



REFLECT
RECONCILIATION ACTION PLAN
May 2021 – May 2022

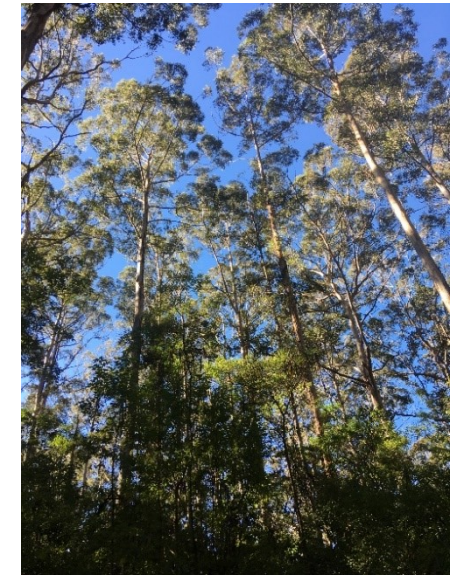


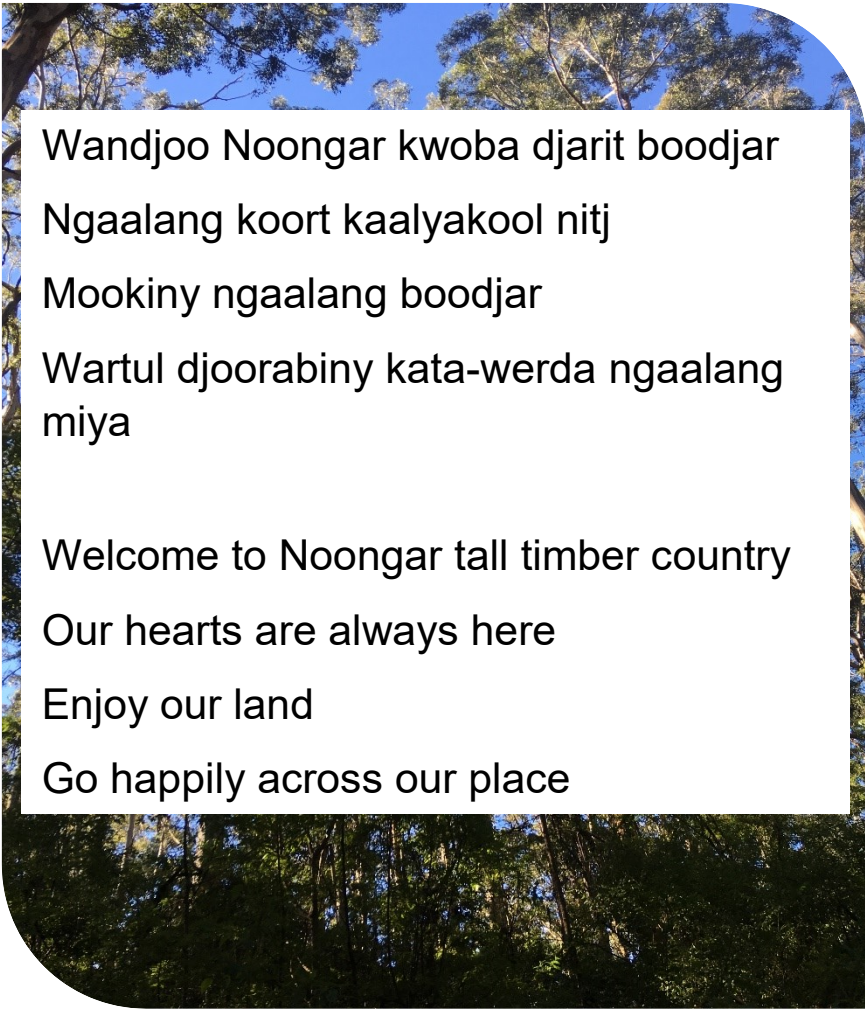
Document Change Control Table

Version	Date of Issue	Authors	Description of Version
0.1	1 June 2019	Gina Nieuwendyk	First draft
0.2	12 June 2019	Gina Nieuwendyk	Incorporating comments received from Gail Ipsen Cutts
0.3	24 June 2019	Gina Nieuwendyk	Incorporating comments received from Gail Ipsen Cutts
0.4	2 July 2019	Gina Nieuwendyk	Prepare for South West Aboriginal Land and Sea Council – South West Boojarah Working Party
0.5	22 July 2019	Gina Nieuwendyk	Incorporating comments from Sue Kelly, South West Boojarah Working Party, RAP Working Group, Directors and Councillors.
0.6	8 August 2019	Gina Nieuwendyk	Correction of typos following review by Jason Giadresco, Governance Officer
0.7	9 August 2019	Gina Nieuwendyk	Incorporating comments from the Wagyl Kaip and Southern Noongar Working Party
0.8	14 August 2019	Gina Nieuwendyk	Correction of minor typos following review by Gina Nieuwendyk
0.9	16 August 2019	Gina Nieuwendyk	Incorporating comments from Gail Ipsen Cutts. Prepare for submission to Reconciliation Australia for conditional approval.
1.0	4 November 2019	Gina Nieuwendyk	Incorporating suggested and required feedback from Reconciliation Australia (first review) to re-submit for conditional approval.
1.1	15 February 2020	Gina Nieuwendyk	Incorporating feedback from Reconciliation Australia (second review) to re-submit for conditional approval.
1.2	26 August 2020	Gail Ipsen Cutts	Updating timeframe and preparedness for RAP Working Group review prior to final submission to Reconciliation Australia (delayed due to COVID-19 Pandemic)
1.3	9 September 2020	Gail Ipsen Cutts	RAP Working Group Feedback include – minor grammatical changes only. Prepared for Reconciliation Australia Review.
1.4	3 February 2021	Gail Ipsen Cutts	Reconciliation Australia feedback incorporated and timeframe revised due to delays in confirmation.
1.5	19 March 2021	Gail Ipsen Cutts	Additional Reconciliation Australia feedback incorporated.
1.6	10 May 2021	Gail Ipsen Cutts	Additional Reconciliation Feedback and Conditional Endorsement of Reflect RAP
1.7	30 June 2021	Gail Ipsen Cutts	Adjustment of Bibbulmun section and logo attachment.
<i>Final</i>	<i>29 October 2021</i>	<i>Savannah Roberts</i>	<i>Officially Accredited by Reconciliation Australia</i>

Noongar Language Groups: The Noongar people are the Traditional Custodians of the lands on which the Shire of Manjimup is located and there are three Noongar language groups that span this area being the Bibbulmun, Minang and Kaniyang. There are a number of ways that Bibbulmun has been spelt throughout the ages, including Piblemen and Bibulmun. In consultation with the Aboriginal and Torres Strait Islander community, within the Shire of Manjimup, and for the purpose of this Reconciliation Action Plan the spelling Bibbulmun has been adopted to reflect the view held by the Aboriginal and Torres Strait Islander community and to show an affiliation to the Bibbulmun Track and its significance to the region. This track traverses through the heart of the South West, including the Southern Forests region in the Shire of Manjimup, from Kalamunda down to Albany.

Document imagery: The Reconciliation Action Plan Working Group has chosen to use locally significant and relevant imagery, in particular, the forests - Bibbulmun 'forest people' - and waterways. In addition, images of the Manjin reed feature throughout the document. It is said that this reed has edible roots that were highly valued by the Traditional Custodians of this region and that the name Manjimup originates from the Aboriginal name of this reed - 'Manjin' - where it grows abundantly. It is also called a 'Yanjet', which is perhaps where the name Manjin has been derived. This story has been identified as being significant to local cultural history.





Wandjoo Noongar kwoba djarit boodjar
Ngaalang koort kaalyakool nitj
Mookiny ngaalang boodjar
Wartul djoorabiny kata-werda ngaalang
miya

Welcome to Noongar tall timber country
Our hearts are always here
Enjoy our land
Go happily across our place



ACKNOWLEDGEMENT OF COUNTRY

The Shire of Manjimup respectfully acknowledges the Noongar people as the Traditional Custodians of the lands in which we work throughout the region and we pay our respects to their Elders, past, present and emerging.

A Welcome to Country is an acknowledgement and recognition of the rights of Noongar people and is conducted by a representative who has traditional local links to a particular place, area or region. An Acknowledgement of Country is a means by which Aboriginal and Torres Strait Islander and non-Indigenous people can show respect for Noongar heritage and the ongoing relationship that Traditional Custodians have with the land.

The Shire of Manjimup acknowledges Noongar Elder Suzanne Kelly for providing the Welcome to Country for the Reconciliation Action Plan.

Source: <http://www.noongar.org.au/noongar-protocols/>



Message from the Shire President

Aboriginal and Torres Strait Islander Peoples hold a very special place in our communities. They are our connection to a wealth of history, tradition and culture. I am delighted to be the Presiding Member for the Council who adopts our first RAP, which recognises the great diversity of our region in respect and acknowledgement of the Traditional Custodians of these lands.

As a region already rich in community spirit and vibrancy, our RAP will foster even stronger community connections by entrenching our dedication and commitment to raising awareness of the traditions and cultures of our Aboriginal and Torres Strait Islander peoples. We are welcoming of all people and we want to recognise that our strong Aboriginal and Torres Strait Islander history contributes to the beauty and diversity of the region and is one of the traits that make it a place worthy of building a future.

On behalf of the Shire of Manjimup and our Elected Members, I encourage the organisation and the community to join us in advocating for reconciliation in Australia and urge our neighbouring regional local governments to join us on our journey.

The Hon. Paul Omodei MLA
Shire President
Shire of Manjimup



Message from the CEO

I am very pleased to present the Shire of Manjimup's inaugural Reflect Reconciliation Action Plan (RAP). As we embark on this journey of formalising our commitment to reconciliation, I reflect upon the connections we already have with Aboriginal and Torres Strait Islander peoples as part of our every-day business. These relationships have contributed to our success as an organisation to date and it is heartening that we have been able to draw on them as we work towards a genuine reconciliation program.

This RAP is an affirmation of commitment to building resilient, vibrant and inclusive communities, with our Shire values of professionalism, courtesy, reliability, integrity and proactivity underpinning the actions identified within it. As an organisation, we are excited to continue to embed a culture of acknowledgement and respect for the heritage and contribution of Aboriginal and Torres Strait Islander Peoples.

As with all strategies, the RAP will evolve as each action is achieved and as we progress in our journey towards reconciliation. With the continued support and contribution from the RAP Working Group, I look forward to taking real steps towards genuine and ongoing partnerships, trust, respect and diversity.

Andrew Campbell
Chief Executive Officer

About the Reflect Reconciliation Action Plan (RAP)

The Council of the Shire of Manjimup has chosen to develop a Reflect RAP in conjunction with Reconciliation Australia, who guide organisations to work towards reconciliation in a meaningful and strategic manner. The Reflect RAP is the first of four types of frameworks provided by Reconciliation Australia. The Reflect RAP is suitable for organisations, like the Shire of Manjimup, which is new to reconciliation.

The purpose of this RAP is to raise cultural awareness within the organisation, share and build upon knowledge within the organisation, enhance the Shire's relationships with Aboriginal and Torres Strait Islander peoples, encourage mutual trust and spread the messages of equity, equality, unity and acceptance throughout our communities. The development process has involved scoping and reflecting on how the Shire can contribute to reconciliation, whilst laying the foundations and preparing for future RAPs and reconciliation initiatives.

By developing a RAP, the Shire of Manjimup is joining a multitude of organisations across Australia who aim to advance the five pillars of reconciliation - race relations, equality and equity, institutional integrity, unity and historical acceptance.

The Shire of Manjimup has established a RAP Working Group for the development of this Reflect RAP. Even though this is not a specific requirement for this type of RAP, early engagement with a working group of local representatives, as well as the South West Boojarah and Wagyl Kaip working parties, has resulted in the commencement of the Shire of Manjimup reconciliation journey together.

The Shire of Manjimup would like to thank the Traditional Custodians and Aboriginal and Torres Strait Islander representatives for their contributions and counsel on the working group and during consultation.



Our Vision for Reconciliation

True reconciliation is a two-way process, whereby genuine pathways are established to foster meaningful relationships, communication and respect between all Australian peoples, thereby strengthening the very foundation of our communities. The Shire of Manjimup hopes that by developing this RAP we will lay the critical foundations for those pathways.

Our Business

The Shire of Manjimup is a Local Government Area in Western Australia. The Shire of Manjimup comprises four main townships of Manjimup, Northcliffe, Pemberton and Walpole, and the five settlements of Deanmill, Jardee, Palgarup, Quinninup and Windy Harbour. It is the largest shire in the South West region of Western Australia with an area of 7,028 km².

The Shire of Manjimup employs 123 full time equivalent employees. Upon commencement, new employees are required to complete a form, which includes a question with a tick box answer field, as to whether they identify as Aboriginal and/or Torres Strait Islander people. As it is an optional field, employees can choose not to answer the question and therefore, the Shire does not have accurate data on the number of employees who have identified as Aboriginal and/or Torres Strait Islander people.

As an organisation, the Shire of Manjimup is responsible for the administration of local government services including, but not limited to, building services, community services, environmental health services, events, fire and emergency management, libraries, planning and development, ranger services, rates, sport and recreation facilities and initiatives, waste management, as well as works and infrastructure services.

Manjimup is the regional centre and is the most populated town in the Warren Blackwood sub-region, with over 4,000 people residing there and 9,250 people residing in the shire as a whole. The Shire of Manjimup is part of the Warren Blackwood sub-region which also comprises the Shire of Bridgetown-Greenbushes, the Shire of Boyup Brook and the Shire of Nannup.

Our Region

The Shire of Manjimup's reputation as the food bowl of Western Australia continues to grow, particularly with increased marketing activities for agricultural produce and value-added products, as well as the expanding food tourism market. The Southern Forests brand has become synonymous with our pristine natural environments and premier food and wine products.

The mild Mediterranean climate and reliable rainfall makes the Shire a prime location for agricultural activities, including growing potatoes, apples, cherries, stone fruit, berries, vegetables, avocados, truffles, nuts, livestock and marron. The region's products include dairy, chips, wine, cider and timber.

The region is also famous for its jarrah, karri and tingle forests, with 83% of the total land area protected National Park, State Forest or conservation reserve. The landscape varies from towering forest to 140 kilometres of uninterrupted coastlines, wetlands, protected inlets, rivers, wildflowers and tingle trees. The region has a number of biodiversity hot spots and declared wilderness areas.

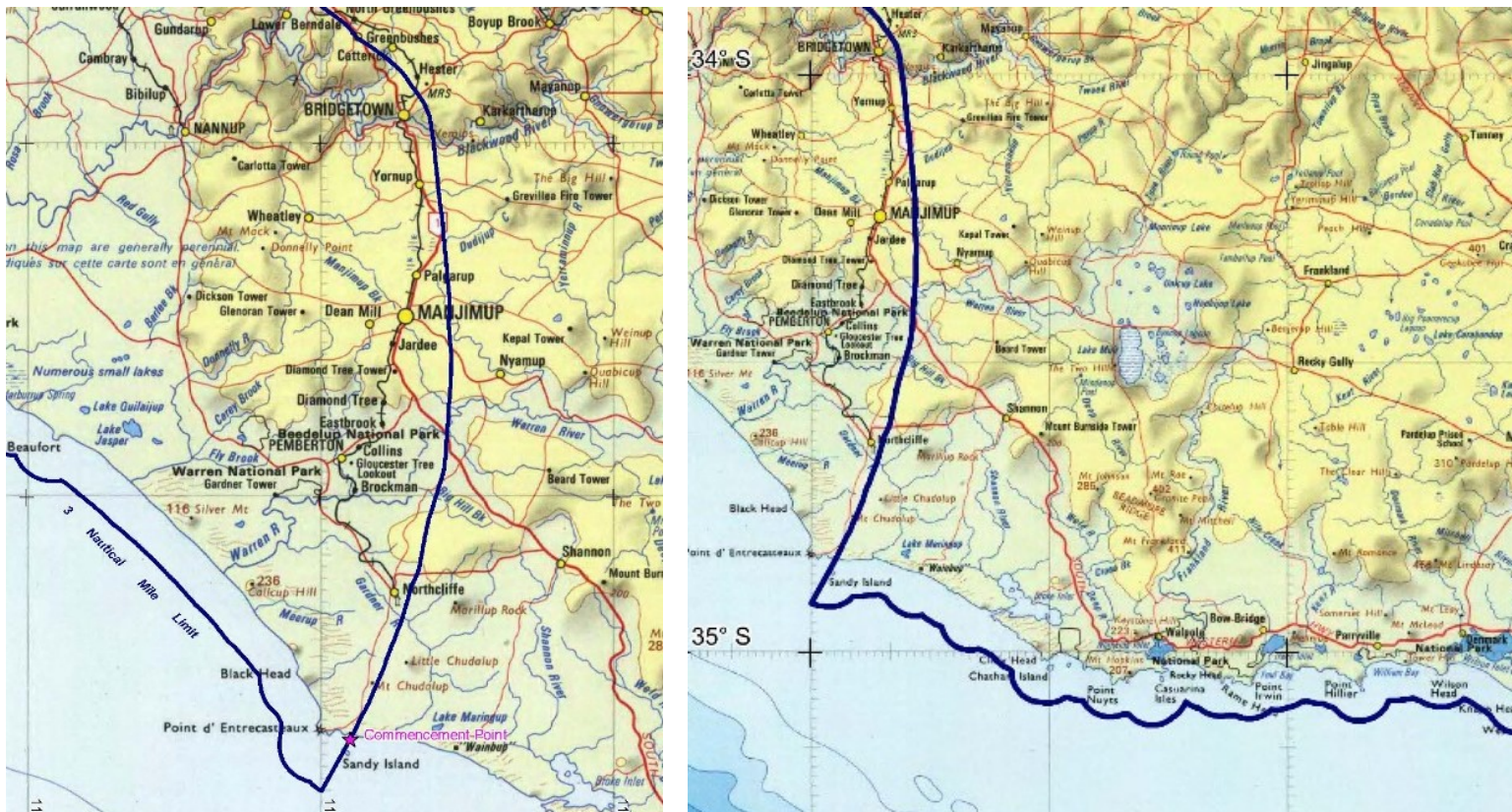
The Bibbulmun Track and Munda Biddi Mountain Bike Trail meander throughout the South West, offering a long-distance experience from Perth to Albany.



Our Aboriginal and Torres Strait Islander Heritage

For the purpose of negotiating Indigenous Land Use Agreements (ILUAs), the South West Aboriginal Land and Sea Council (SWALSC) has identified two different Noongar regions in which the Shire of Manjimup sits. The South West Boojarah region spans the Shire's west and includes the towns of Manjimup, Pemberton and Northcliffe.

The east of the Shire, including parts of Northcliffe, Shannon and Walpole, sits within the Wagyl Kaip Southern Noongar region. A number of significant sites have been identified within both of these regions.



Pictured left: The junction of the South West Boojarah (left) and the Wagyl Kaip (right) settlement ILUAs.

Source: <https://www.dpc.wa.gov.au/swnts/Pages/Publications.aspx>



Our Community Data

The 2016 Census results state that there are 9,250 people in the Shire of Manjimup, with approximately 302, or 3.3%, identifying as either Aboriginal and/or Torres Strait Islander peoples. The most common ancestries in the Shire of Manjimup are English 32%, Australian 29.1% (who may also identify as Aboriginal or Torres Strait Islander), Scottish 7.4%, Irish 6.2% and Italian 5.2%, noting that respondents were able to select up to two ancestries on their census form. Current population trends indicate that the Shire of Manjimup is on a slight growth trajectory.

The median age of people in the Shire is 45 years. Children aged 0 - 14 make up 18.7% of the population and people aged 65 years and over make up 19.8% of the population.

Our Community Vision

We are a thriving region offering an excellent quality of life that is safe, liveable and welcoming. We value and care for our natural environment which sustains both economic and recreational pursuits. Our industries are recognised for their resilience, quality and innovation and for their contribution to the state of Western Australia. Our economic diversity provides business and employment opportunities for all.

Our Mission

The Shire of Manjimup is a professional, effective and helpful organisation with a genuine commitment to facilitating good governance and achieving the community's vision.

We provide services and facilities, as well as manage legislation and develop policy, and we play a lead role in our Shire being an enjoyable and enviable place to live, work and visit. We care about our community - its wellbeing, its prosperity and its sustainable future.



Our Values

The Shire of Manjimup's values were developed to guide elected members and employees in all decisions and actions.

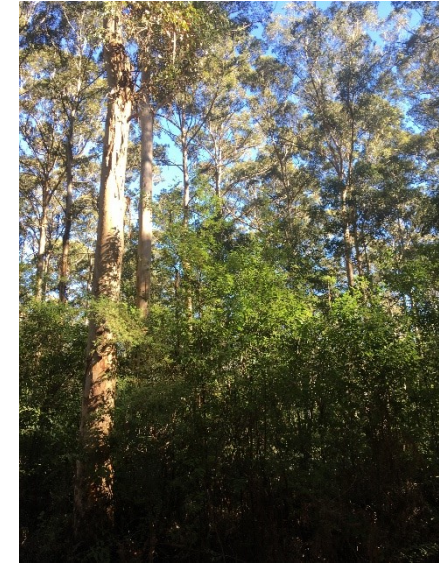
Professionalism: We provide competent and effective services and encourage innovation and excellence in our people.

Courtesy: We are polite, approachable and helpful in our dealings with all people.

Reliability: We deliver services in an efficient and consistent way and honour our commitments.

Integrity: We are honest and trustworthy and make fair and transparent decisions.

Proactivity: We actively identify solutions to community issues by being consultative and open-minded, and by showing bold leadership.



Our Reconciliation Journey

Collectively, the Shire of Manjimup mission and values underpin every decision and direction taken by Council and the organisation. The Shire of Manjimup has long been fostering, embracing and promoting an ethos of inclusivity and strengthening of relationships with all of our community members and across the wide region which comprises our Local Government Area. This notion is supported and encouraged by the Shire's branding - "Celebrating our Diversity". That is, a celebration of diversity of cultures, history, heritage, landscape, agricultural produce and products, industry and communities.

In September 2018, Council embarked on the journey to develop a RAP, recognising that by doing so, the Shire is taking a crucial step towards achieving a critical aspect of the community mission and vision. The Director Community Services role is the organisations RAP champion and will be responsible for driving the RAP development and implementation and foster internal engagement and awareness across the organisation. The RAP Working Group has been established and consists of ten Aboriginal and/or Torres Strait Islander people, with Shire representatives including the Director of Community Services, Deputy Shire President and Councillors. The RAP Working Group has been instrumental in assisting the Shire with developing the Reflect RAP and its deliverables, as well as advocating for positive outcomes as a result of the RAP.

Our progress towards reconciliation to date

Strategic Community Plan 2019 - 2029

The Strategic Community Plan identifies the five community themes of our environment, our prosperity, our community, our infrastructure and our local government. Within each theme are a set community goals and strategies to achieve those goals. The following community goals and strategies align the broader aims of the Reflect RAP and future RAPs.

Our Community Goal: Diversity, inclusivity and harmony are the foundations of strong community spirit and we celebrate and honour our diverse cultures, heritage and lifestyles.

Strategies:

- Facilitate, develop and promote a broad range of cultural and art capabilities, facilities, events and achievements.
- Work with stakeholders to preserve and share local Aboriginal and Torres Strait Islander traditions and cultures, including identified sites of significance.

Our Infrastructure Goal: Places of heritage value are recognised and retained.

Corporate Business Plan

The Corporate Business Plan defines the actions that the Shire will undertake to contribute to the achievement of the community goals and strategies outlined in the Strategic Community Plan 2019-2029. The Corporate Business Plan has undergone a review in 2019 and now includes the action below.

Implement a Reconciliation Action Plan (RAP) in consultation with local Aboriginal & Torres Strait Islander community members.

Budget

There has been an allocation of funding for the development and implementation of the Reconciliation Action Plan in the Shire of Manjimup budget along with a line item for a Welcome to Country at events and celebrations and annual school NAIDOC week funding.

Council Meetings

Since June 2018, the Shire President has commenced each Council meeting with the announcement below, as included on each meeting agenda:

I begin by acknowledging the Traditional Custodians of the land on which we meet today, and pay our respects to Elders past, present and emerging. I also acknowledge the contributions of pioneers and group settlers who opened up this land and allowed us to enjoy this lifestyle that we enjoy today.

Manjimup Town Centre Revitalisation

A major component of the revitalisation works has been the transformation of the Manjimup Heritage Park. Throughout the development of an interpretation plan, as well as the installation and commissioning of displays, a Traditional Custodian has contributed to the steering and reference groups to assist with providing relevant content on culturally significant and iconic historical connections. This has included the State Timber Museum (pictured right, and (planned) entrance to the new multi-purpose PowerUp! Museum, café and visitor centre facility.



Pictured left (L-R): Jessica Winters, project manager for the Heritage Park revitalisation meets with Traditional Custodians Sue Kelly and Sonya Stewart to commence planning for a Welcome at the Heritage park new entry building and bespoke museum.

There are further opportunities in the project for dual-language flora and fauna interpretation throughout the bushland area of the park. In addition, the original revitalisation master plan for the Heritage Park, which is a staged implementation plan, includes an Aboriginal and Torres Strait Islander exhibit area and bush food trail. This component of the project will be implemented over time and in partnership with local Noongar champions.

Walgenup Aboriginal Corporation have previously constructed a bush meeting place and Mia Mia. There are visions to build upon this display and reflection area in the future.

Other local initiatives

- The Shire of Manjimup flies the Aboriginal Flag all year;
- Cultural awareness training for Shire of Manjimup staff and elected members;
- Annual NAIDOC week contributions;
- NAIDOC shirts for staff;
- Sponsorship (eg financial contribution and or facilitation of venue, equipment etc) of local programmes and activities organised by or for Aboriginal and Torres Strait Islander people;
- Consultation with Indigenous Construction Resource Group;
- Inclusion of Aboriginal and Torres Strait Islander employment opportunities in Tender specifications;
- Welcome or Acknowledgement of Country at all Shire organised events;
- Aboriginal encouragement and equality statement in advertising and employment packages;
- Partnerships with the Education Department to run Reconciliation Day project;
- Strategies to encourage Aboriginal and Torres Strait Islander peoples to utilise MyAged Care and NDIS programmes; and



Pictured above: Ephemeral community artwork situated in the Heritage Park in Manjimup. (Source: www.thewest.com.au)

Custodians of an ancient land

Kaya, wanju-ba boorna mia.

Noonakoort moort yirra yaakiny kwomba booka boodja.

Noonakoort moort koort boodja

Nidja ngala moorditj karl boodja

Koora, nitja, boordawan.

Hello, welcome to the Timber Museum.

Our people stand tall in this good forest country.

This is the country our people love

This is my country

In the past, now and forever.

Pictured: Welcome panel in the State Timber Museum, located in the Heritage Park in Manjimup.

Aboriginal people have lived in the south-west of Australia for around 50,000 years and have a strong connection to the land.

Collectively, the Noongar people are the traditional custodians of the south-west of WA. The forest provides them with timber for shelter, spears, tools, implements, food and medicine.

It is also a key part of their social lives and holds an important place in their cultural, spiritual, mythological and ceremonial practices. All of these practices are still carried out by Noongar people today.

Noongars were also the first forest managers. They used their traditional firestick farming method of burning the forests to ensure a continuous supply of fresh vegetation. This allowed them to have access to their food sources and ease of travel through the forests.

Many thanks to Sue Kelly for her contribution to the State Timber Museum on this topic.



Reconciliation Action Plan

Relationships

The Shire of Manjimup understands that strong relationships, both within the organisation and within the community, are the foundation for reconciliation and a celebration of diversity. This Reconciliation Action Plan aims to build upon existing relationships, as well as provide opportunities to grow and nurture new ones, by raising awareness and advocating for participation and inclusiveness.

Action	Deliverable	Timeline	Responsibility
1. Establish and strengthen mutually beneficial relationships with Aboriginal and Torres Strait Islander stakeholders and organisations.	Compile a list of Aboriginal and Torres Strait Islander peoples, communities and organisations within the Shire of Manjimup's sphere of influence that could be approached and connected with throughout the reconciliation journey.	July 2021	<ul style="list-style-type: none"> Director Community Services
	Research best practice and principles that support partnerships with Aboriginal and Torres Strait Islander stakeholders and organisations.	July 2021	<ul style="list-style-type: none"> Director Community Services

Relationships - Action Plan (continued)

Action	Deliverable	Timeline	Responsibility
2. Build relationship through celebrating National Reconciliation Week (NRW) 27 May – 3 June annually.	Circulate Reconciliation Australia's NRW resources and reconciliation materials to our staff.	July 2021	<ul style="list-style-type: none"> Director Community Services
	Empower the RAP working group members to participate in an external NRW event.	July 2021	<ul style="list-style-type: none"> Director Community Services
	Encourage and support staff and senior leaders to participate in a least one external event to recognise and celebrate NRW by: <ul style="list-style-type: none"> Promoting NRW and regional events internally through the <i>Staff Snapshot</i> newsletter; and Inviting the Senior Management Team and Elected Members to attend an event. 	July 2021	<ul style="list-style-type: none"> CEO
	Promote NRW, and regional events to celebrate NRW, externally through Shire Bulletins, social media and the Shire of Manjimup communications app 'Antenno'.	July 2021	<ul style="list-style-type: none"> Director Community Services
	Encourage local businesses to take part in National Reconciliation Week (example: window decoration at St Vincent de Paul).	July 2021	<ul style="list-style-type: none"> Director Community Services
	Explore options to become involved in, collaborate with other local organisations and/or promote future community events organised as part of NRW.	July 2021	<ul style="list-style-type: none"> Director Community Services

Relationships - Action Plan (continued)

Action	Deliverable	Timeline	Responsibility
3. Promote reconciliation through our sphere of influence.	Develop a list of local organisations who the Shire could connect with on the reconciliation journey, particularly those who can be collaborated with to showcase Aboriginal and Torres Strait Islander cultures and histories.	October 2021	<ul style="list-style-type: none"> Director Community Services
	Promote the RAP externally through media releases, Shire Bulletins, social media and the Shire of Manjimup communications app 'Antenno'.	October 2021	<ul style="list-style-type: none"> CEO
	Develop and implement a plan to raise staff awareness of the development of the Shire of Manjimup RAP, to assist them to develop an understanding of the given commitments. In addition, provide regular updates, through the internal newsletter <i>Staff Snapshot</i> , of progress being made towards the initiatives identified in the RAP.	October 2021	<ul style="list-style-type: none"> CEO
	Develop and implement a plan to engage and inform key internal stakeholders in regards to the RAP. In addition, maintain regular communication with these stakeholders to foster advocacy and support.	October 2021	<ul style="list-style-type: none"> CEO
	Include information about the RAP in the employee induction program.	October 2021	<ul style="list-style-type: none"> Human Resources Manager
4. Promote positive race relations through anti-discrimination strategies.	Research best practice and policies in areas of race relations and anti-discrimination.	February 2022	<ul style="list-style-type: none"> Human Resources Manager
	Conduct a review of HR policies and procedures to identify existing anti-discrimination provisions, and future needs.	February 2022	<ul style="list-style-type: none"> Human Resources Manager

Respect

By building cultural awareness and sharing the history and significance of Aboriginal and Torres Strait Islander peoples and their customs, this Reconciliation Action Plan seeks to enhance and foster respect amongst all members of the community. With some practices such as Acknowledgement of Country already in place, the importance of these actions lies in increasing the understanding of the meaning behind these traditions and protocols by embedding them into organisational procedures and guidelines so as to promote a flow-on of respectful relationships into the wider community.

Action	Deliverable	Timeline	Responsibility
5. Increase understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights through cultural learning.	Develop a business case for increasing understanding, value recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights within our organisation.	February 2022	<ul style="list-style-type: none"> Director Community Services
	Promote Reconciliation Australia's 'Share Our Pride' website (http://www.shareourpride.org.au) as a tool for our staff to further their knowledge and understanding of Aboriginal and Torres Strait Islander cultures, histories and achievements.	October 2021	<ul style="list-style-type: none"> Human Resources Manager
	Facilitate cultural learning and development by featuring locally relevant stories and information, which has been developed in conjunction with the RAP working group, in the internal newsletter <i>Staff Snapshot</i> .	October 2021	<ul style="list-style-type: none"> Director Community Services
	Modify the current induction program to include relevant information about local Aboriginal culture, histories, significant sites and achievements, developed in conjunction with the RAP Working Group.	October 2021	<ul style="list-style-type: none"> Human Resources Manager

Action	Deliverable	Timeline	Responsibility
6. Build respect for Aboriginal and Torres Strait Islander cultures and histories by celebrating National Aboriginal and Islanders Day Observance Committee (NAIDOC) Week.	Raise awareness and share information amongst our staff about the meaning of NAIDOC week through the <i>Staff Snapshot</i> newsletter.	July 2021	<ul style="list-style-type: none"> Director Community Services
	Introduce our staff to NAIDOC week by promoting external regional events through the <i>Staff Snapshot</i> newsletter.	July 2021	<ul style="list-style-type: none"> Director Community Services
	Promote NAIDOC Week, and regional events to celebrate NAIDOC Week, externally through Shire Bulletins, social media and the Shire of Manjimup communications app 'Antenno'.	July 2021	<ul style="list-style-type: none"> Director Community Services
	Encourage local businesses to take part in NAIDOC Week (example: window decoration at St Vincent de Paul).	July 2021	<ul style="list-style-type: none"> Director Community Services
	Invite the Senior Management Team and Elected Members to attend an event to celebrate NAIDOC week.	July 2021	<ul style="list-style-type: none"> Director Community Services
	Empower our RAP working group members participate in an external event to recognise and celebrate NAIDOC Week.	July 2021	<ul style="list-style-type: none"> Director Community Services
	Explore options to become involved in, collaborate with other local organisations and/or promote future community events to celebrate NAIDOC Week.	July 2021	<ul style="list-style-type: none"> Director Community Services

Respect (continued)

Action	Deliverable	Timeline	Responsibility
7. Demonstrate respect for Aboriginal and Torres Strait Islander peoples by observing cultural protocols.	Develop an understanding of the local Traditional Owners or Custodians of the lands and waters within the Shire of Manjimup.	October 2021	<ul style="list-style-type: none"> Director Community Services
	Develop and implement a communication plan to raise staff and Elected Member awareness and understanding of the meaning and significance behind Welcome to Country and Acknowledgement of Country protocols, including any locally significant cultural protocols.	October 2021	<ul style="list-style-type: none"> Director Community Services
	Develop and implement protocols for the respectful engagement and/or consultation with Aboriginal and Torres Strait Islander peoples for the purposes of a Welcome to Country at Shire events, including a list of local contacts.	October 2021	<ul style="list-style-type: none"> Director Community Services
	Develop and implement guidelines to ensure that Welcome to Country or Acknowledgement of Country is included in all relevant meetings, activities and events organised by the Shire.	October 2021	<ul style="list-style-type: none"> Director Community Services
	Develop and implement protocols for the respectful engagement and/or consultation with Aboriginal and Torres Strait Islander peoples for the purposes of works within the Shire of Manjimup, particularly in natural and culturally significant areas.	October 2021	<ul style="list-style-type: none"> Director Community Services

Respect (continued)

Action	Deliverable	Timeline	Responsibility
7. Demonstrate respect for Aboriginal and Torres Strait Islander peoples by observing cultural protocols (continued)	Review and update the Shire of Manjimup Events Pack to include information on the meaning and significance behind Welcome to Country and Acknowledgement of Country protocols, including any locally significant protocols and when to utilise. Provide guidelines on the respectful engagement with Aboriginal and Torres Strait Islander peoples.	November 2021	<ul style="list-style-type: none"> Director Community Services
	Develop and implement guidelines for the inclusion of an Acknowledgement of Country in all relevant communications material and strategic documents.	November 2021	<ul style="list-style-type: none"> CEO
	Include an Acknowledgement of Country on the standard Shire of Manjimup email signature.	November 2021	<ul style="list-style-type: none"> CEO
	Update the Shire of Manjimup Style Guide to include appropriate terminology to use when communicating about Aboriginal and Torres Strait Islander peoples, as well as the correct wording and placement of an Acknowledgement of Country.	December 2021	<ul style="list-style-type: none"> CEO
	Conduct a review of all current communications material, including Council agendas and minutes, strategic documents, job application pack and regular publications, to ensure they reflect the updated style guide.	January 2022	<ul style="list-style-type: none"> CEO

Action	Deliverable	Timeline	Responsibility
8. Build visible demonstrations of respect to Aboriginal and Torres Strait Islander people within the Shire of Manjimup communities.	Continue to fly the Aboriginal Flag 365 days of the year.	May 2021	<ul style="list-style-type: none"> Director Development and Regulation
	Investigate the possibility of installing a third flag pole in order to fly the Torres Strait Islander flag.	May 2021	<ul style="list-style-type: none"> Director Development and Regulation
	When appropriate, utilise interpretation in publications and on signage as an opportunity inform and educate the organisation and the community about the historical connections Aboriginal people have to the earth and trees.	February 2022	<ul style="list-style-type: none"> CEO
9. Implement initiatives and processes which seek to preserve Aboriginal and Torres Strait Islander cultural heritage.	Investigate the Noongar Standard Heritage Agreement and remain up to date on guidance material from the WA Local Government Association and SWALSC.	November 2021	<ul style="list-style-type: none"> CEO
	In order to comply with the Aboriginal Heritage Act 1972 with regard to Section 18, conduct a review of current systems to ensure best practice.	November 2021	<ul style="list-style-type: none"> CEO
	Consider opportunities and appropriate processes to involve Aboriginal people in sustainable natural resource management and in the protection and restoration of significant cultural locations, including totemic trees.	October 2021	<ul style="list-style-type: none"> Director, Development and Regulation
	Conduct an audit of current Shire of Manjimup Strategic documents and identify references and actions referring or relating to local Aboriginal and Torres Strait Islander peoples, culture, significant landmarks, storytelling and heritage connections.	January 2022	<ul style="list-style-type: none"> CEO

Respect (continued)

Opportunities

The Shire of Manjimup recognise that by providing opportunities for employment, mentoring and partnerships with members of the Aboriginal and Torres Strait Islander community, this is contributing to greater levels of participation and reconciliation.

Action	Deliverable	Timeline	Responsibility
10. Increase Aboriginal and Torres Strait Islander supplier diversity to support improved economic and social outcomes.	Develop an understanding of the mutual benefits of procurement from Aboriginal and Torres Strait Islander owned businesses.	March 2022	• Director Business
	Investigate Supply Nation membership.	March 2022	• Director Business
	Investigate opportunities to work with and learn from the Noongar Chamber of Commerce and Industry to encourage supplier diversity and the support of Aboriginal and Torres Strait Islander businesses.	March 2022	• CEO
	Compile a list of Aboriginal and Torres Strait Islander businesses and suppliers that could be used by the Shire of Manjimup for procurement purposes. Ensure this list is circulated to relevant staff and that these businesses are considered for inclusion in request for quote and tender processes.	March 2022	• CEO
	Encourage Aboriginal and Torres Strait Islander businesses and suppliers to become a part of the Shire of Manjimup's list of approved contractors and complete all necessary processes to be easily utilised.	March 2022	• CEO

Action	Deliverable	Timeline	Responsibility
11. Improve employment outcomes by increasing Aboriginal and Torres Strait Islander recruitment, retention and professional development.	Continue with the already existing process of ensuring that employment advertisements state that the Shire of Manjimup is an equal opportunity employer and that Aboriginal and Torres Strait Islander people are strongly encouraged to apply (as is already noted in the Application Pack).	October 2021	<ul style="list-style-type: none"> Human Resources Manager
	Investigate additional platforms for advertising employment positions at the Shire of Manjimup that will encourage Aboriginal and Torres Strait Islander peoples to apply.	October 2021	<ul style="list-style-type: none"> Human Resources Manager
	Investigate additional support strategies and models utilised by other regional Local Governments to encourage and increase Aboriginal and Torres Strait Islander employment.	November 2021	<ul style="list-style-type: none"> Human Resources Manager
	Build understanding of current Aboriginal and Torres Strait Islander staff to inform employment and professional development opportunities.	November 2021	<ul style="list-style-type: none"> Human Resources Manager

Governance

A core component of the Shire of Manjimup's governance processes is to report against the actions defined within the RAP and provide detail around the successes and challenges associated with each action. This reporting process will assist the RAP Working Group to track progress and determine future opportunities and actions to strengthen reconciliation within the community. In addition, tracking and reporting will provide Council with the information they require to determine how the organisation proceeds with future RAPs, as well as give Reconciliation Australia information which may assist other organisations, particularly local governments, on their own reconciliation journeys.

Action	Deliverable	Timeline	Responsibility
12. Maintain an effective RAP Working Group to drive the governance of the RAP.	Discuss and agree on key deliverables and terms of reference for the RAP working group.	October 2021	• Director Community Services
	Commence working through the references and actions identified with the RAP Working Group.	October 2021	• Director Community Services
	Review the RAP Working Group membership to maintain Aboriginal and Torres Strait Islander, staff and elected member representation to support the implementation of the RAP.	October 2021	• Director Community Services
	Meet at least twice annually to monitor and report on the implementation of the RAP.	May & October 2021, 2022	• Director Community Services
13. Provide appropriate support for effective implementation of RAP commitments.	Define resources needed for RAP implementation.	October 2021	• Director Community Services
	Engage senior leaders in the delivery of RAP commitments.	October 2021	• Director Community Services
	Define systems and capability needed to track, measure and report on RAP activities.	October 2021	• Director Community Services

Governance (continued)

Action	Deliverable	Timeline	Responsibility
14. Build accountability by reporting on RAP achievements, challenges and learnings.	Complete the annual RAP Impact Measurement Questionnaire and submit to Reconciliation Australia.	September 2021	<ul style="list-style-type: none"> Director Community Services
15. Continue our reconciliation journey with the review of the RAP.	Determine Council's intent to progress to the RAP - Innovate.	December 2021	<ul style="list-style-type: none"> Director Community Services
	Register via Reconciliation Australia's website to begin developing the RAP - Innovate.	December 2021	<ul style="list-style-type: none"> Director Community Services
	Submit draft Innovate RAP to Reconciliation Australia to review.	January 2022	<ul style="list-style-type: none"> Director Community Services
	Seek community feedback and endorsement from Council.	January 2022	<ul style="list-style-type: none"> Director Community Services

The Shire of Manjimup wishes to thank everybody who has been involved in the development of this Reflect Reconciliation Action Plan.

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