

RECONCILIATION ACTION PLAN

Town of
Port Hedland



2016 - 2019

Draft targets and
actions for community
feedback - July 2015

Chief Executive Officer's Message

The Town of Port Hedland is committed to reconciliation with its Aboriginal and Torres Strait Islander community. Reconciliation provides a vital way forward for building a harmonious and unified community.

As such, the Town is pleased to present the draft of our inaugural Reconciliation Action Plan. The document will shape a way forward for the Town to strengthen its acknowledgment and engagement of the Aboriginal and Torres Strait Islander community.



The key focus is to raise awareness within the Town as an organisation – hence building foundations to pursue employment, business development and other opportunities in a sustainable manner. Proposed targets and actions articulate how we will achieve our vision within set timeframes and responsibilities.

The draft has been developed in collaboration with key stakeholders including community; organisations and agencies; Council; and Reconciliation Australia. The Town acknowledges the openness, honesty and goodwill shown throughout this process; and hopes to continue building mutually beneficial partnerships through the final stages of plan development and into the implementation phase.

The community is invited to offer feedback on this draft prior to the Town finalising the submission to Reconciliation Australia and the commencement the endorsement process. The consultation period will be open from Friday July 10 until Friday July 31.

A copy of the plan can be found on the Town's website: www.porthedland.wa.gov.au; collected at the Civic Centre or South Hedland Library; or obtained by contacting the Town's Aboriginal and Torres Strait Islander Liaison Officer Sid Doyle via the details below. Feedback can also be provided to:

Email: sdoyle@porthedland.wa.gov.au

Phone: (08) 9158 9600

Written: Town of Port Hedland
Attention: Sid Doyle, Aboriginal and Torres Strait Islander Liaison Officer
Po Box 41
Port Hedland, WA 6721

Mal Osborne

Chief Executive Officer

Our Vision for Reconciliation

The Town of Port Hedland is committed to reconciliation, and building better relationships between the wider community and Aboriginal and Torres Strait Islander peoples for the benefit of current and future generations.

This plan will set the pathway for the Town to engage with the Aboriginal and Torres Strait Islander community, and ensure that business is conducted with respect, meaning and awareness of cultural differences.

DRAFT

Relationships

Action	Responsible	Timeline	Target
1.1 Establish a RAP working group to actively monitor RAP development, including implementation of actions, tracking progress and reporting.	Community Development	Quarterly - ongoing	Meet at least quarterly per year to monitor, report and provide feedback on RAP implementation.
	All Departments	Quarterly - ongoing	All Town departments to provide quarterly progress reports to the RAP Working Group (RWG).
1.2 Identify, develop and maintain external relationships (Aboriginal and Torres Strait Islander stakeholders, businesses, Elders, and Traditional Owners).	Community Development	June 2016	Create a database capturing key stakeholders and place on the Town's intranet portal. Monitor on an ongoing basis and update as required.
1.3 Celebrate National Reconciliation Week by providing opportunities for Aboriginal and Torres Strait Islander employees and other employees to build relationships.	Community Development	Annually - ongoing	Town facilities including Civic Centre, Depot, Libraries and JD Hardie Youth Zone to host morning teas for staff and key stakeholders during Reconciliation Week.
1.3 Maintain an ongoing communication dialogue with key stakeholders to continue strengthening our relationships with Aboriginal and Torres Strait Islander communities.	Community Development	Quarterly - ongoing	Continue the Aboriginal and Torres Strait Islander Consultation Forum on a quarterly basis.
	Community Development	December 2016	Include communications guidelines in an organisational cultural awareness guidelines and toolkit.

1.4	Raise internal awareness of our RAP to ensure there is shared responsibility and understanding of our RAP commitment and how each area can contribute.	Corporate Information	Upon endorsement	Place a copy of the Reconciliation Action Plan on the Town's website and intranet portal.
		People and Culture	June 2016	Include a summary of the Reconciliation Action Plan in the induction package for new staff members.

Respect

Action	Responsibility	Timeline	Target	
2.1	Understandings of Welcome to Country and Acknowledgment to Country protocols and ceremonies to ensure shared and respectful meanings.	Corporate Information Community Development	June 2016	Establish internet and intranet portals for Welcome to Country and Acknowledgment to Country protocols and information.
		Corporate Information Community Development	June 2016 and annually thereafter	Acknowledgement of Country and Welcome to Country protocols are observed and included appropriately at Town key events, forums and meetings.
2.2	Engage employees in cultural learning to increase understanding and appreciation of different cultural backgrounds in order to lay the foundation for other RAP actions to be achieved.	People and Culture	June 2016	Conduct an annual Cultural Awareness Training program, including: <ul style="list-style-type: none"> All new staff to attend training delivered by an appropriately qualified organization. Targeted cultural development training that explores the hidden histories, impacts and intergenerational traumas. Inclusion of information on local language groups, traditional owners and outlying settlements.

	Community Development	December 2016	Develop Cultural Awareness Guidelines and Toolkit for Town Officers. Place on Intranet.
2.3 Provide opportunities for employees to engage with culture and community events.	Community Development Corporate Information	Annual	Support, promote and engage in local significant events, community festivals which may include NAIDOC Week, Nindji Nindji, Aboriginal Strike Anniversary and Sorry Day.
2.4 Work with our local Aboriginal and Torres Strait Islander community to share and acknowledge local dreaming stories, art, culture and history within the Town and its facilities.	Corporate Information	June 2016	Work with Aboriginal community to display Welcome/Acknowledgements to Country at Town boundary entrances and facilities.
	Corporate Information Community Development	June 2016	Update website to include a section on local Aboriginal and Torres Strait Islander Heritage.
	Community Development	June 2017	Identify and acknowledge significant heritage sites in consultations with community leaders, including liaison as to how leaders would like the sites protected. Assist with the development of signage and protocols as required.

Opportunities

Action	Responsible	Timeline	Target
3.1 Investigate opportunities within the Town to increase Aboriginal and Torres Strait Islander employment opportunities.	People and Culture	June 2016	Investigate the implementation of traineeships, apprenticeships and other pathways to employment with the Town. Include development of partnerships with key service providers and organizations.

	People and Culture	June 2018	Development an Aboriginal and Torres Strait Islander Employment Strategy, including key elements on: <ul style="list-style-type: none"> • Focus on traineeships, apprenticeships and other pathways to employment • Best practice examples of employment • Addressing barriers to employment • Review of policies and procedures • Identification and promotion of awards to recognize employee excellence
3.2 Investigate opportunities to increase supplier diversity within the Town.	Finance	June 2016	Review procurement policy barriers; and explore opportunities to advocate and advance local business.
	Finance	June 2016	Investigate the development of a local business database.
	Infrastructure Development Works and Services	Ongoing	Support businesses through tender and criteria processes to include a percentage of Aboriginal and Torres Strait Islander business for large projects within the Town.
3.3 Scope opportunities to empower our Aboriginal and Torres Strait Islander community members to be leaders and advocates for the Town	Executive Leadership Team	December 2016	Establish a dialogue between senior town and community leaders to enable mentoring and professional development opportunities.
	Corporate Information	Ongoing	Ensure the local government election process is accessible and inclusive for all community members.
3.4 Create a visibly inclusive space in Town facilities	Corporate Information	December 2015	Fly Aboriginal and Torres Strait Islander flags at the Civic Centre and South Hedland Town Centre.
	Infrastructure Development	June 2018	Investigate naming of new facilities, parks or other Town assets in consultation with community stakeholders to reflect local Aboriginal and Torres Strait Islander language and heritage.
	Corporate Information		Develop a collection of local Aboriginal and Torres Strait Islander artworks for rotating display at Town facilities.

	Corporate Information	June 2017	Investigate opportunities to incorporate local Aboriginal and Torres Strait Islander artwork in Town branding and communication mediums including website, key documents, marketing materials, signage.
3.5	Investigate future opportunities for inclusion in future RAP plans.	Planning	June 2019
			Investigate the development of an Indigenous Land Use Agreement within the Town of Port Hedland.

Reporting and Tracking

Action	Responsible	Timeline	Target
4.1 Provide transparent and consistent progress reporting to Town stakeholders.	Community Development	Quarterly	Provide report for Executives (Quarterly and Annually).
	Community Development	Annual	Complete and Submit the RAP Impact Measurement Questionnaire to Reconciliation Australia.
	Corporate Information	Minimum of quarterly	Promote highlights and best practice examples of Reconciliation to internal and external stakeholders.
	Community Development	Annual	Report achievements, challenges and learnings to Reconciliation Australia for inclusion in the Annual Impact Measurement Report.
	Corporate Information	Annual	Include RAP highlights in the Town's Annual Report.