



# Reconciliation Action Plan

July 2022 - July 2023



RECONCILIATION  
ACTION PLAN

REFLECT

## *Acknowledgement of the Traditional Custodians*

The Shire of Carnarvon acknowledges the Yinggarda people as the Traditional Owners of this land which we work and live on. We pay our respects to their Elders past, present and future and extend this respect to all Aboriginal people and their ongoing connection to this Country.

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## *Foreword from the Shire President*

The Carnarvon Shire is an area of great social, cultural and spiritual importance to the Thalanji, Baiyungu, Thudgari, Yinggarda, Malgana and Wadjarri peoples. Carnarvon sits approximately 4m above sea level and is positioned right on the edge of WA's Coral Coast, in the centre of the Shark Bay and Ningaloo World Heritage Areas with the mighty Gascoyne River meandering through the middle. It is these natural features, along with superb dry tropic climate, which supported the ancestral homes of many Aboriginal and Torres Strait Islander peoples for thousands of years.

Moving forward to 2022, the Carnarvon Shire is now home to many people; all contributing to a thriving and connected community. This Reconciliation Action Plan (RAP) serves as the first step towards providing genuine reconciliation between Council and the Aboriginal and Torres Strait Islander peoples across our Region. I look forward to the delivery of this important document and the benefits it will provide for not only Council and the Aboriginal and Torres Strait Islander peoples of our region but our greater community.



*Shire President Eddie Smith*

## Our Business

The Shire of Carnarvon is positioned right on the edge of WA's Coral Coast and is the only town in Australia where the central desert reaches out to the sea. Whilst the town of Carnarvon is the administrative centre, our Region includes the townships of Exmouth, Coral Bay, Gascoyne Junction Shark Bay and Carnarvon.

Our Administrative Centre, Library, Camel Lane Theatre and Visitor Information Centre all located in close proximity provide customers with frontline services whilst our Depot ensure our physical and natural environments are enhanced and protected.

Our 94 strong workforce is led by two Directorates which contribute to our mission to meet the needs of our community through the timely and economical provision of quality infrastructure services.

Shire of Carnarvon currently employs 15.1% staff who identify as Aboriginal or Torres Strait Islander people, Council, as part of its reconciliation journey is committed to continuing to support these employees and future employees.

The Office of the Chief Executive Officer supports disaster management, tourism, trade and investment and elected member services. The Development and Community Services Directorate leads community development and regional development. The Infrastructure Services Directorate contributes to Council's facilities, fleet, waste, water and sewer services as well as maintenance and construction of our extensive road network.



## *Our Reconciliation Action Plan*

Being the first RAP for the Shire of Carnarvon, our organization is taking an initial step on the journey to reconciliation by focusing on learning, promoting and celebrating more about the world's oldest continuing cultures, and by building our cultural competency. We will continue to develop the understanding, connections and significance of the Region's Aboriginal and Torres Strait Islander peoples and their connection with Council and the greater community. Through the actions and deliverables of this Reconciliation Action Plan, Council through its people, will endeavor to create positive and meaningful advancements in our reconciliation journey towards an even more prosperous community. Our RAP Champion, Andrea Selvey (Chief Executive Officer) will be responsible for driving

internal engagement and awareness of the RAP. Through our Corporate Business Plan 2018-2022 and Strategic Community Plan 2018-2028, community is a key priority area. We aim to be an inclusive and engaged resilient community, with access to services and facilities that enable a safe and healthy lifestyle. Key initiatives under this initial RAP will focus on communicating our commitment to reconciliation within our organization and the community, increasing understanding of the reconciliation journey, identifying Aboriginal and Torres Strait Islander stakeholders and organizations within our local area for collaborative opportunities. It also includes taking steps towards researching and understanding the profile of our reconciliation journey in relation to the needs of our local community.



# Relationships Action Plan



ACTION	DELIVERABLE	TIMELINE	RESPONSIBILITY
1. Establish and strengthen mutually beneficial relationships with Aboriginal and Torres Strait Islander stakeholders and organizations.	Identify Aboriginal and Torres Strait Islander stakeholders and organizations within our local area or sphere of influence.	July 2022	Aboriginal Engagement Officer
	Research best practice and principles that support partnerships with Aboriginal and Torres Strait Islander stakeholders and organizations.	Review Progress: December 2022	Community Services Coordinator
2. Build relationships through celebrating National Reconciliation Week (NRW).	Circulate Reconciliation Australia's NRW resources and reconciliation materials to our staff.	May 2023	Aboriginal Engagement Officer
	RAP Working Group members to participate in an external NRW event.	May 2023	Aboriginal Engagement Officer and Community Development Officer
	Encourage and support staff and senior leaders to participate in at least one external event to recognize and celebrate NRW.	May 2023	Aboriginal Engagement Officer and Community Development Officer
3. Promote reconciliation through our sphere of influence.	Communicate our commitment to reconciliation to all staff.	July 2022	Communications and Engagement Coordinator
	Identify external stakeholders that our organization can engage with our reconciliation journey.	May 2022	Aboriginal Engagement Officer
	Identify RAP and other like-minded organizations that we could approach to collaborate with on our reconciliation journey.	July 2022	Community Services Coordinator
4. Promote positive race relations through anti-discrimination strategies.	Research best practice and policies in areas of race relations and anti-discrimination.	Review Progress: December 2022	Manager People, Culture and Systems
	Conduct a review of HR policies and procedures to identify existing anti-discrimination provisions, and future needs.	September 2022	Manager People, Culture and Systems

# Respect Action Plan



ACTION	DELIVERABLE	TIMELINE	RESPONSIBILITY
<b>1. Increase understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights through cultural learning.</b>	Use an online survey platform to capture data to measure Shire staff current level of cultural knowledge and understanding of Aboriginal and Torres Strait Islander cultures, histories, and achievements.	September 2022	People and Culture Officer
	Conduct a review of cultural awareness training needs within our organization.	October 2022	Manager People, Culture and Systems
	Explore available cultural awareness training packages to introduce into the Shire staff induction.	October 2022	People and Culture Officer
<b>2. Build respect for Aboriginal and Torres Strait Islander cultures and histories by celebrating NAIDOC Week.</b>	Attend NAIDOC Committee meetings to play an active role in the events.	June 2023	Aboriginal Engagement Officer and Community Development Officer
	Raise awareness and share information amongst our staff of the meaning of NAIDOC Week which includes information about the local NAIDOC Events and encourage attendance.	June 2023	Community Development Officer
	RAP Working Group to participate in an external NAIDOC Week event.	July 2023	Community Services Coordinator
	Fly the Aboriginal and Torres Strait Islander flags during NAIDOC Week out front of our Administration building or other appropriate location.	July 2023	Senior Customer Service Officer
<b>3. Demonstrate respect to Aboriginal and Torres Strait Islander peoples by observing cultural protocols.</b>	Develop an understanding of the local Traditional Owners or Custodians of the lands and waters within our organizations operational area.	August 2022	Aboriginal Engagement Officer
	Increase staff's understanding of the purpose and significance behind cultural protocols, including Acknowledgement of Country and Welcome to Country protocols.	September 2022	Community Services Coordinator





## Opportunities Action Plan

ACTION	DELIVERABLE	TIMELINE	RESPONSIBILITY
<b>1. Investigate Aboriginal and Torres Strait Islander employment.</b>	Build understanding of current Aboriginal and Torres Strait Islander staffing to inform future employment and professional development opportunities.	Review Progress: November 2022	Manager People, Culture and Systems
	Work with external Aboriginal and Torres Strait Islander employment agencies to increase recruitment and retention opportunities.	February 2023	Manager People, Culture and Systems
	Promote and make accessible trainee and apprenticeship programs that have the potential to increase opportunities for Aboriginal and Torres Strait Islander people.	March 2023	Manager People, Culture and Systems
<b>2. Investigate Aboriginal and Torres Strait Islander supplier diversity.</b>	Develop a database of Aboriginal and Torres Strait Islander owned businesses within the Shire.	May 2023	Aboriginal Engagement Officer
	Review the Shire of Carnarvon's Procurement Policy to ensure it articulates the benefits of procurement from Aboriginal and Torres Strait Islander owned businesses.	January 2023	Project Contracts Manager
	Investigate Supply Chain membership.	March 2023	Community Development Officer

# Governance Action Plan



ACTION	DELIVERABLE	TIMELINE	RESPONSIBILITY
<b>1. Establish and maintain an effective RAP Working Group (RWG) to drive governance of the RAP.</b>	Establish a RAP Working Group (RWG) that comprises of internal employees of Shire of Carnarvon and Aboriginal and Torres Strait Islander community members. Partner with Gwoonwardu Mia Cultural Centre and their already established advisory group to act as an additional advisory group (separate to RWG).	July 2022	Aboriginal Engagement Officer and Community Development Officer
	Discuss and agree on key deliverables, mission statement and terms of reference for the plan.	July 2022	Aboriginal Engagement Officer and Community Development Officer
<b>2. Provide appropriate support for effective implementation of RAP commitments.</b>	Define resource needs for RAP implementation.	August 2022	Community Development Officer
	Engage senior leaders in the delivery of RAP commitments.	August 2022	Community Services Coordinator
	Appoint a senior leader/s to champion our RAP internally.	July 2022	Chief Executive Officer
	Define appropriate systems and capability to track, measure and report on RAP commitments.	July 2022	Community Development Officer
<b>3. Build accountability and transparency through reporting RAP achievements, challenges and learnings both internally and externally.</b>	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.	July (annually)	Community Development Officer
	Contact Reconciliation Australia to request our unique link, to access the online RAP Impact Measurement Questionnaire.	August (annually)	Community Development Officer
	Complete and submit the annual RAP Impact Measurement Questionnaire to Reconciliation Australia.	30 September (annually)	Community Services Coordinator
<b>4. Continue our reconciliation journey by developing our next RAP.</b>	Register via Reconciliation Australia's website to begin developing our next RAP.	April 2023	Community Services Coordinator

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