



18 FEBRUARY 2021

Shire of Esperance

RECONCILIATION ACTION PLAN WORKING GROUP

NOTICE OF MEETING AND AGENDA

A Reconciliation Action Plan Working Group Meeting of the Shire of Esperance will be held at Council Reception Area on 22 February 2021 commencing at 2pm to consider the matters set out in the attached agenda.

S Burge

Chief Executive Officer

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ETHICAL DECISION MAKING AND CONFLICTS OF INTEREST

Council is committed to a code of conduct and all decisions are based on an honest assessment of the issue, ethical decision-making and personal integrity. Councillors and staff adhere to the statutory requirements to declare financial, proximity and impartiality interests and once declared follow the legislation as required.

ATTACHMENTS

Please be advised that in order to save printing and paper costs, all attachments referenced in this paper are available in the original Agenda document for this meeting.

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SHIRE OF ESPERANCE

AGENDA

RECONCILIATION ACTION PLAN WORKING GROUP MEETING TO BE HELD IN COUNCIL RECEPTION AREA ON 22 FEBRUARY 2021 COMMENCING AT 2PM

1. OFFICIAL OPENING

2. ATTENDANCE

Members

Cr I Mickel	Shire of Esperance
Cr J Obourne	Shire of Esperance
Cr D Piercey	Shire of Esperance
Cr S Payne	Shire of Esperance
Cr J O'Donnell	Shire of Esperance (Deputy)
Ms A Dabb	Esperance Tjaltjraak Native Title Aboriginal Corporation
Ms J Reynolds	Esperance Tjaltjraak Native Title Aboriginal Corporation (Deputy)
Ms Y Green	Ngadju Native Title Aboriginal Corporation
Ms V Schultz	Ngadju Native Title Aboriginal Corporation (Deputy)
Ms J Woods	Mudjar Aboriginal Corporation
Ms E Woods	Mudjar Aboriginal Corporation (Deputy)
Mr D Ball	Community Representative
Dr J Mulcock	Community Representative
Vacant	Community Representative
Vacant	Community Representative
Vacant	Community Representative
Vacant	Community Representative

Ex Officio

Mr S Burge	Chief Executive Officer
Mr M Walker	Director Asset Management
Mrs F Baxter	Director Corporate & Community
Mr S McKenzie	Acting Director External Services
Miss S Walsh	Coordinator Governance and Corporate Support

3. APOLOGIES & NOTIFICATION OF GRANTED LEAVE OF ABSENCE

4. PUBLIC QUESTION TIME

5. GENERAL BUSINESS

5.1 Development of Innovate RAP

6. DECLARATION OF MEMBERS INTERESTS

- 6.1 Declarations of Financial Interests – Local Government Act Section 5.60a**
- 6.2 Declarations of Proximity Interests – Local Government Act Section 5.60b**
- 6.3 Declarations of Impartiality Interests – Admin Regulations Section 34c**

7. CONFIRMATION OF MINUTES

That the Minutes of the Reconciliation Action Plan Working Group Meeting of the 19 October 2020 be confirmed as a true and correct record.

8. MATTERS REQUIRING A DETERMINATION OF COMMITTEE

Item: 8.1

Calendar of Events

Author/s	Sarah Walsh	Coordinator Governance & Corporate Support
Authorisator/s	Felicity Baxter	Director Corporate & Community Services

File Ref: D21/4846

Applicant

Internal

Executive Summary

For the Reconciliation Action Plan Working Group to consider endorsing the annual calendar of significant dates for Aboriginal and Torres Strait Islander peoples.

Recommendation in Brief

That the Reconciliation Action Plan Working Group agrees to endorse the annual calendar of significant dates for Aboriginal and Torres Strait Islander peoples.

Background

During the first Reconciliation Action Plan Working Group meeting, the Group advised that it could be useful to develop an annual calendar of events for the local area.

Examples of similar documents were put to the Working Group in July 2020, where it was decided that an annual calendar would be developed.

Officer's Comment

A calendar of significant dates for Aboriginal and Torres Strait Islander peoples has now been created and is included as an attachment to this report.

Discussion will be required by the Working Group to determine the Shire's role with regard to each listed date or event.

Consultation

Media and Communications Team

Strategic Implications

Strategic Community Plan 2017 - 2027

Leadership

Work together to enhance trust, participation and community pride

Actively engage and communicate with the community to ensure informed decision making

Corporate Business Plan 2020/21 – 2023/24

Implement the Reflect Reconciliation Action Plan

Attachments

A¹. Calendar of Significant Dates

Officer's Recommendation

That the Reconciliation Action Plan Working Group agrees to endorse the annual calendar of significant dates for Aboriginal and Torres Strait Islander peoples.

Voting Requirement

Simple Majority



Aboriginal and Torres Strait Islander Significant Dates 2021

26th January	Survival Day
13th February	Anniversary of Apology to Australia's Indigenous Peoples
18th March	National Close the Gap Day
21st March	Harmony Day
26th May	National Sorry Day
27th May	Anniversary of 1967 Referendum
27th May – 3rd June	National Reconciliation Week
3rd June	Mabo Day
4th – 11th July	National NAIDOC Week
4th August	National Aboriginal and Torres Strait Islander Children's Day
9th August	International Day of the World's Indigenous Peoples
1st September	Indigenous Literacy Day
13th September	Anniversary of the UN Declaration on the Rights of Indigenous People



26 January - Survival Day

On January 26 1788 Captain Arthur Phillip took formal possession of the colony of New South Wales and raised the British flag in Sydney Cove. In the early 1880's, this day was known as 'First Landing', 'Anniversary Day' or 'Foundation Day'. In 1946 the Commonwealth and state governments agreed to unify the celebration and call it 'Australia Day'. The day became a public holiday in 1988 (its 30th anniversary) and since 1994 has been celebrated by all states and territories.

However, many Aboriginal and Torres Strait Islander people feel that this day marks the commemoration of a deep loss - loss of their sovereign rights to their land, loss of family, loss of the right to practise their culture. This day is therefore also known as 'Invasion Day', 'Day of Mourning', 'Survival Day' or, since 2006, 'Aboriginal Sovereignty Day'. The name Survival Day emphasises that Aboriginal culture is still strong, and that many Aboriginal and Torres Strait Islander peoples' identities are positive and alive, despite all that has happened since colonisation. Survival Day has become one of the biggest national Indigenous cultural events.

13 February - National Apology Day

This event marks the anniversary of the Apology in 2008 to Australia's Indigenous peoples in the House of Representatives. The apology was made by former Prime Minister, Kevin Rudd for past laws, policies and practices that have impacted on Australia's First Nations Peoples, particularly members of the Stolen Generations. The motion was supported by the Opposition and passed through both houses of Parliament. Many members of the Stolen Generations were present in the Chamber to hear the Apology and thousands more filled the Great Hall of Parliament House and flowed out onto the lawns to watch it on big screens.

15 March - National Close the Gap Day

In 2006, more than 40 national organisations came together to form Close the Gap - Australia's largest ever campaign to improve the health of Aboriginal and Torres Strait Islander people. Every year, Australians are encouraged to hold their own event on National Close the Gap Day to raise awareness about the life expectancy gap between Indigenous and non-Indigenous Australians. Since 2006, the Close the Gap campaign has achieved an enormous amount through community support.

For more information visit <https://www.oxfam.org.au/what-we-do/indigenous-australia/national-close-the-gap-day/>



Aboriginal and Torres Strait Islander Significant Dates 2021 Aboriginal and Torres Strait Islander Significant Dates 2021

21 March - Harmony Day

Harmony Day is a day of cultural respect for everyone who calls Australia home – from the traditional owners of this land to those who have come from many countries around the world. By participating in Harmony Day activities, people can learn and understand how all Australians from diverse backgrounds equally belong to this nation and enrich it.

For more information visit <https://www.harmony.gov.au/>

26 March - National Sorry Day

This is a significant day for Aboriginal and Torres Strait Islander peoples, and particularly for Stolen Generations survivors. Commemorating 'Sorry Day' was one of the recommendations of the Bringing Them Home report, which was tabled in Parliament on 26 May 1997. This report was the result of a National Inquiry into the forcible removal of Indigenous children from their families, communities and cultural identity. The first 'Sorry Day' was held in Sydney in 1998 and is now held nationally with memorials and commemorative events that honour the Stolen Generations.

For further information visit: <https://www.reconciliation.org.au/national-sorry-day-2020/>

27 May - 3 June - National Reconciliation Week

This week is an ideal time for everyone to join the reconciliation conversation and reflect on shared histories, contributions and achievements. It is held annually and is a time to celebrate and build on the respectful relationships shared by Aboriginal and Torres Strait Islander people and other Australians. Preceded by National Sorry Day on 26 May, National Reconciliation Week is framed by two key events in Australia's history, which provide strong symbols for reconciliation:

- 27 May 1967 – the referendum date when more than 90 per cent of Australians voted to give the government power to make laws for Indigenous people and recognise them in the census.
- 3 June 1992 – the historic Mabo decision (see below).

For more information visit: <https://www.reconciliation.org.au/national-reconciliation-week/>



3 June - Mabo Day (part of National Reconciliation Week)

Mabo Day marks the anniversary of the High Court of Australia's judgement in 1992 in the Mabo case. This is a day of particular significance for Torres Strait Islander Australians. Eddie 'Koiki' Mabo's name is synonymous with native title rights. His story began in May 1982 when he and fellow Murray (Mer) Islanders David Passi, Sam Passi, James Rice and Celuia Salee instituted a claim in the High Court for native title to the Murray (Mer) Islands in the Torres Strait.

The claim was made against the State of Queensland, which responded by seeking to legislate to extinguish retrospectively any native title on the Islands. This was challenged in the High Court on the grounds that it was inconsistent with the 1975 Racial Discrimination Act. On 3 June 1992 the High Court accepted the claim by Eddie Mabo and the other claimants that their people (the Meriam people) had occupied the Islands of Mer for hundreds of years before the arrival of the British and found that the Meriam people were 'entitled as against the whole world to possession, occupation, use and enjoyment of lands in the Murray Islands.' The decision overturned a legal fiction that Australia was terra nullius (a land belonging to no one) at the time of British colonisation.

For more information visit: <http://www.aboriginalheritage.org/news/2013/mabo-day/>

4-11 July - National NAIDOC Week

NAIDOC (National Aboriginal and Islander Day Observance Committee) week celebrates Aboriginal and Torres Strait Islander cultures and recognises the contributions of Indigenous Australians in various fields. Its origins can be traced to the emergence of Aboriginal groups in the 1920's which sought to increase awareness of the status and treatment of Indigenous Australians. All Australians are encouraged to participate.

The 2021 National NAIDOC theme is Heal Country! This theme invites the nation to embrace First Nations' cultural knowledge and understanding of Country as part of Australia's national heritage and equally respect the culture and values of Aboriginal peoples and Torres Strait Islanders as they do the cultures and values of all Australians.

For more information visit: <https://www.naidoc.org.au/>

4 August - National Aboriginal and Torres Strait Islander Children's Day

National Aboriginal and Islander Children's Day (NAICD) is a celebration of Indigenous children. NAICD was first observed by the Secretariat of National Aboriginal and Islander Child Care (SNAICC) in 1988. Each year SNAICC produces and sends out resources to help celebrations for NAICD.

For more information visit: <https://aboriginalchildrensday.com.au/>

9 August - International Day of the World's Indigenous People

The United Nations' (UN) International Day of the World's Indigenous People was first proclaimed by the General Assembly in December 1994 and is observed on 9 August each year to promote and protect the rights of the world's indigenous population. This event also recognizes the achievements and contributions that indigenous people make to improve world issues such as environmental protection.

For more information visit: <https://www.un.org/en/observances/indigenous-day>

Aboriginal and Torres Strait Islander Significant Dates 2021 Aboriginal and Torres Strait Islander Significant Dates 2021

I September - Indigenous Literacy Day

Indigenous Literacy Day aims to help raise funds to raise literacy levels and improve the lives and opportunities of Indigenous Australians living in remote and isolated regions.

The Indigenous Literacy Foundation aims to improve literacy levels in remote Indigenous communities. We provide remote Indigenous communities and service organisations with access to new, culturally appropriate books and literacy resources. These books are gifted to communities with no obligation.

For further information visit: <https://www.indigenousliteracyfoundation.org.au/indigenous-literacy-day>

13 September - Anniversary of the UN Declaration on the Rights of Indigenous People

The United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) was adopted by the General Assembly on Thursday, 13 September 2007, by a majority of 144 states in favour, 4 votes against (Australia, Canada, New Zealand and the United States) and 11 abstentions (Azerbaijan, Bangladesh, Bhutan, Burundi, Colombia, Georgia, Kenya, Nigeria, Russian Federation, Samoa and Ukraine).

Years later the four countries that voted against have reversed their position and now support the UN Declaration. Today the Declaration is the most comprehensive international instrument on the rights of indigenous peoples. It establishes a universal framework of minimum standards for the survival, dignity and well-being of the indigenous peoples of the world and it elaborates on existing human rights standards and fundamental freedoms as they apply to the specific situation of indigenous peoples.

For further information visit: <https://humanrights.gov.au/our-work/un-declaration-rights-indigenous-peoples-1>

Additional Notes:

*This is only a brief listing of some of Aboriginal and Torres Strait Islander Significant Dates.
Please feel free to let us know if you have any additional dates to add to this listing.*



Item: 8.2

Reconciliation Action Plan - Progress Report

Author/s	Sarah Walsh	Coordinator Governance & Corporate Support
Authorisator/s	Felicity Baxter	Director Corporate & Community Services

File Ref: D21/4847

Applicant
Internal

Executive Summary

For the Reconciliation Action Plan Working Group to accept the Reconciliation Action Plan Progress Report.

Recommendation in Brief

That the Reconciliation Action Plan Working Group agrees to accept the Reconciliation Action Plan Progress Report.

Background

During the first Reconciliation Action Plan Working Group meeting, the Group requested that a report be presented at each subsequent meeting which includes updates on each of the deliverables within the Reconciliation Action Plan (RAP).

Officer's Comment

The attached progress report provides updates on the deliverables within the Shire's RAP.

Consultation

RAP Responsible Officers

Strategic Implications

Strategic Community Plan 2017 - 2027

Leadership

Community confidence and trust in Council

Encourage community participation and insight into activities and decisions

Corporate Business Plan 2020/21 – 2023/24

Implement the Reflect Reconciliation Action Plan

Attachments

A₁. Progress Report January 2021

Officer's Recommendation

That the Reconciliation Action Plan Working Group accept the Reconciliation Action Plan Progress Report.

Voting Requirement	Simple Majority
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Reconciliation Action Plan Monthly Report

January 2021

Shire of Esperance

Reconciliation Action Plan Report

January 2021

Leadership

Stronger relationships

Work together to enhance trust, participation and community pride

Action Code	Action Name	Responsible Officer Position	Comments
L4.2	Implement the Reflect Reconciliation Action Plan	Chief Executive Officer	Actions within the plan continue to be progressed. Changes made to Community Grant guidelines

Action Tasks

Code	Name	Due Date	Officer	Officer Position	Status	Comment
C01.1	Identify Aboriginal and Torres Strait Islander stakeholders and organisations within our local area or sphere of influence.	28/02/2021	Shane Burge	Chief Executive Officer	Completed	
C01.2	Research best practice and principles that support partnerships with Aboriginal and Torres Strait Islander stakeholders and organisations.	28/02/2021	Trevor Ayers	Manager Community & Economic Development	Not Started	
C01.3	Develop a memorandum of understanding with Traditional Owners about how the organisations will work together.	28/02/2021	Shane Burge	Chief Executive Officer	Deferred	Propose to be done during workshops for ILUA
C02.1	Circulate Reconciliation Australia's NRW resources and reconciliation materials to our staff.	30/05/2020	Shane Tobin	Events & Community Development Coordinator	Not Due to Start	

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Reconciliation Action Plan Report

January 2021

C02.2	RAP Working Group members to participate in an NRW event.	03/06/2020	Shane Burge	Chief Executive Officer	Not Due to Start	
C02.3	Encourage and support staff and senior management to participate in at least one external event to recognise and celebrate NRW.	03/06/2020	Shane Burge	Chief Executive Officer	Not Due to Start	
C03.1	Communicate our commitment to reconciliation to all staff.	28/02/2021	Shane Burge	Chief Executive Officer	Ongoing	Ongoing communication to staff
C03.2	Identify external stakeholders that our organisation can engage with on our reconciliation journey.	28/02/2021	Shane Burge	Chief Executive Officer	Completed	List of stakeholders previously identified
C03.3	Identify like-minded organisations that we could approach to collaborate with on our reconciliation journey.	28/02/2021	Shane Burge	Chief Executive Officer	Completed	List of like minded organisations previously identified
C03.4	Cultural interpretation / promotion through art, interpretative materials and information in public spaces including those with high tourist visitation.	28/02/2021	Mathew Walker	Director Asset Management	Ongoing	The Cultural artwork is being installed on the New Jetty
C03.5	Include an Aboriginal and Torres Strait Islander inclusive focus in the Shire's Community Development Officer role.	28/02/2021	Trevor Ayers	Manager Community & Economic Development	Completed	
C03.6	Encourage other organisations in Esperance to create their own RAP.	28/02/2021	Shane Burge	Chief Executive Officer	Ongoing	Ongoing when the opportunity arises

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Reconciliation Action Plan Report

January 2021

C04.1	Research best practice and policies in areas of race relations and anti-discrimination.	31/10/2020	Lee Anderson	Manager Human Resources	Ongoing	Due to staffing shortages, it is anticipated that this research into best practice and policies will be resumed next month.
C04.2	Conduct a review of HR policies and procedures to identify existing anti-discrimination provisions, and future needs.	31/10/2020	Lee Anderson	Manager Human Resources	Ongoing	Review of policies and procedures ongoing.
C05.1	Develop a business case for increasing understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights within our organisation.	31/10/2020	Scott McKenzie	Acting Director External Services	Not Started	
C05.2	Conduct a review of cultural learning needs within our organisation.	31/05/2020	Lee Anderson	Manager Human Resources	Completed	Completed.
C05.3	Incorporate and acknowledge First Nations peoples' stories in the history of Esperance, including through signage, memorials, plaques and public information.	28/02/2021	Shane Burge	Chief Executive Officer	Ongoing	Jetty project will incorporate a number of Aboriginal historical elements
C05.4	Recognise the contribution made by Aboriginal and Torres Strait Islander peoples to the establishment of the Esperance region, and their ongoing connection to this place.	28/02/2021	Shane Burge	Chief Executive Officer	Ongoing	Jetty project will incorporate a number of interpretive items to link Aboriginal people to Esperance.

Shire of Esperance

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January 2021

C06.1	Develop an understanding of the local Traditional Owners or Custodians of the lands and waters within our organisation's operational area.	28/02/2021	Shane Burge	Chief Executive Officer	Completed	
C06.2	Increase staff's understanding of the purpose and significance behind cultural protocols, including Acknowledgement of Country and Welcome to Country protocols.	30/09/2020	Lee Anderson	Manager Human Resources	Not Started	This has not yet commenced.
C06.3	Include an appropriate Acknowledgment of Traditional Owners and Country on the Shire Chamber walls.	30/11/2020	Mathew Walker	Director Asset Management	Ongoing	Esperance Tjaltjraak are currently designing this.
C06.4	Develop protocols for meetings and documentation that appropriately acknowledges and respects Traditional Owners.	31/10/2020	Alli McArthur	Executive Assistant	Ongoing	Nothing to report
C07.1	Raise awareness and share information amongst our staff about the meaning of NAIDOC Week.	30/11/2020	Shane Tobin	Events & Community Development Coordinator	Ongoing	NAIDOC Week is planned for July 4th to 11th in 2021. Promotion should commence from April.
C07.2	Introduce our staff to NAIDOC Week by promoting events in our local area.	30/11/2020	Trevor Ayers	Manager Community & Economic Development	Completed	

Shire of Esperance

Reconciliation Action Plan Report

January 2021

C07.3	RAP Working Group to participate in an external NAIDOC Week event.	30/11/2020	Shane Burge	Chief Executive Officer	Completed	
C07.4	Display street banners during NAIDOC week.	31/07/2020	Mathew Walker	Director Asset Management	Completed	
C07.5	Promote greater Shire participation in NAIDOC related activities.	30/11/2020	Shane Burge	Chief Executive Officer	Completed	
C08.1	Fly the Aboriginal Flag on a daily basis at the Shire Administration Building unless special events/circumstances determine otherwise.	31/08/2019	Shane Burge	Chief Executive Officer	Completed	
C08.2	Display roadside signage when entering Esperance Nyungar/Ngadju country, which contains a welcome for travellers and acknowledges Traditional Owners.	30/11/2020	Mathew Walker	Director Asset Management	Ongoing	Esperance Tjaltjraak are currently designing this
C08.3	Display Welcome to Country signage at the airport.	31/12/2020	Mathew Walker	Director Asset Management	Ongoing	Esperance Tjaltjraak are currently designing this
C08.4	Include information on the Shire and visitor centre's website regarding Traditional Owner connection to country with a link to appropriate websites.	28/02/2021	Serena Shaddick	Manager Marketing & Communications	Completed	Completed.

Shire of Esperance

Reconciliation Action Plan Report

January 2021

C08.5	Establish current levels of recognition and celebration of Aboriginal and Torres Strait Islander cultures throughout the Shire.	28/02/2021	Shane Burge	Chief Executive Officer	Not Started	
C09.1	Develop an employment strategy to increase Aboriginal and Torres Strait Islander employment within our organisation.	28/02/2021	Lee Anderson	Manager Human Resources	Ongoing	Due to staffing shortages, action on this item will resume next month.
C09.2	Build understanding of current Aboriginal and Torres Strait Islander staffing to inform future employment and professional development opportunities.	28/02/2021	Lee Anderson	Manager Human Resources	Not Started	Work on this task has not yet commenced.
C10.1	Amend Procurement Policy to include information regarding procurement from Aboriginal and Torres Strait Islander owned businesses.	31/01/2020	Shane Burge	Chief Executive Officer	Completed	
C10.2	Investigate Supply Nation membership.	30/11/2019	Shane Burge	Chief Executive Officer	Completed	
C11.1	Develop framework for Traditional Owner consultation for Shire led 'on country' works.	28/02/2021	Mathew Walker	Director Asset Management	In Progress	Have started initial consultation around the 2020/21 works program that will lead to a framework / ILUA
C11.2	Consider joint management opportunities with Traditional Owners for culturally sensitive areas.	28/02/2021	Shane Burge	Chief Executive Officer	Not Started	

Shire of Esperance

Reconciliation Action Plan Report

January 2021

C11.3	Assist with promotion and increased awareness of Traditional Owners' Native Title rights and interests through the wider community.	28/02/2021	Serena Shaddick	Manager Marketing & Communications	Ongoing	This continues on an "as needs" basis. This month we've assisted with the Shire's Murdidiyinakabi - Lake Monjingup Community Survey, which is now open. Our Marketing and Communications Officer has also touched base with the new Team Leader at Tjaltjraak who apparently looks forward to working with us in the future and informing us on various joint projects which may come about.
C12.1	Encourage an increase in Aboriginal and Torres Strait Islander participation and engagement in civic activities such as citizenship ceremonies.	30/09/2020	Shane Burge	Chief Executive Officer	Not Started	
C12.2	Increase opportunities for Aboriginal and Torres Strait Islander peoples inclusion into the Shire Community Grants Program.	28/02/2021	Shane Burge	Chief Executive Officer	Deferred	
C13.1	Form a RWG to govern RAP implementation.	31/08/2019	Shane Burge	Chief Executive Officer	Completed	
C13.2	Draft a Terms of Reference for the RWG.	31/08/2019	Shane Burge	Chief Executive Officer	Completed	
C13.3	Establish Aboriginal and Torres Strait Islander representation on the RWG.	31/05/2020	Shane Burge	Chief Executive Officer	Completed	
C14.1	Define resource needs for RAP implementation.	31/08/2020	Shane Burge	Chief Executive Officer	Deferred	Part of budget process

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Reconciliation Action Plan Report

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C14.2	Engage senior management in the delivery of RAP commitments.	30/06/2020	Shane Burge	Chief Executive Officer	Completed	
C14.3	Implement appropriate systems and capability to track, measure and report on RAP commitments.	30/06/2020	Shane Burge	Chief Executive Officer	Completed	
C15.1	Complete and submit the annual RAP Impact Measurement Questionnaire to Reconciliation Australia.	30/09/2020	Shane Burge	Chief Executive Officer	Completed	
C16.1	Register via Reconciliation Australia's website to begin developing our next RAP.	30/11/2020	Shane Burge	Chief Executive Officer	Not Due to Start	



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Reconciliation Action Plan Discussion Points

January 2021

Discussion Point	Status	Comment
Working Group Terms of Reference	Completed	<p>26/06/2020: Query was raised regarding 'minimum requirements' wording under the Scope of the Terms of Reference. To be reviewed by members. Notes to be made and put back to the Group at the next meeting if changes are required.</p> <p>27/07/2020: Requested to remove 'minimum' from first dot point and add a point for 'Involvement in future RAP development' in the Scope.</p> <p>25/08/2020: Amended Terms of Reference endorsed by Council.</p>
RAP Cover Page	Completed	<p>26/06/2020: Requested to amend cover page to adjust title wording to not cover the face of the mural</p> <p>27/07/2020: Advised that this has now been amended, with the updated copy available on the Shire's website.</p>
Acknowledgement on Chamber walls	Ongoing	<p>26/06/2020: This issue was raised and determined to form part of action C6.3. *working group requested to assist with wording/placement of the acknowledgement</p>
Calendar of Events	Ongoing	<p>26/06/2020: Advised it would be good for the Shire to have an annual calendar of Aboriginal and Torres Strait events for greater awareness</p> <p>27/07/2020: Provided example calendar for reference and noted the need to determine what the Shire's involvement in these events should be (i.e. organiser/assistance/promotion). Requested Tjaltjraak and Ngadju reps to discuss with their organisations and advise if any additional/local events should also be included.</p> <p>31/08/2020: requested to resend calendar for review. 19/10/2020: requested information from Tahnee at ETNTAC. 10/12/2020: requested information from Tahnee at ETNTAC. 25/01/2021: requested information from Tahnee at ETNTAC.</p>
NAIDOC Week	Ongoing	<p>26/06/2020: Theme – Always was and always will be Noted that this year, NAIDOC week has been postponed until November 8-15 Requested to investigate other Shire's NAIDOC activities and present back to Group Raised possibility of promotional items (hats, flags, t-shirts etc.) noted that previous resources provided by Reconciliation Australia focused more on posters/information rather than items such as these. Requested to investigate whether these type of materials may be available.</p>

		<p>Discussed possibility of engagement activities that may be undertaken as part of NAIDOC week, including shop displays, posters and school activities.</p> <p>Possibility of banner design competition for schools, where the winning design would be made into a street banner and displayed.</p> <p>31/08/2020: Adjust next meeting to 19/10/2020 to include discussion for NAIDOC week celebrations.</p> <p>19/10/2020: Shire to arrange colouring competition to be run in the lead up to NAIDOC week 2020, email banner with NAIDOC logo and theme, display in council reception area window, promotion on website/social media/newsletters, street banners displayed, assisted with Flag Raising event.</p>
Meeting frequency	Completed	<p>26/06/2020: Determined that monthly meetings would be appropriate, to be held at 2pm on the last Monday of each month.</p> <p>27/07/2020: Discussed whether the day of meeting/frequency should change as Cr Obourne is unable to attend at current meeting time. Decided that the next meeting would be 2pm Monday 31 August as normal, however member's availability should be reviewed in the meantime and discussed further at the next meeting.</p> <p>31/08/2020: Agreed to remain monthly at 2pm on Mondays, however next meeting would be pushed back due to public holiday.</p>
Meeting venue	Completed	<p>26/06/2020: Identified that the Council Chamber may be too formal for the Group and perhaps the Council Reception area or Tjaltjraak meeting room may be more suitable in future. This would be discussed further at the next meeting.</p> <p>27/07/2020: Decided to hold the next meeting in the Council Reception Room to see if this allows for better discussion.</p> <p>31/08/2020: Happy with Council Reception room as a venue.</p>
Progress Report	Completed	<p>26/06/2020: Requested that a report be presented to the Group each month with updates on the deliverables within the RAP</p> <p>27/07/2020: Requested to update progress report to include discussion points and progress</p> <p>31/08/2020: Requested to update to include due dates and responsible officer names for reference.</p>
Welcome to Country/Acknowledgement	Completed	<p>27/07/2020: Discussion around removing Ngadju from the Welcome to Country/Acknowledgement when on Nyungar lands – decided to keep current wording.</p>

		<p>Noted that a Welcome to Country cannot be done by someone with no connection to Country. Annie and Valma provided some background on who can do this. Also noted that this would form part of the Cultural Protocols Policy.</p>
Welcome Signage	Ongoing	<p>C8.2 27/07/2020: Discussed whether this would be placed at Shire boundaries or at border of Nyungar/Ngadju lands. Requested that Tjaltjraak and Ngadju determine and advise further.</p>
Grant Funding	Completed	<p>27/07/2020: discussed that there are various grants available, questions raised whether Shire is able to apply in order to support initiatives. Noted that any funding queries should be forwarded to the Shire's Community Development team for review.</p> <p>31/08/2020: discussed what the Shire's role in regard to grant funding and linkages to community groups.</p>
Naming of places		<p>31/08/2020: discussed potential naming opportunities for walktrails, subdivision, parks etc. noted that the Esplanade pathway does not currently have an official name, ETNTAC to discuss and come back to us. Greater sculptures and signage. Naming of the well part of a development plan.</p>

9. CLOSURE