

# Agenda

## Reconciliation Advisory Committee

**Wednesday 1 May 2024**

### Notice of Meeting

The next Reconciliation Advisory Committee will take place in the Committee Room, City of Bayswater Civic Centre, 61 Broun Avenue, Morley on **Wednesday 1 May 2024** commencing at **5:30 pm**.

Yours sincerely



**JEREMY EDWARDS**  
**CHIEF EXECUTIVE OFFICER**

**24 April 2024**

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## 1 ELECTION OF CHAIRPERSON

In accordance with section 5.12 of the *Local Government Act 1995* the members of the Committee are to elect a chairperson (presiding member) from amongst themselves.

## 2 OFFICIAL OPENING

## 3 ACKNOWLEDGEMENT OF COUNTRY

In accordance with the City of Bayswater's Reflect Reconciliation Action Plan November 2019- November 2020, the Presiding Member will deliver the Acknowledgement of Country.

### Noongar Language

*Ngalla City of Bayswater kaatanginy baalapa Noongar Boodja baaranginy, Wadjuk moort Noongar moort, boordiar's koora koora, boordiar's ye yay ba boordiar's boordawyn wah.*

### English Language Interpretation

*We acknowledge the Traditional Custodians of the Land, the Whadjuk people of the Noongar Nation, and pay our respects to Elders past, present and emerging.*

## 4 ATTENDANCE

### Members

Cr Dan Bull  
Cr Nat Latter  
Cr Lorna Clarke  
Dorothy Bagshaw  
Liz Narkle  
Donna Moody  
Angus McGuire  
Jim Morrison

### Non-Voting Members

Bianca Sandri	Director Community Services
Julie-Ann Gray	Manager Community Development

### Officers

Sherri Bagshaw	Community Development Officer Reconciliation
Kurt Tanner	Landscape Architect
Alex Devine	Environment Manager
Shone McKibbin	Senior Advisor Community Engagement
Karen D'Cunha	Coordinator Governance and Strategy
Beth Bavich	Community Development Support Officer

### Observers

## Leave of Absence

### 4.1 Apologies

Melissa Dias                      Coordinator Community Development  
Vaughn McGurie                Reconciliation Cultural Advisor

## 5 DISCLOSURE OF INTEREST SUMMARY

In accordance with section 5.65 of the *Local Government Act 1995*:

A member who has an interest in any matter to be discussed at a Council or Committee meeting that will be attended by the member must disclose the nature of the interest -

- (a) in a written notice given to the CEO before the meeting; or
- (b) at the meeting immediately before the matter is discussed.

## 6 DELEGATED AUTHORITY BY COUNCIL

There are no item appearing in this agenda for which the Reconciliation Advisory Committee has been granted delegated authority by Council in accordance with section 5.23(1)(b) of the *Local Government Act 1995 (WA)*; this meeting is closed to the Public.

## 7 TERMS OF REFERENCE

### **TERMS OF REFERENCE** **Reconciliation Advisory Committee**

#### **Purpose**

The purpose of the Reconciliation Advisory Committee is to advise Council on the development and implementation of the Reconciliation Action Plan (RAP) for the City of Bayswater, with the aim to help the workplace to facilitate understanding, strengthen relationships and trust with Aboriginal and Torres Strait Islander People; promote meaningful engagement, increase equality and develop sustainable employment and business opportunities.

#### **Membership**

Three Elected Members. A minimum of three is required under legislation.

Up to five community members who satisfy one or more of the following criteria:

1. Identify as a person of Aboriginal and Torres Strait Islander descent;
2. Is a Whadjuk Noongar Elder;
3. Is an Aboriginal and Torres Strait Islander business partner representative; and/or
4. Is an Aboriginal and Torres Strait Islander representative living in the City of Bayswater community.

The quorum for this Committee is four members.



All Councillors are appointed as Deputies.

Members must abide by the *City of Bayswater Code of Conduct for Council Members, Committee Members and Candidates*.

### Delegated Authority

This Committee does not have any delegated authority. The Committee will make recommendations to Council on report items. Report items will then be presented for Council's consideration at the next available Ordinary Council meeting.

### Meetings

Committee meetings are to be held in accordance with the *City of Bayswater Standing Orders Local Law 2021*.

The Committee shall meet as required at the City of Bayswater Civic Centre.

### Liaison Officer

Director Community Services

The Committee to review their terms of reference and recommend any changes that are considered necessary.

## 8 CONFIRMATION OF MINUTES

The Minutes of the Reconciliation Advisory Committee held on 30 August 2023, be confirmed as a true and correct record.

## 9 GENERAL BUSINESS

### General Business

#### 1. Introductions

Committee members to introduce themselves and their reasons for nominating on the Committee.

#### 2. Committee Discussion

- (a) Facilitated discussion for committee members to share their aims and/or ideas to contribute to the Committee's purpose, and to offer guidance to the City on issues relevant to City's Reconciliation Action Plan (RAP), as per the Terms of Reference. These are to be prioritised by the group for future focus and planning.
- (b) Committee to consider the timing and meeting occurrence for the year as per the Terms of Reference.
- (c) The City requests that the Committee consider their endorsement to extend the implementation of the City's Innovate Reconciliation Action Plan as there are 11 actions yet to be completed, as per report resolution. See link to RAP [here](#).

#### 3. Code of Conduct

As per the resolution of Council. The City will provide an overview of the City's Code of Conduct 2023, see link [here](#).

#### 4. Draft Terms of Reference

Group to review draft Reconciliation Advisory Committee Terms of Reference, provide feedback on any changes, as per Council resolution. See draft Terms of Reference RAP [here](#).

#### 5. Committee Updates

- (a) City of Bayswater Strategic Community Plan

Senior Advisor Community Engagement, Shonie McKibbin, to provide an update of the major review of the City's Strategic Community Plan. There is an opportunity for Reconciliation Advisory Council members to be involved in an Aboriginal focus group to help define priorities to be included in the plan.

- (b) Place Names Project in partnership with Community Arts Network (CAN) Update.

The City is currently working in partnership with CAN and Moodjar Consultancy on the 'Place Names' project in the City of Bayswater. Elders and Traditional Owners have participated in three decoding workshops so far. The fourth and final Decoding workshop will be held on 15 May 2024.

The workshops will draw on the knowledge revealed in the decoding sessions to create community-led artworks which will be created in the next stage of the project.

- (c) Urban Forest Project

The City is currently undertaking the Urban Forest project at Riverside Gardens. The consultant, Greening Australia, is liaising with Barry McGuire to discuss opportunities for appropriate cultural recognition within the site, and to seek guidance on how to appropriately engage with the Whadjuk community throughout the project. Further updates will be provided by **Environment** Manager, Alex Devine.

- (d) Spear Foundation Partnership

The City has an informal partnership with the Spear Foundation with in kind use of the Civic Centre. To date, the partnership has delivered two successful events which were both held at City of Bayswater Civic Centre.

In December 2023, local Elders enjoyed an end of year function as part of Spear Foundation's Everlasting Elders Program. In March, an Everlasting Elders Bingo event was held, with afternoon tea and Easter giveaways.

(e) Aboriginal Engagement Framework

The City of Bayswater is seeking expressions of interest from Aboriginal artists, with connections to Noongar Whadjuk Country, to create an artwork interpretation of the City of Bayswater's Aboriginal Engagement Framework. The draft engagement framework illustrated artworks, along with an engagement plan, will return to this Committee for further discussion.

(f) Dual Naming Project

In October 2023, The City of Bayswater submitted a Connecting to Country grant application to the Department of Local, Government, Sport and Cultural Industries for funding towards 'Unearthing the Truth'. This project will involve the City of Bayswater facilitating community yarning sessions to identify and support Aboriginal leaders to guide the City on a journey of truth-telling, healing and sharing of cultural knowledge. The City is currently awaiting the outcome of the grant application and exploring other funding.

(g) Moorditj Wurring Circle

In February 2024, the City has launched Moorditj Wurring Circle, an Aboriginal led yarning circle. The group meet monthly at Bayswater Community Centre, and all Aboriginal women are welcome to attend on the last Wednesday of each month.

(h) National Reconciliation Week: 27 May - 3 June 2024

The National Reconciliation Week theme for 2024, *Now More Than Ever*, is a reminder to all of us that no matter what, the fight for justice and the rights of Aboriginal and Torres Strait Islander people will —and must —continue ([Reconciliation Australia](#)).

On 30 May 2024, the City will be hosting a Flag Raising Ceremony for National Reconciliation Week, as per the City's Reconciliation Rituals and Protocols. The event will include a panel discussion with Tony Hansen and Jim Morrison who will share their personal experiences and discuss initiatives to promote reconciliation. Members of the Reconciliation Advisory Committee will receive an invitation to the event in early May.

NAIDOC Week: 7 July – 14 July 2024

The 2024 National NAIDOC Week theme – *Keep the Fire Burning! Blak, Loud and Proud*. The City is currently finalising a program for NAIDOC Week. Once confirmed, full details will be shared with Reconciliation Advisory Committee members ([NAIDOC](#)).

## 6. Payment for Independent Members

As per Council Policy; payments to independent members of Committees and Advisory Groups Policy ID: 4681589. Link [here](#)

## 7. Other General Business

**10 REPORTS****10.1 Innovate Reconciliation Action Plan - Progress Report for August 2023 to February 2024**

<b>Responsible Branch:</b>	Community Development
<b>Responsible Directorate:</b>	Community Services
<b>Authority/Discretion:</b>	Executive/Strategic
<b>Voting Requirement:</b>	Simple Majority Required
<b>Attachments:</b>	<ol style="list-style-type: none"> <li>1. RAC Information Report May 2024 [<b>10.1.1</b> - 17 pages]</li> <li>2. City-of- Bayswater- Innovate- RA P-2021-2023-web-version [<b>10.1.2</b> - 48 pages]</li> <li>3. Code of Conduct 2023 [<b>10.1.3</b> - 7 pages]</li> <li>4. Draft To R Reconciliation Advisory Committee [<b>10.1.4</b> - 1 page]</li> </ol>

**SUMMARY**

For Committee to note the City's Innovate Reconciliation Action Plan (2021-2023) deliverables that have been actioned between August 2023 to February 2024, as detailed in **Attachment 1** to this report.

**OFFICER'S RECOMMENDATION**

That the Committee:

1. **Notes the information provided in this report regarding the progress of the City's Innovate Reconciliation Action Plan (2021-2023), from August 2023 to February 2024, as detailed in Attachment 1 to this report; and**
2. **Endorse the extension of the City's current Innovate Reconciliation Action Plan for the 2024/25 financial year.**

**BACKGROUND**

The Reconciliation Advisory Committee (RAC) Terms of Reference, is to develop and monitor implementation of the Reconciliation Action Plan (RAP) with the aim to help the workplace to facilitate understanding, strengthen relationships and trust with Aboriginal and Torres Strait Islander People; promote meaningful engagement, increase equality and develop sustainable employment and business opportunities. There are four pillars supporting reconciliation within the Plan, as follows:

- Pillar 1 – Relationships
- Pillar 2 – Respect
- Pillar 3 – Opportunities
- Pillar 4 - Governance

This report is a progress update for the City's RAC on initiatives delivered from August 2023 to February 2024 that support the City's Innovate Reconciliation Action Plan October 2021- October 2023 (Innovate RAP).

**EXTERNAL CONSULTATION**

Community consultation was not required for this report.

## OFFICER'S COMMENTS

Council endorsed the City's draft Innovate RAP in March 2021. The plan was then officially accredited by Reconciliation Australia on 25 November 2021.

The Innovate RAP commitments listed within the Plan will support the City to gain a deeper understanding of the City's sphere of influence and establish a best practice approach to advancing Reconciliation across the four pillars of the plan being: Relationships, Respect, Opportunities and Governance.

The Innovate RAP progress updates are provided to the RAC at each scheduled meeting.

Various City branches, whose core business relates to progressing deliverables within the Innovate RAP have contributed to inform the information update reports as contained in **Attachment 1**.

The 11 information reports that have been progressed from **August 2023 to February 2024**, are tabled below:

Pillar	Action	Information Report
Relationships	The City of Bayswater is committed to developing strong and mutually beneficial relationships with Aboriginal and Torres Strait Islander peoples and will continue to focus on connecting our diverse community to inclusive and respectful cultural learning experiences.	1-4
Respect	The City of Bayswater is committed to advancing cultural understanding and respect of Aboriginal and Torres Strait Islander cultures and histories within our sphere of influence.	5-9
Opportunities	The City of Bayswater will continue to strengthen sustainable employment and will enhance procurement practices to increase the social and economic inclusion of Aboriginal and Torres Strait Islander peoples.	10
Governance	The City of Bayswater has an established governance structure, including a Reconciliation Advisory Committee with Aboriginal and/or Torres Strait Islander representation. This allows us to continue in our commitment to strengthen engagement with local Aboriginal and Torres Strait Islander peoples and continuously report on our Innovate RAP 2021 – 2023 milestones.	11

## LEGISLATIVE COMPLIANCE

Not applicable

## RISK ASSESSMENT

In accordance with the City's Risk Management Framework, the officer's recommendation has been assessed against the City's adopted risk tolerance. Comments are provided against each of the risk categories.

Risk Category	Adopted Risk Appetite	Risk Assessment Outcome
Strategic Direction	Moderate	Low
Reputation	Low	Low
Governance	Low	Low
Community and Stakeholder	Moderate	Low
Financial Management	Low	Low
Environmental Responsibility	Low	Low

Service Delivery	Low	Low
Organisational Health and Safety	Low	Low
<b>Conclusion</b>	It is considered that there are low risks associated with the information provided in this report, as it meets the objective of the City's Innovate Reconciliation Action Plan October 2021-October 2023, and the information will be used to inform the City's annual RAP Impact Measurement Report to Reconciliation Australia submitted each year.	

## FINANCIAL IMPLICATIONS

The following financial implications are applicable:

**Item 1:** Implementation of the City's Innovate Reconciliation Action Plan October 2021-October 2023

**Asset Category:** Not applicable **Source of Funds:** Municipal

**LTFP Impacts:** Not itemised in the City's Long Term Financial Plan

**Notes:** Nil.

ITEM NO.	CAPITAL / UPFRONT COSTS (\$)	ONGOING COSTS (\$)		INCOME (\$)	ASSET LIFE (YEARS)	WHOLE OF LIFE COSTS (\$)	CURRENT BUDGET (\$)
		MATERIALS & CONTRACT	STAFFING				
1	N/A	\$53,265	\$74,519				\$127,784 (Current 2023/24)
2	N/A	\$53,250	\$82,114	-	-	-	\$135,364 (2024/25)

## STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2021-2031, the following applies:

Theme: Community

Goal C1: Create safe and inviting places for people to come together.

Goal C2: Celebrate multiculturalism, arts and culture by supporting local events and initiatives.

Goal C4: Empower the community by helping them develop social connections.

The RAP is a strategic document that supports the City of Bayswater's community aspirations to create a safe and inviting place for people to come together in the spirit of reconciliation. The actions delivered this year include practical actions that will drive the City's contribution to walking together with our communities on the reconciliation journey.

## CONCLUSION

In light of the above, it is recommended that Council notes and supports the information contained within this report **in Attachment 1.**, including an extension of the Innovate Reconciliation Action Plan.

<b>City of Bayswater</b> <b>Innovate Reconciliation Action Plan 2021-2023</b> <b>Information Update Report: August 2023 – February 2024</b>	
<b>AUTHOR</b>	Manager Community Development
<b>BRANCH</b>	Community Development
<b>STRATEGY</b>	Relationships
<b>ACTION</b>	1. Establish and maintain mutually beneficial relationships with Aboriginal and Torres Strait Islander stakeholders and organisations.
<b>DELIVERABLE</b>	e) Develop and communicate an Aboriginal and Torres Strait Islander engagement plan in consultation with local Elders to support a clear approach for engaging Aboriginal and Torres Strait Islander stakeholders.
<b>INFORMATION</b>	<p>The City of Bayswater has developed a draft document to illustrate a Reconciliation engagement framework based on the discussions with the Cultural Advisor – Reconciliation.</p> <p>The City will soon seek expressions of interest from an Aboriginal artist with connections to Noongar Whadjuk Country to create an artwork interpretation of the City of Bayswater's Aboriginal Engagement Framework.</p>
<b>OUTCOMES</b>	The completed artwork will provide a strong foundational document to inform the development of the City's Aboriginal and Torres Strait Islander engagement plan for the Reconciliation Advisory Committee to make comment on prior to progressing.

<b>City of Bayswater</b> <b>Innovate Reconciliation Action Plan 2021-2023</b> <b>Information Update Report: August 2023 – February 2024</b>	
<b>AUTHOR</b>	<b>Manager Communications and Marketing</b>
<b>BRANCH</b>	Communications and Marketing
<b>STRATEGY</b>	Relationships
<b>ACTION</b>	2. Build relationships through celebrating National Reconciliation Week (NRW) and other days of significance.
<b>DELIVERABLE</b>	e) Raise awareness of the activities and events organised by the City to celebrate days of significance.
<b>INFORMATION</b>	<p>The City of Bayswater Communications, Engagement and Customer Relations team continue to share information on Noongar seasons promotions on social media platforms. During this period, the City celebrated the introduction of the season of Djilba (August to September), Kambarang (October to November) and Birak (December to January). The Cultural Advisor - Reconciliation shares cultural knowledge to inform these posts regarding the Noongar seasons.</p> <p>The City also promoted the Local Whadjuk Award category in the Community Arts Awards 2023, which celebrates Aboriginal culture and showcases work by talented First Nations artists. The winner of the Local Wadjuk Award (acquisitive) in 2023 was Renee Rose for Diji durkana 'sunrise'.</p>
<b>OUTCOMES</b>	The promotion may encourage an increased understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights through cultural learning, including sharing the Noongar seasons.



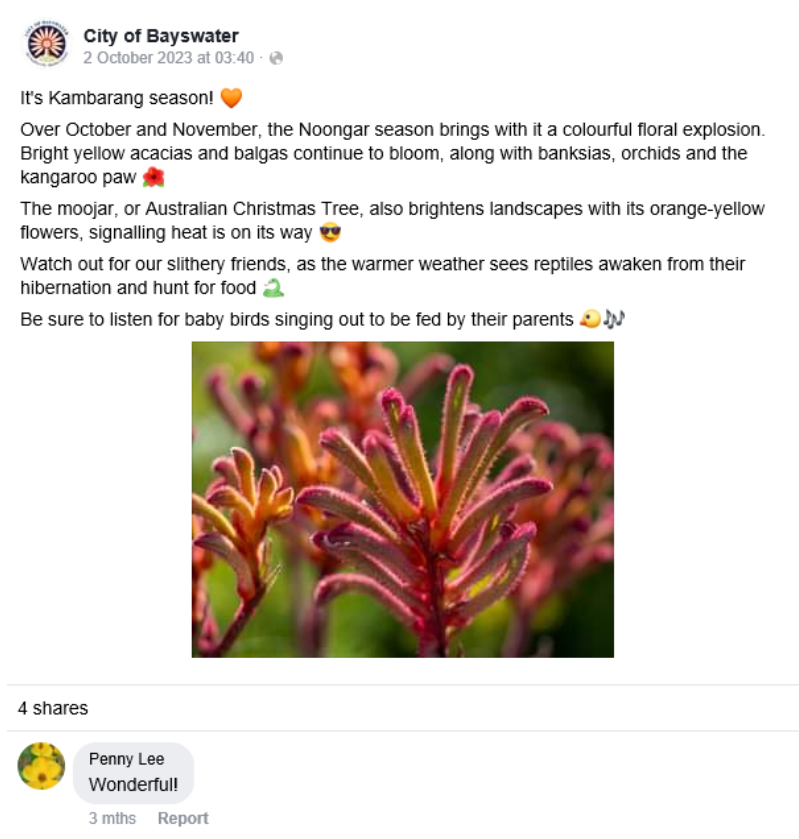


Image 1: Facebook post about the arrival of the Noongar season of Kambarang



Image 2: Instagram post inviting entries for Whadjuk Award category of Community Art Awards 2023.

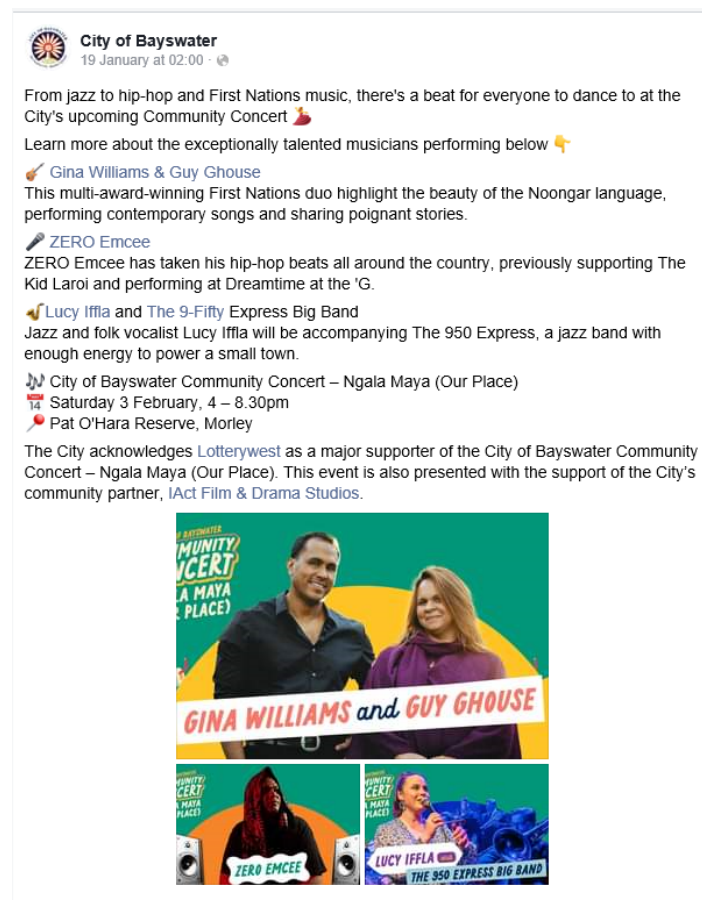


Image 3: Facebook post about City of Bayswater Community Concert – Ngala Maya (Our Place)

#### Facebook posts

- [Summer events \(including City of Bayswater Community Concert Ngala Maya\)](#)
- [City of Bayswater Community Concert – Ngala Maya \(Our Place\)](#)
- [Community Concert acts](#)
- [Community Concert this weekend](#)
- [Noongar season of Bunuru](#)
- [Album of Community Concert](#)
- [Women's Impact speakers \(Carol Innes, co-director of Aboriginal-led collective Danjoo Koorliny Walking Together\)](#)

#### Facebook events

- [Women's Impact](#)

#### Instagram posts

- [Summer events \(including City of Bayswater Community Concert Ngala Maya\)](#)
- [City of Bayswater Community Concert – Ngala Maya \(Our Place\)](#)
- [Community Concert acts](#)
- [Community Concert this weekend](#)
- [Noongar season of Bunuru](#)
- [Wrap-up post of Community Concert](#)

<b>City of Bayswater</b> <b>Innovate Reconciliation Action Plan 2021-2023</b> <b>Information Update Report: August 2023 – February 2024</b>	
<b>AUTHOR</b>	Manager Community Development
<b>BRANCH</b>	Community Development
<b>STRATEGY</b>	Relationships
<b>ACTION</b>	3. Promote reconciliation through our sphere of influence.
<b>DELIVERABLE</b>	d) Explore opportunities to positively influence our stakeholders to drive reconciliation outcomes.
<b>INFORMATION</b>	On February 3, 2024 the City of Bayswater hosted the Community Concert – Ngala Maya (Our Place) at Pat O'Hara Reserve. This event included a performance by local Indigenous artist Zero Emcee which blended jazz and hip hop music. The City worked with a range of Indigenous artists for the event including Gina Williams, Guy Ghouse, Zero Emcee and Koolangas Kreate Dance Group.
<b>OUTCOMES</b>	Ngala Maya (Our Place) provided business opportunities for Aboriginal artists and shared Indigenous culture with attendees through dance and songs in Noongar language.



**Image 1:** Local Indigenous artist Zero Emcee on stage at City of Bayswater Community Concert – Ngala Maya (Our Place).

<b>City of Bayswater</b> <b>Innovate Reconciliation Action Plan 2021-2023</b> <b>Information Update Report: August 2023 – February 2024</b>	
<b>AUTHOR</b>	<b>Manager Community Development</b>
<b>BRANCH</b>	Community Development
<b>STRATEGY</b>	Relationships
<b>ACTION</b>	3. Promote reconciliation through our sphere of influence.
<b>DELIVERABLE</b>	e) Explore opportunities to positively influence our stakeholders to drive reconciliation outcomes.
<b>INFORMATION</b>	<p>In 2022, the City of Bayswater introduced a new award category in the City of Bayswater Art Awards, the Local Whadjuk Award with an acquisition prize of \$5,000. In 2022 the award category attracted six entrants.</p> <p>In 2023 to boost entry numbers into this award category, the City became a member of art organisations such as Community Arts Network (CAN) to promote the award, including membership with Community Arts Network (CAN) and Artsource.</p> <p>In 2023, the number of entries for the Whadjuk Award increased to 12, with 11 taking part in the final exhibition.</p>
<b>OUTCOMES</b>	By promoting the Whadjuk Award through established art networks the City was able to increase the number of entries from Indigenous artists. Of the 11 entries in the exhibition, five artists sold their artwork.



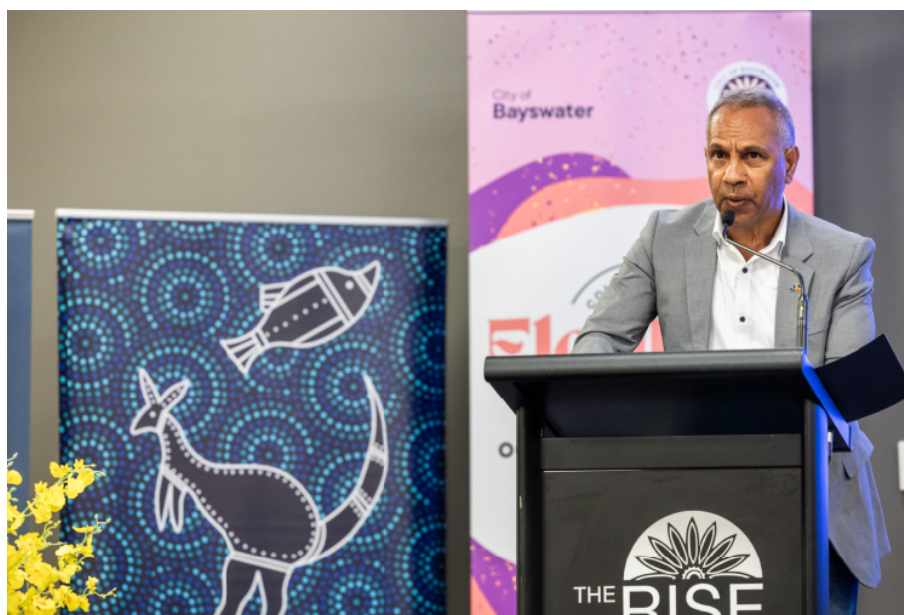
**Image 1:** 2023 Whadjuk Award winner Renee Rose with Mayor Filomena Piffaretti.

<b>City of Bayswater</b> <b>Innovate Reconciliation Action Plan 2021-2023</b> <b>Information Update Report: August 2023 – February 2024</b>	
<b>AUTHOR</b>	<b>Manager Community Development</b>
<b>BRANCH</b>	Community Development
<b>STRATEGY</b>	Respect
<b>ACTION</b>	2. Demonstrate respect to Aboriginal and Torres Strait Islander peoples by observing cultural protocols.
<b>DELIVERABLE</b>	c) Develop a calendar of significant events and invite a Whadjuk Noongar Elder to provide a Welcome to Country or other appropriate cultural protocol at significant events each year.
<b>INFORMATION</b>	<p>The City of Bayswater aims to include Indigenous performances at city-led events. This year at the Avon Descent local Noongar musicians Kobi Morrison along with the Della Mob performed at the event, singing songs in English as well as Noongar language.</p> <p>The City of Bayswater has incorporated Welcome to Country into all City Community events. During this quarter Welcome to Country was conducted at all Citizenship Ceremonies, Avon Descent, Community Art Awards and Carols by Candlelight.</p> <p>A smoking ceremony was conducted for the first time at the finish line at the City of Bayswater Avon Descent – Finish Line Festival.</p>
<b>OUTCOMES</b>	<p>Relationships are being established with Indigenous artists, performers, and stallholders. More indigenous content is being booked for city-led events</p> <p>The City is continuing to increase bookings of indigenous performers and content for City community events.</p> <p>The City continued to respect Aboriginal and Torres Strait Islander peoples cultural protocols by continuing to include Welcome to Country in city-led events. We have also started to introduce Smoking Ceremonies into events.</p>





**Image 1:** Della Mob performing at Avon Descent



**Image 2:** Rod Garlett conducting Welcome to Country at the 2023 City of Bayswater Community Art Awards

<b>City of Bayswater</b> <b>Innovate Reconciliation Action Plan 2021-2023</b> <b>Information Update Report: August 2023 – February 2024</b>	
<b>AUTHOR</b>	<b>Manager Community Development</b>
<b>BRANCH</b>	Community Development
<b>STRATEGY</b>	Respect
<b>ACTION</b>	2. Demonstrate respect to Aboriginal and Torres Strait Islander peoples by observing cultural protocols.
<b>DELIVERABLE</b>	c) Develop a calendar of significant events and invite a Whadjuk Noongar Elder to provide a Welcome to Country or other appropriate cultural protocol at significant events each year.
<b>INFORMATION</b>	<p>The City of Bayswater has incorporated Welcome to Country into all City Community events. In this reporting period, a Welcome to Country was conducted at our Citizenship Ceremonies, Community BBQ Breakfast &amp; Citizenship Celebration – Reflect. Respect. Celebrate. and City of Bayswater Community Concert.</p> <p>The City also held a smoking ceremony for the Place Names community information session held in partnership with Community Arts Network WA.</p>
<b>OUTCOMES</b>	The City continued to respect Aboriginal and Torres Strait Islander people's cultural protocols by always including a Welcome to Country and occasionally including smoking ceremonies at City-led events.

<b>City of Bayswater</b> <b>Innovate Reconciliation Action Plan 2021-2023</b> <b>Information Update Report: August 2023 – February 2024</b>	
<b>AUTHOR</b>	<b>Community Development Manager</b>
<b>BRANCH</b>	Community Development
<b>STRATEGY</b>	Respect
<b>ACTION</b>	2. Demonstrate respect to Aboriginal and Torres Strait Islander peoples by observing cultural protocols.
<b>DELIVERABLE</b>	e) Enhance Citizenship Ceremonies to educate new Australians through the delivery of a Welcome to Country and development of a cultural information protocol.
<b>INFORMATION</b>	<p>The City continues to deliver a Welcome to Country at each Citizenship Ceremony.</p> <p>This year at the Community BBQ Breakfast and Citizenship Celebration a smoking ceremony was introduced, conducted by Vaughn McGuire for our new citizens and guests as they entered the Civic Centre building for their ceremony.</p>
<b>OUTCOMES</b>	Incorporating Acknowledgement of Country and Welcome to Country into meetings, gatherings, and events shows respect by upholding Aboriginal and Torres Strait Islander cultural protocols.



**Image 1:** Vaughn McGuire conducting a smoking ceremony for the Citizenship Ceremony and Community BBQ – Reflect. Respect. Celebrate.



<b>City of Bayswater</b> <b>Innovate Reconciliation Action Plan 2021-2023</b> <b>Information Update Report: August 2023 – February 2024</b>	
<b>AUTHOR</b>	Community Development Manager
<b>BRANCH</b>	Community Development
<b>STRATEGY</b>	Respect
<b>ACTION</b>	3. Promote connection to the City's natural and built environment and focus on importance of native flora.
<b>DELIVERABLE</b>	d) Consult local Elders and Aboriginal families and respective Aboriginal organisations to identify community need and prioritisation for the first naming and co-naming of City buildings, place and spaces, in alignment with Landgate's Aboriginal Dual Naming Guidelines, and planned City projects and upgrades.
<b>INFORMATION</b>	<p>After receiving endorsement from the City of Bayswater's Reconciliation Advisory Committee, the City has partnered with Community Arts Network (CAN) in partnership with Moodjar Consultancy to deliver the Place Names project in the City of Bayswater.</p> <p>Place Names is an inclusive community arts and cultural development project. Inspired by Dr Len Collard's research, which highlights that every Noongar placename is a sentence describing that place's meaning, CAN and Moodjar have developed a community-led model that decodes the ancient meanings embedded in placenames.</p> <p>The place names agreed to through the process are informal, and the scope does not include dual naming or renaming of places or spaces. Once the Place Names project with CAN is delivered, the City may incorporate learnings through the RAP, Council and Landgate to formalised names that have reached a consensus in communities. This will be done through the City's Dual Naming Project.</p> <p>The Place Names project is funded by Indigenous Language and Arts (ILA) program (Department of Infrastructure, Transport, Regional Development and Communications), and a contribution from the City, both parties are committed to delivering a partnership project of Place Names in the City of Bayswater.</p> <p>In October 2023, the City submitted a Connecting to Country grant application to the Department of Local, Government, Sport and Cultural Industries for funding towards 'Unearthing the Truth'. This project will involve the City of Bayswater facilitating community yarning sessions to identify and support Aboriginal leaders to guide the City on a journey of truth-telling, healing and sharing of cultural knowledge. The City is currently awaiting the outcome of the grant application.</p>
<b>OUTCOMES</b>	These two projects will provide a solid foundation for the next stage – to consult local Elders and Aboriginal families and respective Aboriginal organisations to identify community need and prioritisation for the first naming and co-naming of City buildings, places and spaces.



**Image 1:** Place Names community information session led by Len Collard from Moodjar Consultancy.

<b>City of Bayswater</b> <b>Innovate Reconciliation Action Plan 2021-2023</b> <b>Information Update Report: August 2023 – February 2024</b>	
<b>AUTHOR</b>	Environment Manager
<b>BRANCH</b>	Parks and Environment
<b>STRATEGY</b>	Respect
<b>ACTION</b>	4. Promote connection to the City's natural and built environment and focus on importance of native fauna
<b>DELIVERABLE</b>	a) Identify endemic native plants to the area and continue with existing City native planting programs and restoration of original natural areas and establishment of nature links.
<b>INFORMATION</b>	The City is currently undertaking the Urban Forest project at Riverside Gardens. As part of this project, the City's consultant Greening Australia is working with Barry McGuire to discuss opportunities for appropriate cultural recognition within the site as well as to seek guidance on how to appropriately engage with the Whadjuk community throughout the life of the project.
<b>OUTCOMES</b>	<p>Barry McGuire has advised the City to speak with Whadjuk people first, involve the community from the beginning and throughout the life of the project, protect sacred sites and keep certain sites sacred and undisturbed.</p> <p>The consultation with traditional custodians will identify what the appropriate opportunities are within the site. They include:</p> <ul style="list-style-type: none"> <li>- Naming or theming of proposed picnic nodes</li> <li>- Theming of species selections and/or arrangements</li> <li>- Use of traditional species</li> <li>- Interpretive and educational signage</li> <li>- Informal gathering spaces.</li> </ul>



**Image 1:** Riverside Gardens Urban Forest – Cultural Recognition Opportunities Plan



<b>City of Bayswater</b> <b>Innovate Reconciliation Action Plan 2021-2023</b> <b>Information Update Report: August 2023 – February 2024</b>	
<b>AUTHOR</b>	Manager Community Development
<b>BRANCH</b>	Community Development
<b>STRATEGY</b>	Opportunities
<b>ACTION</b>	3. Increase Aboriginal and Torres Strait Islander supplier diversity to support improved economic and social outcomes.
<b>DELIVERABLE</b>	d) Increase the number of commercial relationships with Aboriginal and Torres Strait Islander businesses.
<b>INFORMATION</b>	Through our social media platforms the City welcomed expressions of interest for Indigenous stall holders to take part in City run events. This has resulted in an increased number of Indigenous run stalls at our City events, in this quarter we had a number of Indigenous small businesses run stalls at City of Baywater Community Concert.
<b>OUTCOMES</b>	The City is able to support small Indigenous run businesses by inviting them to participate in City run events. The City now has a growing database of stall holders.



**Image 1:** Stall holder Yalkarang Consulting at City of Bayswater Community Concert 2023.



**Image 2:** Stallholder – Jilalga Murray at Avon Descent 2023.

<b>City of Bayswater</b> <b>Innovate Reconciliation Action Plan 2021-2023</b> <b>Information Update Report: August 2023 – February 2024</b>	
<b>AUTHOR</b>	Manager Community Development
<b>BRANCH</b>	Community Development
<b>STRATEGY</b>	Governance
<b>ACTION</b>	1. Establish and maintain an effective Reconciliation Advisory Committee to drive governance
<b>DELIVERABLE</b>	a) Maintain Aboriginal and Torres Strait Islanders representation on the Reconciliation Advisory Council
<b>INFORMATION</b>	<p>From December 2023 to February 2024 the City invited community members to nominate for the Reconciliation Advisory Council.</p> <p>Applicants were required to meet one or more of the following criteria:</p> <ol style="list-style-type: none"> <li>1. Identify as a person of Aboriginal and Torres Strait Islander descent;</li> <li>2. Is a Whadjuk Noongar Elder;</li> <li>3. Is an Aboriginal and Torres Strait Islander business partner representative; and/or</li> <li>4. Is an Aboriginal and Torres Strait Islander representative living in the City of Bayswater community</li> </ol>
<b>OUTCOMES</b>	The City has appointed five Aboriginal community members to the Reconciliation Advisory Committee. The first meeting will be held on 1 May 2024 and the Committee will meet quarterly until 18 October 2025.

# Innovate Reconciliation Action Plan

October 2021 –  
October 2023



bayswater.wa.gov.au





## Acknowledgement of Country

Ngalla City of Bayswater kaatanginy baalapa Noongar  
Boodja baaranginy, Wadjuk moort Noongar moort, boordiar's  
koora koora, boordiar's ye yay ba boordiar's boordawyn wah.

The City of Bayswater acknowledges the Traditional  
Custodians of the land, the Whadjuk people of the Noongar  
Nation, and pays its respects to elders past, present and  
emerging.

### Accessibility

This publication is available in alternative formats, including hard copy  
in large print or standard print, electronic format, audio, and Braille.

This publication can be found on the City's website and can be made available in  
languages other than English upon request.

可根据要求以其他格式和语言提供此信息。

Queste informazioni sono disponibili in altri formati  
e lingue su richiesta.

Chúng tôi có thể cung cấp thông tin này bằng những dạng và ngôn  
ngữ khác khi được yêu cầu.

### COVER:

WHADJUK NOONGAR REPRESENTATIVE VAUGHN MCGUIRE PERFORMS A  
TRADITIONAL SMOKING CEREMONY TO COMMENCE CONSTRUCTION AT  
THE MAYLANDS WATERLAND REDEVELOPMENT



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# Uluru Statement from the Heart

The City of Bayswater wholeheartedly supports the Uluru Statement from the Heart adopted in 2017. This was officially endorsed by Council in 2018.

We believe recognition of this statement is a national priority and remain committed to advocating for structural reforms including constitutional change. The City has independently undertaken the following actions in support of this statement.

- 1 Becoming a signatory to the ACOSS statement of support for the Uluru Statement from the Heart.
- 2 Acknowledging Aboriginal and Torres Strait Islander peoples as the Traditional Owners of this country and paying respect to their ongoing spiritual and cultural connections with it.
- 3 Recognising the need for constitutional change that goes beyond the symbolic and gives breath to the benefits that a treaty offers all Australians.
- 4 Thanking those who gathered at the 2017 National Constitutional Convention in Uluru for their persistence and patience, under the guidance of the co-chairs of the Referendum Counsel, Ms Pat Anderson AO and Mr Mark Leibler AC.
- 5 Lodging a submission to the Joint Select Committee on Constitutional Recognition Relating to Aboriginal and Torres Strait Islander peoples.
- 6 Showing outward support by placing a framed copy of the Uluru Statement from the Heart within the City's public honorary cabinets at the entrance of the Council Chambers.



### Statement from the Heart artwork

This publication uses excerpts from the artwork designed by Whadjuk Ballardong Noongar artist, James Egan.

- 7 Writing a letter of support from Council to request the Western Australian Local Government Association (WALGA), who advocate on behalf of 138 local governments, to embrace the Uluru Statement from the Heart.
- 8 Writing a letter of support from Council to the Prime Minister and Federal Leader of the Opposition showing our support for the Uluru Statement from the Heart.
- 9 Writing a letter of support from the City's Reconciliation Advisory Committee to the National Indigenous Australians Agency supporting a First Nations Voice to Parliament to be enshrined in the Constitution.

**The City of Bayswater has received unique recognition among Perth metropolitan local governments for its actions taken to show its support for the Uluru Statement from the Heart.**

**To learn more about the Uluru Statement from the Heart, visit the City's Reconciliation page on our website [bayswater.wa.gov.au](https://bayswater.wa.gov.au)**

Message from the Mayor

## Our commitment

Following the City's successful and meaningful implementation of its first Reconciliation Action Plan - Reflect, I am proud to present the City's Innovate Reconciliation Action Plan October 2021 – October 2023.

This achievement will see the City of Bayswater continue on its reconciliation journey over the next two years to positively contribute to building a reconciled Australia.

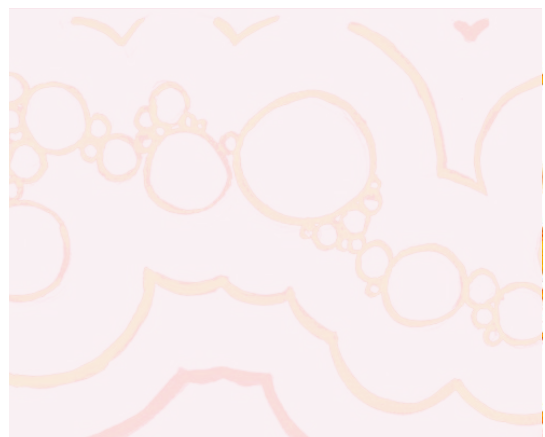
The launch of the City's Innovate Reconciliation Action Plan 2021-2023 demonstrates our genuine commitment to reconciliation, and cements a positive way forward as we seek to walk with the Traditional Owners of the City of Bayswater, the Whadjuk people of the Noongar Nation, and all other First Nations peoples.

As a district rich in Aboriginal history, we understand the importance of continuing to grow with our community in order to advance reconciliation in the City. My fellow Councillors and I are proud of the work being done, with everyone doing their part to continue the national reconciliation movement. I also wish to thank the City's Reconciliation Advisory Committee for their invaluable support and guidance, and for their continued sphere of influence.

**Cr. Filomena Piffaretti**  
**Mayor**



“As a district rich in Aboriginal history, we understand the importance of continuing to grow with our community in order to advance reconciliation in the City.”











FAMILY GROUP BY RUSSELL FITZGERALD, NOONGAR ARTIST  
ON THE MAYLANDS FORESHORE, ALONG THE DERBARL YERRIGAN

Message from the CEO

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# A connected and inclusive community

The City of Bayswater is proud to present our Innovate Reconciliation Action Plan October 2021- October 2023.

Since the launch of the City's Reflect Reconciliation Action Plan, September 2019, which had a focus on spending time developing relationships with Aboriginal and Torres Strait Islander stakeholders and exploring our sphere of influence, we have strengthened relationships with Aboriginal and Torres Strait Islander communities.

Our Innovate Reconciliation Action Plan determines how we will continue to proactively engage City staff and external stakeholders, to work in partnership to develop innovative strategies that empower Aboriginal and Torres Strait Islander communities.

We look forward to strengthening our relationships with existing and new key stakeholders, whilst deepening community awareness to further supporting the national reconciliation movement.

In committing to our vision for reconciliation, we trust everyone will enjoy the benefits of a connected and inclusive community.

**Andrew Brien**  
CEO



**“In committing to our vision for reconciliation, we trust everyone will enjoy the benefits of a connected and inclusive community.”**



Message from Reconciliation Australia

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# Building strong foundations

Reconciliation Australia commends City of Bayswater on the formal endorsement of its inaugural Innovate Reconciliation Action Plan (RAP).

Commencing an Innovate RAP is a crucial and rewarding period in an organisation's reconciliation journey. It is a time to build strong foundations and relationships, ensuring sustainable, thoughtful, and impactful RAP outcomes into the future.

Since 2006, RAPs have provided a framework for organisations to leverage their structures and diverse spheres of influence to support the national reconciliation movement.

This Innovate RAP is both an opportunity and an invitation for City of Bayswater to expand its understanding of its core strengths and deepen its relationship with its community, staff, and stakeholders.

By investigating and understanding the integral role it plays across its sphere of influence, City of Bayswater will create dynamic reconciliation outcomes, supported by and aligned with its business objectives.

An Innovate RAP is the time to strengthen and develop the connections that form the lifeblood of all RAP commitments. The RAP program's framework of relationships, respect, and opportunities emphasises not only the importance of fostering consultation and collaboration with Aboriginal and Torres Strait Islander peoples and communities, but also empowering and enabling staff to contribute to this process, as well.

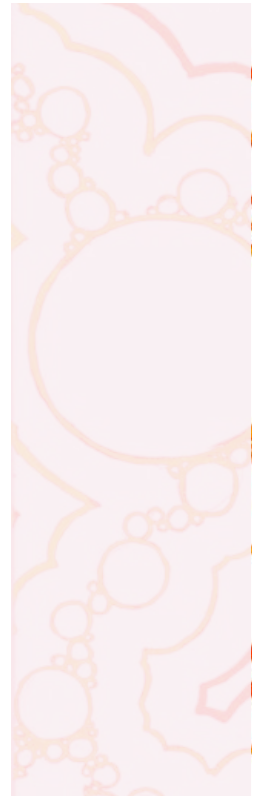
With over 2.3 million people now either working or studying in an organisation with a RAP, the program's potential for impact is greater than ever. City of Bayswater is part of a strong network of more than 1,100 corporate, government, and not-for-profit organisations that have taken goodwill and intention, and transformed it into action.

Implementing an Innovate RAP signals City of Bayswater readiness to develop and strengthen relationships, engage staff and stakeholders in reconciliation, and pilot innovative strategies to ensure effective outcomes.

Getting these steps right will ensure the sustainability of future RAPs and reconciliation initiatives, and provide meaningful impact toward Australia's reconciliation journey.

Congratulations City of Bayswater on your Innovate RAP and I look forward to following your ongoing reconciliation journey.

**Karen Mundine**  
CEO Reconciliation Australia





WHADJUK NOONGAR ELDER, MAY MCGUIRE STORYTELLING  
WITH MORLEY PRIMARY SCHOOL STUDENTS

The City of Bayswater vision

# “An inclusive community, building a sustainable and thriving City.”

The City of Bayswater is committed to improving our understanding of equity and diversity across the City. Through committing to our vision, we trust everyone will enjoy the benefits of a connected and inclusive community.



NGALAK NIDJA, NAIDOC 2021



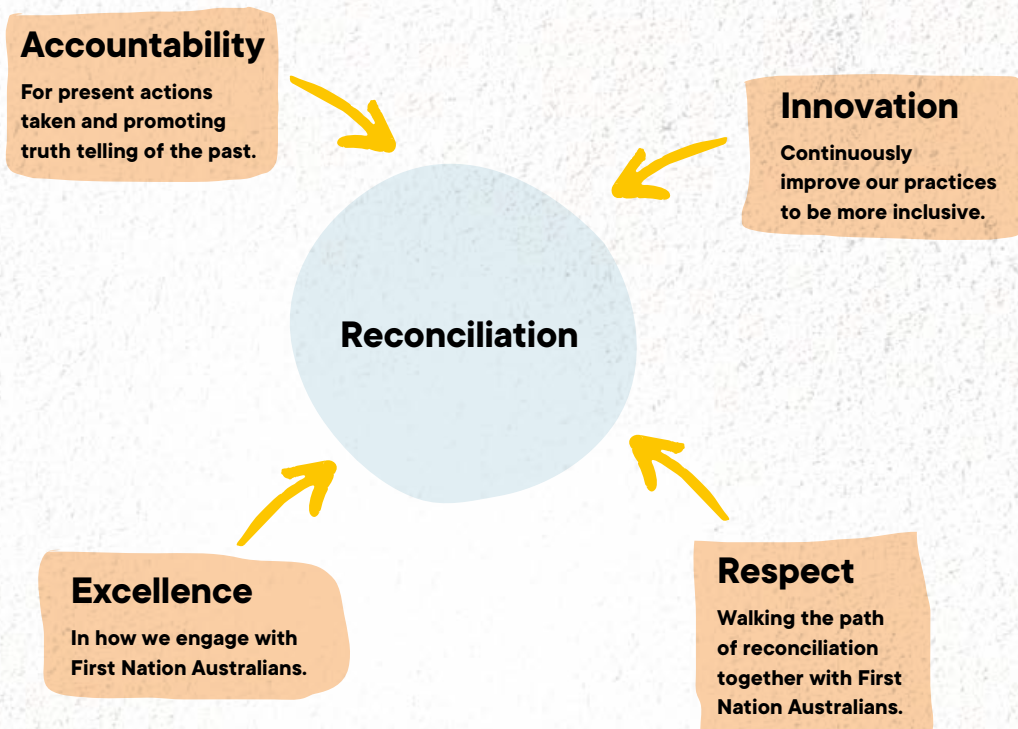
#### Our vision for Reconciliation

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### The Uluru Statement from the Heart underpins the City's vision for reconciliation.

In 2018 Council unanimously carried a Notice of Motion in support of the Uluru Statement From The Heart. We believe recognition of this statement is a national priority and the City remains committed to advocating for structural reforms including constitutional change to provide for an inclusive community.

Our vision for reconciliation is guided by our four values:



Overview

# About the City

## Our business

The core business of the City of Bayswater is to make decisions on planning and delivering essential services in the community, including waste, roads, parks, playgrounds and gardens, as well as statutory responsibilities in planning and building approvals, public health and various licencing requirements.

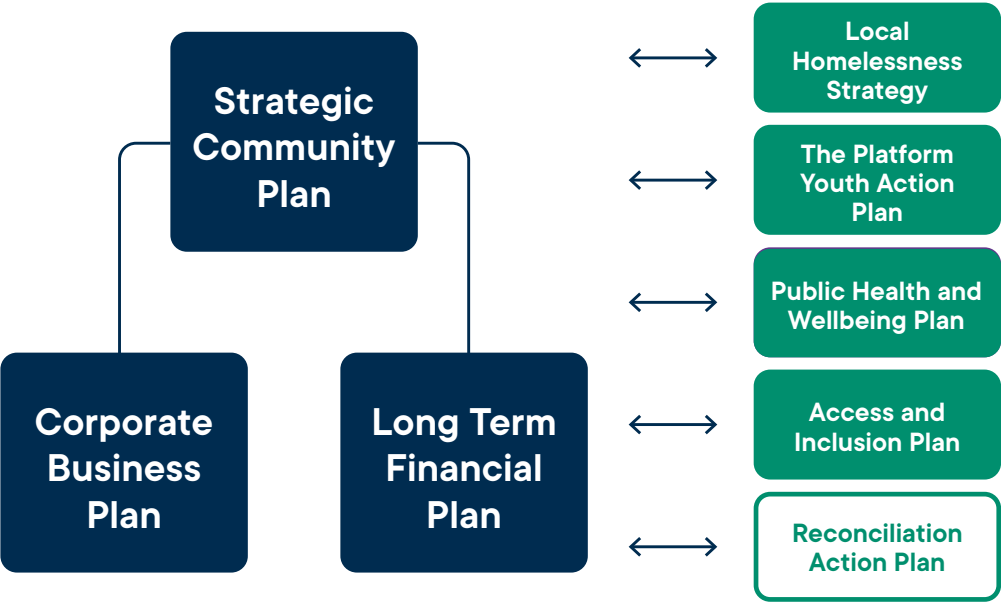
## City of Bayswater Integrated Planning and Reporting Framework

The City has a number of planning and reporting documents that articulate the community's vision, as detailed in the City's Strategic Community Plan 2021-2031. These plans and strategies translate the community's vision into operational plans for the City of Bayswater.

The flowchart below highlights how the City's plans and strategies, including how the Innovate Reconciliation Action Plan links to the Strategic Community Plan 2021- 2031.

## Our sphere of influence

The City's Innovate Reconciliation Action Plan is a significant plan that will be progressed in partnership with Aboriginal and Torres Strait Islander communities, Aboriginal businesses, local schools, community groups, government and non-government organisations through the delivery of programs, events and initiatives that build community capacity and strengthen community networks.



### **Our workforce**

The City's overarching workforce strategy is to build a diverse, highly capable and empowered workforce which will be highly productive at an individual level, as well as, driving innovation and efficiency through programs and services to deliver quality outcomes for the community.

The City has a total workforce of 506 staff, of which four have voluntarily disclosed that they are an Aboriginal and/or Torres Strait Islander person.

Employing people from diverse backgrounds offers our organisation increased opportunities including:

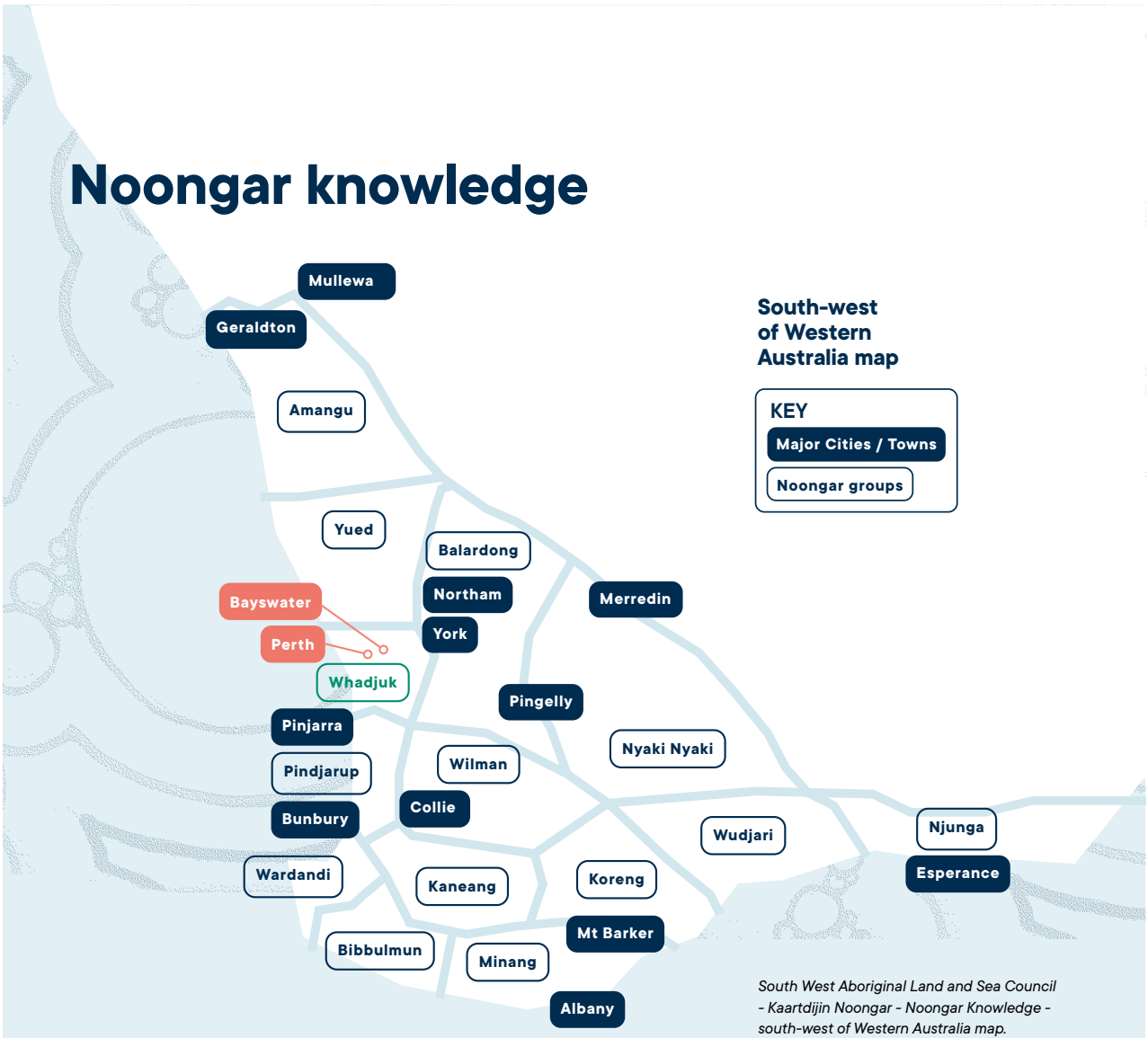
- Better reflecting the local community
- Fostering an inclusive workforce
- Diversity in customer connections
- Innovation through capitalising on diverse perspectives and ideas.

The City's workforce is spread over 11 civic locations within our geographical boundaries, and includes:

- Bayswater Community Centre
- Bayswater Library
- Bayswater Waves
- City of Bayswater Civic Centre
- Maylands Library
- Maylands Waterland
- Morley Community Centre
- Morley Library
- Paddy Walker Works Depot
- Rangers and Security Office and Animal Management Facility
- The RISE (Recreation, Information, Socialise, Entertainment) Community Hub.



# Noongar knowledge



## Our community

The City of Bayswater sits on the land of the Noongar Nation within the Whadjuk region. The Noongar people are the Traditional Custodians of the south-west of Western Australia.

The City is set against the backdrop of four thriving town centres, spanning over 380 hectares of green open space and a 10km stretch of the Swan River, known to the Whadjuk people of the Noongar Nation as the Derbarl Yerrigan.

The City of Bayswater is bounded by the City of Swan in the north, the Town of Bassendean in the east, the Swan River and the City of Belmont in the south, and the Cities of Stirling and Vincent in the west.

The City comprises six suburbs: Bayswater, Bedford, Embleton, Maylands, Morley and Noranda, as well as parts of Bassendean, Mount Lawley, Dianella and Beechboro.

There are many significant places in the City of Bayswater to both Aboriginal and non-Aboriginal peoples which open up opportunities to make fresh connections between the environment and the people. The City maintains around 380 hectares of public open space with 24 sporting and 145 passive reserves.

## Our Aboriginal and Torres Strait Islander community

According to the Australian Bureau of Statistics 2016 Census, the City had a population of 66,050, people with 1.3% (854) people identifying as being an Aboriginal and/or Torres Strait Islander person.

### Morley

**251** people identifying as an Aboriginal and/or Torres Strait Islander person.

### Noranda

**57** people identifying as an Aboriginal and/or Torres Strait Islander person

### Embleton

**96** people identifying as an Aboriginal and/or Torres Strait Islander person

### Bedford

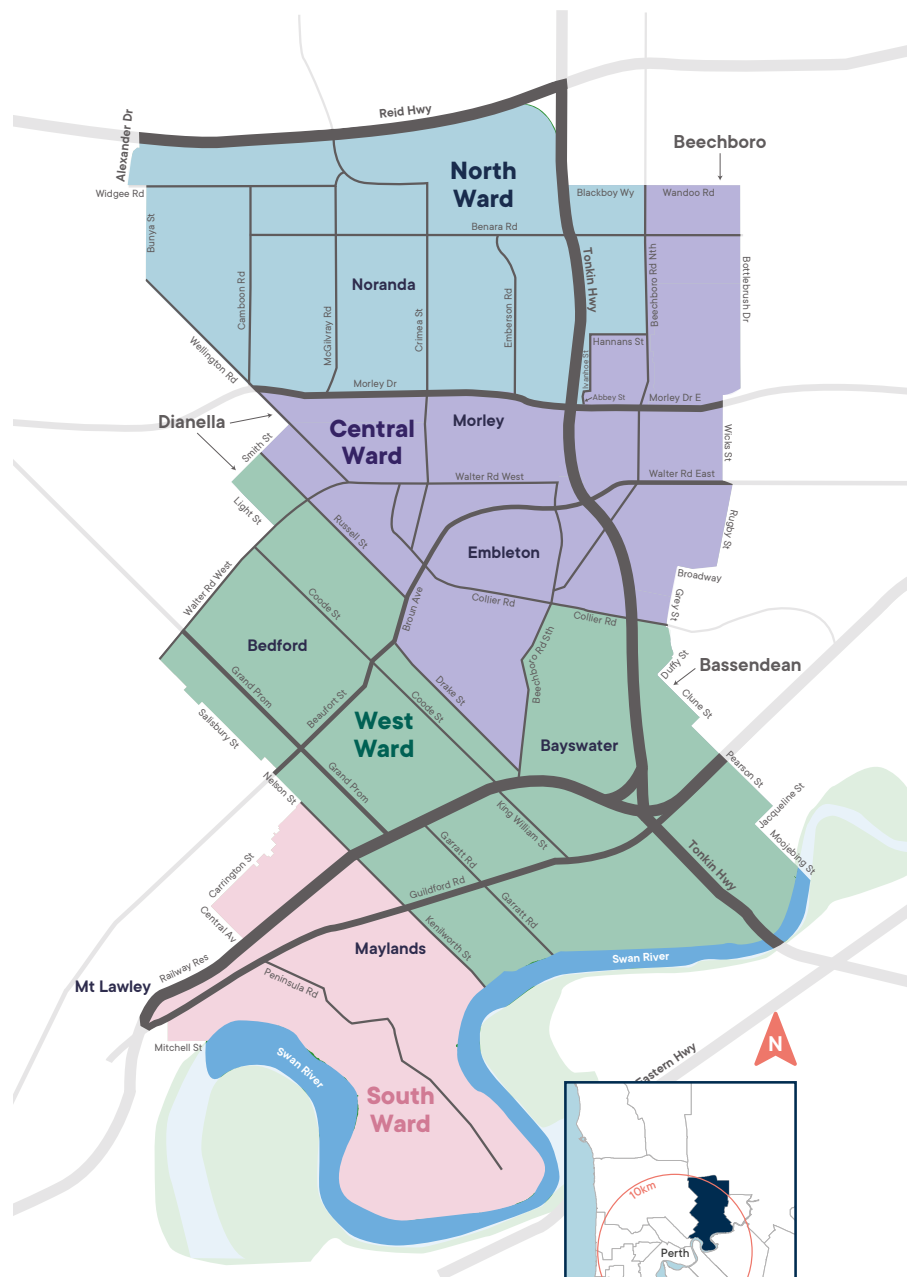
**98** people identifying as an Aboriginal and/or Torres Strait Islander person

### Bayswater

**228** people identifying as an Aboriginal and/or Torres Strait Islander person

### Maylands

**124** people identifying as an Aboriginal and/or Torres Strait Islander person



Note: Demographic data for the parts of Mt Lawley, Dianella, Beechboro, Bassendean which fall into the City of Bayswater also into other local government authorities has not been ascertained.



# Our Innovate Reconciliation Action Plan October 2021- October 2023

Reconciliation is about strengthening relationships between Aboriginal and Torres Strait Islander people and non-Indigenous people, for the benefit of all Australians.

Full reconciliation can only occur when we make measurable strides forward in race relations, equality and equity, unity, and institutional integrity.

This is why it is important for the City to continue the reconciliation journey through implementing our Innovate Reconciliation Action Plan. This will guide our organisation as we continue to engage with City staff and stakeholders to develop innovative strategies that will empower Aboriginal and Torres Strait Islander communities.

As a local government organisation, we are the tier of government closest to the community. We are in a position to lead by example and create a truly inclusive community.

We will achieve this by:

- fostering a diverse and culturally proud workforce;
- supporting community groups to attend and deliver inclusive community events;
- honouring the different cultures of people at City events,
- educating staff, the community and stakeholders about our shared cultures,
- histories and achievements; and
- working closely with external stakeholders to develop new opportunities for Aboriginal and Torres Strait Islander peoples.

By doing so, we will strengthen relationships, deepen community awareness and broaden the impact we can have - which will help us make a real and lasting difference.





Our Innovate Reconciliation Action Plan is an important strategic document that will be championed by the entire organisation. The Executive Leadership team, managers and Council will use it as a guiding document to ensure the City's reconciliation actions are embedded in business as usual activities.

We will achieve this through:

**Relationships**

Developing strong and mutually beneficial relationships with Aboriginal and Torres Strait Islander peoples and will continue to focus on connecting our diverse community to inclusive and respectful cultural learning experiences.

**Respect**

Advancing cultural understanding and respect of Aboriginal and Torres Strait Islander cultures and histories within our sphere of influence.

**Opportunities**

Continuing to strengthen sustainable employment and enhance procurement practices to increase the social and economic inclusion of Aboriginal and Torres Strait Islander peoples.

**Governance**

Working within the City's established governance structure, including a Reconciliation Advisory Committee with Aboriginal and/or Torres Strait Islander representation. This allows us to continue in our commitment to strengthen engagement with local Aboriginal and Torres Strait Islander peoples, and continuously report on our reconciliation achievements.

## **Our Reconciliation Advisory Committee**

Together with Council and City staff, the Reconciliation Advisory Committee advises and assists the City in the development and implementation of our Reconciliation Action Plans.

The Committee, was first established in 2017, as the Aboriginal Advisory Committee. In September 2019, the City re-established the Committee and renamed it to the Reconciliation Advisory Committee.

The aim of the Committee is to help the workplace to facilitate understanding, strengthen relationships and trust with Aboriginal and Torres Strait Islander communities, promote meaningful engagement, increase equality, and develop sustainable employment and business opportunities.

Our Committee is elected every two years and is represented by:

- Aboriginal and Torres Strait Islander community members, to make up at least 50% of non-Council membership.
- Individuals who work with or for the Aboriginal and Torres Strait Islander community on a professional level.
- Community members who live or work within the City of Bayswater or are regularly engaged with the Bayswater community, and who are interested in reconciliation and its potential to influence the culture of the organisation.
- Three Councillors
- City staff - Director Community and Development, Manager Community Development, Coordinator Community Development, Community Development Officer - Reconciliation.

The Committee has delegated authority, as approved by Council, to make decisions relating to the implementation of the actions within the City's Reconciliation Action Plan.

We extend our thanks to our Committee members past and present, who have effectively guided the City in the development and delivery of our Reconciliation Action Plans. Our new Committee will be elected by Council to serve a two year term from October 2021 to October 2023.

For more information about the Reconciliation Advisory Committee, visit the City's website [bayswater.wa.gov.au](https://bayswater.wa.gov.au)

## **Diversity and Inclusion Committee**

The City of Bayswater Diversity and Inclusion Committee is an internal group that provides leadership and strategic direction in the management of workplace diversity and inclusion across the organisation, and acts as a conduit for meeting our social and organisational diversity development objectives.

The Diversity and Inclusion Committee was established in May 2021 and meets quarterly to review progress against both the City's Workforce Diversity and Inclusion Plan and the Innovate RAP. One of the additional aims of the committee is to champion the Innovate RAP within the organisation.

Committee membership:

- A member of the Executive Leadership Team, rotated every two years
- A member of the operational management team
- Six employee representatives with a term of appointment of two years, each to be representative of at least one of the following diversity areas:
  - Women
  - Aboriginal and Torres Strait Islander peoples
  - People with disability
  - Culturally and linguistically diverse people
  - Youth
  - Diverse sexualities and genders
- People Culture & Safety representative
- Community Development representative
- Ex Officio members to be co-opted on an as required basis.





“The aim of the Committee is to help the workplace to facilitate understanding, strengthen relationships and trust with Aboriginal and Torres Strait Islander communities”





ACACIA COLLARD YAMATJI - NOONGAR WOMAN -  
CULTURAL SAND MURAL





### **Development of the Innovate Reconciliation Action Plan Consultation**

The community consultation process to inform the development of the Innovate RAP involved key internal and external stakeholders, including:

- Local Aboriginal and non-Aboriginal families
- Local schools
- Community groups
- Aboriginal businesses and organisations that support Aboriginal and Torres Strait Islander communities
- City of Bayswater residents.

Throughout the consultation period, the City's Reconciliation Advisory Committee, Councillors and staff also provided feedback to inform the development of the plan. Community engagement activities included:

- A community engagement workshop
- Survey feedback
- Public comment on the draft Innovate RAP

The community consultation process was widely advertised and promoted.

### **Findings**

Feedback received from the Innovate RAP consultation period was used to inform the two year implementation plan.



# Achievements, challenges, and learnings

Since the launch of the City's Reflect Reconciliation Action Plan, September 2019, the City has achieved key deliverables and identified the following key learnings and challenges.



## Achievements

### Relationships

- Council unanimously carried a Notice of Motion in support of the Uluru Statement from the Heart in 2018. The City received unique recognition amongst Perth metropolitan local governments for its actions taken to show its support for the Uluru Statement from the Heart.
- The City hosted a one-day tour and 'Consultative Yarning' with local Whadjuk Noongar Elders to share cultural knowledge and raise awareness about the City's Aboriginal sites of significance. This included a Welcoming To Country before tour departure and a Smoking Ceremony at the Scarred Tree in Maylands.
- 2020 National Reconciliation Week – 'In this together'. The City's Reconciliation Advisory Committee members publicly shared their personal reflections.
- 2021 National Reconciliation Week – 'More than a word. Reconciliation takes action.' The City hosted its first National Reconciliation Week flag raising ceremony including a Welcome to Country by Whadjuk Noongar Elder May McGuire and storytelling session.
- The City's Reconciliation Advisory Committee wrote a letter of support to the National Indigenous Australians Agency supporting a First Nations Voice to Parliament to be enshrined in the Constitution.

### Respect

- The City was gifted the Acknowledgement of Country in Noongar language by Balladong, Whadjuk, Nyungar Representative Mr Barry McGuire and this is now used in all corporate documents, public meetings and events together with the English translation.
- Compulsory staff online cultural awareness training was rolled out in December 2019.
- Free Noongar language and cultural sessions delivered by a Noongar Language and Cultural Specialist at the Maylands library. Participants learn Noongar language incorporating the six Noongar seasons, Aboriginal craft, drawing and mapping.
- Free school holiday programs with Aboriginal artists and businesses who share Noongar lore, language and culture at the City's Morley library. Morley Primary School learned Noongar language through song. Children also learned about native animals, flora and fauna through dreamtime stories.
- 2020 NAIDOC Week – 'Always Was, Always Will Be'. Free community Noongar weaving workshops with Noongar artists, supported by grant funding from National Indigenous Australians Agency.
- City of Bayswater Citizenship Ceremonies now include a Welcome to Country by local Whadjuk Noongar representatives.
- The City added an electronic Acknowledgement of Country, in English translation, to its corporate email signature, website and City Spatial mapping system.
- City staff are regularly delivering the City's Acknowledgement of Country in English interpretation at City meetings and external events. The Mayor and some staff deliver an Acknowledgement of Country in Noongar language.

**The City hosted a one-day tour and 'Consultative Yarning' with local Whadjuk Noongar Elders to share cultural knowledge and raise awareness about the City's Aboriginal sites of significance.**





#### Opportunities

- The City delivered its first school based trainee model with organisations that support training and employment for Aboriginal and Torres Strait Islander peoples. The City's first school based trainee gained experience as part of her studies in Certificate II Sport and Recreation.
- The City collaborated with Whadjuk Elders to produce a video of Baigup Biidii – Path to Place of Rushes. This educational video is promoted on the City's reconciliation web page and receives regular praise from the community members seeking to learn and understand local Whadjuk Noongar culture.
- The City collaborated with Balladong, Whadjuk, Nyungar Representative Mr Barry McGuire and Belinda Cox, Kangeang/Bibblemun Woman, to produce a video of Lightning Swamp highlighting Whadjuk Noongar cultural significance and history of the site. This educational video is also promoted on the City's reconciliation web page.
- The City provided a grant to support a free community program of dance and live drawing workshops named 'Djilba: (Spring) A Moment in Time', at Eric Singleton Wetlands and Bird Sanctuary. The artists told of First Nations stories from Rainbow Coast in WA's Great Southern region, and the time of Djilba, the Noongar season of transition and growing.
- The City's Natural Area Coordinator presented at the 2021 WA Wetland Management Conference on the subject of working together to restore the wetlands of the Derbarl Yerrigan (Perth Swan River).

- The City collaborated with Parks and Wildlife WA and Djirily Dreaming (Feather Dreaming), to share Noongar culture with children from 4 years of age during the April 2021 school holidays to create special Noongar bush craft and learn about the day in the life of a Noongar Family.

#### Governance

- The City celebrated the launch of the Reflect Reconciliation Action Plan November 2019 – November 2020
- Council appointed an Aboriginal Advisory Committee (AAC) in 2017 and resolved in December 2019 to re-establish the AAC under the new name, Reconciliation Advisory Committee (RAC). On 28 January 2020 Council appointed six community members to the RAC of which four community members are of Aboriginal descent.
- The City developed and implemented its first Management Practice for Reconciliation Rituals and Protocols and provided training to staff to support community engagement.
- The City submitted our first RAP Impact Measurement Report in September 2020, to help Reconciliation Australia measure the impact of the RAP network and improve the effectiveness of the RAP program.



## Challenges

- There is a limited local network of Whadjuk Noongar Elders that live in the City of Bayswater. On occasion, the City has engaged with Whadjuk Noongar Elders that live outside the City to share local Aboriginal culture with Aboriginal and Torres Strait Islander and non-Aboriginal communities.
- The City has had a low number of Aboriginal and Torres Strait Islander applicants applying for employment at the City of Bayswater. The City is committed to working with organisations that support training and employment for Aboriginal and Torres Strait Islander peoples to identify ways we can improve recruitment and retention of Aboriginal and Torres Strait Islander peoples in the workforce.
- The COVID-19 pandemic meant that building relationships was difficult. The City's Reconciliation Advisory Committee meetings were postponed, and the planned National Reconciliation Week RAP collective event involving local organisations with a RAP or that were seeking to develop a RAP had to be cancelled in 2020.



## Learnings

Over the next two years the City has the capacity to address the identified challenges through broadening our sphere of influence and relationship with Aboriginal and Torres Strait Islander peoples, and through our involvement in the Danjoo Koorliny Walking Together change project.

The City is an adaptable organisation. In 2020, during the height of the Coronavirus pandemic, we worked hard to keep our community up-to-date with information. City staff worked from home or were redeployed to other positions when frontline service delivery was affected. In addition, the City quickly moved to digital platforms such as social media, videos and online meetings to support the implementation of Reflect RAP deliverables

During this time, the City also bought forward an action listed in the Innovate RAP framework, which was the development of our first Management Practice for Reconciliation Rituals and Protocols. This document has proven to be invaluable to City staff and we are pleased to have completed it early, as part of our Reflect RAP.

Together, with the City's growing sphere of influence and strengthening of existing relationships, over the next two years the City will:

- Continue to develop strong and mutually beneficial relationships with Aboriginal and Torres Strait Islander peoples and will continue to focus on connecting our diverse community to inclusive and respectful cultural learning experiences.
- Advance cultural understanding and respect of Aboriginal and Torres Strait Islander cultures and histories.
- Continue to strengthen sustainable employment and enhance procurement practices to increase the social and economic inclusion of Aboriginal and Torres Strait Islander peoples.
- Strengthen our governance structure and representation of Aboriginal and/or Torres Strait Islander peoples.

Timeline

# Our Reconciliation journey

## 2017

Created an Aboriginal  
Advisory Committee  
To develop our first  
Reconciliation Advisory  
Committee



## 2018 - 2019

Developed our Reflect RAP with  
local traditional custodians



## 2018

Council endorsed the  
Uluru Statement from  
the Heart (artwork  
designed by Whadjuk  
Ballardong Noongar  
artist, James Egan)



## September 2019

Re-established former  
Aboriginal Advisory Committee  
(2017-2019) under new name  
Reconciliation Advisory  
Committee (2020-2021)







Key pillars of Reconciliation

# Relationships

The City of Bayswater is committed to developing strong and mutually beneficial relationships with Aboriginal and Torres Strait Islander peoples and will continue to focus on connecting our diverse community to inclusive and respectful cultural learning experiences.



Action	Deliverable
1. Establish and maintain mutually beneficial relationships with Aboriginal and Torres Strait Islander stakeholders and organisations.	a. Develop and communicate an Aboriginal and Torres Strait Islander engagement plan in consultation with local Elders to support a clear approach for engaging Aboriginal and Torres Strait Islander stakeholders.
	b. Meet with local Aboriginal and Torres Strait Islander stakeholders to develop guiding principles for future engagement.
2. Build relationships through celebrating National Reconciliation Week (NRW) and other days of significance.	a. Circulate Reconciliation Australia's NRW resources and reconciliation materials to City staff.
	b. Invite Reconciliation Advisory Committee members to participate in a range of external NRW events
	c. Encourage and support staff and senior leaders to participate in at least one external event to recognise and celebrate NRW.
	d. Organise at least one NRW event each year and register all our NRW events on Reconciliation Australia's NRW website.
	e. Raise awareness of the activities and events organised by the City to celebrate days of significance.



Responsibility	Timeframe		
	2021/22	2022/23	Budget
Manager Community Development Community Engagement Advisor	-	March 2023	\$3,000
Manager Community Development	May 2022	May 2023	Operational
Manager Community Development	May 2022	May 2023	Operational
Manager Community Development Executive Leadership Team Manager People, Culture and Safety	May 2022	May 2023	Operational
Manager Community Development	May 2022	May 2023	5,000 pa
Principal Marketing and Communications Manager Community Development	May 2022	May 2023	Operational



**Relationships continued**

Action	Deliverable
3. Promote reconciliation through our sphere of influence.	<p>a. Implement strategies to engage our staff in reconciliation through;</p> <ul style="list-style-type: none"> <li>i. Host a lunch and learn session for staff focused on the four pillars of the RAP</li> <li>ii. Join the Reconciliation Film Club and host one annual reconciliation film screening</li> <li>iii. Create a 'reconciliation tool kit' for staff to refer to including references to films, books, podcasts and resources</li> </ul> <hr/> <p>b. Prepare a communication plan to promote the achievements, milestones and events of the City's Innovate Reconciliation Action Plan including online and traditional media. The Plan will target Noongar radio** as part of its public relations activities.</p> <hr/> <p>c. Engage staff in the launch of the Innovate RAP to encourage conversation (i.e. Showcasing staff responses to actions they will take to progress reconciliation)</p> <hr/> <p>d. Collaborate with external stakeholders to drive reconciliation outcomes. (i.e. schools, community groups, sporting clubs, and other likeminded organisations)</p> <hr/> <p>e. Explore opportunities to positively influence our stakeholders to drive reconciliation outcomes.</p> <hr/>
4. Promote positive race relations through anti-discrimination strategies.	<p>a. Conduct a review of HR policies and procedures to identify existing anti-discrimination provisions and future needs.</p> <hr/> <p>b. Develop, implement and communicate a City of Bayswater Policy for Reconciliation</p> <hr/> <p>c. Engage with Aboriginal and Torres Strait Islander staff and the Reconciliation Advisory Committee to consult on the City of Bayswater Policy for Reconciliation.</p> <hr/> <p>d. Educate senior leaders on the effects of racism</p> <hr/>

Responsibility	Timeframe		Budget
	2021/22	2022/23	
Manager Community Development	May 2022	May 2023	Operational
Principal Marketing and Communications Manager Community Development	-	June 2023	\$10,000 ** year two
Manager Community Development	December 2021	-	
Manager Community Development Manager People, Culture and Safety	June 2022	June 2023	\$2,500 pa
Manager Community Development Manager People, Culture and Safety	June 2022	June 2023	Operational
Manager People, Culture and Safety	January 2021	-	Operational
Manager Community Development Community Engagement Advisor	-	July 2022	Operational
Manager Community Development Community Engagement Advisor	March 2022	-	Operational
Manager People, Culture and Safety	May 2022	June 2023	Operational

# Respect

The City of Bayswater is committed to advancing cultural understanding and respect of Aboriginal and Torres Strait Islander cultures and histories within our sphere of influence.



Action	Deliverable
1. Increase understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights through cultural learning.	a. Conduct a review of cultural learning needs within our organisation.
	b. Consult local Traditional Owners and/or Aboriginal and Torres Strait Islander advisors and the City's Reconciliation Advisory Committee on the development and implementation of a cultural learning strategy for Elected Members and staff.
	c. Develop, implement and communicate a cultural learning strategy for Elected Members and staff. Add the City's Reconciliation Action Plan to the new employee information pack and investigate options of inclusion in new employee inductions.
	d. Provide opportunities for Reconciliation Advisory Committee members, Elected Members, Youth Advisory Committee members and all City staff to participate in formal and structured cultural learning.
	e. Facilitate training opportunities for community groups and sporting clubs to attend Aboriginal and Torres Strait Islander cultural learning training.
	f. In collaboration with Whadjuk Noongar people, provide internal and external opportunities to learn more about Noongar language and build partnerships with external training organisations (i.e. inclusion of Noongar greetings in communications, where appropriate on social media platforms, corporate publications and oral communications)
	g. Support City staff to attend the annual 'Danjoo Koorliny Walking Together Social Impact' events series relevant to local government.



Responsibility	Timeframe		
	2021/22	2022/23	Budget
Manager People, Culture and Safety	February 2022		\$10,000
Manager Community Development Manager People, Culture and Safety	June 2022	June 2023	\$4,000
Manager People, Culture and Safety Manager Community Development		October 2022	Operational
Manager People, Culture and Safety Manager Community Development		October 2022	\$10,000
Manager Community Development	May 2022	May 2023	\$2,000 pa
Manager Community Development Principal Marketing and Communications	June 2022	June 2023	Operational
Manager Community Development	October 2021	October 2022	\$1,500 pa





**Respect continued**

Action	Deliverable
2. Demonstrate respect to Aboriginal and Torres Strait Islander peoples by observing cultural protocols.	a. Increase staff understanding of the purpose and significance behind cultural protocols, including Acknowledgement of Country and Welcome to Country protocols.
	b. Evaluate and communicate the City's Reconciliation Protocols and Rituals Management Practice.
	c. Develop a calendar of significant events and invite a Whadjuk Noongar Elder to provide a Welcome to Country or other appropriate cultural protocol at significant events each year.
	d. Continue to include an Acknowledge of Country or other appropriate protocols at the commencement of important meetings.
	e. Enhance Citizenship Ceremonies to educate new Australians through the delivery of a Welcome to Country and development of a cultural information package
3. Build respect for Aboriginal and Torres Strait Islander cultures and histories by celebrating NAIDOC Week.	a. Reconciliation Advisory Committee to participate in an external NAIDOC Week event.
	b. Review Human Resources policies and procedures to remove barriers to staff participating in NAIDOC Week.
	c. Promote and encourage participation in external NAIDOC events to all staff.
	d. Seek opportunities throughout the year for the City to produce stories in Noongar language and videos in Noongar language to be shared during NAIDOC Week

Responsibility	Timeframe		Budget
	2021/22	2022/23	
Manager Community Development	May 2022	May 2023	Operational
Manager Community Development	May 2022	May 2023	Operational
Manager Community Development	October 2021	October 2022	3,600 pa
Manager Community Development	June 2022	June 2023	Operational
Manager Community Development	June 2022	June 2023	7,200 pa
Manager Community Development	-	July 2022	Operational
Manager People, Culture and Safety	June 2022	June 2023	Operational
Manager Community Development	-	July 2022	Operational
Manager Community Development	June 2022	June 2023	5,000 pa



**Respect continued**

Action	Deliverable
4. Promote connection to the City's natural and built environment and focus on importance of native fauna	a. Identify endemic native plants to the area and continue with existing City native planting programs and restoration of original natural areas and establishment of nature links.
	b. Engage with local Elders and the South West Aboriginal Land and Sea Council who have knowledge in the area of native flora and fauna history, to better inform practices. E.g. Scar trees.
	c. Identify and apply for funding to formally record Aboriginal sacred sites and sites of significance in the City of Bayswater.
	d. Consult local Elders and Aboriginal families and respective Aboriginal organisations to identify community need and prioritisation for the first naming and co-naming of City buildings, places and spaces, in alignment with Landgate's Aboriginal Dual Naming Guidelines, and planned City projects and upgrades.
	e. Review the City's Naming Policy to include dual and renaming to Aboriginal names
5. Promote healing at local sites of significance to promote reconciliation.	a. Collaborate with Traditional Custodians and share stories that will contribute to intergenerational healing.
	b. Promote storytelling of sites of significance in the City of Bayswater in culturally acceptable ways, in consultation with Traditional Custodians.
	c. Explore and seek funding to establish and facilitate local gatherings to support truth telling conversations at sites of significance

Responsibility	Timeframe		Budget
	2021/22	2022/23	
Manager Sustainability, Environment and Waste Manager Parks and Gardens	June 2022	June 2023	Operational
Manager Sustainability, Environment and Waste Manager Parks and Gardens Community Engagement Advisor	June 2022	June 2023	\$1,000 pa
Manager Community Development Principal Asset and Mapping Services	June 2022	June 2023	\$5,000 pa (with additional funding from external grant opportunities)
Manager Development and Place Manager Community Development	April 2022	June 2023	\$5,000 pa
Manager Development and Place	June 2022	June 2023	Operational
Manager Community Development:	June 2022	June 2023	
Manager Community Development:	June 2022	June 2023	\$5,000
Manager Community Development:	June 2022	June 2023	

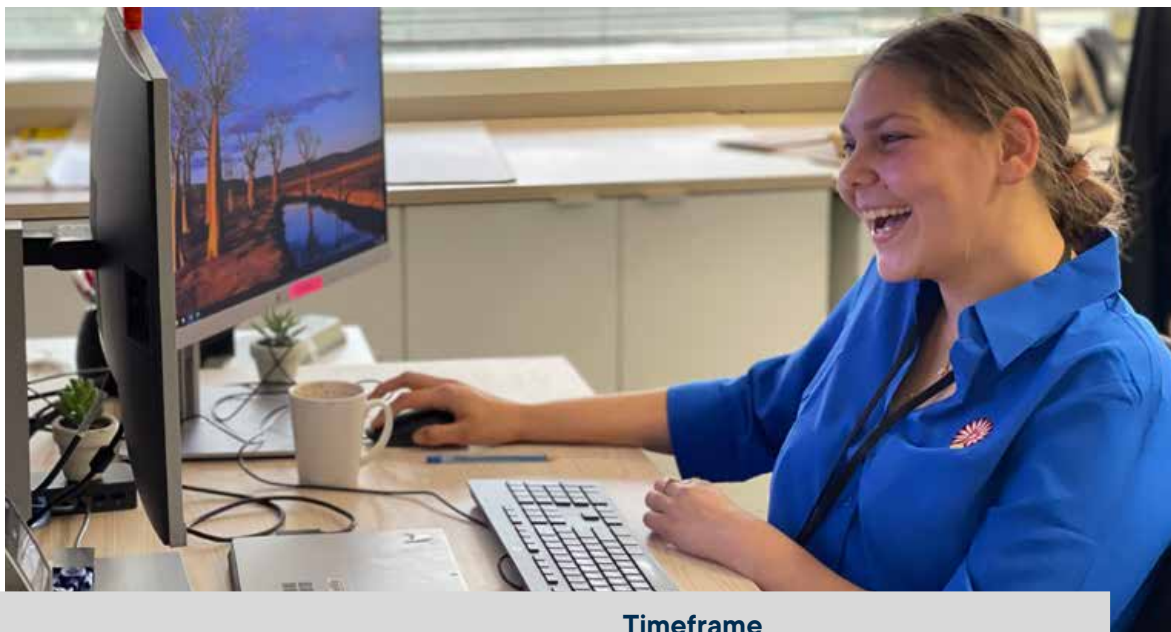


# Opportunities

The City of Bayswater will continue to strengthen sustainable employment and will enhance procurement practices to increase the social and economic inclusion of Aboriginal and Torres Strait Islander peoples.



Action	Deliverable
1. Appoint a dedicated 50D Reconciliation Community Development Officer or consultant, as required.	a. Appoint a dedicated 50D Reconciliation Community Development Officer or consultant, as required, to assist with the implementation of the City's Innovate RAP 2021-2023.
2. Improve employment outcomes by increasing Aboriginal and Torres Strait Islander recruitment, retention and professional development within the City's workforce.	a. Build an understanding of current Aboriginal and Torres Strait Islander staffing to inform future employment and professional development opportunities through the establishment of a diversity champions' internal working group. b. Engage with Aboriginal and Torres Strait Islander staff to consult on our recruitment, retention and professional development strategy, including peer mentoring. c. Develop and implement an Aboriginal and Torres Strait Islander recruitment, retention and professional development strategy. d. Engage with external parties, employment agencies and training organisations to effectively reach Aboriginal and Torres Strait Islander stakeholders for employment and work placements e. Review the City's Human Resource and recruitment processes to remove barriers to Aboriginal and Torres Strait Islander participation in our workplace. f. Increase the percentage of Aboriginal and Torres Strait Islander peoples within our workforce including: staff employment, school based traineeships and work experience placements. g. Identify opportunities to attract Aboriginal and Torres Strait Islander candidates through recruitment practices and policies.



Responsibility	Timeframe		Budget
	2021/22	2022/23	
Manager Community Development Manager People, Culture and Safety	October 2021	-	\$7,433 pa (funds for an additional 0.1 FTE to existing 0.5 FTE allocation)
Manager People, Culture and Safety Manager Community Development	October 2021	-	Operational
Manager People, Culture and Safety Manager Community Development	March 2022	-	Operational
Manager People, Culture and Safety Manager Community Development	May 2022	-	Operational
Manager People, Culture and Safety	February 2022	January 2023	Operational
Manager People, Culture and Safety	January 2022	-	Operational
Manager People, Culture and Safety With support of all Managers	June 2022	June 2022	Operational
Manager People, Culture and Safety	December 2021	December 2022	Operational



Opportunities continued

Action	Deliverable
3. Increase Aboriginal and Torres Strait Islander supplier diversity to support improved economic and social outcomes.	a. Investigate Supply Nation membership
	b. Utilise and communicate the Aboriginal Business Directory to increase supplier procurement.
	c. Implement a new Contract Management System, which will give the City greater reporting capability to help identify the participation rates of Aboriginal and Torres Strait Islander businesses.
	d. Increase the number of commercial relationships with Aboriginal and Torres Strait Islander businesses.
	e. Encourage and support Aboriginal and Torres Strait Islander community groups, clubs, and businesses to apply for community grant funding to deliver programs in the City of Bayswater.



Responsibility	Timeframe		Budget
	2021/22	2022/23	
Manager Governance and Strategy	December 2021	-	-
Manager Governance and Strategy	January 2022	-	Operational
Manager Governance and Strategy	March 2022	-	Operational
Manager Governance and Strategy	June 2022	June 2023	Operational
Manager Community Development	June 2022	June 2023	Operational





# Governance

The City of Bayswater has an established governance structure, including a Reconciliation Advisory Committee with Aboriginal and/or Torres Strait Islander representation. This allows us to continue in our commitment to strengthen engagement with local Aboriginal and Torres Strait Islander peoples and continuously report on our Innovate RAP 2021 – 2023 milestones.



Action	Deliverable
1. Establish and maintain an effective Reconciliation Advisory Committee to drive governance of the RAP.	a. Maintain Aboriginal and Torres Strait Islander representation on the Reconciliation Advisory Committee.
	b. Establish and apply a Terms of Reference for the Reconciliation Advisory Committee.
	c. The Reconciliation Advisory Committee to meet at least four times per year to drive and monitor RAP implementation.
2. Provide appropriate support for effective implementation of RAP commitments.	a. Define resource needs for RAP implementation.
	b. Engage our senior leaders and other staff in the delivery of RAP commitments.
	c. Define and maintain appropriate systems to track, measure and report on RAP commitments.
	d. Appoint and maintain RAP champions from within the organisation, including representatives from senior management.



Responsibility	Timeframe		Budget
	2021/22	2022/23	
Manager Community Development	March 2022	July 2023	Operational
Manager Community Development	November 2021	-	Operational
Manager Community Development	July 2022	July 2023	Operational
Manager Community Development	February 2022	February 2023	Operational
Manager Community Development Manager People, Culture and Safety	June 2022	June 2023	Operational
Manager Community Development	October 2021	September 2022	Operational
Manager Community Development Director Community and Development	October 2021	October 2022	Operational



#### Governance continued

- |  |  |
|--|--|
| <p>3. Build accountability and transparency through reporting RAP achievements, challenges and learnings both internally and externally.</p> | <p>a. Complete and submit the annual RAP Impact Measurement Questionnaire to Reconciliation Australia.</p>                 |
|  | <p>b. Report RAP progress to all staff and senior leaders quarterly.</p>   |
|  | <p>c. Publicly report our RAP achievements, challenges and learnings, annually.</p>  |
|  | <p>d. Investigate participating in Reconciliation Australia's biennial Workplace RAP Barometer.</p>                        |
| <p>4. Continue our reconciliation journey by developing our next RAP.</p>  | <p>a. Register via Reconciliation Australia's website to begin developing our next Reconciliation Action Plan- Stretch</p> |



**FACILITATED CULTURAL  
YARNING TOUR**

Manager Community Development	September 2022	September 2023	Operational
Manager Community Development	October 2021 December 2021 March 2022 June 2022	September 2022 December 2022 March 2023 June 2023	Operational
Principal Marketing and Communications Manager Community Development	June 2022	June 2023	Operational
Manager Community Development	April 2022	-	\$3,000
Manager Community Development	-	January 2023	



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# Code of Conduct

## Division 1 — Preliminary provisions

### 1. Citation

This is the *City of Bayswater Code of Conduct for Council Members, Committee Members and Candidates*.

### 2. Terms used

- (1) In this code —  
**Act** means the *Local Government Act 1995*;  
**candidate** means a candidate for election as a council member;  
**complaint** means a complaint made under clause 11(1);  
**publish** includes to publish on a social media platform.
- (2) Other terms used in this code that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

## Division 2 — General principles

### 3. Overview of Division

This Division sets out general principles to guide the behaviour of council members, committee members and candidates.

### 4. Personal integrity

- (1) A council member, committee member or candidate should —
- act with reasonable care and diligence; and
  - act with honesty and integrity; and
  - act lawfully; and
  - identify and appropriately manage any conflict of interest; and
  - avoid damage to the reputation of the local government.
- (2) A council member or committee member should —
- act in accordance with the trust placed in council members and committee members; and
  - participate in decision-making in an honest, fair, impartial and timely manner; and
  - actively seek out and engage in training and development opportunities to improve the performance of their role; and
  - attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

## 5. Relationship with others

- (1) A council member, committee member or candidate should —
  - (a) treat others with respect, courtesy and fairness; and
  - (b) respect and value diversity in the community.
- (2) A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

## 6. Accountability

A council member or committee member should —

- (a) base decisions on relevant and factually correct information; and
- (b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
- (c) read all agenda papers given to them in relation to council or committee meetings; and
- (d) be open and accountable to, and represent, the community in the district.

## Division 3 — Behaviour

### 7. Overview of Division

This Division sets out —

- (a) requirements relating to the behaviour of council members, committee members and candidates; and
- (b) the mechanism for dealing with alleged breaches of those requirements.

### 8. Personal integrity

- (1) A council member, committee member or candidate —
  - (a) must ensure that their use of social media and other forms of communication complies with this code; and
  - (b) must only publish material that is factually correct.
- (2) A council member or committee member —
  - (a) must not be impaired by alcohol or drugs in the performance of their official duties; and
  - (b) must comply with all policies, procedures and resolutions of the local government.

### 9. Relationship with others

A council member, committee member or candidate —

- (a) must not bully or harass another person in any way; and
- (b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and
- (c) must not use offensive or derogatory language when referring to another person; and

- (d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and
- (e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.

## **10. Council or committee meetings**

When attending a council or committee meeting, a council member, committee member or candidate —

- (a) must not act in an abusive or threatening manner towards another person; and
- (b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and
- (c) must not repeatedly disrupt the meeting; and
- (d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and
- (e) must comply with any direction given by the person presiding at the meeting; and
- (f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

## **11. Complaint about alleged breach**

- (1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.
- (2) A complaint must be made —
  - (a) in writing in the form approved by the local government; and
  - (b) to a person authorised under subclause (3); and
  - (c) within 1 month after the occurrence of the alleged breach.
- (3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.

## **12. Dealing with complaint**

- (1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.
- (2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.
- (3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.
- (4) If the local government makes a finding that the alleged breach has occurred, the local government may —
  - (a) take no further action; or



- (b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.
- (5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.
- (6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —
  - (a) engage in mediation;
  - (b) undertake counselling;
  - (c) undertake training;
  - (d) take other action the local government considers appropriate.
- (7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —
  - (a) its finding and the reasons for its finding; and
  - (b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

### **13. Dismissal of complaint**

- (1) The local government must dismiss a complaint if it is satisfied that —
  - (a) the behaviour to which the complaint relates occurred at a council or committee meeting; and
  - (b) either —
    - (i) the behaviour was dealt with by the person presiding at the meeting; or
    - (ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.
- (2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

### **14. Withdrawal of complaint**

- (1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.
- (2) The withdrawal of a complaint must be —
  - (a) in writing; and
  - (b) given to a person authorised under clause 11(3).

### **15. Other provisions about complaints**

- (1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.
- (2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.

## Division 4 — Rules of conduct

Notes for this Division:

1. Under section 5.105(1) of the Act a council member commits a minor breach if the council member contravenes a rule of conduct. This extends to the contravention of a rule of conduct that occurred when the council member was a candidate.
2. A minor breach is dealt with by a standards panel under section 5.110 of the Act.

### 16. Overview of Division

- (1) This Division sets out rules of conduct for council members and candidates.
- (2) A reference in this Division to a council member includes a council member when acting as a committee member.

### 17. Misuse of local government resources

- (1) In this clause —  
**electoral purpose** means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*;  
**resources of a local government** includes —
  - (a) local government property; and
  - (b) services provided, or paid for, by a local government.
- (2) A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

### 18. Securing personal advantage or disadvantaging others

- (1) A council member must not make improper use of their office —
  - (a) to gain, directly or indirectly, an advantage for the council member or any other person; or
  - (b) to cause detriment to the local government or any other person.
- (2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.

### 19. Prohibition against involvement in administration

- (1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.
- (2) Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

## 20. Relationship with local government employees

- (1) In this clause —  
**local government employee** means a person —
  - (a) employed by a local government under section 5.36(1) of the Act; or
  - (b) engaged by a local government under a contract for services.
- (2) A council member or candidate must not —
  - (a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or
  - (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or
  - (c) act in an abusive or threatening manner towards a local government employee.
- (3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.
- (4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —
  - (a) make a statement that a local government employee is incompetent or dishonest; or
  - (b) use an offensive or objectionable expression when referring to a local government employee.
- (5) Subclause (4)(a) does not apply to conduct that is unlawful under *The Criminal Code* Chapter XXXV.

## 21. Disclosure of information

- (1) In this clause —  
**closed meeting** means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;  
**confidential document** means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;  
**document** includes a part of a document;  
**non-confidential document** means a document that is not a confidential document.
- (2) A council member must not disclose information that the council member —
  - (a) derived from a confidential document; or
  - (b) acquired at a closed meeting other than information derived from a non-confidential document.
- (3) Subclause (2) does not prevent a council member from disclosing information —
  - (a) at a closed meeting; or
  - (b) to the extent specified by the council and subject to such other conditions as the council determines; or
  - (c) that is already in the public domain; or

- (d) to an officer of the Department; or
- (e) to the Minister; or
- (f) to a legal practitioner for the purpose of obtaining legal advice; or
- (g) if the disclosure is required or permitted by law.

## 22. Disclosure of interests

- (1) In this clause —  
**interest** —
  - (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
  - (b) includes an interest arising from kinship, friendship or membership of an association.
- (2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest —
  - (a) in a written notice given to the CEO before the meeting; or
  - (b) at the meeting immediately before the matter is discussed.
- (3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —
  - (a) that they had an interest in the matter; or
  - (b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.
- (5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —
  - (a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and
  - (b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.
- (6) Subclause (7) applies in relation to an interest if —
  - (a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or
  - (b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.
- (7) The nature of the interest must be recorded in the minutes of the meeting.

## 23. Compliance with plan requirement

If a plan under clause 12(4)(b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.



# Terms of Reference

## Reconciliation Advisory Committee

### Purpose

The purpose of the Reconciliation Advisory Committee is to advise Council on the development and implementation of the Reconciliation Action Plan (RAP) for the City of Bayswater, with the aim to help the workplace to facilitate understanding, strengthen relationships and trust with Aboriginal and Torres Strait Islander People; promote meaningful engagement, increase equality and develop sustainable employment and business opportunities.

### Membership

Three Elected Members. A minimum of three is required under legislation.

Up to five community members who satisfy one or more of the following criteria:

1. Identify as a person of Aboriginal and Torres Strait Islander descent;
2. Is a Whadjuk Noongar Elder;
3. Is an Aboriginal and Torres Strait Islander business partner representative; and/or
4. Is an Aboriginal and Torres Strait Islander representative living in the City of Bayswater community.

The quorum for this Committee is four members.

Two Councillors are appointed as Deputies. It is the responsibility of Elected Members who cannot attend a Committee meeting to organise a Deputy to attend in their place.

Members must abide by the *City of Bayswater Code of Conduct for Council Members, Committee Members and Candidates*

### Delegated Authority

This Committee does not have any delegated authority. The Committee will make recommendations to Council on report items. Report items will then be presented for Council's consideration at the next available Ordinary Council meeting.

### Meetings

Committee meetings are to be held in accordance with the *City of Bayswater Standing Orders Local Law 2021*.

The Committee shall meet as required at the City of Bayswater Civic Centre.

### Liaison Officer

Director Community Services



**11 CLOSURE**

**12 NEXT MEETING**

The next meeting of the Reconciliation Advisory Community will take place in the Committee Room, City of Bayswater Civic Centre, 61 Broun Avenue Morley on a date and time to be advised.