executive managers to ensure that staff are aware of their duties and responsibilities within the RAP.

The BKB Coordinator is liaising with the Councils Human Resources Manager to,

- Capture baseline data on Aboriginal and Torres Strait Islander employment within the Shire
- Explore pathways to increase ATl employment, traineeships and work experience opportunities, and
- Conduct a review of the cultural awareness training needs within the Shire.

The BKB have been working with an interagency group across Northam to plan and implement a NAIDOC Week event. Staff and Councillors are being encouraged to participate in this event. Representatives of Shire staff and Council attended external NAIDOC Week events, including the Northam Police Flag Raising Ceremony.

The Community Development Officer and former Executive Manager of Community Services participated in an online workshop on dual naming of significant landmarks with the English and Nyoongar names. Further exploration is required with the Nyoongar Cultural Advisory Group and potential funding for dual naming projects to be sought.

The Bilya Koort Boodja are continuing to support and promote Aboriginal and Torres Strait Islander businesses through the sale of merchandise and other means.

Internal systems and process have been put in place to track and measure the implementation of the RAP actions and activities.

Advice and assistance is sought from the Nyoongar Cultural Advisory Group to assist with the following actions from the RAP:

- Development of a list of local Traditional Owners of land and water within the Shire of Northam.
- Development of a list of respected Elders who can perform Welcome to Country for the Shire of Northam.

RECOMMENDATION / COMMITTEE DECISION

Minute No: NCAG:12

Moved: Ms Kathy Davis
Seconded: Cr Attila Mencshelyi

That Council, in accordance with the Reconciliation Action Plan, include an acknowledgement of country prior to every Council meeting.

CARRIED 9/0

RECOMMENDATION / COMMITTEE DECISION

Minute No: NCAG:13

Moved: Ms Kathy Davis
Seconded: Mr Kirk Garlett

That Council accepts the update of the Shire of Northam Reflect RAP 2020-2021.

CARRIED 9/0

Ms Hawkins provided an overview of the report.

Information was sought from the committee in relation to other organisations we can connect with. The following suggestions were made:

- Agencies which form part of the NAIDOC committee; and
- Any other local organisations (including businesses and not-for-profit) that are also doing a RAP;

It was advised that staff will liaise with the Chamber of Commerce to see if they are aware of any small businesses who have RAP's or may be interested in developing RAP's. It was raised that it may be a possibility to invite them to a business after hours at the Centre to discuss. Cr Michael Ryan will raise with Chamber of Commerce and then liaise with Ms Jaime Hawkins and Ms Michelle Winmar.

Ms Michelle Winmar left the meeting at 3:54pm and returned at 3:55pm.

Discussion was held around dual naming for key natural features. The following were identified:

- The river; and
- The Northam townsite.

It was requested that the committee identify the following to present to the next meeting with this being the focus of the next meeting:

- Additional sites for potential dual naming; and
- Identifying sites of importance including those which are sacred. It was noted that sacred sites would be acknowledged however not promoted.

It was raised that the former Department of Aboriginal Affairs held a record of significant sites and this can be used for the committee to identify any gaps.

Discussion was also held around naming streets with Nyoongar language and recommending to Council words to be added to the list for street names. It was noted that this wouldn't be names of families and more so Nyoongar language.

Information was sought from the committee to develop a list of respected elders (over 50) which can do a welcome to country. The following elders were identified:

- Paul Parfitt
- Deborah Moody
- Patricia Davis
- Maria Nickels
- Julie Wynne / Moody
- Tanya Mckiwa
- Shirley Slater
- Frank Davis

Discussion was held around including an acknowledgement of country at Council meetings and a motion was put forward.

It was requested that the aboriginal flag be in the Council Chambers for Council meetings. Mr Jason Whiteaker advised he will ensure this occurs however noted that meetings are not currently being held in the Council Chambers.

Attachment 1 – Shire of Northam Reflect RAP 2020-2021 Actions



Acknowledgement of Country

The Shire of Northam would like to acknowledge the Traditional Owners of the land, the Ballardong and Whadjuk people of the Nyoongar nation and pay our respects to Elders, past, present and emerging.



Artwork: Ballardong Boodja by Bradley Kickett
Front cover L-R: Cody Kickett, Hayden Kickett, Kieryn Kickett, Jezeel Kickett, Juwarne Winmar, Photograph by Michelle Blackhurst

Warning

Aboriginal & Torres Strait Islander readers are advised that this document may contain images and artworks of people who have passed.

1

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



Photograph by Navigator Photograftix



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 Islander 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 1,443km² 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 Mencshelyi – 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.



Photograph by Michelle Blackhurst

5

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.



6

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

Relationships

Action 1 Continue to develop the RAP Working Group

Deliverable	Timeline	Responsibility
1.1 Ensure Aboriginal & Torres Strait Islander peoples are always represented on the RAP Working Group.	June 2020	Executive Manager Community Services / Community Development Officer
1.2 The RAP Working Group oversees the development, endorsement and implementation of the RAP.	June 2020	Executive Manager Community Services / Community Development Officer
1.3 The RAP Working Group meets a minimum of twice per year to monitor the implementation of the RAP.	July 2020 November 2020	Executive Manager Community Services / Community Development Officer
1.4 Ensure Membership of the RAP Working Group and the RAP Working Group Terms of Reference are reviewed in line with all Committees of Council.	June 2020	Executive Manager Community Services / Community Development Officer

Action 2 Build internal & external relationships

Deliverable	Timeline	Responsibility
2.1 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.	September 2020	BKB Coordinator
2.2 Develop a list of RAP organisations and other like-minded organisations that we could approach to connect with on our reconciliation journey.	September 2020	BKB Coordinator

Action 3 Participate in and celebrate National Reconciliation Week (NRW)

Deliverable	Timeline	Responsibility
3.1 Support and/or deliver an annual NRW event in collaboration with the local Aboriginal & Torres Strait Islander community.	27 May – 3 June 2021	Executive Manager Community Services / Community Development Officer / Events Coordinator
3.2 Register Shire of Northam NRW events on Reconciliation Australia's NRW website.	April 2021	Community Development Officer
3.3 Encourage Shire of Northam Councillors and Staff to attend NRW events.	27 May – 3 June 2021	Chief Executive Officer / All Executive Managers
3.4 Distribute and promote NRW fact sheets and other resources to Councillors, Staff and the wider community.	27 May – 3 June 2021	Community Development Officer / Community Services Administration Officer
3.5 Ensure our RAP Working Group participates in an external event to recognise and celebrate NRW.	27 May – 3 June 2021	Chief Executive Officer / Executive Manager Community Services

Action 4 Raise internal awareness of Council's RAP

Deliverable	Timeline	Responsibility
4.1 Ensure that all employees have an understanding of the Council's RAP commitment and how each department can contribute.	July 2020	All Managers
4.2 Develop and implement a plan to engage and inform key internal stakeholders of their responsibilities within our RAP.	July 2020	Executive Manager Community Services / Community Development Officer



Action 5 Promote positive race relations through anti-discrimination strategies

Deliverable	Timeline	Responsibility
5.1	November 2020	Human Resources Coordinator
5.2	January 2021	Human Resources Coordinator



Artwork: Wardang and Manildj by Kirk Garlett

Respect



Action 6 Investigate Aboriginal & Torres Strait Islander cultural learning and development for Council

Deliverable	Timeline	Responsibility
6.1 Capture data and measure our staff's current level of knowledge and understanding of Aboriginal and Torres Strait Islander cultures, histories and achievements	September 2020	BKB Coordinator / Human Resources Coordinator
6.2 Conduct a review of cultural awareness training needs within the Shire of Northam.	September 2020	Human Resources Coordinator / BKB Coordinator
6.3 Develop a project plan for increasing staff's knowledge and understanding of Aboriginal & Torres Strait Islander cultures, histories and achievements.	November 2020	BKB Coordinator





Action 7 Participate in and celebrate NAIDOC Week

Deliverable		Timeline	Responsibility
7.1	Raise awareness and share information amongst Councillors, Staff and the wider community about the meaning of NAIDOC Week	November 2020	BKB Coordinator
7.2	Encourage Councillors and staff to participate in local NAIDOC Week events	November 2020	CEO / Executive Management / BKB Coordinator
7.3	Support and/or deliver a local NAIDOC Week event	8 November – 15 November 2020	BKB Coordinator / Community Development Officer / Events Coordinator
7.4	Ensure the RAP Working Group participates in an external NAIDOC Week event	8 November – 15 November 2020	Community Development Officer

Action 8 Raise internal understanding of Aboriginal & Torres Strait Islander cultural protocols

Deliverable		Timeline	Responsibility
8.1	Identify and develop a list of local Traditional Owners of land and water within the Shire of Northam	August 2020	BKB Coordinator / RAP Working Group
8.2	Identify and develop a list of respected local Elders who can perform Welcome to Country for the Shire of Northam	August 2020	RAP Working Group / BKB Advisory Committee / BKB Coordinator
8.3	Raise awareness of Aboriginal & Torres Strait Islander cultural protocols for Council and Staff, including understanding the meaning and significance of Welcome to Country and Acknowledgement of Country	August 2020	BKB Coordinator / RAP Working Group

Action 9 Publicly acknowledge and celebrate Aboriginal & Torres Strait Islander cultures, histories and achievements.

Deliverable	Timeline	Responsibility
9.1 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.	October 2020	RAP Working Group / CEO
9.2 Investigate flying the Aboriginal & Torres Strait Islander flags at Administration and other Council buildings.	September 2020	Governance Officer
9.3 Investigate opportunities for Aboriginal & Torres Strait Islander artworks to be displayed in Council facilities and to be commissioned as public art works.	August 2020	Community Development Officer / Art Advisory Committee
9.4 In consultation with local Traditional Owners, investigate the opportunity to incorporate dual naming, with the English and Nyoongar name to be printed on signage at significant landmarks.	December 2020	Manager Tourism & Events / Community Development Officer / RAP Working Group



Opportunities



Action 10 Investigate opportunities for Aboriginal & Torres Strait Islander employment and retention within Council

Deliverable	Timeline	Responsibility
10.1 Capture baseline data on Aboriginal & Torres Strait Islander employment & retention within the Shire of Northam to inform future employment.	July 2020	Human Resources Coordinator
10.2 Investigate Aboriginal & Torres Strait Islander employment pathways for people to seek employment, traineeships and work experience within the Shire of Northam	October 2020	Human Resources Coordinator
10.3 Develop a plan to increase Aboriginal & Torres Strait Islander employment within the Shire of Northam	November 2020	Human Resources Coordinator

Photograph by Navigator Photografix



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Action 11 Investigate Aboriginal & Torres Strait Islander supplier diversity.

Deliverable		Timeline	Responsibility
11.1	Develop an understanding of the mutual benefits of procurement from Aboriginal & Torres Strait Islander owned businesses	February 2021	Executive Manager Engineering Services/ Executive Manager Corporate Services/ Procurement Officer
11.2	Review Council's Procurement Policy to ensure that there are no barriers for procuring goods and services from Aboriginal & Torres Strait Islander businesses	January 2021	Executive Manager Corporate Services / Executive Manager Engineering
11.3	Promote Aboriginal & Torres Strait Islander businesses within the Shire of Northam	August 2020	BKB Coordinator
11.4	Support and/or create opportunities for Aboriginal & Torres Strait Islander business development within the Shire of Northam	January 2021	Executive Manager Community Services / BKB Coordinator
11.5	Develop a business case for procurement from Aboriginal and Torres Strait Islander owned businesses	January 2021	BKB Coordinator / Procurement Officer

Photographs by Michelle Blackhurst



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Governance & Tracking Progress



Action 12 Build Support for Council's RAP

Deliverable	Timeline	Responsibility
12.1 Define resource needs for RAP development and implementation	July 2020	Executive Manager Corporate Services / Community Development Officer
12.2 Define systems and capability needs to track, measure and report on RAP activities	July 2020	Executive Manager Corporate Services / Community Development Officer
12.3 Complete the annual RAP Impact Measurement Questionnaire and submit to Reconciliation Australia	September 2020	Executive Manager Corporate Services / Community Development Officer
12.4 Include information on the implementation of the RAP in Council's annual report	April 2021	Executive Manager Corporate Services / Community Development Officer



Action 13 Review and Refresh RAP

Deliverable	Timeline	Responsibility
13.1 Review the progress of the RAP with the RAP Working Group	January 2021	Executive Manager Corporate Services / Community Development Officer
13.2 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
13.3 Submit draft of new RAP to Reconciliation Australia	March 2021	Executive Manager Corporate Services / Community Development Officer



Contact Details

Community Development Officer
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www.northam.wa.gov.au

This RAP is available in alternative formats upon request.



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5.3 NAIDOC WEEK FUNDING

File Reference:	2.1.3.7
Reporting Officer:	N/A
Responsible Officer:	N/A
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	Nil

BRIEF

For the Committee and Council to consider making a financial contribution to the Shire of Northam Naidoc event.

ATTACHMENTS

Nil.

A. BACKGROUND / DETAILS

Item raised for discussion by Donna Moody.

Robyn Davis is organising a Naidoc event for the Shire of Northam. This will be held on Tuesday, 24th November 2020.

There is approximately \$6,500 raised from a range of agencies. The Northam Naidoc Committee is requesting the Shire contribute \$2,000 towards the event.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 4: Environment and Heritage

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

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

B.2 Financial / Resource Implications

Council has allocated funds in the 2020/21 budget towards community grants for program/event initiatives that promote community resilience and recovery in response to the COVID-19 pandemic.

B.3 Legislative Compliance

Nil.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

Nil.

B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	N/A		
Health & Safety	N/A		
Reputation	Council is seen to not support Naidoc Week.	Medium (3) x Possible (3) = Moderate (9)	Make a financial contribution to the Naidoc Week event.
Service Interruption	N/A		
Compliance	N/A		
Property	N/A		
Environment	N/A		

C. OFFICER'S COMMENT

Nil.

RECOMMENDATION / COMMITTEE DECISION

Minute No: NCAG:14

Moved: Kathy Davis

Seconded: Deborah Moody

That Council contribute \$2,200 including GST towards the Shire of Northam Naidoc events.

CARRIED 9/0

6. URGENT BUSINESS APPROVED BY DECISION

Nil.

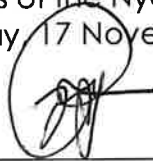
7. DATE OF NEXT MEETING

2nd February 2021 at 3:00pm.

8. DECLARATION OF CLOSURE

There being no further business, the Presiding Member Cr M P Ryan declared the meeting closed at 4:26pm.

"I certify that the Minutes of the Nyoongar Cultural Advisory Group Committee meeting held on Tuesday 17 November 2020 have been confirmed as a true and correct record."



Presiding Member

9/02/2021 Date