



# Reconciliation Action Plan

INNOVATE • AUGUST 2022 TO AUGUST 2024



## Rohin Kickett

### Mundaring Weir, 2022

Creating an artwork on Mundaring has been an interesting journey, looking into my own personal experiences and family connections with the area. The Weir itself has a unique shape and is a place I have always been drawn to riding motorcycles through the area. My family would come down as far as Manaring Lake (near The Lakes Road House) from York to camp while avoiding the authorities prior to the establishment of the York reserve.

In this artwork I wanted to capture the Weir and the uniqueness of its shape while also highlighting the tracks that weave through the area which are reminiscent of the tracks my family would have travelled on their way to Manaring Lake avoiding the authorities. The artwork also highlights the amount of changes to the bushland and captures the now.



## Aaron Williams, Moodjarl Aboriginal Corporation

The acknowledgement of Traditional Owners from the Shire of Mundaring is a great step forward in healing the local community and we welcome the positive opportunities this action plan will create now and into the future.

Nyungar/Noongar people have been the Custodians of this land for 60 thousand years and one day we hope to see our ancestral Boodjah back under the management of Nyungar/Noongar people. This action plan is a positive step to achieve this.



## Message from Local Elder

**As spoken by my mother,  
Kerry-Ann Winmar,  
Whadjuk Nyungar/Noongar Elder**

Nyungar/Noongar Reconciliation Action Plan for each of us we have knowledge and speak as a Custodian of our lands for Whadjuk Country and other lands on the behalf of our families, we have cultural ties to lands and waters and for other Traditional Owners.

We Nyungar/Noongar peoples we are given our knowledge through the Oral Traditions and Lore Law from our Karblies grandmothers and Moryan grandfather. These stories are passed down to us from our parents and grandparents. These are Kura, the stories of their Nyungar/Noongar Heritage of long ago.



## Message from the Shire President

*Kaya (hello).*

On behalf of Shire of Mundaring, I respectfully acknowledge the Whadjuk people of the Noongar Nation, who are the Traditional Custodians of this land. We acknowledge Elders past, present and emerging and respect their continuing culture and the contribution they make to the region.

Shire of Mundaring is privileged to be home to sites of cultural and historical significance such as Mundaring Weir, John Forrest National Park and Helena Valley Quarry. The original inhabitants of the area were the Noongar Aboriginal people and some of our townsites, including Mundaring, Wooroloo and Boya, have place names of Aboriginal origin. In fact, Mundaring is thought to be an Aboriginal word meaning “a high place on a high place” or “the place of the grass tree leaves”.

I am proud to present the Shire’s first Reconciliation Action Plan (RAP). This Plan has been informed by input from local Aboriginal communities, non-Indigenous communities and consultation with key stakeholders. It outlines actions that work towards achieving our unique vision for reconciliation.

A Reconciliation Action Plan is a formal commitment to reconciliation, driven by the key themes of Relationships, Respect and Opportunities.

The Shire is keen to build on the positive support it extends to Aboriginal and Torres Strait Islander communities through events and activities that celebrate First Nations cultures. We respectfully fly both the Aboriginal and Torres Strait Islander flags and regularly consult with local First Nations people and communities to enable their say in decision-making.

Furthermore, in developing the Strategic Community Plan, our community told us that recognising and celebrating Noongar language and culture was a priority. The Shire’s Strategic Community Plan is informed by extensive community consultation and outlines our community’s unique vision for the future of the region.

Our first RAP seeks to put that aspiration into action and provides a framework that supports the Shire’s contribution to reconciliation both internally and within the community in which we operate. This document aims to be meaningful, mutually beneficial and sustainable.

Reconciliation Australia has four different RAP types (Reflect, Innovate, Stretch and Elevate) and we are developing an Innovate RAP as our inaugural RAP.

Through implementing this RAP, Shire of Mundaring will strengthen relationships with the Aboriginal and Torres Strait Islander communities, create opportunities and enhance respect for the cultures and contributions Aboriginal and Torres Strait Islander peoples make to the wider Australian community.

The community has a vision that we will improve our relationships with the Aboriginal and Torres Strait Islander communities, celebrate culture and be guided by respectful partnerships.

I thank all those who provided input into this Plan. We look forward to your involvement and feedback as its actions are implemented.

*Cr James Martin*  
Shire President

“... a vision that we will improve our relationships with the Aboriginal and Torres Strait Islander communities, celebrate culture and be guided by respectful partnerships ...”

# Message from CEO of Reconciliation Australia

Reconciliation Australia commends the Shire of Mundaring on the formal endorsement of its inaugural Innovate Reconciliation Action Plan (RAP).

Commencing an Innovate RAP is a crucial and rewarding period in an organisation's reconciliation journey. It is a time to build strong foundations and relationships, ensuring sustainable, thoughtful, and impactful RAP outcomes into the future.

Since 2006, RAPs have provided a framework for organisations to leverage their structures and diverse spheres of influence to support the national reconciliation movement.

This Innovate RAP is both an opportunity and an invitation for the Shire of Mundaring to expand its understanding of its core strengths and deepen its relationship with its community, staff, and stakeholders.

By investigating and understanding the integral role it plays across its sphere of influence, the Shire of Mundaring will create dynamic reconciliation outcomes, supported by and aligned with its business objectives.

An Innovate RAP is the time to strengthen and develop the connections that form the lifeblood of all RAP commitments. The RAP program's framework of

relationships, respect, and opportunities emphasises not only the importance of fostering consultation and collaboration with Aboriginal and Torres Strait Islander peoples and communities, but also empowering and enabling staff to contribute to this process, as well.

With over 2.3 million people now either working or studying in an organisation with a RAP, the program's potential for impact is greater than ever. The Shire of Mundaring is part of a strong network of more than 1,100 corporate, government, and not-for-profit organisations that have taken goodwill and intention, and transformed it into action.

Implementing an Innovate RAP signals the Shire of Mundaring's readiness to develop and strengthen relationships, engage staff and stakeholders in reconciliation, and pilot innovative strategies to ensure effective outcomes.

Getting these steps right will ensure the sustainability of future RAPs and reconciliation initiatives and provide meaningful impact toward Australia's reconciliation journey.

Congratulations Shire of Mundaring on your Innovate RAP and I look forward to following your ongoing reconciliation journey.

*Karen Mundine*  
Chief Executive Officer  
Reconciliation Australia



“... The Shire of Mundaring is part of a strong network of more than 1,100 corporate, government, and not-for-profit organisations that have taken goodwill and intention, and transformed it into action ...”

## Our vision for reconciliation

**Our vision for reconciliation is for an Australia that acknowledges its past with a commitment to a future that is inclusive of all. Shire of Mundaring is committed to having an active role in reconciliation. It is our intent to address the lack of understanding and redress the impact of past policies and practices that have contributed to the inequities that exist today for Aboriginal and Torres Strait Islander peoples. We will improve our relationships with Aboriginal and Torres Strait Islander communities, celebrate culture and be guided by respectful partnerships.**

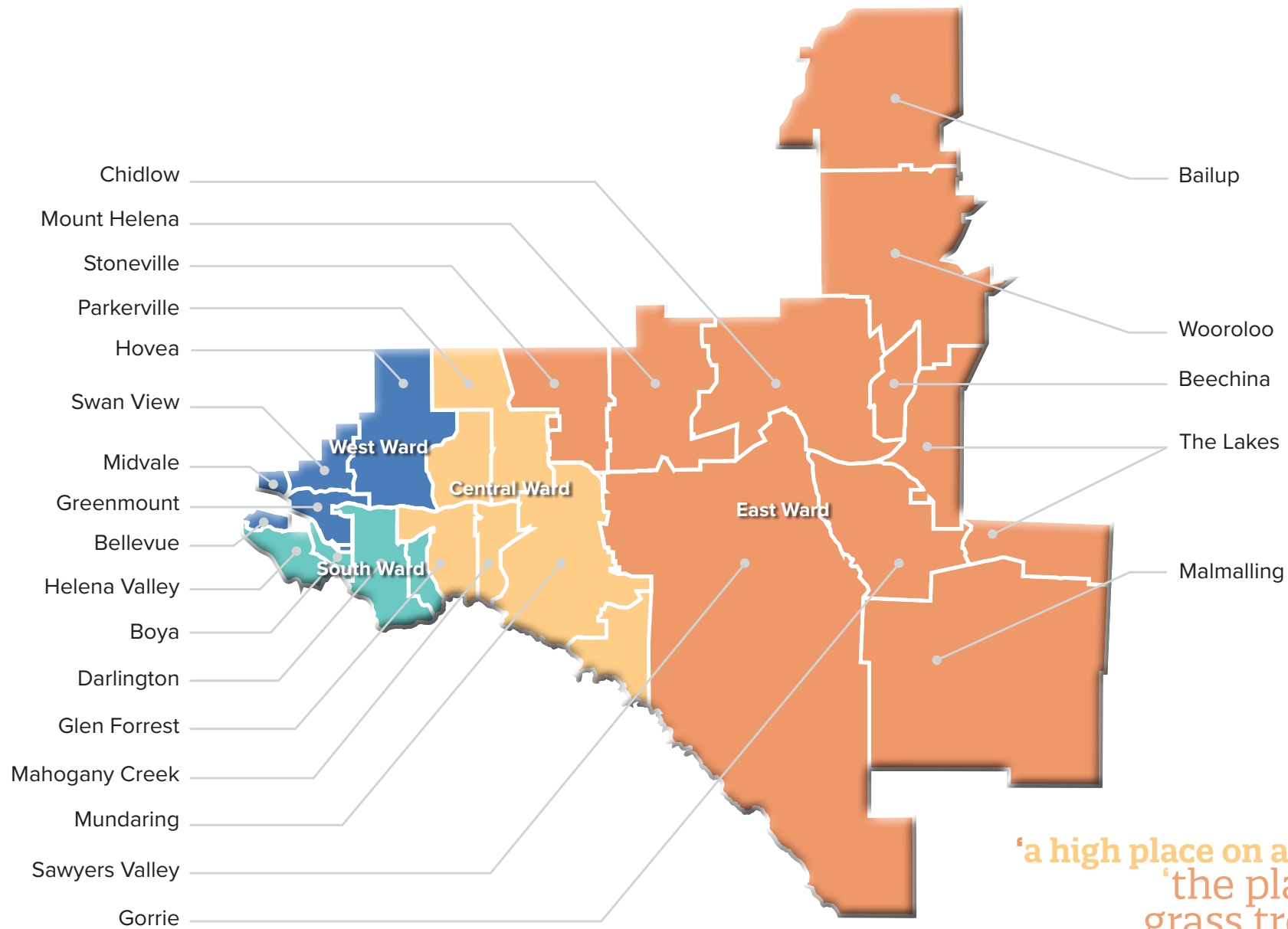


## Our business


Shire of Mundaring is an outer eastern Perth metropolitan local government authority employing just over 300 staff. Census 2021 data shows the Shire has a population of 39,161 residents of which just over 840 people identify as being an Aboriginal and/or Torres Strait Islander person. Approximately 72% of Shire residents were born in Australia and 28% were born overseas. Across its programs the Shire's Children's Services area currently employs eight Aboriginal and/or Torres Strait Islander staff.

The shire is located about 35 kilometres from the Perth CBD and has a land area totalling 644km<sup>2</sup>, of which nearly half is National Park, State Forest or water catchments. The Noongar Aboriginal people are the Traditional Custodians of this land and it is widely believed that they named the area based on its distinct geographical features. Mundaring is an Aboriginal word which means "a high place on a high place" or "the place of the grass tree leaves". Whilst predominantly based within the Whadjuk region the shire also extends north-east into the Ballardong region.

The shire region is made up of 22 distinct localities across rural, bush and more urbanised environments; Bailup, Beechina, Bellevue, Boya, Chidlow, Darlington, Glen Forrest, Gorrie, Greenmount, Helena Valley, Hovea, Mahogany Creek, Malmalling, Midvale, Mount Helena, Mundaring, Parkerville, Sawyers Valley, Stoneville, Swan View, The Lakes and Wooroloo.



**'a high place on a high place'**  
**'the place of the grass tree leaves'**



**The Shire and community aspire to a vision of a ‘Place for Sustainable Living’ and, to achieve this, prioritises the following:**

- **The Shire incorporating sustainable development principles into its decision-making and own operations;**
- **Households and businesses making sustainable choices; and**
- **The community sharing knowledge, including Aboriginal knowledge, and leading community-based activities to promote, inspire and inform sustainable living.**

This Reconciliation Action Plan is a significant document within the Shire’s integrated planning and reporting framework and identifies key actions to which the Shire has committed to support reconciliation and bring unity, understanding and respect between Aboriginal and Torres Strait Islander people and non-Indigenous Australians.

## Existing Initiatives

In 2019, Shire of Mundaring undertook extensive community consultation in the development of its Strategic Community Plan. The *Local Government (Administration) Regulations 1996* require each local government to adopt a Strategic Community Plan. This Plan reflects the local communities long term visions, values, aspirations and priorities for the future. Through this process our community clearly identified partnerships for reconciliation and enhanced cultural awareness of Aboriginal and Torres Strait Islander peoples as a key priority.

Shire of Mundaring has successfully secured funding through the Federal Government’s Indigenous Advancement Strategy. The Indigenous Advancement Strategy provides funding for organisations to assist in undertaking projects or activities that promote equal opportunities for Aboriginal and Torres Strait Islander peoples. Administered through the Midvale Hub this funding is used to deliver and coordinate outreach, family support, provide links to health services, early year’s supports and education services to connect families, remove barriers, support transitions and

celebrate opportunities that come from empowered engagement. To deliver on the objectives of the Indigenous Advancement Strategy, Midvale Hub currently employs two full-time, two casual and two contract Aboriginal and/or Torres Strait Islander staff. Examples of initiatives include coordination of after school activities, adult study programs, yarning groups, immunisation clinics, playgroups, program referrals, access to transport and NAIDOC activities.

Shire of Mundaring recognises the State government’s role in driving the processes related to the South West Native Title Settlement. The South West Native Title Settlement represents the most significant Native Title agreement in Australian history. In essence, it recognises the Noongar people as the Traditional Owners of the South West and creates a “Noongar Land Estate”. The Shire recognises this important settlement as a state response to longstanding Aboriginal land rights matters that can provide further cultural, social and economic opportunities for Aboriginal and Torres Strait Islander people.





## Our RAP

Shire of Mundaring has taken a number of steps over recent years to engage with and support the local Aboriginal and Torres Strait Islander communities mainly in the areas of celebrating and supporting Aboriginal and Torres Strait Islander cultures and histories and providing health and wellbeing services for local Aboriginal and Torres Strait Islander families.

Successes include:

- Provision of culturally appropriate family day care, parenting services, child care services, health services, and the continuation of First Nations family support programs and adult education through our Midvale Hub;
- Employment opportunities for Aboriginal and Torres Strait Islander people through delivery of the Shire's Indigenous Advancement Strategy program;
- Shire hosted community events and festivals celebrating Aboriginal and Torres Strait Islander cultures through entertainment pieces. This includes local Aboriginal and Torres Strait Islander

primary school students performing cultural dance at a Wandju (Welcome) event attended by local Aboriginal and Torres Strait Islander people and non-Indigenous Australians. In addition, NAIDOC week activities involved community members participating in a cultural walk hosted by a Senior Whadjuk Yok, to learn the significance of flora for Aboriginal and Torres Strait Islander peoples;

- Encouraging community group event organisers to incorporate sharing Aboriginal and Torres Strait Islander cultures and histories at local events such as when Mundaring In Transition delivered their Blue Sky Festival, which comprised a bush tucker planting and tasting activity;
- Developed partnerships with local organisations focused on reconciliation such as Swan Districts FC, Koya Aboriginal Corporation and East Metropolitan Regional Council. Now established, these working relationships continue to evolve to meet the needs of our community;
- Developed protocols for Welcome to Country and Acknowledgement of Country;

- Continued consultation with local Aboriginal and Torres Strait Islander communities to include them in decision-making. For example, delivery of a yarning activity with local Aboriginal and Torres Strait Islander people who provided input about their experiences of Shire services delivered to older adults. This feedback informed development of the Shire Age Friendly Informing Strategy. In addition the Strategic Community Plan and Shire's Health and Wellbeing Informing Strategy were informed by Aboriginal and Torres Strait Islander peoples input through yarning sessions;
- Flying the Aboriginal flag on a permanent basis at various Shire facilities; and
- Development of a regular environmental newsletter themed by the Noongar six seasons aimed to enhance cultural knowledge. Typically, newsletter articles reflect on how the environment changes throughout the year within our region. It also represents an understanding and respect for seasonal cycles of plants and animals, including food availability. Newsletter graphics were developed by an Aboriginal graphic designer.



**... The RAP is informed through engagement with Aboriginal and Torres Strait Islander communities, organisations, First Nations Shire staff and community representatives...**



Recognising these successes, a decision was made to develop an Innovate RAP to advance our commitment to reconciliation.

This RAP consolidates our achievements and sets out our commitment to developing and strengthening relationships with Aboriginal and Torres Strait Islander peoples, ways to engage staff and key stakeholders in our reconciliation journey and innovative actions focused on supporting and empowering Aboriginal and Torres Strait Islander people.

The decision to develop a RAP was based on community aspirations and support from senior management and Council. The Shire's Strategic Community Plan, developed through extensive community consultation, documents our long term commitment to:

- Recognise and celebrate Noongar language and culture; and
- First Nations community-led partnerships with the Shire for reconciliation and enhanced cultural awareness.

Our RAP development and delivery is facilitated by the Shire's Community Engagement team. The RAP is informed through engagement with Aboriginal and Torres Strait Islander communities, organisations, First Nations Shire staff and community representatives who are committed to working with First Nations organisations and promoting Aboriginal and Torres Strait Islander histories and cultures. During the consultation workshops, a number of individuals expressed an interest to be appointed as a member of a RAP Reference Group. The group has a purpose to finalise development of the draft Innovate RAP and guide and monitor delivery following endorsement by Reconciliation Australia and Council.

The Shire of Mundaring's RAP Champion is Jonathan Throssell, CEO. Jonathan will drive and champion internal engagement and awareness of the RAP. Of the 12 RAP Reference Group members listed below three identify as being an Aboriginal and/or Torres Strait Islander person.

**The following members bring a wealth of experience and local knowledge to the RAP Reference Group:**

**External members:**

- Cindy Nelson, Local Aboriginal Senior Whadjuk Yok and Aboriginal Islander Education Officer
- Jeffrey Murray, Regional Indigenous Liaison Officer and Mundaring & Hills Historical Society
- Val Shiell, Darlington History Group
- Sergeant James Parker, Officer in Charge Mundaring Police Station, WA Police
- Jenny Kerr, Mundaring Arts Centre
- Francesca Flynn, Mundaring Chamber of Commerce and local business leader.

**Shire of Mundaring Elected Member and staff:**

- Bridget Headley, Aboriginal staff member, Indigenous Advancement Strategy Coordinator, Shire of Mundaring Children's Services
- Tamara O'Donnell, Aboriginal staff member, Qualified Early Childhood Educator, Shire of Mundaring Children's Services
- Andria Spencer, Aboriginal Elder and Parenting Educator, Shire of Mundaring Children's Services
- Cr. John Daw, Shire of Mundaring
- Shannon Foster, Manager Libraries, Communications and Engagement
- Karen White, Coordinator Community Engagement.



## Relationships

The Shire will abide to the call by Aboriginal and Torres Strait Islander people “nothing about us, without us”. Building strong relationships with Aboriginal and Torres Strait Islander communities is critically important to greater understanding and partnerships. Strong relationships will lead to working together as equals. Through undertaking these actions the Shire seeks to connect people, share experiences, celebrate culture and actively engage with Aboriginal and/or Torres Strait Islander people.

| Action   | Deliverable  | Timeline                        | Responsibility   |
|--|--|---------------------------------|--|
| 1. Establish and maintain mutually beneficial relationships with Aboriginal and Torres Strait Islander stakeholders and organisations. | • Develop and implement an engagement plan to work with Aboriginal and Torres Strait Islander stakeholders and organisations.  | September 2022                  | Coordinator Community Engagement   |
|  | • Meet with local Aboriginal and Torres Strait Islander stakeholders and organisations to develop guiding principles for future engagement including developing partnerships to assist in implementing a community-driven RAP. | August 2022                     | Coordinator Community Engagement   |
| 2. Build relationships through celebrating National Reconciliation Week (NRW).   | • The Shire to organise at least one NRW event/activity each year.   | 27 May to 3 June, 2023 and 2024 | Manager Family and Children Services   |
|  | • RAP Reference Group members to participate in an external NRW event.   | 27 May to 3 June, 2023 and 2024 | Coordinator Community Engagement<br>Human Resources Administration Assistant |
|  | • Encourage and support Senior Management (Leadership Team), staff and Councillors to participate in at least one external event/activity to recognise and celebrate NRW.  | 27 May to 3 June, 2023 and 2024 | Director Strategic and Community Services                                    |
|  | • Circulate Reconciliation Australia’s NRW resources and reconciliation materials to our staff and other key stakeholders.   | April 2023 and 2024             | Communications Coordinator   |
|  | • Register all our NRW events on Reconciliation Australia’s NRW website.   | May 2023 and 2024               | Coordinator Community Engagement   |

## Relationships (continued)

| Action   | Deliverable  | Timeline       | Responsibility   |
|--|--|----------------|--|
| 3. Promote reconciliation through our sphere of influence.                 | <ul style="list-style-type: none"> <li>Communicate our commitment to reconciliation publicly.</li> </ul>   | August 2022    | Communications Coordinator<br>Coordinator Community Engagement |
|  | <ul style="list-style-type: none"> <li>Develop and implement a staff engagement strategy to raise awareness of reconciliation across our workforce.</li> </ul>   | November 2022  | Human Resources Officer<br>Communications Coordinator          |
|  | <ul style="list-style-type: none"> <li>Identify opportunities to positively influence our external stakeholders to drive reconciliation outcomes.</li> </ul>   | September 2022 | Coordinator Community Engagement                               |
|  | <ul style="list-style-type: none"> <li>Collaborate with RAP organisations and other like-minded organisations to develop innovative approaches to advance reconciliation.</li> </ul>   | February 2023  | Coordinator Community Engagement                               |
|  | <ul style="list-style-type: none"> <li>Increase staff knowledge and understanding of the Uluru Statement from the Heart.</li> </ul>  | September 2022 | Manager Libraries, Communications and Engagement               |
| 4. Promote positive race relations through anti-discrimination strategies. | <ul style="list-style-type: none"> <li>Conduct a review of Human Resource policies and procedures to identify existing anti-discrimination provisions, and future needs.</li> </ul>  | March 2023     | Manager Human Resources  |
|  | <ul style="list-style-type: none"> <li>Review the Shire's Equal Employment Opportunity and Anti-Bullying Policy and implement and communicate across the organisation. Note: this policy includes equal opportunity and anti-discrimination statutory responsibilities as required under the <i>Equal Opportunity Act 1984</i>.</li> </ul> | June 2023      | Manager Human Resources  |
|  | <ul style="list-style-type: none"> <li>Engage with Aboriginal and/or Torres Strait Islander staff and Aboriginal and/or Torres Strait Islander advisors during the review and update of the Shire's Equal Employment Opportunity and Anti-bullying Policy, to ensure it adequately covers anti-racism/discrimination.</li> </ul>           | April 2023     | Manager Human Resources  |
|  | <ul style="list-style-type: none"> <li>Educate Senior Management (Leadership Team), staff and Councillors on the effects of racism.</li> </ul>   | July 2023      | Human Resources Coordinator                                    |

'nothing about us, without us'



## Respect

The RAP will strive to improve respect of Aboriginal and Torres Strait Islander peoples and cultures. Aboriginal and Torres Strait Islander people are acknowledged as the oldest continuing cultures in human history. This will lead to strong meaningful relationships, enhanced connections and build a culturally diverse organisational environment. Through undertaking these actions the Shire seeks to enhance learning and instil pride in Aboriginal and Torres Strait Islander cultures and histories.

| Action   | Deliverable   | Timeline       | Responsibility  |
|--|---|----------------|---|
| 5. Increase understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, language, histories, knowledge and rights through cultural learning. | <ul style="list-style-type: none"> <li>Conduct a review of the Shire's Learning and Development Organisational Practice and the cultural learning needs within our organisation.</li> </ul>   | September 2023 | Human Resources Coordinator                                     |
|  | <ul style="list-style-type: none"> <li>Consult local Traditional Owners and/or Aboriginal and Torres Strait Islander advisors on the development and implementation of cultural learning strategies within Learning and Development Organisational Practice.</li> </ul> | October 2023   | Coordinator Community Engagement<br>Manager Human Resources     |
|  | <ul style="list-style-type: none"> <li>Communicate cultural learning strategies contained within the Learning and Development Organisational Practice to all staff.</li> </ul>  | December 2023  | Coordinator Community Engagement<br>Manager Human Resources     |
|  | <ul style="list-style-type: none"> <li>Provide opportunities for RAP Reference Group members, HR Professionals and other key leadership staff to participate in formal and structured cultural learning.</li> </ul>   | November 2023  | Coordinator Community Engagement<br>Human Resources Coordinator |
|  | <ul style="list-style-type: none"> <li>Explore, promote and implement opportunities for dual naming of place, in partnership with First Nations Elders and stakeholders.</li> </ul>   | July 2023      | Manager Planning and Environment                                |
|  | <ul style="list-style-type: none"> <li>Research Aboriginal and Torres Strait Islander histories of the local lands, and current land connections.</li> </ul>  | February 2023  | Manager Libraries, Communications and Engagement                |
|  | <ul style="list-style-type: none"> <li>Research and increase understanding of the dispossession of Aboriginal lands in our local area.</li> </ul>   | February 2023  | Manager Libraries, Communications and Engagement                |

## Respect (continued)

| Action  | Deliverable   | Timeline      | Responsibility                                   |
|---|---|---------------|--|
| 6. Increasing understanding of Aboriginal and Torres Strait Islander cultures and histories to the wider community. | <ul style="list-style-type: none"> <li>Increase the understanding and knowledge of First Nations cultures and histories to the wider community within the shire through the capturing and sharing of local oral histories.</li> </ul> | December 2022 | Manager Libraries, Communications and Engagement |
|   | <ul style="list-style-type: none"> <li>Promote and share dreaming stories in activities and resources through the local Shire Library services.</li> </ul>  | December 2022 | Librarian – Young Peoples Services               |
|   | <ul style="list-style-type: none"> <li>Consider and implement ways to promote Noongar language across the shire, through development and installation of interpretative signage.</li> </ul>   | July 2023     | Director Infrastructure Services                 |
| 7. Demonstrate respect to Aboriginal and Torres Strait Islander peoples by observing cultural protocols.            | <ul style="list-style-type: none"> <li>Increase staff understanding of cultural protocols and their purpose and significance, including Welcome to Country and Acknowledgement of Country protocols.</li> </ul>                       | August 2022   | Executive Assistant to Chief Executive Officer   |
|   | <ul style="list-style-type: none"> <li>Review, implement and communicate the Shire Protocol for Welcome to Country and Acknowledgement of Country.</li> </ul>   | August 2022   | Executive Assistant to Chief Executive Officer   |
|   | <ul style="list-style-type: none"> <li>Invite a local Traditional Owner or Custodian to provide a Welcome to Country or other appropriate cultural protocol at civic events each year.</li> </ul>                                     | August 2022   | Executive Assistant to Chief Executive Officer   |
|   | <ul style="list-style-type: none"> <li>Include an Acknowledgement of Country or other appropriate protocols at the commencement of important meetings.</li> </ul>   | August 2022   | Executive Assistant to Chief Executive Officer   |
|   | <ul style="list-style-type: none"> <li>Display Acknowledgement of Country in language on Shire website and email signature.</li> </ul>  | August 2022   | Manager Libraries, Communications and Engagement |
| 8. Increase the public visibility of Aboriginal and Torres Strait Islander cultures and histories in our workplace. | <ul style="list-style-type: none"> <li>Consider and implement opportunities for acknowledging Aboriginal and Torres Strait Islander histories, cultures, significant events and individual artists.</li> </ul>                        | February 2023 | Manager Planning and Environment                 |
|   | <ul style="list-style-type: none"> <li>Incorporate Aboriginal Art into Shire's Art Collection.</li> </ul>   | February 2023 | Manager Libraries, Communications and Engagement |

| Action   | Deliverable  | Timeline                         | Responsibility  |
|--|--|----------------------------------|---|
| 9. Build respect for Aboriginal and Torres Strait Islander cultures and histories by celebrating NAIDOC Week.                          | • RAP Reference Group to participate in an external NAIDOC Week event.   | First week in July 2023 and 2024 | Secretary Community Engagement and Recreation and Leisure                                     |
|  | • Review HR policies and procedures to remove barriers to staff participating in NAIDOC Week.  | June 2023 and 2024               | Manager Human Resources   |
|  | • Promote and encourage participation in external NAIDOC events to all staff.  | June 2023 and 2024               | Coordinator Community Engagement  |
|  | • Shire to coordinate a NAIDOC event/activity in collaboration with Aboriginal and Torres Strait Islander stakeholders and communities.  | First week in July 2023 and 2024 | Manager Family and Children Services<br>Librarian – Young Peoples Services                    |
| 10. Increase understanding of Traditional Owners practices in the matters of land and fire management and natural disaster resilience. | • Engage with Traditional Owners to enhance learning of Traditional land and fire management techniques to relevant Shire staff.   | August 2023                      | Coordinator Environment and Sustainability<br>Manager Community Safety & Emergency Management |
|  | • Support Perth Natural Resource Management to deliver Preparing Australian Communities, a land and fire management and natural disaster resilience program that shares knowledge around both Traditional Owners and Western cultural practices. | August 2023                      | Coordinator Environment and Sustainability<br>Manager Community Safety & Emergency Management |

‘the oldest continuing cultures in human history’



## Opportunities

Shire of Mundaring seeks to provide equal opportunities for Aboriginal and Torres Strait Islander participation, contributing to closing the gap between Aboriginal and Torres Strait Islander people and Non-Aboriginal and Torres Strait Islander people. By providing opportunities and removing existing barriers that may prevent engagement with Aboriginal and Torres Strait Islander people, the Shire can support Aboriginal and Torres Strait Islander communities through increased economic, social and community outcomes.

| Action   | Deliverable   | Timeline      | Responsibility              |
|--|---|---------------|-----------------------------|
| 11. Improve employment outcomes by increasing Aboriginal and Torres Strait Islander recruitment, retention and professional development. | • Build understanding of current Aboriginal and Torres Strait Islander staffing to inform future employment and professional development opportunities. | February 2023 | Manager Human Resources     |
|  | • Engage with Aboriginal and Torres Strait Islander staff to consult on our recruitment, retention, and professional development strategy.              | August 2023   | Manager Human Resources     |
|  | • Develop and implement an Aboriginal and Torres Strait Islander recruitment, retention, and professional development strategy.                         | August 2024   | Manager Human Resources     |
|  | • Investigate development of an Aboriginal and Torres Strait Islander traineeship and/or cadetship/work placement program.                              | February 2024 | Human Resources Coordinator |
|  | • Review HR and recruitment procedures and policies to remove barriers to Aboriginal and Torres Strait Islander participation in our workplace.         | February 2024 | Manager Human Resources     |
|  | • Advertise job vacancies to effectively reach Aboriginal and Torres Strait Islander stakeholders.  | February 2023 | Human Resources Coordinator |



## ‘providing opportunities and removing existing barriers’

| Action  | Deliverable  | Timeline       | Responsibility                   |
|---|--|----------------|----------------------------------|
| 12. Increase Aboriginal and Torres Strait Islander supplier diversity to support improved economic and social outcomes. | <ul style="list-style-type: none"> <li>Review Shire Purchasing Policy to include Aboriginal procurement strategies within the policy.</li> </ul>   | March 2023     | Manager Finance and Governance   |
|   | <ul style="list-style-type: none"> <li>Investigate Supply Nation membership.</li> </ul>  | September 2023 | Manager Finance and Governance   |
|   | <ul style="list-style-type: none"> <li>Partner with Noongar Chamber of Commerce and Industry to aid commercial engagement with the Noongar business community.</li> </ul>  | September 2023 | Manager Finance and Governance   |
|   | <ul style="list-style-type: none"> <li>Develop and implement an Aboriginal and Torres Strait Islander procurement strategy.</li> </ul>   | July 2024      | Manager Finance and Governance   |
|   | <ul style="list-style-type: none"> <li>Develop and communicate opportunities for procurement of goods and services from Aboriginal and Torres Strait Islander businesses to staff.</li> </ul>  | August 2024    | Manager Finance and Governance   |
|   | <ul style="list-style-type: none"> <li>Review and update procurement practices to remove barriers to procuring goods and services from Aboriginal and Torres Strait Islander businesses.</li> </ul>  | August 2024    | Manager Finance and Governance   |
|   | <ul style="list-style-type: none"> <li>Develop commercial relationships with Aboriginal and/or Torres Strait Islander businesses.</li> </ul>   | August 2024    | Manager Finance and Governance   |
|   | <ul style="list-style-type: none"> <li>Encourage local Aboriginal and Torres Strait Islander Organisations and Businesses to register on the Shire’s online Business Directory.</li> </ul>   | December 2022  | Strategic Projects Advisor       |
| 13. Support the implementation of the South West Native Title Settlement process.                                       | <ul style="list-style-type: none"> <li>Through an endorsed Council position, support land transfers as recommended by State decision-making processes.</li> </ul>  | August 2022    | Manager Planning and Environment |
|   | <ul style="list-style-type: none"> <li>Encourage the Department of Planning, Lands and Heritage to invest and commit to open and transparent communication and engagement practices in their decision-making process; with a view that this will assist in ensuring community acceptance and successful implementation of South West Native Title Settlement process.</li> </ul> | August 2022    | Manager Planning and Environment |



## Governance

Ensuring the RAP is embedded across the organisation and appropriate accountability measures are in place.

| Action  | Deliverable   | Timeline                                      | Responsibility                                   |
|---|---|---|--|
| 14. Establish and maintain an effective RAP Reference group to drive governance of the RAP. | • Maintain Aboriginal and/or Torres Strait Islander representation on the RAP Reference Group.  | February, May, August, November 2023 and 2024 | Coordinator Community Engagement                 |
|   | • Establish and apply a Terms of Reference for the RAP Reference Group.   | August 2022                                   | Coordinator Community Engagement                 |
|   | • Meet at least four times per year to guide and maintain RAP implementation.   | February, May, August, November 2023 and 2024 | Coordinator Community Engagement                 |
| 15. Provide appropriate support for effective implementation of RAP commitments.            | • Define resource needs for RAP implementation.   | August 2022                                   | Manager Libraries, Communications and Engagement |
|   | • Engage Senior Management (Leadership Team) and other staff in the delivery of RAP commitments.  | August 2022                                   | Manager Libraries, Communications and Engagement |
|   | • Define and maintain appropriate systems to track, measure and report on RAP commitments.  | August 2022                                   | Manager Libraries, Communications and Engagement |
|   | • Appoint and maintain an internal RAP Champion from Executive Leadership Team.   | August 2022                                   | Chief Executive Officer                          |
|   | • Review and update all Shire Advisory Group's Terms of Reference to include opportunities to appoint and maintain Aboriginal and Torres Strait Islander representation on these Groups to advise on matters of relevance and increase the diversity of outcomes. | August 2023                                   | Governance Coordinator                           |

| Action   | Deliverable   | Timeline                        | Responsibility   |
|--|---|---------------------------------|--|
| 16. Build accountability and transparency through reporting RAP achievements, challenges and learnings both internally and externally. | • Complete and submit the annual RAP Impact Measurement Questionnaire to Reconciliation Australia as required.  | September 2023 and 2024         | Coordinator Community Engagement                               |
|  | • Report RAP progress to all staff and Senior Management (Leadership Team) bi-annually.   | February and August bi-annually | Manager Libraries, Communications and Engagement               |
|  | • Publicly report our RAP achievements, challenges and learnings, annually via Shire’s Annual Report, and Digital media platforms.  | December 2022 and 2023          | Coordinator Community Engagement<br>Communications Coordinator |
|  | • Investigate participating in Reconciliation Australia’s biennial Workplace RAP Barometer.   | March 2024                      | Coordinator Community Engagement                               |
|  | • Contact Reconciliation Australia to verify that our primary and secondary contact details are up to date, to ensure we do not miss out on important RAP correspondence. | June annually                   | Coordinator Community Engagement                               |
|  | • Contact Reconciliation Australia to request our unique link, to access the online RAP Impact Measurement Questionnaire.   | August annually                 | Coordinator Community Engagement                               |
|  | • Submit a traffic light report to Reconciliation Australia at the conclusion of this RAP.  | August 2024                     | Coordinator Community Engagement                               |
| 17. Continue our reconciliation journey by developing our next RAP.  | • Register via Reconciliation Australia’s website to begin developing our next RAP.   | February 2024                   | Coordinator Community Engagement                               |

‘build accountability and transparency through reporting’

‘continue our reconciliation journey by developing our next RAP’



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