

Relationships				
<p>Strengthening existing and developing new respectful and mutually beneficial relationships is important to us and to our reconciliation vision and journey. We strive for genuine, respectful relationships built on mutual trust and understanding. We strive to create mutually beneficial long-lasting connections to enable enduring relationships with our Traditional Owners. We acknowledge that in order to create these connections and build on our relationships, we need to invest time in connecting with Traditional Owners and providing opportunities for truth telling by First Nations peoples.</p>				
	Action	Deliverable	Timeline	Responsibility
1	Establish and maintain mutually beneficial relationships with Aboriginal and Torres Strait Islander stakeholders and organisations.	Meet with local Aboriginal and Torres Strait Islander stakeholders and organisations to continually improve guiding principles for engagement.	March 2025 March 2026 March 2027	Executive Manager Communications and Engagement
		Review, update, and implement an engagement plan to work with Aboriginal and Torres Strait Islander stakeholders.	February 2025 February 2026 February 2027	Executive Manager Communications and Engagement
		Establish and maintain two formal and three informal two-way partnerships with Aboriginal and Torres Strait Islander communities, businesses, or organisations.	April 2025 April 2026 April 2027	Executive Manager Communications and Engagement
		Offer and promote opportunities for employees to use volunteer leave with Aboriginal and Torres Strait Islander not-for-profit organisations.	August 2025 August 2026 August 2027	Executive Manager Human Resources
2	Build relationships through celebrating National Reconciliation Week (NRW).	Circulate Reconciliation Australia's NRW resources and reconciliation materials to all staff.	27 May - 3 June 2025 27 May - 3 June 2026 27 May - 3 June 2027	Executive Manager Communications and Engagement
		Internal Reconciliation Action Plan Working Group members to participate in two external NRW events.	27 May - 3 June 2025 27 May - 3 June 2026 27 May - 3 June 2027	Executive Manager Communications and Engagement
		Encourage and support staff and senior leaders to participate in two external events to recognise and celebrate NRW.	27 May - 3 June 2025 27 May - 3 June 2026 27 May - 3 June 2027	Executive Manager Communications and Engagement
		Organise two internal NRW events, including at least one organisation-wide NRW event each year.	27 May - 3 June 2025 27 May - 3 June 2026 27 May - 3 June 2027	Executive Manager Communications and Engagement

		Register all City of Vincent NRW events on Reconciliation Australia's NRW website.	April 2025 April 2026 April 2027	Executive Manager Communications and Engagement
		Provide an annual public Mayoral NRW message expanding on the annual theme of National Reconciliation Week and reaffirming the City's commitment to reconciliation.	27 May - 3 June 2025 27 May - 3 June 2026 27 May - 3 June 2027	Executive Manager Communications and Engagement
		Include NRW focus annually during the CEO's weekly address to all staff highlighting current relevant topics.	27 May - 3 June 2025 27 May - 3 June 2026 27 May - 3 June 2027	Chief Executive Officer
		Host annual Yarning Circles during National Reconciliation Week to share learnings, challenges and progress on our reconciliation initiatives and outcomes for staff and the community.	27 May - 3 June 2025 27 May - 3 June 2026 27 May - 3 June 2027	Executive Manager Communications and Engagement
3	Promote reconciliation through our sphere of influence.	Develop and implement a staff engagement strategy to raise awareness of reconciliation across our workforce	December 2025	Executive Manager Communications and Engagement
		Attend at least two quarterly RAP Leadership Gatherings per year	February 2025,2026,2027 August 2025,2026,2027	Executive Manager Communications and Engagement
		Communicate our commitment to reconciliation publicly by publishing our RAP on our website and using social media and bespoke videos to highlight key activities, achievements and reconciliation stories each year.	27 May - 3 June 2025 27 May - 3 June 2026 27 May - 3 June 2027	Executive Manager Communications and Engagement
		Implement strategies to positively influence our external stakeholders to drive reconciliation outcomes by facilitating opportunities for cultural knowledge sharing and Truth-Telling.	January 2025	Executive Manager Communications and Engagement
		Collaborate with three RAP and other like-minded organisations to implement innovative approaches to advance reconciliation.	January 2026	Executive Manager Communications and Engagement
		Promote and share the City's reconciliation successes and learnings within the Local Government Reconciliation Network and actively collaborate on Reconciliation initiatives.	February 2025 February 2026 February 2027	Executive Manager Communications and Engagement
		Include a reconciliation focus on the CEO address to all staff highlighting topical reconciliation initiatives within the RAP and Reconciliation Portfolio.	October 2025 October 2026 October 2027	Executive Manager Communications and Engagement

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		Conduct an annual reconciliation award program to recognise individuals or teams who are dedicated to reconciliation and engagement with Aboriginal and Torres Strait Islander peoples.	October 2025 October 2026 October 2027	Chief Executive Officer
		Review and update Reconciliation Action Plan content in new starter induction to drive reconciliation outcomes.	November 2026	Executive Manager Human Resources
		Promote Indigenous Literacy Day through the City's communication channels both internally and externally to community.	September 2025 September 2026 September 2027	Manager Community Facilities
		Include a 'Reconciliation Stories' section on the City's website.	27 May - 3 June 2025 27 May - 3 June 2026 27 May - 3 June 2027	Executive Manager Communications and Engagement
4	Promote positive race relations through anti-discrimination strategies.	Continuously improve and communicate HR management practices and procedures concerned with anti-discrimination in line with the City's management practice review strategy.	July 2025 July 2027	Executive Manager Human Resources
		Engage with Aboriginal and Torres Strait Islander staff and/or Aboriginal and Torres Strait Islander advisors to continuously improve our anti-discrimination management practice in line with the City's management practice review strategy.	February 2025 February 2027	Executive Manager Human Resources
		Provide ongoing education to senior leaders and managers on the effects of racism.	November 2026 November 2027	Executive Manager Human Resources
		Senior leaders to publicly support anti-discrimination campaigns, initiatives or stances against racism and investigate implementing a zero-tolerance policy for discriminatory behaviours.	August 2025 August 2026 August 2027	Chief Executive Officer
		Develop, implement, and communicate an anti-discrimination policy for our organisation.	February 2027	Executive Manager Human Resources
		A minimum of three senior leaders, managers or elected members to attend one external anti-discrimination workshop, lecture or similar event per annum.	September 2025 September 2026 September 2027	Executive Manager Human Resources

Respect				
<p>The City is committed to working alongside Traditional Owners to ensure traditions, protocols and cultures are respected, understood, acknowledged, and appreciated. As we continue learning through Truth-telling we are better able to deepen the incorporation of respect for Aboriginal and Torres Strait Islander peoples and their cultures, which contributes to a more connected, inclusive, and resilient community. We celebrate our rich cultural diversity, and endeavour to be inclusive and welcoming to Aboriginal and Torres Strait Islander communities.</p>				
	Action	Deliverable	Timeline	Responsibility
5	<p>Increase understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights through cultural learning.</p>	<p>Conduct a review of cultural learning needs within our organisation</p>	<p>September 2026</p>	<p>Executive Manager Human Resources</p>
		<p>Continue to review the Staff Cultural Awareness and Engagement Strategy</p>	<p>April 2025 April 2026 April 2027</p>	<p>Executive Manager Human Resources</p>
		<p>Consult local Traditional Owners and/or Aboriginal and Torres Strait Islander advisors on the review and implementation of the Staff Cultural Learning Strategy and the implementation strategy.</p>	<p>November 2025</p>	<p>Executive Manager Human Resources</p>
		<p>Implement and communicate the Staff Cultural Awareness and Engagement Strategy to staff.</p>	<p>November 2026</p>	<p>Executive Manager Human Resources</p>
		<p>Ensure all staff undertake formal and structured cultural learning within six months of commencement and ensure 50 per cent permanent and fixed term staff undertake formal in person cultural learning and 85 per cent of all staff undertake online cultural e-learning annually.</p>	<p>December 2025 December 2026 December 2027</p>	<p>Executive Manager Human Resources</p>
		<p>Commit all internal RAP Working Group members, HR Managers, senior executive group and all new staff to undertake formal and structured cultural learning.</p>	<p>July 2025 July 2027</p>	<p>Chief Executive Officer</p>
		<p>Provide staff guidance and ongoing support on the importance of, and how to conduct, an Acknowledgement of Country annually.</p>	<p>July 2025 July 2026 July 2027</p>	<p>Executive Manager Communications and Engagement</p>
		<p>Include a section on Aboriginal cultures and its ties to the circular economy and sustainable lifestyle in one of the City's Waste and Recycling workshops annually.</p>	<p>September 2025 September 2026 September 2027</p>	<p>Manager Waste and Recycling</p>
		<p>Review, update, and communicate our Guidelines and protocols for external stakeholders on how to Recognise Noongar Boodjar Culture and Histories through Welcome to Country and Acknowledgement of Country.</p>	<p>July 2025</p>	<p>Executive Manager Communications and Engagement</p>

6.	Demonstrate respect to Aboriginal and Torres Strait Islander peoples by observing cultural protocols.	Increase staff’s understanding of the purpose and significance behind cultural protocols, including Acknowledgement of Country and Welcome to Country protocols.	August 2025 August 2026 August 2027	Executive Manager Communications and Engagement
		Continue to invite a local Elder or Traditional Owner to provide a Welcome to Country or other appropriate cultural performance at a minimum of six significant events each year, including swearing in of new Council, Citizenship Ceremonies, and Truth-telling events.	July, October and November 2025 July, October and November 2026 July, October and November 2027	Executive Manager Communications and Engagement
		Include an Acknowledgement of Country or other appropriate protocols at the commencement of important meetings.	Monthly 2025 Monthly 2026 Monthly 2027	Executive Manager Communications and Engagement
		Staff and senior leaders to provide an Acknowledgement of Country or other appropriate protocols at all public events.	Monthly 2025 Monthly 2026 Monthly 2027	Chief Executive Officer
		Display a minimum of eight Acknowledgment of Country plaques in our office/s or on our buildings.	April 2025	Manager Community Facilities
		Provide the wording for an Acknowledgement of Country to all staff and new starters as part of the new staff induction pack.	November 2025	Executive Manager Communications and Engagement Executive Manager Human Resources
		Update email signatures to include the Acknowledgement of Country translated into Noongar language.	October 2025	Executive Manager Communications and Engagement
		Include Acknowledgement of Country in the on-line process of booking City of Vincent spaces through SpacetoCo.	November 2025	Manager Community Facilities
		Acknowledgement of Country incorporated into the Waste and Recycling online booking systems.	October 2026	Manager of Waste and Recycling
		Include an Acknowledgement of Country statement in strategic documents, public policies and procurement documents.	December 2025	Executive Manager Corporate Strategy & Governance
	Internal Reconciliation Action Plan Working Group members to participate in an external NAIDOC Week event.	First week in July 2025 First week in July 2026 First week in July 2027	Executive Manager Communications and Engagement	

7	Engage with Aboriginal and Torres Strait Islander cultures and histories by celebrating NAIDOC Week.	Continue to ensure HR policies and procedures do not have barriers to staff participating in NAIDOC Week.	May 2025 May 2026 May 2027	Executive Manager Human Resources
		Support all staff to participate in two hands-on, interactive NAIDOC Week event in our local area and provide details of NAIDOC Week activities across Perth.	First week in July 2025 First week in July 2026 First week in July 2027	Executive Manager Communications and Engagement
		In consultation with Aboriginal and Torres Strait Islander stakeholders, deliver a minimum of three external NAIDOC Week events each year.	First week in July 2025 First week in July 2026 First week in July 2027	Executive Manager Communications and Engagement
		Register all City NAIDOC Week events on the WA Government's NAIDOC Week calendar of events through the NAIDOC Perth Committee, and on NAIDOC.org.au.	June 2025 June 2026 June 2027	Executive Manager Communications and Engagement
		Include NAIDOC Week focus in the CEO's weekly address to all staff highlighting current relevant topics.	First week in July 2025 First week in July 2026 First week in July 2027	Chief Executive Officer
8	Increase publicly available information on Noongar cultures within the City of Vincent.	Locate a suitable site for a dedicated Noongar Six Seasons garden within the City.	December 2026	Manager Parks
		Dedicate a space within the Library and Local Histories Centre that promotes the importance of Noongar cultures.	July 2027	Manager Community Facilities
		Add a minimum of five new educational Aboriginal and Torres Strait Islander cultural items to the Library collection per year, catering to a diverse age range.	January 2025 January 2026 January 2027	Manager Community Facilities
		Increase Noongar language collection in the library and promote it to the community.	July 2025 July 2026 July 2027	Manager Community Facilities
	Increase awareness of Noongar histories and	Develop and implement a formalised procedure to name unnamed places or laneways with Whadjuk Noongar names in consultation with Traditional Owners.	December 2025	Executive Manager Corporate Strategy & Governance
		City wayfinding and interpretive signage upgrades will include Noongar language, where appropriate, including an Acknowledgement of Country in consultation with Traditional Owners.	July 2027	Executive Manager Urban Design and Strategic Projects Executive Manager Communications and Engagement

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9	cultures by persevering and protecting stories, language and names in significant Aboriginal sites and locations in the city.	Convert stories relating to the nine Aboriginal significant sites as told by Elders to content for interpretive signage and where appropriate engage Noongar artists to create artwork or sculptures in consultation with Traditional Owners.	September 2027	Executive Manager Communications and Engagement Executive Manager Urban Design and Strategic Projects
		Investigate the installation of Noongar Six Season signage and artwork along with information about Whadjuk Noongar Aboriginal cultures and histories in prominent locations throughout the city.	August 2027	Manager Parks Manager Community Facilities
		Work with Incorporated Aboriginal not-for-profit organisations to apply for grant funding for projects that preserve, promote, and protect Registered Aboriginal sites to manage their cultural heritage throughout the city	August 2025 August 2026 August 2027	Executive Manager Communications and Engagement
10	Increase visibility and awareness of Aboriginal and Torres Strait Islander peoples cultures within the community through Truth-Telling and Storytime opportunities.	Increase the visibility of Aboriginal and Torres Strait Islander cultures and representation through the promotion of aligned library and local histories centre collection material.	December 2026	Manager Community Facilities
		Deliver two Noongar story time sessions annually in the Children's section of the City of Vincent Library.	December 2026	Manager Community Facilities
		Continue to provide opportunities for Elders and Aboriginal and Torres Strait Islander peoples to participate in story and truth telling with the wider community.	First week in July 2025 First week in July 2026 First week in July 2027	Executive Manager Communications and Engagement
		Encourage and promote the use of the Galup Virtual Reality Truth-telling experience to the community and staff that tells the story and impact of colonisation on our local area and the lasting impacts.	First week in July 2025 First week in July 2026 First week in July 2027	Manager Community Facilities

Opportunities				
We are committed to offering activities and opportunities within our sphere of influence that align with closing the employment, social, and economic gap between Aboriginal and Torres Strait Islander peoples and the broader community. We want to ensure that we create a fulfilling, diverse and inclusive workplace where our staff can thrive and openly contribute to ensure that we continue to value the diversity in our community. We are also committed to the professional development of Aboriginal and Torres Strait Islander staff.				
	Action	Deliverable	Timeline	Responsibility
11	Improve employment outcomes by increasing Aboriginal and Torres Strait Islander recruitment, retention and professional development.	Continue to engage with Aboriginal and Torres Strait Islander staff to consult on the effectiveness of our Attraction and Retention strategy.	July 2026	Executive Manager Human Resources
		Review and update an Aboriginal and Torres Strait Islander Attraction and Retention and professional development strategy.	July 2026	Executive Manager Human Resources
		Continue to advertise job vacancies to effectively reach Aboriginal and Torres Strait Islander stakeholders.	October 2026	Executive Manager Human Resources
		Continue to review HR and recruitment procedures and policies to remove barriers to Aboriginal and Torres Strait Islander participation in our workplace.	December 2026	Executive Manager Human Resources
		Aboriginal and Torres Strait Islander employees to be supported to take on management and senior level positions through the provision of structured professional development opportunities to help Aboriginal and Torres Strait Islander staff understand the organisation, management expectations and build knowledge and skills.	December 2026	Executive Manager Human Resources
		Reach and maintain a two per cent Aboriginal and Torres Strait Islander employment rate for permanent employees.	September 2027	Executive Manager Human Resources
		Investigate cultural leave requirements for Aboriginal and Torres Strait Islander staff members.	July 2026	Executive Manager Human Resources
		Ensure culturally appropriate protocols are conducted before interviews when the candidate identifies as Aboriginal and / or Torres Strait Islander.	January 2025 June 2025 January 2026 June 2026 January 2027 June 2027	Executive Manager Human Resources
		Attend job fairs, as Administration deems necessary, to promote the City as an option for employment for Aboriginal	February/March 2025 February/March 2026 February/March 2027	Executive Manager Human Resources

		and / or Torres Strait Islander peoples and any current vacancies.		
		Continue to offer and support two traineeships to Aboriginal and Torres Strait Islander students annually providing adequate support, resources, and meaningful opportunities to build skills, competencies, and confidence aiming to lead to employment with the City.	February 2025 February 2026	Executive Manager Human Resources
12	Increase Aboriginal and Torres Strait Islander supplier diversity to support improved economic and social outcomes.	Develop and implement an Aboriginal and Torres Strait Islander procurement strategy.	July 2025	Chief Financial Officer
		Investigate Supply Nation membership.	December 2025	Executive Manager Communications and Engagement
		Develop and communicate opportunities for procurement of goods and services from Aboriginal and Torres Strait Islander businesses to staff.	July 2025	Chief Financial Officer
		Review and update procurement practices to remove barriers to procuring goods and services from Aboriginal and Torres Strait Islander businesses.	July 2025	Chief Financial Officer
		Maintain commercial relationships with a minimum of 50 Aboriginal and/or Torres Strait Islander businesses.	September 2025 September 2026 September 2027	Chief Financial Officer
		Train all relevant staff in contracting Aboriginal and Torres Strait Islander businesses through Supply Nation or an equivalent organisation.	December 2025	Chief Financial Officer
		Ensure event application forms encourage applicants to use Aboriginal businesses and provide resources to procure goods, services, and vendors from a diverse range of businesses.	January 2025	Executive Manager Communications and Engagement
		Feature or profile Aboriginal and Torres Strait Islander local businesses and organisations on the City's communications channels.	June 2025 June 2026 June 2027	Executive Manager Communications and Engagement
		Explore and implement support structures for Aboriginal and Torres Strait Islander businesses and organisations to encourage Aboriginal businesses and organisations to trade in the City of Vincent, including fee-waivers and other initiatives.	June 2027	Executive Manager Urban Design and Strategic Projects
		Host at least one workshop annually targeting Aboriginal and Torres Strait Islander businesses focusing on how to tender for work in the City.	August 2025 August 2026 August 2027	Chief Financial Officer

	Continue to ensure procurement contracts include clauses to strengthen and drive reconciliation outcomes and encourage procurement from Aboriginal and Torres Strait Islander businesses.	July 2025	Chief Financial Officer
	Encourage relevant staff to achieve a five per cent increase in annual procurement from Aboriginal and Torres Strait Islander businesses each year and increase the number of Aboriginal and/or Torres Strait Islander businesses engaged by the City by 20 per cent.	July 2025 July 2026 July 2027	Chief Financial Officer
	Create and update a page on the Vintranet promoting the engagement of Aboriginal and/or Torres Strait Islander businesses with useful information and resources to do so.	January 2025 January 2026 January 2027	Chief Financial Officer

Governance

All initiatives contained within this Plan have been endorsed by the relevant senior management team and implementation will be overseen by our CEO and Executive Manager Communications and Engagement. We are committed to reviewing internal and external reporting mechanisms to ensure the business is aligning its priorities and delivering on its commitments.

	Action	Deliverable	Timeline	Responsibility
13	Establish and maintain an effective internal RAP Working Group to drive governance of the RAP and its deliverables.	Maintain Aboriginal and Torres Strait Islander representation on the Internal RAPWG.	November 2025 November 2026	Executive Manager Communications and Engagement
		Review and update the Terms of Reference for our Internal RAPWG.	November 2025 November 2027	Executive Manager Communications and Engagement
		The Internal RAPWG to meet at least four times per year to drive and monitor RAP implementation.	February 2025,2026,2027 May 2025,2026, 2027 August 2025,2026,2027 November 2025, 2026	Executive Manager Communications and Engagement
14.	Provide appropriate support for effective implementation of RAP commitments.	Embed resource needs for RAP implementation as part of our annual budget process.	March 2025, March 2026, March 2027	Chief Executive Officer
		Embed key RAP actions in performance expectations of senior management and all staff.	September 2025, September 2026, September 2027	Executive Manager Communications and Engagement
		Embed appropriate systems and capability to track, measure and report on RAP commitments.	April 2025	Executive Manager Information & Communication Technology

		Maintain an internal RAP Champion from Executive Team	February 2026	Executive Manager Communications and Engagement
		Include our RAP as a standing agenda item at Executive Team meetings.	April 2025	Executive Manager Communications and Engagement
15.	Build accountability and transparency through reporting RAP achievements, challenges and learnings both internally and externally	Contact Reconciliation Australia to verify that our primary and secondary contact details are up to date, to ensure we do not miss out on important RAP correspondence.	June 2025 June 2026 June 2027	Executive Manager Communications and Engagement
		Contact Reconciliation Australia to request our unique link to access the online RAP Impact Survey.	August 2025 August 2026 August 2027	Executive Manager Communications and Engagement
		Complete and submit the annual RAP Impact Survey to Reconciliation Australia.	30 September 2025, 30 September 2026, 30 September 2027	Executive Manager Communications and Engagement
		Report Reconciliation Action Plan progress to all staff, senior leaders, Council and Elders on relevant Reference Groups quarterly.	January 2025, 2026, 2027 April 2025, 2026, 2027 July 2025, 2026, 2027 October 2025, 2026, 2027	Executive Manager Communications and Engagement
		Publicly report against our RAP commitments annually, outlining achievements, challenges, and learnings.	July 2025, July 2026, July 2027	Executive Manager Communications and Engagement
		Investigate participating in Reconciliation Australia's biennial Workplace RAP Barometer.	February 2026	Executive Manager Communications and Engagement
		Submit a traffic light report to Reconciliation Australia at the conclusion of this RAP.	September 2027	Executive Manager Communications and Engagement
16.	Continue our reconciliation journey by developing our next RAP.	Register via Reconciliation Australia's website to begin developing our next RAP.	March 2027	Executive Manager Communications and Engagement