

Minutes

ABORIGINAL ADVISORY COMMITTEE

12 DECEMBER 2018

By signing these minutes I certify that they were confirmed at the Aboriginal Advisory Committee held on _____.

**CR STEPHANIE GRAY
CHAIRPERSON**

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MINUTES

MINUTES of the meeting of the Aboriginal Advisory Committee which was held in Council Chambers, City of Bayswater Civic Centre, 61 Broun Avenue, Morley on **12 December 2018**, commencing at 4:39pm.

Committee Recommendations to Council are subject to adoption, or otherwise, at the following Ordinary Meeting of Council, as recorded in Minutes of that Council Meeting.

1. OFFICIAL OPENING

The Chairperson, Cr Stephanie Gray, declared the meeting open at 4:39pm.

2. ACKNOWLEDGEMENT OF COUNTRY

The Chairperson, Cr Stephanie Gray, acknowledged the Traditional Custodians of the land, the Whadjuk people of the Noongar nation, and paid respects to Elders past, present and emerging.

3. ATTENDANCE

Members

Cr Stephanie Gray
Cr Sally Palmer
Cr Giorgia Johnson
Ms Jan Wheare
Ms Carol Foley
Ms Danielle Cameron (from 4:57pm)

Officers

Mr Des Abel	Director Community and Development
Ms Julia Hendley	Acting Manager Community Development
Mr Dan West	Manager People, Culture and Safety
Ms Fiona Bentley	Manager Strategic Planning Projects
Ms Michele Fletcher	Coordinator Community Development
Ms Sherilee Macready	Community Development Officer
Ms Karen D'Cunha	Administration Officer

Observers

Nil.

3.1 Apologies

Ms Karen Quigley	Manager Community Development
Mr Barry McGuire	
Ms Stacey Maxted	

3.2 Approved Leave of Absence

Nil.

4. 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.

Nil.

5. DELEGATED AUTHORITY BY COUNCIL

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

6. TERMS OF REFERENCE

TERMS OF REFERENCE Aboriginal Advisory Committee	
Meeting occurrence:	As required
Day of Meeting:	When suitable
Time of Meeting:	When suitable
Location of Meeting:	City of Bayswater, Civic Centre, 61 Broun Avenue, Morley WA 6062
Liaison Officer:	Director Community and Development or nominated officer
Purpose of Committee:	<ul style="list-style-type: none"> The Aboriginal Advisory Committee advises and assists in the development, implementation and monitoring of a Reconciliation Action Plan (RAP) for the City of Bayswater, with the aim to help the workplace to facilitate understanding, promote meaningful engagement, increase equality and develop sustainable employment and business opportunities. The Aboriginal Advisory Committee may also provide advice and make recommendations to the City of Bayswater on matters other than the RAP that affect Aboriginal people within the City of Bayswater, where the City can have a direct influence.
Elected Members:	Three Elected Council Members
Non-Council Members:	Up to five community members who fit one or more of the following criteria: <ul style="list-style-type: none"> Aboriginal and Torres Strait Islander community members. Individuals who work with or for the Aboriginal and Torres Strait Islander community on a professional level. Any community member who lives or works within the City of Bayswater or is regularly engaged with the Bayswater community, who is interested in reconciliation and its potential to influence the culture of the organisation.
Non-Voting Members:	<ul style="list-style-type: none"> Director Community and Development Manager Community Development Manager People, Culture and Safety Coordinator Community Development

TERMS OF REFERENCE Aboriginal Advisory Committee	
	<ul style="list-style-type: none"> • Community Development Officer • Community and Development Administration Officer • An additional officer representative from each of the Directorates to be invited to and on a rotating basis to attend the meetings.
Terms of Membership:	<ul style="list-style-type: none"> • Elected members - Two years commencing after each Ordinary Council election • Non-Council members - from the date of appointment by Council until October 2019.
Delegated Authority:	Nil
Sitting Fees:	Nil (included as part of the annual Sitting Fees paid to Councillors)

7. CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

The Minutes of the Aboriginal Advisory Committee held on 10 October 2018 which had been distributed, are to be presented for confirmation as a true and correct record.

CR GIORGIA JOHNSON MOVED, MS JAN WHEARE SECONDED

CARRIED UNANIMOUSLY: 5/0

8. PRESENTATIONS

8.1 Presentations

Nil.

8.2 Deputations

Nil.

9. REPORTS

9.1 Draft Reconciliation Action Plan

Reporting Branch:	Community Development
Responsible Directorate:	Community and Development
Refer:	Item 10.4.4: OCM 23.10.2018 Item 13.17: OCM 28.08.2018 Item 13.2: OCM 26.06.2018 Item 13.4: OCM 22.05.2018 Item 13.1.1: OCM 24.04.2018 Item 11.3: OCM 23.08.2016

EXECUTIVE SUMMARY

Application:

For Council to adopt in principle the City of Bayswater's inaugural draft 'Reconciliation Action Plan (RAP) Reflect July 2019 – June 2020'.

Key Issues:

- To present the City's inaugural draft RAP Reflect July 2019 – June 2020.
- To present the estimated financial costings for City branches to deliver the RAP Reflect actions during the 2019 / 2020 financial year.
- For the Aboriginal Advisory Committee (AAC) to provide feedback on the inaugural draft RAP Reflect presented in this report.

BACKGROUND

At the Ordinary Council Meeting held 23 August 2016, Council considered the establishment of an Aboriginal Advisory Committee and resolved as follows:

"That Council consider the inclusion of the following action in the development of the 2017-2021 Corporate Business Plan and the 2017/18 budget:

'Council establishes an Aboriginal Advisory Committee or appropriate group to develop a Reconciliation Plan.'"

The first meeting of the Aboriginal Advisory Committee (AAC) was held on 28 February 2018. At this meeting, the members of the AAC were also introduced to the Reflect style of RAP. Reconciliation Australia offers four different styles of RAP templates. The stage 1 (Reflect) RAP template is appropriate for the City to use to develop its inaugural RAP as it focuses on building the internal and external relationships which will be necessary to undertake subsequent RAPs. According to Reconciliation Australia:

"A Reflect RAP clearly sets out the steps you should take to prepare your Organisation for reconciliation initiatives in successive RAPs. Committing to a Reflect RAP allows your organisation to spend time scoping and developing relationships with Aboriginal and Torres Strait Islander stakeholders, deciding on your vision for reconciliation and exploring your sphere of influence, before committing to specific actions or initiatives. This process will help to produce future RAPs that are meaningful, mutually beneficial and sustainable."

At the second AAC meeting held on 4 April 2018, the Committee endorsed the RAP development Project Timeline and were also presented with the first draft of the RAP Engagement Plan for consideration. The engagement plan and project timeline were noted by Council at its Ordinary Council Meetings on 24 April 2018 and 22 May 2018, respectively.

The third City of Bayswater Aboriginal Advisory Committee (AAC) meeting was held on 6 June 2018, where the Committee provided input into the RAP Engagement Plan, particularly with reference to the six community engagement activities planned.

Six community engagement activities took place in June and July 2018 resulting in the identification of four key themes emerging from interactions with community members. A seventh community engagement activity took place on 13 September 2018 at the City's Civic Centre.

At the fourth AAC meeting held on 2 August 2018 the Committee provided input into the four key themes that emerged during the six community engagement activities. The four key themes included:

1. Rituals and Protocols.
2. Cultural.
3. Employment and Training.
4. Sharing Learning and Building Connections.

The fifth AAC meeting was held on 10 October 2018, where the Committee provided input into preliminary actions that will inform the City's inaugural draft RAP Reflect. This input was noted by Council on 23 October 2018 as follows:

"That Council:

- 1. Notes the summary of outcomes from the seventh community engagement activity that took place on 13 September 2018 in relation to the City of Bayswater draft Reflect Reconciliation Action Plan.*
- 2. Notes feedback received from the Aboriginal Advisory Committee with regards to the preliminary draft actions which will inform the City of Bayswater draft Reflect Reconciliation Action Plan."*

The above information informed the development of the draft RAP Reflect July 2019 - June 2020 which is included in **Attachment 1**. The draft RAP Reflect addresses the four key themes which emerged from the community engagement activities in relation to each of the three headings specified in the Reconciliation Australia RAP Reflect template: Relationships, Respect and Opportunities. Each action is supported by additional columns which provide detail on deliverables, the expected quarter of delivery, estimated resources (financial cost) and the City manager responsible for implementation.

CONSULTATION

A variety of engagement methods were utilised to involve the community and obtain the necessary feedback that informed the RAP Reflect actions as detailed below:

1. Desktop research of other RAP processes of other local governments and organisations.
2. Nyoongar story telling activity at Morley Galleria Shopping Centre.
3. Elder's morning tea - at the Bayswater Seniors' Centre.
4. Beatball (Youth Basketball activity at The RISE).
5. Yirra Yaakin Theatre Company performance at The RISE.
6. Bush Tucker Activity at the Morley Library.
7. NAIDOC week celebration in Bassendean - stall set up to provide information and obtain community input.

8. Staff yarning session.
9. A community yarning session at the City of Bayswater's Embleton Room with local Aboriginal Elders and the wider community.
10. Workshop conducted with the Aboriginal Advisory Committee and Reconciliation WA.

ANALYSIS

The City has chosen to use the Reconciliation Australia RAP framework, which will contribute to reconciliation by building and encouraging relationships between Aboriginal and Torres Strait Islander people, the City and its residents. It will develop opportunities for the City to improve socio-economic outcomes for local Aboriginal and Torres Strait Islander people and communities which will establish the City as an employer of choice and assist in building a dynamic and diverse workforce. The successful development and implementation of the RAP Reflect will send a strong signal of the City's commitment to improving partnerships with Aboriginal and Torres Strait Islander people.

The draft RAP Reflect July 2019 – June 2020 is presented for consideration and feedback by the AAC. Each action item has been allocated an estimated implementation cost with the total being \$79,400.

It is also considered that a temporary Aboriginal Reconciliation Liaison Officer will be required to successfully implement this RAP Reflect within the specified timeframe. The objective of this proposed position is to develop a deeper relationship with the Aboriginal and Torres Strait Islander people within the City. The proposed key functions of this position will be:

- Coordinate the implementation of the RAP Reflect.
- Educate the wider community and support the Aboriginal and Torres Strait Islander people with regards to their presence and needs.
- Develop sustainable partnerships with service providers and community organisations that leads to ongoing collaboration, positive change and improved outcomes for the Aboriginal and Torres Strait Islander people.

At this stage it is recommended that the position be a 12 month fixed-term contract, to be reviewed at the end of the 2019/2020 financial year.

Once feedback is received from the AAC the following steps will occur before implementation of the RAP Reflect can commence:

1. The draft RAP Reflect to be presented to Council requesting in-principle support and consideration of the allocation of funding in the 2019/2020 budgets.
2. The draft RAP Reflect text only to be sent to Reconciliation Australia for endorsement.
3. Presentation of the final draft RAP Reflect to Council for adoption.
4. Publishing of the final RAP Reflect document.
5. The City will hold an official launch event, currently forecast for May 2019.

Timeframes to launch and implement the inaugural RAP may be subject to change, as the City is unaware of how long Reconciliation Australia may require for endorsing the draft document.

OPTIONS

The following options are available to Council:

OPTION		BENEFIT	RISK
1.	<p>Council:</p> <ul style="list-style-type: none"> Notes the feedback received from the AAC on the draft RAP Reflect. Adopts in-principle the draft RAP Reflect. Considers funding for the implementation of the draft RAP Reflect as part of the 2019/2020 budget process. Forwards the draft RAP Reflect to Reconciliation Australia for endorsement. <p>Estimated Cost: \$161,000</p>	<ul style="list-style-type: none"> Facilitates the implementation of the RAP Reflect within a 12 month period. Fosters strong and sustainable relationships between Aboriginal and Torres Strait Islander people, and the City of Bayswater and its residents. Potentially improves the socio-economic outcomes for local Aboriginal and Torres Strait Islander people. Assists in establishing the City as an employer of choice, building a dynamic and diverse workforce. Sends a strong signal of the City's commitment to improved partnerships with Aboriginal and Torres Strait Islander people. 	<ul style="list-style-type: none"> The costs associated with implementing the RAP Reflect.
2.	<p>Council makes change(s) to the draft RAP Reflect.</p> <p>Estimated Cost: Dependent on the change(s) made.</p>	<ul style="list-style-type: none"> Dependent on the change(s) made. 	<ul style="list-style-type: none"> Dependent on the change(s) made.
3.	<p>Council does not:</p> <ul style="list-style-type: none"> Adopt in-principle the draft RAP Reflect. Consider funding for the implementation of the draft RAP Reflect. Forward the draft RAP Reflect to Reconciliation Australia for Endorsement. <p>Estimated Cost: Nil.</p>	<ul style="list-style-type: none"> No cost to the City. 	<ul style="list-style-type: none"> The implementation of the RAP Reflect would not proceed. Reputation risk as the community may view that the City has failed to deliver on its commitment to reconciliation. It may infer that Council is not committed to improving relationships with Aboriginal and Torres Strait Islander people. The City would not be contributing towards improved socio-economic outcomes for local Aboriginal and Torres Strait Islander people.

CONCLUSION

In light of the above, Option 1 is recommended and this will enable the draft RAP Reflect July 2019 – June 2020 to be referred to Reconciliation Australia for endorsement, and funding to

implement the RAP Reflect Action Plan be considered as part of the draft 2019/2020 budget process.

FINANCIAL IMPLICATIONS

The following financial implications are applicable:

Item 1: Implementation of Reflect Reconciliation Action Plan.

Asset Category: New **Source of Funds:** Municipal

LTFP Impacts: Not itemised in Long Term Financial Plan

Notes: Refer to **Attachment 1** for itemisation of costs.

ITEM NO.	CAPITAL / UPFRONT COSTS (\$)	ONGOING COSTS (\$) ANNUAL		INCOME (\$)	ASSET LIFE (YEARS)	WHOLE OF LIFE COSTS (\$)	CURRENT BUDGET (\$)
		MATERIALS & CONTRACT	STAFFING				
1	\$79,400	N/A	\$81,600* (One year only)	N/A	N/A	N/A	\$0

*The allocated figure reflects the total salary plus on-cost to the City for a 12 month fixed term position for a dedicated Aboriginal Reconciliation Liaison Officer.

STRATEGIC LINK

In accordance with the City of Bayswater Strategic Community Plan 2017-2027, the following applies:

Theme: Our Community.

Aspiration: An active and engagement community.

Outcome C2: Accessible services that recognise diversity.

COUNCIL POLICY AND LEGISLATIVE IMPLICATIONS

Local Government Act 1995.

VOTING REQUIREMENTS

Simple Majority required.

ATTACHMENTS

1. Draft City of Bayswater Reconciliation Action Plan Reflect July 2019 – June 2020.

ADVISORY COMMITTEE RECOMMENDATION TO COUNCIL (OFFICER'S RECOMMENDATION)

That Council:

1. Notes the feedback received from the Aboriginal Advisory Committee with regards to the draft City of Bayswater Reconciliation Action Plan Reflect July 2019 – June 2020.
2. Adopts in-principle the draft City of Bayswater Reconciliation Action Plan Reflect July 2019 – June 2020 as contained in Attachment 1 to this report.
3. Considers an allocation of \$161,000 for the implementation of the Reconciliation Action Plan Reflect July 2019 – June 2020 as part of the draft 2019/2020 budget process.
4. Approves the draft Reconciliation Action Plan Reflect July 2019 – June 2020 to be forwarded to Reconciliation Australia for endorsement.

CR SALLY PALMER MOVED, MS CAROL FOLEY SECONDED

CARRIED UNANIMOUSLY: 5/0

Attachment 1

**City of Bayswater
Reconciliation Action Plan
REFLECT**

July 2019 – June 2020

ACKNOWLEDGEMENT OF COUNTRY

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

(Ask Barry McGuire to provide a Welcome to Country)

Provide context about the local people

Use Noongar words – reflect the English words)

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Vision for this first Plan/statement of intent

Our Reflect Plan encourages us to positively contribute to the nation's reconciliation journey by:

- acknowledging and respecting the culture and contribution of Aboriginal and Torres Strait Islander people;
- making our services more culturally sensitive, inclusive and accessible for Aboriginal and Torres Strait Islander people;
- inviting our elected members and employees to take part in cultural appreciation training; and
- building enduring partnerships with our Aboriginal and Torres Strait Islander Elders and community members.

Message from Reconciliation Australia

To be provided by Reconciliation Australia

Message from Mayor - proposed

It is with great pride that I introduce the City of Bayswater's Reflect - Reconciliation Action Plan 2019 – 2020.

Our first Reconciliation Action Plan will pave the way for the City's unique Reconciliation journey and provide a framework to guide the City's staff and Council towards creating an inclusive and respectful environment in which the cultures of our first peoples are acknowledged, shared and celebrated.

It has been extraordinary to witness the time, effort and good will that has led to its creation, and I would like to thank everyone who's hard work and dedication has made the beginning of our Reconciliation journey a possibility. In particular, thank you to members of the City's Aboriginal Advisory Committee and their Chair Cr Stephanie Gray, members of the community who participated in numerous community engagement activities and our Council and staff. I would also like to thank Reconciliation WA for their ongoing support and guidance throughout this entire process.

Our Reconciliation Action Plan is something we can all be proud of, and with this solid foundation we can work together to create a future in which Aboriginal and Torres Strait Islander people feel welcome and supported in the City of Bayswater and beyond.

Dan Bull

City of Bayswater Mayor

Message from CEO - notes for development

The City of Bayswater like many other local governments faces continuous change as the community around us changes. This Plan enables us to focus on how our organisation responds in this time of change to the needs of Aboriginal and Torres Strait Islander people and building our knowledge of their needs, contributions and achievements.

The development of a Reconciliation Action Plan aligns with the City's Strategic Community Plan C2.1 and ensures the City's services and facilities are accessible and inclusive. Specifically the City's Corporate Business Plan requires C2.1.1 Develop and implement a Reconciliation Action Plan with support from an Aboriginal Advisory Committee.

We are committed to growing our capacity to support Aboriginal and Torres Strait Islander employees and over time facilitating sustainable employment and business opportunities, not only within our organisation but throughout the region.

It is important that we deliver what we promise and that this is within our capacity to achieve. We do not want to disappoint by over-reaching and not delivering. We can succeed by continuing to collaborate with our local community and building strong partnerships.

I look forward to shaping our services, programs and events to better reflect Aboriginal and Torres Strait Islander language, culture and stories and to report back on our shared progress as we deliver the actions identified in this Plan.

Andrew Brien, Chief Executive Officer

City of Bayswater - who and what are we?

The City of Bayswater includes an area of 34.6km² on the banks of the Swan River, the Derbal Yerrigan, and at its closest boundary is only 8km from Perth Central Business District. It includes the suburbs of Noranda, Morley, Embleton, Bedford, Bayswater, Maylands and Mt Lawley.

At the 2016 Census the City had a population of 66,050 people, with 50% between the ages of 25 and 60 years old. 46% of the City's population were born overseas and 1.3% is of Aboriginal or Torres Strait Islander descent.

We celebrate a rich environment with 181 parks and 10km of river foreshore. Remnant bushland and wildlife sanctuaries are valued and cared for by the City and the community.

There are many significant places in the City of Bayswater to both Aboriginal and non-Aboriginal people which open up opportunities to make fresh connections between the environment and the people.

We recognise ground breaking programs and services for Aboriginal and Torres Strait Islander people within the City but also concerns and problems that we need to work together to solve.

Aboriginal Advisory Committee

In proposing the development of this first Reconciliation Action Plan the City of Bayswater Council requested that an Aboriginal Advisory Committee (the Committee) be created to advise and assist in the development and implementation of a Reflect Plan. The purpose of the Committee is to help facilitate understanding, promote meaningful engagement, increase equality and facilitate sustainable employment and business opportunities.

Expressions of interest for community representatives were widely advertised and promoted through local organisations and networks. The nominations received provided a diverse range of interests and skills including previous experience with the development and delivery of Reconciliation Action Plans.

The Chair of the Committee, Councillor Stephanie Gray, has valued the support of all the members who have not only attended the formal meetings but also participated in the engagement activities and shared their stories. We acknowledge the contributions to the Committee by the Board of Reconciliation WA.

The Committee was active in reviewing the content of the Plan, providing ideas and advice and asking questions to prompt new thinking about reconciliation.

Membership of the Aboriginal Advisory Committee

- Cr Stephanie Gray, Chair
- Cr Sally Palmer
- Cr Giorgia Johnson
- Mr Barry McGuire
- Ms Jan Wheare
- Ms Carol Foley
- Ms Stacy Maxted
- Ms Danielle Cameron

Officers, non-voting

- Director Community and Development
- Manager Community Development
- Manager People Safety and Culture
- Community Development Officer
- Strategic Planning Projects Manager
- Administrative assistance; and
- Others who have attended meetings during the development of Reflect Plan.

Getting to know our local community

Our Aboriginal Advisory Committee urged us to sit down with the community and listen to the stories of the people. We planned opportunities to meet different parts of the community and were surprised and delighted by what we heard and learned.

Opportunities included:

- We met local Elders and seniors at morning tea at the Bayswater Seniors Centre;
- We hosted a Noongar storytime session at busy Galleria Shopping Centre;
- We played beatball with young people in partnership with Nyoongar Wellbeing and Sports;
- We discovered bush tucker together at Morley Library;
- We invited Yirra Yaakin Theatre Company to perform during school holidays;
- We partnered with the Town of Bassendean and participated in the NAIDOC Family Day event at Ashfield Reserve, meeting so many people who felt that this was a safe place to say and write what they felt.
- We participated in the Dandjoo Koorliny Walk for Reconciliation;
- We participated in the Walk for Reconciliation hosted by Reconciliation WA;
- We also invited Elder Marie Taylor to share her story with our staff and then yarned with them about opportunities to make a difference in Bayswater;
- We provided Cultural Awareness training for over 30 staff; and
- We partnered with Aboriginal agencies and organisations.

In September we invited local community to join us for a yarning session and the community responded. We learned so much that helped to frame our good intentions and ground them in local knowledge and experience.

We are very grateful to everyone - both Aboriginal and non-Aboriginal - who participated and shared their interests, concerns and ideas. In particular we are very thankful for the wisdom and guidance of the Committee who continue to point us in the right direction.

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 see recognition of this statement as national priority. The City is independently undertaking 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 Island people 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 people.
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.
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.

Themes identified and explained

Four key themes have emerged from our interaction with members of the Bayswater community who attended the engagement activities. The themes are:

- **Rituals and Protocols** - for example: the displaying of Aboriginal and Torres Strait Islander flags by the City of Bayswater; Welcome to Country Ceremonies performed at key City of Bayswater events and occasions; an Acknowledgement of Country observed at significant City meetings and forums; demonstration of appropriate Aboriginal and Torres Strait protocols.
- **Cultural** - for example: inclusion of Aboriginal stories and activities as part of City events and programs; and co-naming of facilities and spaces with Noongar names;
- **Employment and Training** - for example: creating opportunities to employ more Aboriginal people at the City of Bayswater, and provide appropriate training; representation of Aboriginal people on Council Committees; and City staff working with other organisations to promote greater Aboriginal employment and training opportunities; and
- **Sharing, learning and building connections** - for example: increasing Noongar resources at the City libraries; use and awareness of Aboriginal languages; breaking down barriers in the community; and participating in joint projects.

Actions for Reconciliation

The Action Plan in this document sets out realistic and achievable tasks that the City of Bayswater is committed to delivering in the 2019/20 period. It is important that we build the confidence of the community and our own organisation by delivering what we promise.

The actions have been developed in response to feedback from community, reviewed and refined with input from the Committee and Reconciliation WA, and organised within the framework of the identified themes.

Reconciliation Australia has provided us with advice and helped to shape this document so that it best reflects the interests of reconciliation in this place.

Each Action responds to one of the key aspects of Reconciliation - Relationships, Respect and Opportunities - and has been assigned to City staff to implement. In some cases, the City's role is to facilitate or partner with others to deliver improved outcomes. These opportunities have also been identified within the Action Plan.

Importantly the Action Plan provides us with a framework to report back to community about our progress as we take these first steps towards reconciliation.

CITY OF BAYSWATER RECONCILIATION ACTION PLAN - REFLECT 2019/2020

1. RELATIONSHIPS								
1.1 Rituals and Protocols								
Action No.	Action	Deliverables	2019-2020				Estimated Resources	Responsibility/ Collaboration
			Q1	Q2	Q3	Q4		
1.1.1	Continue the involvement of the Aboriginal Advisory Committee (AAC).	Continue bi-monthly meetings.					\$2,000	Manager Community Development
1.1.2	Strengthen existing relationships and build new relationships with local Elders to assist with building relationships in the community.	Create opportunities to visit/meet with local Elders and build relationships with a possibility of establishing an informal Elders Group.					\$0	Manager Community Development; Manager People, Culture and Safety,
		Improve opportunities for Aboriginal Torres Strait Islanders (ATSI) engagement and consultation regarding projects, planning and initiatives.					\$0	Community Engagement Advisor; All departments
1.1.3	Strengthen existing relationships and build new relationships with local ATSI community members of all ages to assist with building relationships in the community.	Invite young ATSI youth to join the City's Youth Advisory Committee.					\$0	Manager Community Development

	Strengthen relationships with existing suppliers and establish new suppliers who provide Welcome to Country and other Aboriginal ritual/ protocol based services.	Grow the existing database of contacts.						Manager Governance; Manager Community Development
1.2 Cultural								
1.2.1	Include Aboriginal stories and activities at City events, Libraries and the Bayswater and Morley Community Centres.	Initiate discussions on including ATSI stories and activities at City events, Libraries and the Bayswater and Morley Community Centres.					\$0	Manager Library and Customer Services; Coordinator Active Ageing & Volunteers; Manager Community Development
1.2.2	Naming of City buildings and places.	Investigate and report to Council on the co-naming of existing City buildings and places, and naming of appropriate new buildings and places with Noongar only names i.e. start by co-naming internal rooms/spaces at the City of Bayswater Civic Centre with Noongar names. Include meaningful interpretive signage when co-naming and naming City buildings and places.					\$10,000	Manager Community Development; Manager Strategic Planning and Place; Manager Project Services; Manager Building Works; Manager Sustainability and Environment.

1.2.3	Participate in NAIDOC Week celebrations.	Continue to partner with the Town of Bassendean and increase the City of Bayswater's involvement in the event.					\$5,000	Manager Community Development
		Continue to partner with Nyoongar Outreach Services on programs and future NAIDOC celebrations.					\$0	Manager Strategic Planning and Place; Manager Community Development
		Host an Aboriginal Theatre school holiday event.					\$1,500	Manager Community Development
1.3 Employment and Training								
1.3.1	Provide cultural awareness training for minimum of 100 City staff in year one. Offer cultural awareness training to Elected Members.	Provide cultural awareness training for a minimum of 100 City staff in year one and have a plan for future delivery.					\$15,000	Manager People, Culture and Safety; Manager Community Development.
		Offer annual cultural awareness training to Elected Members.					\$2,500	Manager People, Culture and Safety

1.4 Sharing, Learning and Building Connections								
1.4.1	Continue engagement with the wider community.	Conduct yarning sessions with members of the community once a year.					\$1,500	Manager Community Development
		Invite local Elders to participate in the activities held at Bayswater and Morley Community Centres.					\$0	Manager Community Development
1.4.2	Create more partnerships with neighbouring local governments to share information and ideas.	Meet with neighbouring local government officers at least once throughout the duration of the Reflect RAP to discuss matters relating to RAPs.					\$80 (catering)	Manager Community Development
1.4.3	Increase promotions during the year of ATSI activities and events that the community and City of Bayswater are participating in.	Increase use of social media, e-newsletters and website promotions.					\$100 (two boosted Facebook posts).	Manager Marketing & Communications; Manager Community Development

1.4.4	Strengthen and build relationships with local Elders to increase educational opportunities for City of Bayswater staff.	Offer staff a quarterly educational opportunity to hear from local Elders and share stories of information that relates directly to the City of Bayswater geographical area.					\$1,200	Manager Community Development
	Strengthen the existing relationship with the East Metro Perth Reconciliation Group	Host at least one meeting between the East Metro Perth Reconciliation Group and the City's Aboriginal Advisory Committee.					\$0	Manager Community Development

2. RESPECT							
2.1 Rituals and Protocols							
2.1.1	Display the Aboriginal and Torres Strait Islander flags at City buildings where staff are located.	Identify existing flagpole locations (other than Civic Centre) where the Aboriginal flag can be installed.				\$600	Manager Community Development; Manager Library and Customer Services
		Desk flags in Administration where no flag poles available.				\$320	Manager Community Development; Manager Library and Customer Services
2.1.2	Include Acknowledgement of Country at all City run meetings.	Include Acknowledgement of Country at Council meetings, committee meetings, meetings involving residents and ratepayers, and gradually introduce the practice of explaining to members of the public and staff the importance of the Acknowledgement.				\$0	Manager Governance

2.1.3	Include Acknowledgement of Country in all key City strategic documents.	Include Acknowledgement of Country in the Annual Report, Strategic Community Plan, and Corporate Business Plan as priorities.					\$0	Manager Governance; All departments.
2.1.4	More ATSI involvement in rituals and ceremonies at formal Council events.	Encourage the involvement of ATSI people in membership of Council, committees and other activities. For example include the RAP in information kits for Local Government elections.					\$0	Manager Governance; Chief Executive Officer; Manager Community Development
		Involve local Elders to do a Welcome to Country at a minimum of three City run events per year.					\$1,500	Manager Community Development
		Educate City staff about appropriate ATSI rituals and protocols and their significance.					\$0	Manager Community Development; Manager People, Culture and Safety.

2.2 Cultural								
2.2.1	Encourage participation in NAIDOC activities.	Deliver a range of NAIDOC Week activities at various City venues and promote these well in the community i.e. a different activity each working day during NAIDOC Week.					\$2,400	Manager Community Development; All Departments
		Improve awareness of NAIDOC Week at the City's buildings and facilities and submit stories and announcements to Noongar Radio.					\$100	Manager Marketing and Communications; Manager Community Development
		Encourage representation from Elected Members, Executive and Management teams and City Officers at various NAIDOC Week celebrations.					.\$0	Manager Community and Development; All departments

		Encourage community participation through increased promotion of the event/stories at the same level as non-Aboriginal significant events.					\$0	Manager Marketing and Communications; Manager Community Development
2.2.2	Showcase and celebrate other significant ATSI events for example National Reconciliation Week and Sorry Day.	Investigate opportunities to acknowledge National Reconciliation Week and Sorry Day through storytelling, song, art, choir, dance and other creative ways.					\$1,800	Manager Community Development; Manager Marketing and Communications
2.2.3	Share local (City of Bayswater) Aboriginal cultural history with the community.	Collect/capture local ATSI history and stories					\$3,200	Manager Library and Customer Services; Manager Community Development; Aboriginal Advisory Committee

2.2.4	Recognise that many ATSI people use "word of mouth" as a means of communication to find out about activities and events.	Identify opportunities to use a range of communication forms. For example, creating networks involving Elders; the City's Aboriginal Advisory Committee; Noongar Radio and; influential community members to assist with "word of mouth promotions".					\$0	Manager Marketing and Communications; Manager Community Development in conjunction with Aboriginal Advisory Committee
2.3 Employment and Training								
2.3.1	Increase awareness of the City's RAP among new employees to the City of Bayswater.	Add the City's RAP to the new employee information pack and investigate options of inclusion in new employee inductions.					\$0	Manager People, Culture and Safety; Manager Community Development
2.4 Sharing, Learning and Building Connections								
2.4.1	Increase use and awareness of Aboriginal languages.	Introduce Aboriginal language at events.					\$0	Manager Community Development
		Offer Noongar language classes at the library.					\$4000	Manager Library and Customer Services; Manager Community Development

		As part of Meeting Minutes record the Noongar words of the Acknowledgement of Country.					\$300	Manager Community Development; All relevant departments.
		Start with simple use of Noongar words for example greetings on Facebook and in promotions					\$0	Manager Marketing and Communications
2.4.2	Encourage increased participation by Aboriginal people in City of Bayswater to facilitate better community connection.	Promote to the community positive ATSI role models and showcase positive activities that local groups are participating in and start by gathering this information from local schools (Aboriginal and Islanders Education Officers), universities and Noongar Radio.					\$0	Manager Marketing and Communications, Manager Community Development, Manager Strategic Planning and Place
		Include ATSI people in advertising and promotions.					\$0	Manager Marketing and Communications

2.4.3	Strengthen existing relationships and build new relationships with local community organisations for example schools.	Build relationships with local schools through their Aboriginal and Islander Education Officers and Chaplains.					\$0	Manager Community Development
2.4.4	Strengthen the natural environment and focus on the importance of native flora and fauna.	Continue with existing City native planting programs and restoration of original natural areas to establish biodiversity corridors.					\$0	Manager Sustainability and Environment
		Interact/yarn with and learn from local Elders and ATSI experts who have knowledge in the area of native flora and fauna history in order to better inform practices.					\$3,600	Manager Sustainability and Environment
2.4.5	Make public spaces more welcoming to ATSI people through installation of artworks and other culturally appropriate displays.	Reflect appropriate ATSI themes and stories in the Public Art Strategy to be developed by the City of Bayswater.					\$10,000	Manager Strategic Planning and Place; Manager Community Development
2.4.6	Include relevant culturally appropriate information in the City's Annual Report.	Consider the use of language, stories and historical Aboriginal context to local places within the City's Annual Report.					\$0	Manager Marketing and Communications

	Promote and record the actions taken by the City with regards to the Uluru Statement from the Heart.	Display information on the City's website and other media.					\$0	Manager Community Development, Manager Marketing and Communications
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3. OPPORTUNITIES									
3.1 Rituals and Protocols									
3.1.1	Procure more Aboriginal owned businesses and community organisations for City events and project work.	Develop/formalise a process for procurement from Aboriginal owned businesses and community organisations which mirrors the State Government policy to match % of budget to % of Aboriginal population. (3% currently)					\$0	Manager Governance	
		Encourage staff to consider Aboriginal owned businesses when procuring services and goods.					\$0	Manager Governance; All departments	
		Work with WALGA and the Aboriginal Chamber of Commerce and Industry to grow the database of Aboriginal owned businesses and community organisations.					\$0	Manager Governance; Manager Community Development	
3.1.2	Create more opportunities to demonstrate ATSI protocols informally and formally.	Strengthen partnerships with prominent ATSI organisations for example South West Aboriginal Land & Sea Council; to support and provide advice to the City on appropriate rituals and protocol practice.					\$0	Manager Community Development	

		Identify opportunities to demonstrate ATSI protocols.						\$0	Manager Community Development
3.2 Cultural									
3.2.1	Increase opportunities for the community to participate in ATSI related art, music and dance activities.	Create more opportunities for participation in culturally specific activities for example school holiday activities at libraries, outstations, youth holiday programs; community training courses/upskilling.						\$3,400	Manager Community Development; Manager Library and Customer Services; Manager Recreation
		Incorporate ATSI stories and guest authors/presenters into existing Library 'Storytime' sessions.						\$1,200	Manager Library and Customer Services
3.2.2	Consider involvement in ATSI Australia Day and Citizenship ceremonies.	Commence a discussion around City events and activities held on Australia Day and Citizenship Ceremonies to look for opportunities to include and increase ATSI cultural activities, themes and protocols from Australia Day 2021.						\$0	Manager Community Development

3.3 Employment and Training								
3.3.1	Commence investigation of employment opportunities and career pathways that the City could offer in the future.	Encourage self-identification of ATSI employees through updating of personal details.					\$0	Manager People, Culture and Safety
		Create a target for percentage of ATSI employees the City wishes to employ in the future.					\$0	Manager People, Culture and Safety
		Consult with community as to the kinds of industries/roles that ATSI peoples would like to be employed in and how they learn about job opportunities.					\$0	Manager People, Culture and Safety; All departments
		Understand the needs of future ATSI employees and create opportunities that support them beyond a standard role for example mentoring, reverse mentoring, 2 days in the office, 3 days outside etc.					\$0	Manager People, Culture and Safety, Community Engagement Advisor
		Connect with Employment support agencies that specialise in supporting employers who wish to employ ATSI peoples for example Jobs & Skills W.A. through the Department of Training & Workforce Development, and Outcare.					\$0	Manager People, Culture and Safety; Manager Community Development

		Investigate potential 'feeder' programs to source ATSI applicants for roles; "Follow the Dream: Partnerships for Success" that runs at Hampton Senior High School, and other successful scholarship programs for example at Guildford Grammar, Trinity College and other partner organisations that can support students in transitioning to employment.				\$0	Manager People, Culture and Safety; Manager Community Development
3.3.2	Investigate training development opportunities.	career and Investigate the feasibility and options for implementing future Traineeships.				\$0	Manager People, Culture and Safety; Manager Engineering Works; Manager Building Works; Manager Parks and Gardens; Manager Rangers and Security; Manager Sustainability & Environment;

								Manager Community Development
		Investigate the feasibility and first steps of implementing TAFE scholarships.					\$0	Manager People, Culture and Safety
3.4 Sharing, Learning & Building Connections								
3.4.1	Increase Noongar resources in the City's Libraries and customer service reception areas.	Investigate supplier options and plan for the necessary budget required to increase Noongar resources in the City's Libraries and customer service reception areas.					\$5,000	Manager Library and Customer Services
3.4.2	Offer Noongar language classes and cultural activities at the libraries.	Promote Noongar resources and books to local schools so they are aware of what is available.					\$500	Manager Library and Customer Services
		Offer Noongar language classes at the libraries.					\$0	Manager Library and Customer Services

		Include Human Libraries that focus on local Aboriginal and Torres Strait Islander histories and stories.					\$500	Manager Library and Customer Services
3.4.3	Participate in Indigenous Literacy Day.	Participate in Indigenous Literacy Day through City Libraries in September.					\$400	Manager Library and Customer Services
		Develop a Library display or activity for Indigenous Literacy Day.					\$0	Manager Library and Customer Services
3.4.4	Actively seek the involvement of Aboriginal and Torres Strait Islander people in projects and events.	Invite Aboriginal representatives to be a part of the City's Cultural Plan/ Arts Advisory Committee.					\$0	Manager Community Development
		Invite Aboriginal and Torres Strait Islander stallholders, performers and businesses to be a part of existing/established Council events; for example Baysie Waves Fest, Have a Go Day and events at The RISE and Bayswater Waves.					\$0	Manager Community Development; Manager Recreation
3.4.5	Form partnerships and promote to the Aboriginal and Torres Strait Islander community available culturally appropriate support services for men, women and	Strengthen partnerships with existing support services in the areas of accommodation, drug and alcohol dependence, mental health and suicide prevention; and promote these to the local Aboriginal and Torres Strait Islander					\$0	Manager Community Development; Manager Marketing and Communications

	older people.	community.						
3.4.6	Identify other community outreach services for other Aboriginal and Torres Strait Islander groups (other than Noongar).	Include identified outreach services in the City's community directory.					\$0	Manager Community Development
	Promote significant Reconciliation events and programs to the City of Bayswater community that are organised by other organisations, for e.g. NAIDOC Week Opening Ceremony in Perth City, and the Walk for Reconciliation held during Reconciliation Week.	Promote significant Reconciliation events and programs to the City of Bayswater community through a range of media e.g. social media, the City webpage, and word of mouth.					\$200	Manager Marketing and Communications; Manager Community Development
	Membership of Reconciliation Western Australia.	Maintain annual membership of Reconciliation Western Australia.					\$1,500	Manager Community Development

TOTAL ESTIMATED COST: \$79,400

Tracking and Progress

The City of Bayswater is committed to delivering the actions that have been identified in this Plan in 2019/20.

Progress towards achieving these actions will be reported formally to Council and Reconciliation Australia, and to the Community through a variety of mediums, including Facebook, newsletters, the City's website and local newspapers.

As we deliver this Plan the City will also commence developing its second, Innovate, Reconciliation Action Plan. The launch of the Innovate Plan will provide an opportunity to report on the success and learnings of the Reflect Plan in 2020.

Contact us

City of Bayswater - Community Development

61 Broun Avenue, Morley, WA

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This document can be provided in alternate formats

10. PREVIOUS MATTERS DEALT WITH NOT ON THE MINUTES**10.1 Update on Uluru Statement from the Heart**

City Officers have completed the following actions:

- A letter has been sent to the Referendum Council thanking those who gathered at the National Constitutional Convention in Uluru.
- The City's submission was lodged with the Joint Select Committee on Constitutional Recognition Relating to Aboriginal and Torres Strait Islander Peoples in September. The final report was presented to Parliament on 29 November 2018.
- The City is considering artists to provide artwork for the Reflect RAP document and the border for the framed copy of the Uluru Statement from the Heart.
- A letter of support has been sent to WALGA by the City, requesting WALGA to embrace the Uluru Statement from the Heart. WALGA has forwarded the letter to President Lynne Craigie, from WALGA State Council.
- The City has sent a letter of support to the Prime Minister and Federal Leader of the Opposition showing our support for the Uluru Statement from the Heart. The Federal Leader of the Opposition's office has acknowledged our letter and sent back a document outlining Labor's position on the Uluru Statement from the Heart.

11. GENERAL BUSINESS**11.1 Reconciliation WA Highlights 2017/2018 Publication**

Ms Jan Wheare provided the Committee with Reconciliation WA's "Highlights 2017/2018" publication and raised the benefits of Reconciliation WA membership.

The Community Development Officer advised the City has joined Reconciliation WA as a corporate member.

Ms Danielle Cameron joined the meeting at 4:57pm.

11.2 City of Bayswater Phone Greeting: Kaya, Wandju!

Ms Jan Wheare informed the Committee that the City of Perth prefaces their phone greeting with Kaya, Wanju, and asked if this can be considered for the City of Bayswater's phone greeting. The City will investigate this as part of action 2.4.1 of the RAP Reflect.

11.3 Meeting Schedule for 2019

The Committee discussed the meeting schedule for 2019 and agreed that it would be best to set the next meeting following feedback from Reconciliation Australia regarding the RAP Reflect.

The Administration Officer will email Committee members the proposed days and times for the 2019 meetings.

Cr Stephanie Gray thanked everyone involved in the Committee in 2018 for their collaboration in forming the draft RAP Reflect.

12. CONFIDENTIAL ITEMS

Nil.

13. NEXT MEETING

The next meeting of the Aboriginal Advisory Committee will take place in the Council Chambers, City of Bayswater Civic Centre, 61 Broun Avenue, Morley.

14. CLOSURE

There being no further business to discuss, the Chairperson, Cr Stephanie Gray declared the meeting closed at 5:03pm.