

# Agenda

## RECONCILIATION ADVISORY COMMITTEE

**2 December 2020**

### Notice of Meeting

The next **Reconciliation Advisory Committee** will take place in the Council Chambers, City of Bayswater **Wednesday 2 December 2020** commencing at **5:30pm**.

Yours sincerely



**ANDREW BRIEN**  
**CHIEF EXECUTIVE OFFICER**

**25 November 2020**

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**TABLE OF CONTENTS**

<b>ITEM</b>	<b>SUBJECT</b>	<b>PAGE NO</b>
<b>1.</b>	<b>OFFICIAL OPENING</b>	<b>3</b>
<b>2.</b>	<b>ACKNOWLEDGEMENT OF COUNTRY</b>	<b>3</b>
<b>3.</b>	<b>ATTENDANCE</b>	<b>3</b>
<b>3.1</b>	<b>Apologies</b>	<b>3</b>
<b>3.2</b>	<b>Approved Leave of Absence</b>	<b>4</b>
<b>4.</b>	<b>DISCLOSURE OF INTEREST SUMMARY</b>	<b>4</b>
<b>5.</b>	<b>DELEGATED AUTHORITY BY COUNCIL</b>	<b>4</b>
<b>6.</b>	<b>TERMS OF REFERENCE</b>	<b>4</b>
<b>7.</b>	<b>PUBLIC QUESTION TIME</b>	<b>5</b>
<b>8.</b>	<b>CONFIRMATION OF MINUTES</b>	<b>5</b>
<b>9.</b>	<b>PRESENTATIONS</b>	<b>6</b>
<b>9.1</b>	<b>Deputations</b>	<b>6</b>
<b>10.</b>	<b>REPORTS</b>	<b>7</b>
10.1	Progress of Reflect Reconciliation Action Plan 2019 - 2020 Implementation	7
10.2	Draft Innovate Reconciliation Action Plan 2021 - 2023 ABSOLUTE MAJORITY REQUIRED	30
<b>11.</b>	<b>PREVIOUS MATTERS DEALT WITH NOT ON THE AGENDA</b>	<b>54</b>
<b>12.</b>	<b>GENERAL BUSINESS</b>	<b>54</b>
12.1	Acknowledgement of Country Wording	54
<b>13.</b>	<b>CONFIDENTIAL ITEMS</b>	<b>54</b>
<b>14.</b>	<b>NEXT MEETING</b>	<b>54</b>
<b>15.</b>	<b>CLOSURE</b>	<b>54</b>

## AGENDA

### 1. OFFICIAL OPENING

### 2. 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, Whadjuk 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 Wadjuk people of the Noongar Nation, and pay our respects to Elders past, present and emerging.*

### 3. ATTENDANCE

#### Members

Cr Stephanie Gray	Chairperson
Cr Lorna Clarke	
Cr Sally Palmer	
Ms Lisa Bruyninckx	
Ms Danielle Cameron	
Ms Pearl Chaloupka	
Mr Shem Garlett	
Ms Clare Goodall	
Ms Stacey Maxted	

#### Officers

Ms Helen Smith	Acting Director Community and Development
Ms Karen Quigley	Manager Community Development
Ms Michele Fletcher	Coordinator Community Development
Ms Rachael Funch	Community Development Officer
Ms Karen D'Cunha	Administration Officer
Ms Tracey Taylor	Administration Officer

#### Observers

#### 3.1 Apologies

Nil.

### 3.2 Approved Leave of Absence

Councillor	Date of Leave	Approved by Council
Cr Barry McKenna	1 to 11 December 2020	Special Council Meeting 10 November 2020

## 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.

## 5. DELEGATED AUTHORITY BY COUNCIL

In accordance with section 5.23(1)(b) of the *Local Government Act 1995* the Reconciliation Advisory Committee has delegated authority, as approved by Council, to make decisions relating to the implementation of the actions contained within the City's Reconciliation Action Plan documentation and as included in the approved City annual budget.

This meeting is open to the public.

## 6. TERMS OF REFERENCE

TERMS OF REFERENCE Reconciliation 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"> <li>The Reconciliation 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, strengthen relationships and trust with Aboriginal and Torres Strait Islander People; promote meaningful engagement, increase equality and develop sustainable employment and business opportunities.</li> <li>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 and Torres Strait Islander people within the City of Bayswater, where the City can have a direct influence.</li> </ul>
Role of Representatives	<p>The roles and responsibilities of the City of Bayswater representatives on this Committee are:</p> <ul style="list-style-type: none"> <li>Member in own right; and</li> <li>Spokesperson for City of Bayswater.</li> </ul>
Elected Members:	Three Elected Council Members.

<b>TERMS OF REFERENCE</b> <b>Reconciliation Advisory Committee</b>	
	All other Councillors are deputies.
<b>Non-Council Members:</b>	<p>Up to five community members who satisfy one or more of the following criteria:</p> <ul style="list-style-type: none"> <li>Aboriginal and Torres Strait Islander community members to make up at least 60% of non-Council membership.</li> <li>Individuals who work with or for the Aboriginal and Torres Strait Islander community on a professional level.</li> <li>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.</li> </ul>
<b>Non-Voting Members:</b>	<ul style="list-style-type: none"> <li>Director Community and Development;</li> <li>Manager Community Development; and</li> <li>Other officers as required.</li> </ul>
<b>Terms of Membership:</b>	<ul style="list-style-type: none"> <li>Elected members - Two years commencing after each Ordinary Council election</li> <li>Non-Council members - from the date of appointment by Council until October 2021.</li> </ul>
<b>Delegated Authority:</b>	The Reconciliation Advisory Committee has delegated authority, as approved by Council, to make decisions relating to the implementation of the actions contained within the City's RAP documentation and as included in the approved City annual budget.
<b>Sitting Fees:</b>	Nil (included as part of the annual Sitting Fees paid to Councillors)

## 7. PUBLIC QUESTION TIME

In accordance with the Local Government Act 1995, the Local Government (Administration) Regulations 1996 and the City of Bayswater Standing Orders Local Law 2018 the following procedures relate to public question time:

1. A member of the public who raises a question during question time, is to state his or her name and address.
2. Each member of the public with a question is entitled to ask up to 3 questions.
3. The minimum time to be allocated for public question time is 15 minutes.
4. Questions from the public must relate to the purpose of the Committee, as specified in the Terms of Reference. Questions relating to matters of business listed on the agenda will be considered in the first instance, followed by questions relating to business not listed on the agenda.
5. A summary of each question raised by members of the public at the meeting and a summary of the response to the question will be included in the minutes of the meeting.
6. Where a question is taken on notice at the meeting, a summary of the response to the question will be provided in writing to the member of public and included in the agenda for the following meeting.

## 8. CONFIRMATION OF MINUTES

The Minutes of the Reconciliation Advisory Committee Meeting held on 2 September which have been distributed, be confirmed as a true and correct record.

Moved:

Seconded:

**9. PRESENTATIONS**

**9.1 Deputations**

**10. REPORTS****10.1 Progress of Reflect Reconciliation Action Plan 2019 - 2020 Implementation**

<b>Responsible Branch:</b>	Community Development	
<b>Responsible Directorate:</b>	Community and Development	
<b>Authority/Discretion:</b>	<input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Legislative	<input type="checkbox"/> Review <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Information Purposes
<b>Voting Requirement:</b>	Simple Majority Required	
<b>Attachments:</b>	1. Reflect Reconciliation Action Plan- Progress on Actions.	
<b>Refer:</b>	Item 9.1 RAC 2.09.2020 Item 10.5.3: OCM 24.03.2020 Item 10.5.2.1: OCM 3.09.2019	

**SUMMARY**

For Council to note the City's Reflect Reconciliation Action Plan 2019 – 2020 implementation progress from September 2020 to November 2020, as contained within **Attachment 1**.

**OFFICER'S RECOMMENDATION**

1. That Council notes the information provided in this report regarding the progress of the City's Reflect Reconciliation Action Plan 2019 – 2020 from September 2020 to November 2020, as detailed in **Attachment 1** to this report.
2. Notes the following feedback from the City's Reconciliation Advisory Committee in relation to the implementation progress of the City's Reconciliation Action Plan 2019-2020:
  - (a) \_\_\_\_\_
  - (b) \_\_\_\_\_
  - (c) \_\_\_\_\_

**BACKGROUND**

The Reconciliation Advisory Committee (RAC) Terms of Reference, outlines one of the responsibilities of the Committee is to consider and make recommendations on the implementation of the Reflect Reconciliation Action Plan (RAP) 2019- 2020. There are four pillars supporting reconciliation within the Plan, as follows:

- Pillar 1 – Relationships,
- Pillar 2 – Respect,
- Pillar 3 – Opportunities, and
- Pillar 4 – Governance.

There are four additional themes embedded under each of the pillars and are noted as being; Rituals and Protocols; Cultural; Employment and Training; and Sharing, Learning and Building Connections.

This report is a progress update for the City's RAC on the Reflect RAP 2019-2020 strategies progressed from September 2020 to November 2020.

**EXTERNAL CONSULTATION**

Community consultation was not required for this report.

**OFFICER'S COMMENTS**

Reflect RAP 2019-2020 progress updates are provided to the RAC at each scheduled meeting. The last RAC meeting was held on 2 September 2020. There is one attachment to this report that focuses on the City's progress in working towards achieving deliverables, as listed in the Reflect RAP 2019-2020.

Various City branches, whose core business relates to progressing deliverables within the Plan from September 2020 to November 2020 have been consulted to inform the information update reports in **Attachment 1**.

The five information update reports, contained within **Attachment 1**, are presented under the relevant themes and actions that have been progressed from September 2020 to November 2020, as tabled below.

**Pillar 2 – Respect**

Theme	Action	Information Update Report
Cultural	<ul style="list-style-type: none"> <li>Build respect for Aboriginal and Torres Strait Islander cultures and histories by celebrating NAIDOC Week.</li> </ul>	1
Sharing, Learning and Building Connections	<ul style="list-style-type: none"> <li>Share local (City of Bayswater) Aboriginal and Torres Strait Islander people's cultural history with the community.</li> </ul>	2

**Pillar 3 – Opportunities**

Theme	Action	Information Update Report
Rituals and Protocols	<ul style="list-style-type: none"> <li>Increase Aboriginal and Torres Strait Islander supplier diversity to support improved economic and social outcomes.</li> </ul>	3
Cultural	<ul style="list-style-type: none"> <li>Strengthen the natural environment and focus on the importance of native flora and fauna.</li> </ul>	4

**Pillar 4 – Governance**

Theme	Action	Information Update Report
Not applicable	<ul style="list-style-type: none"> <li>Continue our reconciliation journey by developing our next RAP (Innovate).</li> </ul>	5

**LEGISLATIVE COMPLIANCE**

Not applicable.



## OPTIONS

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

Option 1	<div><div>1. That Council notes the information provided in this report regarding the progress of the City’s Reflect Reconciliation Action Plan 2019 – 2020 from September 2020 to November 2020, as detailed in <u>Attachment 1</u> to this report.</div><div>2. Notes the following feedback from the City's Reconciliation Advisory Committee in relation to the implementation progress of the City's Reconciliation Action Plan 2019-2020:</div><div><div>(a)</div><div>(b)</div><div>(c)</div></div></div>																											
<table><tr><th>Risk Category</th><th>Adopted Risk Appetite</th><th>Risk Assessment Outcome</th></tr><tr><td>Strategic Direction</td><td>Moderate</td><td>Low</td></tr><tr><td>Reputation</td><td>Low</td><td>Low</td></tr><tr><td>Governance</td><td>Low</td><td>Low</td></tr><tr><td>Community and Stakeholder</td><td>Moderate</td><td>Low</td></tr><tr><td>Financial Management</td><td>Low</td><td>Low</td></tr><tr><td>Environmental Responsibility</td><td>Low</td><td>Low</td></tr><tr><td>Service Delivery</td><td>Low</td><td>Low</td></tr><tr><td>Organisational Health and Safety</td><td>Low</td><td>Low</td></tr></table>		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
Risk Category	Adopted Risk Appetite	Risk Assessment Outcome																										
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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																										
Conclusion	It is considered that there are low risks associated with the information provided in this report, as it meets the objectives of the City’s Reflect RAP 2019 – 2020 and the information will be used to inform the City’s annual RAP Impact Measurement Questionnaire to Reconciliation Australia to be submitted by 30 September 2021.																											

## FINANCIAL IMPLICATIONS

**Item 1:** Implementation of the City's Reflect Reconciliation Action Plan (2019/20).

**Asset Category:** N/A

**Source of Funds:** Municipal

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

**Note** The adopted 2020/21 budget includes \$8,650 to complete the implementation of the Reflect RAP 2019-2020. This will allow the City to progress outstanding deliverables to complete the Plan's commitments from 1 July 2020 to 30 June 2021.

ITEM NO.	CAPITAL / UPFRONT COSTS (\$)	ONGOING COSTS (\$) ANNUAL		INCOME (\$)	ASSET LIFE (YEARS)	WHOLE OF LIFE COSTS (\$)	CURRENT BUDGET (\$)
		MATERIALS & CONTRACT	STAFFING				
1	\$8,650	N/A	Varied costs (funded by existing annual salaries budgets)	N/A	N/A	N/A	\$8,650

## STRATEGIC IMPLICATIONS

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

Theme: Our Community.

Aspiration: An active and engaged community.

Outcome C2: Accessible services that recognise diversity.

Pillar 1 Relationships- the City seeks to establish its sphere of influence by establishing mutually beneficial relationships within the local area.

Pillar 2 Respect- the City seeks to increase its understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories knowledge and rights through cultural learning.

Pillar 3 Opportunities- the City seeks to improve outcomes relating to Aboriginal and Torres Strait Islander supplier diversity to improve economic and social outcomes.

Pillar 4 Governance- the City seeks to maintain and progress the effective governance of the Reflect RAP through reporting its Reflect RAP achievements, challenges, and learnings both internally and externally.

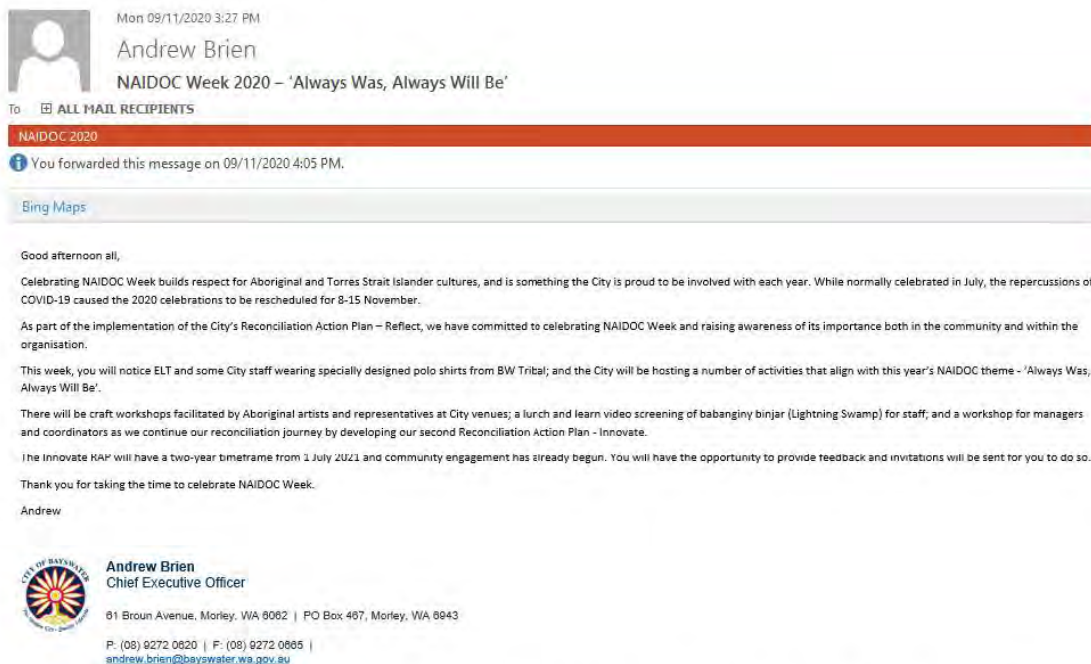
## **CONCLUSION**

In light of the above, it is recommended that Council notes the information contained within this report and in **Attachment 1**.

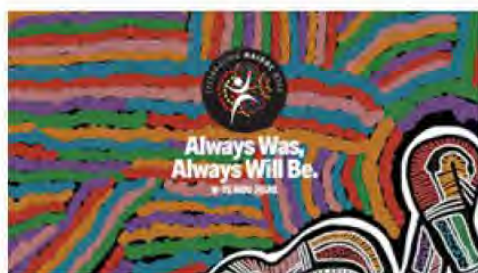
**Attachment 1**

City of Bayswater Reflect Reconciliation Action Plan INFORMATION UPDATE REPORT	
<b>AUTHOR</b>	Manager Community Development
<b>BRANCH</b>	Community Development
<b>STRATEGY</b>	Respect - Cultural
<b>ACTION</b>	Build respect for Aboriginal and Torres Strait Islander cultures and histories by celebrating NAIDOC week.
<b>DELIVERABLES</b>	<ol style="list-style-type: none"> <li>1. Raise the awareness and share information amongst our staff about the meaning of NAIDOC week.</li> <li>2. Introduce City staff to NAIDOC week by promoting external events in our local area i.e. Town of Bassendean NAIDOC Family Fun Day.</li> <li>3. RAP internal Working Group to participate in an external NAIDOC Week event.</li> </ol>
<b>INFORMATION</b>	<p>In March 2020, the National NAIDOC Committee announced the postponement of NAIDOC Week 2020 which was to take place between the 5-12 July.</p> <p>In June 2020, the new dates for NAIDOC Week 2020 were announced as 8-15 November. Following this announcement, the Town of Bassendean informed the City that they would not be delivering the NAIDOC Family Day at Ashfield Reserve in 2020/2021 which the City had previously supported through funding to have a stall at the event.</p> <p>To celebrate the 2020 NAIDOC week, the City delivered a range of internal and external activities in alignment with the NAIDOC week 2020 theme "<i>Always Was, Always Will Be</i>".</p>
<b>OUTCOMES</b>	<p>The following NAIDOC Week 2020 outcomes are summarised below to build respect for Aboriginal and Torres Strait Islander cultures and histories:</p> <ol style="list-style-type: none"> <li>1. <u>Raise the awareness and share information amongst our staff about the meaning of NAIDOC week.</u></li> </ol> <p>To launch 2020 NAIDOC week the CEO sent an email to all staff. The email outlined the City's commitment to our Reflect RAP, celebrating NAIDOC week and its importance both in the community and within the organisation. <b>Refer Image 1.</b> NAIDOC week was also promoted in the CEO Update, 6 November 2020. <b>Refer Image 2.</b></p> <p>On Thursday 12 November an all staff 'Lunch and Learn' session was delivered to showcase the premier screening of the City's new Lightning Swamp Bushland wetlands video. The video was produced in collaboration with Balladong, Whadjuk, Nyungar Representative Mr Barry McGuire and Belinda Cox, Kangeang/Bibblemun Woman. The video features footage and storytelling of how Traditional Custodians survived and cared for the land - Lightning Swamp for thousands of years. The video was produced in collaboration with the City's Sustainability and</p>

	<p>Environment branch and was also presented to the RAC at the meeting held on Wednesday 2 September 2020.</p> <p>36 staff attended the video screening.</p> <p>2020 NAIDOC week posters were displayed at the Civic Centre in the thoroughfares to raise staff awareness.</p> <p>2. <u>Introduce City staff to NAIDOC week by promoting external events in our local area i.e. Town of Bassendean NAIDOC Family Fun Day</u></p> <p>The City successfully applied for a \$1,000 NAIDOC Week grant from the National Indigenous Australians Agency to support the costs of the free Noongar weaving 'Fantastic Creatures' workshops that took place at the City's three libraries, 10 to 14 November 2020. <b>Refer Image 3.</b> Prominent Western Australian Aboriginal Artist, Sharyn Egan delivered the weaving workshops. Three were originally scheduled and a fourth workshop was added due to community demand. All four workshops were fully booked. <b>Refer Images 4 and 5.</b></p> <p>On Monday 10 and Tuesday 11 November the City's Community Centres were treated to a member only Noongar basket weaving workshop with RAC member, Pearl Chaloupka. These two workshops were also fully booked with 20 participants registered in each. <b>Refer Images 6 and 7.</b></p> <p>3. <u>RAP internal Working Group to participate in an external NAIDOC Week event.</u></p> <p>On Thursday 12 November, the City's Executive Leadership Team and Operational Management Team attended a two hour workshop to review the City's Reflect RAP achievements and contribute towards the City's Innovate RAP. At this workshop the City's leaders learned about NAIDOC Week, the 2020 theme and the significance of NAIDOC week within the City's reconciliation journey. <b>Refer Images 8 and 9.</b></p> <p>Leanne Woods, Community Development Officer- Aboriginal Engagement from the City of Melville was a guest speaker for the workshop.</p>
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**Image 1** CEO email to all staff acknowledging NAIDOC Week, 9 November 2020.



**NAIDOC Week Lightning Swamp video screening**

In celebration of NAIDOC Week, staff can view our latest video about babanginy binjar (Lightning Swamp) at 12 noon in the Embleton room on Thursday 12 November. Learn how Traditional Custodians survived and cared for this land, and the collaborative work our Sustainability and Environment team have achieved for the City's Reflect Reconciliation Action Plan. The video runs for 12 minutes. Please BYO lunch. Tea, coffee and biscuits will be provided.

**Image 2** CEO Update to all staff, 6 November 2020.





### 'NAIDOC' is 'National Aborigines and Islanders Day Observance Committee'

NAIDOC Week celebrations are held around Australia each July to celebrate the history, culture and achievements of Aboriginal and Torres Strait Islander peoples.

This year, due to the impacts and uncertainty of COVID-19, the National NAIDOC Committee postponed National NAIDOC Week 2020 celebrations to 8-16 November.

In celebration of 2020 NAIDOC Week and this year's theme - *Always Was, Always Will Be* and with support from the National Indigenous Australian Agency, there are a number of ways the community can take part in the City's NAIDOC Week activities.

#### Innovate Reconciliation Action Plan Survey

During NAIDOC week, the City is also progressing work on its second Reconciliation Action Plan (RAP) - Innovate. To help inform the next stage of our Innovate RAP please head to [Engage Bayswater](#). You can also read about more about the City's unique reconciliation journey in our [Reflect Reconciliation Action Plan](#).

#### Fantastic Creatures weaving workshops

The City of Bayswater is also delighted to work with prominent Aboriginal artist Sharyn Egan who will be sharing her Noongar culture whilst weaving her Fantastic Creatures (animal totems). Three free workshops are taking place at each of our three libraries in Bayswater, Maylands and Morley.

Join prominent Aboriginal artist Sharyn Egan for a free Noongar weaving workshop where you will learn how to create Fantastic Creatures (animal totems) using meadow straw and recycled wool. Learn about Noongar lore including the significance of animal totems and the importance of looking after each totem.

All materials supplied. Places are strictly limited and bookings are essential. Please register online at Eventbrite using the links in the table below.

DAY	TIME	VENUE	AGE GROUP	REGISTRATION LINK
Tuesday 10 November	10am - 12pm	Bayswater Library 27 King William Street, Bayswater	Adults	SOLD OUT
Friday 13 November	1-3pm	Maylands Library 28 Eighth Avenue, Maylands	Adults	SOLD OUT
Friday 13 November	3-5pm	Maylands Library 28 Eighth Avenue, Maylands	Adults	SOLD OUT
Saturday 14 November	10:30-11:30am	Morley Library 240 Walter Road West, Morley	Children aged 5-12 years	<a href="#">Eventbrite</a>

Please call Community Development on 9272 0656 or email [inclusion@bayswater.wa.gov.au](mailto:inclusion@bayswater.wa.gov.au) for any questions about accessibility.



Proudly supported by the National Indigenous Australians Agency.



Cover artwork and Image Credit: Ballardong, Noongar woman, Pearl Chaloupka

**Image 3** City of Bayswater 2020 NAIDOC Week - *Always Was, Always Will Be* web page with 'Fantastic Creatures' Noongar Weaving workshop information.



**Image 4** Aboriginal Artist, Sharyn Egan delivering the 'Fantastic Creatures' Noongar Weaving workshop at Bayswater library, Tuesday 10 November 2020.



**Image 5** Participants showing their 'Fantastic Creatures' at the Bayswater library workshop, Tuesday 10 November 2020.





**Image 6** *Morley Community Centre members working with Pearl Chaloupka on their basket weaving, Monday 9 November 2020.*



**Image 7** *Bayswater Community Centre members working with Pearl Chaloupka (background on the left), on their basket weaving, Tuesday 10 November 2020.*





**Image 8** *Executive Leadership Team and Operational Management Team at the two hour workshop to celebrate Reflect RAP achievements and inform the Innovate RAP.*



**Image 9**

*Chief Executive Officer, Andrew Brien and A/Director Corporate and Strategy, Des Abel, at the Executive Leadership Team and Operational Management Team two hour workshop. Each member of the Executive Team wore NAIDOC Week polo shirts to raise awareness.*

City of Bayswater Reflect Reconciliation Action Plan INFORMATION UPDATE REPORT	
<b>AUTHOR</b>	Manager Library and Customer Services Manager Community Development
<b>BRANCH</b>	Library and Customer Services
<b>STRATEGY</b>	Respect - Sharing, Learning and Building Connections
<b>ACTION</b>	Share local (City of Bayswater) Aboriginal and Torres Strait Islander people's cultural history with the community.
<b>DELIVERABLE</b>	Develop relationships with Aboriginal and Torres Strait Islander facilitators to share culture, history and achievements at City events i.e. art, dance, language, storytelling, sport.
<b>INFORMATION</b>	<p>The City's public libraries continue to engage community with a range of literacy and language sessions. These programmes attract people from a wide range of cultures.</p> <p>The positive outcomes of these programmes encouraged the City's Libraries to look for more opportunities in the area of language.</p>
<b>OUTCOMES</b>	<p>The following outcomes are identified as achievements to raise awareness of Aboriginal and Torres Strait Islander people's cultural history with the community.</p> <ul style="list-style-type: none"> <li> <b>Koorra Middi Workshop – Wed, 7 October 2pm-3pm</b>  Presented by Greg Nannup from Indigenous Tours WA.  16 children were registered to attend the Morley Library October school holiday program. However, nine children attended on the day. In this workshop, Greg showcased the local lore and culture of the Whadjuk people including how to use fire sticks, how to find fresh water in the bush, the best way to throw a boomerang and how to make bush string. Greg brought in artefacts for the children to look at including; a kangaroo skin, a reversible kangaroo cloak, a traditional mallet, a kangaroo bag, a boomerang, a traditional bowl, fire sticks and tapping sticks. Greg also brought in samples of plants that the Whadjuk people use to make food and medicine. The children got to make bush string out of reeds and then the session ended with a local Dreamtime story.    Greg kept everyone's attention for the full hour and was a great presenter. <b>Refer images 1 and 2</b> </li> </ul>



**Image 1**      *Greg Nannup from Indigenous Tours WA*



**Image 2**      *Greg Nannup from Indigenous Tours WA*



<b>City of Bayswater</b> <b>Reflect Reconciliation Action Plan</b> <b>INFORMATION UPDATE REPORT</b>	
<b>AUTHOR</b>	Manager Strategic Projects
<b>BRANCH</b>	Strategic Projects and Procurement
<b>STRATEGY</b>	Opportunities - Rituals & Protocols
<b>ACTION</b>	Increase Aboriginal and Torres Strait Islander supplier diversity to support improved economic and social outcomes.
<b>DELIVERABLE</b>	<p>Investigate Supply Nation Membership.</p> <p>Develop/formalise a process for procurement from Aboriginal owned businesses and community organisations which mirror the State Government Policy to match % of budget to % of Aboriginal population (currently 3%).</p> <p>Work with WALGA and the Aboriginal Chamber of Commerce and Industry to grow the database of Aboriginal owned businesses and community organisations.</p> <p>Develop staff awareness of the mutual benefits of procurement from Aboriginal and Torres Strait Islander owned businesses in line with procurement policies and practices.</p>
<b>INFORMATION</b>	<p><u>Investigate Supply Nation Membership</u></p> <p>Supply Nation connects over 2,100 verified Indigenous Business on Indigenous Business Direct with more than 450 paid corporate, government and no-for-profit members in every state and territory. It is Australia's largest database of verified Indigenous businesses.</p> <p>Membership fees:</p> <ul style="list-style-type: none"> <li>• Direct &amp; indirect procurement annual spend \$500m or over - \$16,750 (ex GST) as at 1 July 2020.</li> <li>• Direct &amp; indirect procurement annual spend under \$500m - \$9,750 (ex GST) as at 1 July 2020.</li> </ul>
<b>OUTCOMES</b>	<p>The following outcomes are identified as achievements:</p> <ul style="list-style-type: none"> <li>• The City has investigated Supply Nation Membership. Whilst the City will not be pursuing a membership with Supply Nation, in collaboration with the Western Australia Local Government Association (WALGA), the Local Government sector is growing the database of Aboriginal owned businesses and community organisations. The City of Bayswater benefits from this growing data base.</li> <li>• The City's procurement policy provides for support to Aboriginal businesses and is aligned to the State Government legislative tendering exemptions for businesses on the Aboriginal Business Directory or on the Supply Nation directory.</li> </ul>

	<ul style="list-style-type: none"><li>• The City is implementing a new contract management system, which will enable accurate reporting of the City's percentage of total expenditure with Aboriginal owned businesses. That system should be fully in place by the end of December 2020.</li><li>• The City's procurement team has been actively working with each of the City's operational project areas to identify opportunities for Aboriginal owned businesses to bid on maintenance projects. That includes considering how the scope of work is framed to identify and remove any barriers. For example, considering whether there are alternative ways to get the work done.</li><li>• By way of example of recent procurement of an Aboriginal owned business, the City is proud to have recently procured painting contractor, Marawar Building Services to undertake work on a range of City community facilities and public amenities. Marawar has a workforce of approximately 40 per cent Aboriginal staff and growing. Refer image below.</li></ul>
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City of Bayswater

23 September · 🌐

Yarran and Sophie are part of the Marawar Building Services team, employed by the City to paint some of its buildings. They spent Monday freshening up the Filipino Australian Club in Bedford. Sophie is currently completing her painting apprenticeship in Maylands.

Marawar has painted a series of community buildings, including Hinds Reserve Pavilion, Noranda Netball Centre, Hampton Scout Hall, Roxy Theatre and Riverside Gardens toilets.

This work is part of the City's \$5.09 mi... See more



40

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**Pearly Shells** I'm so proud of the City of Bayswater.

4w





<b>City of Bayswater</b> <b>Reflect Reconciliation Action Plan</b> <b>INFORMATION UPDATE REPORT</b>	
<b>AUTHOR</b>	<b>Manager Sustainability and Environment</b> Manager Parks and Gardens
<b>BRANCH</b>	Sustainability and Environment
<b>STRATEGY</b>	Opportunities - Cultural
<b>ACTION</b>	Strengthen the natural environment and focus on the importance of native flora and fauna.
<b>DELIVERABLE</b>	Engage and work with Aboriginal and Torres Strait Islander peoples who have knowledge in the area of native flora and fauna history in order to better inform practices.
<b>INFORMATION</b>	Provide information about any culturally appropriate initiatives that focus on the importance of native flora and fauna that have transpired or planned for during September to November 2020.
<b>OUTCOMES</b>	<p>The following outcomes are identified as achievements:</p> <ul style="list-style-type: none"> <li>• The City has collaborated with Balladong, Whadjuk, Nyungar Representative Mr Barry McGuire and Belinda Cox, Kangeang/Bibblemun Woman, to produce a video of Lightning Swamp highlighting the indigenous cultural significance and history of the site. <b>Refer Images 1 to 3.</b></li> </ul> <p>The video has been shared as follows:</p> <ul style="list-style-type: none"> <li>○ Presentation by the City's Sustainability and Environment branch to the City's Reconciliation Advisory Committee meeting held on Wednesday 2 September 2020.</li> <li>○ City staff 'Lunch and Learn' session on Thursday 12 November 2020.</li> <li>○ City's social media post on Facebook on Friday 13 November 2020.</li> </ul>



**Image 1**      *City of Bayswater Lightning Swamp video launched on Facebook, Friday 13 November 2020.*





**Image 2** *Balladong, Whadjuk, Nyungar Representative Mr Barry McGuire presenting the City of Bayswater Lightning Swamp video, Friday 13 November 2020.*



**Image 3** *Belinda Cox, Kangeang/Bibblemun Woman presenting the City of Bayswater Lightning Swamp video launched Friday 13 November 2020.*

City of Bayswater Reflect Reconciliation Action Plan INFORMATION UPDATE REPORT	
<b>AUTHOR</b>	Manager Community Development
<b>BRANCH</b>	Community Development
<b>STRATEGY</b>	Governance
<b>ACTION</b>	Continue our reconciliation journey by developing our next Reconciliation Action Plan (RAP) Innovate.
<b>DELIVERABLES</b>	<ol style="list-style-type: none"> <li>1. Complete and submit the annual RAP Impact Measurement Questionnaire and submit to Reconciliation Australia.</li> <li>2. Submit draft Innovate RAP to Reconciliation Australia for review.</li> </ol>
<b>INFORMATION</b>	<p><u>Reconciliation Australia Annual RAP Impact Measurement Questionnaire</u></p> <p>Participation in the Reconciliation Australia - RAP program requires the completion of an annual RAP Impact Measurement Questionnaire. The Questionnaire helps Reconciliation Australia measure the impact of the RAP network and improve the effectiveness of the program. Outcomes are reported in Reconciliation Australia's annual RAP Impact Measurement Report.</p> <p><u>Submit draft Innovate RAP to Reconciliation Australia for review</u></p> <p>Given the COVID-19 pandemic, the City sought and attained an extension from Reconciliation Australia to submit the draft Innovate RAP for final review, by 30 June 2021. The extension ensures that the City can achieve all Reflect RAP deliverables, and enables the City to conduct a thorough community engagement process to support the development of the Innovate RAP involving a broad range of stakeholders.</p>
<b>OUTCOMES</b>	<p>The following outcomes are identified as achievements:</p> <p><u>Completed and submitted the annual RAP Impact Measurement Questionnaire and submitted to Reconciliation Australia</u></p> <p>The City's 2020 RAP Impact Measurement Report was submitted to Reconciliation Australia on 29 September 2020.</p> <p><u>Submit draft Innovate RAP to Reconciliation Australia for review</u></p> <p>At the Reconciliation Advisory Committee (RAC) meeting on 2 September 2020, the proposed Innovate RAP project timeframe was endorsed. In accordance with the project timeframe the City is committed to submitting a draft Innovate RAP to the RAC at its meeting on 2 December 2020 and following a period of public comment, present the draft RAP Innovate back to the RAC at a meeting scheduled in March 2021. Pending the support of the City's RAC and Council's subsequent approval, the City's draft Innovate RAP will be submitted to Reconciliation Australia for their review in April 2021.</p> <p>The community engagement activities that will inform the draft Innovate RAP took place from Friday 30 October 2020 to Wednesday 18 November 2020 and included the following:</p> <ul style="list-style-type: none"> <li>• <u>Engage Bayswater - Innovate Reconciliation Action Plan</u></li> </ul>

	<p><u>Public Survey</u></p> <p>The public survey for the City's Innovate RAP opened Friday 30 October 2020 and closed Sunday 15 November 2020. The public survey was posted on the City of Bayswater - Engage Bayswater website and was promoted via the City's Facebook. <b>Refer Images 1.</b></p> <ul style="list-style-type: none"> <li>• <u>Reflect to Innovate - Community Workshop Thursday 5 November 5:30pm to 7:30pm at the City of Bayswater Civic Centre</u></li> </ul> <p>48 people registered for the workshop and 31 attended. They included representatives from :</p> <ul style="list-style-type: none"> <li>○ Education and Health</li> <li>○ Legal Aid</li> <li>○ Local residents (Aboriginal and non-Aboriginal)</li> <li>○ Aboriginal businesses</li> <li>○ Not-for profit Aboriginal organisations</li> <li>○ WA Police</li> <li>○ Reconciliation WA</li> <li>○ NDIS service providers</li> <li>○ Sports club</li> <li>○ City of Bayswater Reconciliation Advisory Committee and staff</li> </ul> <p>Danny Ford from Kambarang Services, facilitated the workshop. <b>Refer Image 2.</b></p> <ul style="list-style-type: none"> <li>• <u>Staff lunch and learn session - Lightning Swamp video Thursday 12 November 12:00pm to 12:30pm at the City of Bayswater Civic Centre</u></li> </ul> <p>36 staff registered to attend the video screening and were encouraged to complete the Innovate RAP public survey.</p> <ul style="list-style-type: none"> <li>• <u>Reflect to Innovate - Staff Leadership Workshop Thursday 12 November 2:00pm to 4:00pm at the City of Bayswater Civic Centre</u></li> </ul> <p>At this workshop the City's Executive Leadership Team and Operational Management Team reviewed the City's Reflect RAP achievements and contributed towards their respective Innovate RAP actions; timeframe and estimated budget.</p> <ul style="list-style-type: none"> <li>• <u>Reflect to Innovate Councillor Workshop Wednesday 18 November 5:00pm to 6:00pm</u></li> </ul> <p>Councillors celebrated Reflect RAP achievements and reviewed feedback received from engagement workshops and public survey.</p>
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**Image 1** *Aboriginal Artist Sharyn Egan and City of Bayswater Mayor Dan Bull showcasing the Noongar weaving workshop totems for 2020 NAIDOC Week. The Facebook post invites community to complete the City's Innovate RAP Public Survey.*



**Image 2** *City of Bayswater Innovate Reconciliation Action Plan Community Workshop participants, Thursday 5 November 2020.*

**10.2 Draft Innovate Reconciliation Action Plan 2021 - 2023**

<b>Responsible Branch:</b>	Community Development	
<b>Responsible Directorate:</b>	Community and Development	
<b>Authority/Discretion:</b>	<input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Legislative	<input type="checkbox"/> Review <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Information Purposes
<b>Voting Requirement:</b>	<b><i>ABSOLUTE MAJORITY REQUIRED</i></b>	
<b>Attachments:</b>	1. Draft Innovate Reconciliation Action Plan 2021- 2023 2. Innovate Reconciliation Action Plan Framework 3. Summary of Innovate Reconciliation Action Plan 2021-2023 Survey Responses	
<b>Refer:</b>	Item 10.5.2 OCM 03.09.2019 Item 9.2: RAC Meeting 02.09.2020	

**SUMMARY**

For the Reconciliation Advisory Committee (RAC) to approve the draft City of Bayswater Innovate Reconciliation Action Plan 2021- 2023, as presented in **Attachment 1** to this report for subsequent release for public comment.

**OFFICER'S RECOMMENDATION**

**That Council:**

1. Approves the draft Innovate Reconciliation Action Plan 2021 – 2023 as contained in **Attachment 1** to this report.
2. Approves the proposed implementation costs for consideration in the corresponding 2021-2022 annual budgets and the Long Term Financial Plan.
3. Approves for the draft Innovate Reconciliation Action Plan 2021 – 2023 to be released for public comment for a period of two weeks.
4. Approves for a revised draft Innovate Reconciliation Action Plan 2021 – 2023 to be presented to the Reconciliation Advisory Committee in March 2021, following a period of public comment.

**BACKGROUND**

Reconciliation Action Plans (RAPs) help workplaces build understanding, promote meaningful engagement, increase equality, and create sustainable employment opportunities and positive outcomes in relation to Aboriginal and Torres Strait Islander Peoples. Furthermore, RAPs provide a framework for organisations to support the national reconciliation movement and contribute to advancing the five elements of reconciliation:

1. Race relations;
2. Equality and equity;
3. Institutional integrity;
4. Historical acceptance; and
5. Unity.

Reconciliation Australia is the nation's reconciliation peak body and provides for the four different types of RAPs depending on the stage of an organisations' reconciliation journey:

1. Reflect;

2. Innovate;
3. Stretch; and
4. Elevate.

At the Ordinary Council Meeting held on 3 September 2019, Council adopted the inaugural City of Bayswater Reflect Reconciliation Action Plan 2019 –2020 (Reflect RAP), and resolved as follows:

*“That Council:*

1. *Notes the feedback received from Reconciliation Australia with regards to the Draft City of Bayswater Reconciliation Action Plan Reflect July 2019 - June 2021.*
2. *Adopts the further revised draft City of Bayswater Reconciliation Action Plan Reflect November 2019 – November 2020 as contained in Attachment 1 to this report.*
3. *Approves the further revised draft Reconciliation Action Plan Reflect November 2019 – November 2020 to be forwarded to Reconciliation Australia for final endorsement.”*

The draft Reflect RAP 2019 –2020 was subsequently endorsed by Reconciliation Australia.

One of the actions listed in the City's Reflect Reconciliation Action Plan (RAP) 2019- 2020 under the pillar of Governance, is for the City to *“Continue our reconciliation journey by developing our next RAP (Innovate)”*. Accordingly, on 2 September 2020, the City's RAC resolved the following:

*“That Council notes the proposed Innovate Reconciliation Action Plan – project timeframe and key engagement activities, as detailed in Attachment 1 to this report.”*

Since the RAC approval of the Innovate Reconciliation Action Plan project timeframe, various engagement activities have been facilitated to inform the draft Innovate Reconciliation Action Plan 2021 - 2023, as presented in **Attachment 1** to this report.

## **EXTERNAL CONSULTATION**

### **Reconciliation Australia**

Due to the disruption in operations caused by the COVID-19 pandemic, Reconciliation Australia provided an opportunity to extend timeframes on deliverables listed in Reconciliation Action Plans. The City of Bayswater Reflect RAP was due to expire in November 2020. Given the opportunity for extension provided by Reconciliation Australia, the City was granted an extension to finalise the City's Reflect RAP deliverables by June 2021. Importantly this includes the submission of the City of Bayswater draft Innovate RAP 2021 - 2023 for their review and endorsement by June 2021.

Reconciliation Australia have provided the City of Bayswater with the Innovate RAP framework and template, as shown in **Attachment 2**, to support the development of the City of Bayswater draft Innovate RAP 2021 – 2023.

### **Community Engagement Workshop – November 2020**

On 5 November 2020, the City held a community engagement workshop at the City's Civic Centre. Approximately 50 people registered to attend the workshop and included the City's RAC, local Aboriginal families, Maylands Ratepayers Association, local schools, community organisations, Aboriginal businesses and organisations that support Aboriginal and Torres Strait Islander peoples. The workshop was facilitated by Mr Danny Ford and 31 people attended on the day. The purpose of the workshop was to receive feedback from participants about priority actions to be considered for inclusion into the City's draft Innovate RAP 2021 – 2023, in accordance with the Innovate RAP frameworks provided by Reconciliation Australia.

### **Community Survey on Engage Bayswater**

The City released a community survey from 30 October to 15 November 2020 in its Engage Bayswater site. A total of 59 surveys were received and a summary of the feedback is presented as **Attachment 3** to this report. The feedback received from survey completion was taken into consideration in the development of the draft Innovate RAP 2021-2023.

#### Internal Consultation

A staff workshop was held on 12 November 2020 with the City's leadership team. The workshop provided an opportunity for staff to go through the proposed draft Innovate RAP 2021-2023 and feedback on budget and timeframes for delivery in alignment with other City projects.

A Councillor briefing was also held on 18 November 2020 to inform Councillors of the engagement activities completed to date and present the draft Innovate RAP 2021-2023 for their information and feedback before presenting the draft to the City's RAC on 2 December 2020.

### **OFFICER'S COMMENTS**

Innovate RAP is the second in a series of four Reconciliation Action Plans. According to Reconciliation Australia:

*"An Innovate RAP outlines actions that work towards achieving your organisations' unique vision for reconciliation. Commitments within this RAP allow your organisation to gain a deeper understanding of its sphere of influence, and establish the best approach to advance reconciliation. An Innovate RAP focuses on developing and strengthening relationships with Aboriginal and Torres Strait Islander peoples, engaging staff and stakeholders in reconciliation, developing and piloting innovative strategies to empower Aboriginal and Torres Strait Islander peoples."*

The draft City of Bayswater Innovate RAP 2021 – 2023, as presented in **Attachment 1** has been developed following various community engagement activities, as presented in the *External Consultation* section of this report. The draft Innovate RAP 2021-2023, is aligned to the Reconciliation Australia Innovate RAP Framework to ensure that actions are within the scope of an Innovate level RAP.

In accordance with the Innovate RAP Framework, the City has included the prescribed actions detailed within the Framework into its draft Innovate RAP 2021 – 2023 for compliance purposes. In addition, as part of the City's previous community consultation on its Reflect RAP, there were some actions suggested which were not included in that Plan, as those actions were considered by Reconciliation Australia to better align to future RAPs (Innovate, Stretch or Elevate). The majority of those 'saved' actions have now been included into the draft Innovate RAP 2021-2023 for consideration. There are also new actions that have been added, as per the recent feedback received from various workshops and the community survey. All actions listed are reportable annually to Reconciliation Australia.

Following approval from the City's RAC on the draft Innovate RAP 2021-2023, it is planned to be released for public comment for a period of two weeks.

### **LEGISLATIVE COMPLIANCE**

Not applicable.



## OPTIONS

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

<b>Option 1</b>	<b>That Council:</b> <ol style="list-style-type: none"> <li>Approves the draft Innovate Reconciliation Action Plan 2021 – 2023 as contained in <u>Attachment 1</u> to this report.</li> <li>Approves the proposed implementation costs for consideration in the corresponding 2021-2022 annual budgets and the Long Term Financial Plan.</li> <li>Approves for the draft Innovate Reconciliation Action Plan 2021 – 2023 to be released for public comment for a period of two weeks.</li> <li>Approves for a revised draft Innovate Reconciliation Action Plan 2021 – 2023 to be presented to the Reconciliation Advisory Committee in March 2021, following a period of public comment.</li> </ol>	
<b>Risk Category</b>	<b>Adopted Risk Appetite</b>	<b>Risk Assessment Outcome</b>
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 approving the draft Innovate RAP 2021-2023 as contained in <u>Attachment 1</u> to this report, as it has been developed in alignment with the Reconciliation Australia Innovate RAP Framework and document template. It also includes Innovate RAP level actions, as per the priority actions identified throughout the various community engagement activities. Approval of the City's draft Innovate RAP 2021- 2023 at the RAC meeting of 2 December 2020 is also in alignment with the approved Innovate RAP project timeframe.	

<b>Option 2</b>	<b>That Council:</b> <ol style="list-style-type: none"> <li>Approves the draft Innovate Reconciliation Action Plan 2021 – 2023 as contained in <u>Attachment 1</u> to this report with the following amendments:               <ol style="list-style-type: none"> <li>_____</li> <li>_____</li> <li>_____</li> </ol> </li> <li>Approves the proposed implementation costs for consideration in the corresponding 2021-2022 annual budgets and the Long Term Financial Plan.</li> <li>Approves for the draft Innovate Reconciliation Action Plan 2021 – 2023 to be released for public comment for a period of two weeks.</li> <li>Approves for a revised draft Innovate Reconciliation Action Plan 2021 – 2023 to be presented to the Reconciliation Advisory Committee in March 2021, following a period of public comment.</li> </ol>	
<b>Risk Category</b>	<b>Adopted Risk Appetite</b>	<b>Risk Assessment Outcome</b>
Strategic Direction	Moderate	Low
Reputation	Low	Moderate
Governance	Low	Moderate
Community and Stakeholder	Moderate	Moderate
Financial Management	Low	Moderate
Environmental Responsibility	Low	Low

Service Delivery	Low	Low
Organisational Health and Safety	Low	Low
<b>Conclusion</b>	It is considered that there are moderate reputation, governance, community and stakeholder and financial management risks associated with approving the draft Innovate RAP 2021-2023 with amendments. The draft Innovate RAP 2021-2023, as presented in <b>Attachment 1</b> to this report, has been developed in alignment with the Reconciliation Australia Innovate RAP Framework and document template. In addition, the current actions listed within the draft Innovate RAP have been developed in consultation with key stakeholders and community members through various engagement activities, therefore, any newly introduced actions would not have been workshopped previously nor have had financial implications or timeframes considered.	

<b>Option 3</b>	<b>That Council:</b> <b>1. Does not approve the draft Innovate Reconciliation Action Plan 2021 – 2023 as contained in Attachment 1 to this report.</b>	
<b>Risk Category</b>	<b>Adopted Risk Appetite</b>	<b>Risk Assessment Outcome</b>
Strategic Direction	Moderate	Moderate
Reputation	Low	Moderate
Governance	Low	Moderate
Community and Stakeholder	Moderate	High
Financial Management	Low	Low
Environmental Responsibility	Low	Low
Service Delivery	Low	Low
Organisational Health and Safety	Low	Low
<b>Conclusion</b>	It is considered this option has a moderate Strategic Direction risk, as one of the actions listed in the City's Reflect Reconciliation Action Plan (RAP) 2019- 2020 under the pillar of Governance, is for the City to " <i>Continue our reconciliation journey by developing our next RAP (Innovate)</i> ". By not approving the draft Innovate RAP, there could be a delay in its implementation, therefore not meeting the intent of the strategy listed above. In addition, it is considered a moderate reputation and governance risk and a high community and stakeholder risk, as the City would not be able to formerly submit the draft Innovate RAP for the first compliance review by Reconciliation Australia in March 2021, as per the approved Innovate RAP project timeframe. Equally, it may not meet the community's expectation on the City progressing reconciliation matters, as prioritised during recent engagement activities.	

## FINANCIAL IMPLICATIONS

**Item 1:** Development of the City of Bayswater Innovate Reconciliation Action Plan 2021 – 2023

**Asset Category:** N/A **Source of Funds:** Municipal

**LTFP Impacts:** Item is not listed on the City's Long Term Financial Plan.

**Notes:** The confirmed 2020/2021 budget includes \$10,000, to support the development and endorsement of the City of Bayswater Innovate RAP 2021 – 2023.

**Item 2:** Implementation of the City of Bayswater Innovate Reconciliation Action Plan 2021 – 2023

**Asset Category:** N/A **Source of Funds:** Municipal

**LTFP Impacts:** Item is not yet listed on the City's Long Term Financial Plan.

**Notes:** The projected cost of implementing actions listed in the draft Innovate RAP 2021-2023 have been separated into the two year lifespan of the Plan. One of the actions is to employ a dedicated 50D Reconciliation Community Development Officer, or contractor, as required and this is individually reflected in the *Staffing* costs in the table below. This additional staffing cost has been incorporated into the total cost of the Plan, as listed in the *Capital/Upfront Costs* column.

	CAPITAL UPFRONT COSTS (\$)	ONGOING ANNUAL COSTS (\$)		INCOME (\$)	ASSET LIFE (YEARS)	WHOLE OF LIFE COSTS (\$)	CURRENT BUDGET (\$)
		MATERIALS & CONTRACT	STAFFING				
1	\$10,000	N/A	Varied costs (funded by existing annual salaries and budgets)	N/A	N/A	N/A	\$10,000
2	\$85,100 for year one (2021-2022); and \$103,600 for year two (2022-2023).  Total for the 2 year RAP lifespan: \$188,700		0.6 additional FTE (Reconciliation Community Development Officer or contractor) – \$44,600 per annum for two years	N/A	N/A	N/A	N/A

## STRATEGIC IMPLICATIONS

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

Theme: Our Community  
 Aspiration: An active and engaged community.  
 Outcome C2: Accessible services that recognise diversity  
 Strategy C2.1: Ensure the City's services and facilities are accessible and inclusive.

Theme: Leadership and Governance  
 Aspiration: Open, accountable and responsive service  
 Outcome L2: Proactively communicates and consults  
 Strategy L2.1 Communicate and engage with the community.

A RAP is a strategic document that supports the City of Bayswater's community aspirations. Similar to the City's Reflect RAP 2019-2020, the Innovate RAP will include practical actions that will drive the City's contribution to reconciliation within the organisation, and in the community.

## CONCLUSION

The draft Innovate RAP 2021-2023 is a two year plan. It is the second Reconciliation Action Plan in a series of four to be developed and implemented by the City.

Various engagement activities have been facilitated to inform the draft Innovate RAP 2021- 2023, including workshops with key community stakeholders, staff and Councillors and a community wide survey. To that end, Option 1 is recommended for approval by the Reconciliation Advisory Committee. The draft Innovate RAP 2021- 2023 takes into consideration the budget that is required per action, the Manager responsible for delivery of each action and implementation timeframes.

Following approval of the City's Innovate RAP 2021 – 2023 it will be released for public comment for a period of two weeks with a revised Plan brought back to the Reconciliation Advisory Committee in March 2021, and subsequently to Council for approval of the revised draft to be forwarded to Reconciliation Australia for a compliance review.

## Attachment 1



## Innovate RAP - Governance

GOVERNANCE					
Action	Deliverable	Responsibility	Timeframe		Budget
			2021/22	2022/23	
1. Establish and maintain an effective RAP Working group (Reconciliation Advisory Committee) to drive governance of the RAP.	(a) Maintain Aboriginal and Torres Strait Islander representation on the Reconciliation Advisory Committee.	<ul style="list-style-type: none"> <li>Manager Community Development</li> </ul>	•	•	Operational
	(b) Establish and apply a Terms of Reference for the Reconciliation Advisory Committee.	<ul style="list-style-type: none"> <li>Manager Community Development</li> </ul>	•	•	Operational
	(c) Meet at least four times per year to drive and monitor RAP implementation.	<ul style="list-style-type: none"> <li>Manager Community Development</li> </ul>	•	•	Operational
2. Provide appropriate support for effective implementation of RAP commitments.	(a) Define resource needs for RAP implementation.	<ul style="list-style-type: none"> <li>Manager Community Development</li> </ul>	•	•	Operational
	(b) Engage our senior leaders and other staff in the delivery of RAP commitments.	<ul style="list-style-type: none"> <li>Manager Community Development</li> <li>Executive Leadership Team</li> <li>Manager People, Culture and Safety</li> <li>Manager Financial Services</li> </ul>	•	•	Operational
	(c) Define and maintain appropriate systems to track, measure and report on RAP commitments.	<ul style="list-style-type: none"> <li>Manager Community Development</li> </ul>	•	•	Operational
	(d) Appoint and maintain an internal RAP Champion from senior management.	<ul style="list-style-type: none"> <li>Manager Community Development</li> <li>Director Community and Development</li> </ul>	•	•	Operational
3. Build accountability and transparency through reporting RAP achievements, challenges and learnings both internally and externally.	(a) Complete and submit the annual RAP Impact Measurement Questionnaire to Reconciliation Australia.	<ul style="list-style-type: none"> <li>Manager Community Development</li> </ul>	•	•	Operational
	(b) Report RAP progress to all staff and senior leaders quarterly.	<ul style="list-style-type: none"> <li>Manager Community Development</li> </ul>	•	•	Operational
	(c) Publicly report our RAP achievements, challenges and learnings, annually.	<ul style="list-style-type: none"> <li>Manager Marketing and Communications</li> <li>Manager Community Development</li> <li>Manager People, Culture and Safety</li> </ul>	•	•	Operational
	(d) Investigate participating in Reconciliation Australia's biennial Workplace RAP Barometer.	<ul style="list-style-type: none"> <li>Manager Community Development</li> </ul>		•	\$3,000
4. Continue our reconciliation journey by developing our next RAP.	(a) Register via Reconciliation Australia's <a href="#">website</a> to begin developing our next Reconciliation Action Plan- 'Stretch'			•	Operational





## Innovate RAP - Respect

RESPECT					
Tell us why respect for Aboriginal and Torres Strait Islander, cultures, histories, knowledge and rights are important to your organisation and its core business activities—themes include pride in cultures and histories, understanding, appreciation, acknowledgment, learning, success and celebration.					
Focus area: Optional: What key strategic direction of your business does Respect align to?					
Action	Deliverable	Responsibility	Timeframe		Budget (\$)
			2021/22	2022/23	
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.	• Manager People, Culture and Safety	•		\$10,000
	(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.	• Manager Community Development • Manager People, Culture and Safety		•	\$4,000
	(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.	• Manager People, Culture and Safety • Manager Community Development		•	Operational
	(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.	• Manager People, Culture and Safety • Manager Community Development		•	\$10,000
	(e) Facilitate training opportunities for community groups and sporting clubs to attend Aboriginal cultural learning training.	• Manager Community Development	•	•	\$2,000 pa
	(f) Identify opportunities for the inclusion of Noongar greetings in communications, where appropriate i.e. on social media platforms, and corporate publications and oral communications.	• Manager Marketing and Communications • Manager Library and Customer Services	•	•	Operational
	(g) *Provide opportunities to the community to learn more about Noongar language and build partnerships with external training organisations.	• Manager Library and Customer Services • Manager Community Development	•	•	Operational
	(h) *Support City staff to attend the annual 'Danjoo Koorliny Walking Together Social Impact' events series relevant to local government.	• Manager Community Development	•	•	\$1,500 pa
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.	• Manager Community Development	•	•	Operational
	(b) Evaluate and communicate the City's Reconciliation Protocols and Rituals Management Practice.	• Manager Community Development		•	Operational
	(c) Develop a calendar of significant events and invite a local Traditional Owner or Custodian to provide a Welcome to Country or other appropriate cultural protocol at significant events each year.	• Manager Community Development	•	•	\$3,600 pa
	(d) Develop Citizenship Ceremonies to further acknowledge the Traditional Owners (i.e. Welcome to Country, cultural information package)	• Manager Community Development	•	•	\$7,200 pa
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.	• Manager Community Development	•	•	Operational
	(b) Promote and encourage participation in external NAIDOC events to all staff.	• Manager Community Development	•	•	Operational

\* Deliverables that a dedicated 50D Reconciliation Community Development Officer would be responsible for progressing.



## Innovate RAP - Opportunities

OPPORTUNITIES					
Tell us why opportunities for Aboriginal and Torres Strait Islander peoples, organisations and communities are important to your organisation and its core business activities—themes include employment, procurement, professional development, retention, enabling access to systems and processes.					
Focus area: Optional: What key strategic direction of your business does Opportunities align to?					
Action	Deliverable	Responsibility	Timeframe		Budget
			2021/22	2022/23	
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 build relationships and partnerships, support community-led projects and assist the City with Strategy / Recruitment / Mentoring / Cultural Awareness Training.	<ul style="list-style-type: none"> <li>Manager Community Development</li> <li>Manager People, Culture and Safety</li> </ul>	•	•	\$44,600
	(b) *Ensure the needs of Aboriginal and Torres Strait Islander families within the City of Bayswater are considered within the City's emergency management arrangements.	<ul style="list-style-type: none"> <li>Manager Community Development</li> <li>Manager Environmental Health</li> <li>Community Engagement Advisor</li> </ul>	•	•	Operational
2. Improve employment outcomes by increasing Aboriginal and Torres Strait Islander recruitment, retention and professional development within the City's workforce.	(a) *Build 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.	<ul style="list-style-type: none"> <li>Manager People, Culture and Safety</li> </ul>	•	•	Operational
	(b) *Engage with Aboriginal and Torres Strait Islander staff to consult on our recruitment, retention and professional development strategy, including peer mentoring.	<ul style="list-style-type: none"> <li>Manager People, Culture and Safety</li> </ul>	•	•	Operational
	(c) *Develop and implement an Aboriginal and Torres Strait Islander recruitment, retention and professional development strategy.	<ul style="list-style-type: none"> <li>Manager People, Culture and Safety</li> <li>Manager Community Development</li> </ul>	•	•	Operational
	(d) Engage with external parties, employment agencies and training organisations to advertise and provide opportunities for employment and work placements for students, as well as traineeships.	<ul style="list-style-type: none"> <li>Manager People, Culture and Safety</li> </ul>	•	•	Operational
	(e) Review the City's Human Resource and recruitment processes to remove barriers to Aboriginal and Torres Strait Islander participation in our workplace i.e. NAIDOC Week.	<ul style="list-style-type: none"> <li>Manager People, Culture and Safety</li> </ul>	•	•	Operational
	(f) *Increase the percentage of Aboriginal and Torres Strait Islander peoples within our workforce including; staff employment, school based traineeships and work experience placements.	<ul style="list-style-type: none"> <li>Manager People, Culture and Safety</li> <li>With support of all Managers</li> </ul>	•	•	Operational
	(g) Identify opportunities to attract Aboriginal and Torres Strait Islander candidates through recruitment practices and policies.	<ul style="list-style-type: none"> <li>Manager People, Culture and Safety</li> </ul>	•	•	Operational
3. Increase Aboriginal and Torres Strait Islander supplier diversity to support improved economic and social outcomes.	(a) Utilise and communicate the Aboriginal Business Directory to-increase supplier procurement	<ul style="list-style-type: none"> <li>Manager Strategic Projects</li> </ul>	•	•	Operational
	(b) Implement a new Contract Management System, which will give the City greater reporting capability to help identify the participation rates of Aboriginal businesses.	<ul style="list-style-type: none"> <li>Manager Strategic Projects</li> </ul>	•	•	Operational
	(c) Increase the number of commercial relationships with Aboriginal and/or Torres Strait Islander businesses.	<ul style="list-style-type: none"> <li>All Branches</li> </ul>	•	•	Operational
	(d) 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.	<ul style="list-style-type: none"> <li>Manager Community Development</li> </ul>	•	•	Operational

<b>4. Promote connection to the City's natural and built environment and focus on importance of native flora and fauna.</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 greening corridors.	<ul style="list-style-type: none"> <li>• Manager Sustainability and Environment</li> <li>• Manager Parks and Gardens</li> </ul>	•	•	Operational
	(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.	<ul style="list-style-type: none"> <li>• Manager Sustainability and Environment</li> <li>• Manager Parks and Gardens</li> <li>• Community Engagement Advisor</li> </ul>	•	•	1,000 pa
	(c)	*Consult the City's Reconciliation Advisory Committee in the development of the City's Public Art Strategy.	<ul style="list-style-type: none"> <li>• Manager Community Development</li> </ul>	•	•	Operational
	(d)	Identify and apply for funding to formally record Aboriginal sacred sites and sites of significance in the City of Bayswater.	<ul style="list-style-type: none"> <li>• Manager Community Development</li> <li>• Manager Asset and Mapping Services</li> </ul>	•	•	\$5,000 pa (with additional funding from external grant opportunities)
	(e)	*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.	<ul style="list-style-type: none"> <li>• With support from Community Development -</li> <li>• Community Engagement</li> <li>• Strategic Planning and Place</li> <li>• Manager Building Services</li> <li>• Manager Sustainability and Environment</li> <li>• Manager Project Services</li> <li>• Manager Parks and Gardens</li> <li>• Manager Asset and Mapping Services</li> </ul>	•	•	\$5,000 pa
	(f)	Review the City's Naming Policy to include dual and renaming to Aboriginal names	<ul style="list-style-type: none"> <li>• Manager Strategic Planning and Place</li> </ul>		•	Operational
<b>5. Promote healing at local sites of significance to promote reconciliation.</b>	(a)	*Explore and seek funding to establish and facilitate local gatherings to support truth telling conversations at sites of significance.	<ul style="list-style-type: none"> <li>• Manager Community Development</li> </ul>		•	\$5,000

\* Deliverables that a dedicated 50D Reconciliation Community Development Officer or consultant would be responsible for progressing.





## Innovate RAP - Relationships

RELATIONSHIPS					
<i>Tell us why building strong relationships between Aboriginal and Torres Strait Islander peoples and other Australians is important to your organisation and its core business activities—themes include connecting people, sharing experiences, governance, communication, engagement and partnerships.</i>					
Focus area: Optional: What key strategic direction of your business does Relationships align to?					
Action	Deliverable	Responsibility	Timeframe		Budget (\$)
			2021/22	2022/23	
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 community stakeholders.	<ul style="list-style-type: none"> <li>Manager Community Development</li> <li>Community Engagement Advisor</li> <li>Manager Marketing and Communications</li> </ul>	•		\$3,000
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.	<ul style="list-style-type: none"> <li>Manager Community Development</li> </ul>			Operational
	(b) Reconciliation Advisory Committee members to participate in an external NRW event.	<ul style="list-style-type: none"> <li>All Managers</li> </ul>			Operational
	(c) Encourage and support staff and senior leaders to participate in at least one external event to recognise and celebrate NRW.	<ul style="list-style-type: none"> <li>Manager Community Development</li> <li>Executive Leadership Team</li> <li>Manager People, Culture and Safety</li> </ul>	•	•	Operational
	(d) Organise at least one NRW event each year and register all our NRW events on Reconciliation Australia's NRW website.	<ul style="list-style-type: none"> <li>Manager Community Development</li> </ul>	•	•	\$5,000 pa
	(e) Raise awareness of the activities and events organised by the City to celebrate days of significance.	<ul style="list-style-type: none"> <li>Manager Marketing and Communications</li> <li>Community Engagement Advisor</li> <li>Manager Community Development</li> <li>Manager Library and Customer Services</li> </ul>	•	•	Operational
	(f) *NAIDOC Week - seek opportunities for the City to produce stories in Noongar language and videos in Noongar language.	<ul style="list-style-type: none"> <li>Manager Community Development</li> </ul>	•	•	\$5,000 pa
3. Promote reconciliation through our sphere of influence.	(a) 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.	<ul style="list-style-type: none"> <li>Manager Marketing and Communications</li> <li>Manager Community Development</li> </ul>	•	•	**\$10,000 (year 2, Noongar Radio cost)
	(b) Collaborate with external stakeholders to drive reconciliation outcomes. i.e. schools, community groups, sporting clubs.	<ul style="list-style-type: none"> <li>Manager Community Development</li> <li>Manager People, Culture and Safety</li> </ul>	•	•	\$2,500 pa
	(c) Increase provision of information relating to reconciliation matters on the City's website. (i.e. RAP contacts, Noongar six seasons)	<ul style="list-style-type: none"> <li>Manager Community Development</li> </ul>	•	•	Operational
4. Promote positive race relations through anti-discrimination strategies.	(a) Conduct a review of HR policies and procedures to identify existing anti-discrimination provisions and future needs.	<ul style="list-style-type: none"> <li>Manager People, Culture and Safety</li> </ul>	•		Operational
	(b) Develop, implement and communicate a City of Bayswater Policy for Reconciliation	<ul style="list-style-type: none"> <li>Manager Community Development</li> <li>Community Engagement Advisor</li> </ul>	•		Operational
	(c) Engage with Aboriginal and Torres Strait Islander staff and the Reconciliation Advisory Committee to consult on the City of Bayswater Policy for Reconciliation.	<ul style="list-style-type: none"> <li>Manager Community Development</li> <li>Community Engagement Advisor</li> </ul>	•		Operational

\* Deliverables that a dedicated 50D Reconciliation Community Development Officer would be responsible for progressing.



## Attachment 2

Last updated September 2018

### INNOVATE

#### Reconciliation Action Plan (RAP) template

##### Innovate RAP:

An Innovate RAP is used to develop, test and establish the best approach for advancing reconciliation in your workplace. An Innovate RAP is a public commitment published on [Reconciliation Australia's website](#). It should take approximately 3 - 6 months to develop an Innovate RAP and 2 years to implement.

##### Before you start:

Before you commit to developing a RAP, it is important that you read and understand the [RAP framework](#), consisting of the three core pillars (Relationships, Respect and Opportunities), four RAP types (Reflect, Innovate, Stretch and Elevate) and mandatory actions and deliverables that guide the development of RAPs. It is also important to read and understand the [RAP development, review and endorsement process](#), starting with assessing whether a RAP is right for your organisation.

##### How to use this RAP template:

The Innovate RAP template is designed to encourage workplaces to think strategically about the actions and deliverables that will achieve their unique [vision for reconciliation](#) within their [sphere of influence](#). It is also designed to guide the RAP development process through the establishment of a [RAP Working Group](#).

The Innovate RAP template outlines the mandatory actions and deliverables that your workplace needs to develop commitments in line with in order to receive Reconciliation Australia's endorsement. In addition, your workplace is expected to demonstrate strategic thinking by including additional actions and deliverables tailored to your core business and sphere of influence. Please complete the template by addressing the questions outlined in the 'Our Vision', 'Our Business' and 'Our RAP' sections, outlining your workplace's unique additional actions and deliverables, and assigning a responsibility and timeline to deliverables.

Throughout this template, all *italicised* font is instructional only, whilst regular font indicates fixed text you need to include in your RAP. Please review the following resources for good practice guidance on completing RAP templates.

- [Developing a S.M.A.R.T. RAP](#).
- [Demonstrating inclusive and respectful language](#).

##### RAP review and endorsement process:

Once you have completed your first draft RAP, please [submit for review](#) to Reconciliation Australia's website. A RAP team member will be in touch to provide feedback and tailored assistance within three weeks. Once Reconciliation Australia is satisfied your RAP meets requirements for endorsement, you will be provided endorsement in two stages.

1. **Conditional Endorsement** – Reconciliation Australia will provide in-principle endorsement of your RAP (content only) allowing you to seek internal sign-off from your senior leadership with confidence. Reconciliation Australia will also provide you with the RAP logo and branding to include in final design of your RAP.  
**NB:** RAP logos are trademarked through IP Australia, and must not be used publically until you have received Reconciliation Australia's final endorsement.
2. **Final Endorsement** – Reconciliation Australia will check your final designed document includes the conditionally endorsed content and the RAP logo and branding before providing final endorsement.

[Organisation Name]

Innovate Reconciliation Action Plan [month, 20\_\_] – [month, 20\_\_]

#### Our vision for reconciliation

State your organisation's [vision for reconciliation](#) and how it relates to your business.

#### Our business

The purpose of this section is to provide staff and stakeholders with context about your workplace. In paragraphs, address the following questions as a minimum.

- What is your core business?
- How many people does your workplace employ in Australia?
- How many Aboriginal and Torres Strait Islander staff does your workplace currently employ (if known)?
- What is your organisation's geographic reach (regional, national, or global)?
- What is your organisation's sphere of influence (internal and external stakeholders)?
- How many office locations does your workplace have in Australia and where are they?

#### Our RAP

The purpose of this section is to provide staff and stakeholders with background about your workplace's interest in reconciliation and how you went about developing your RAP with your RAP Working Group. In paragraphs, address the following questions as a minimum.

- Why is your workplace developing a RAP?
- Who champions your RAP internally?
- Who internally and externally is involved in your [RAP Working Group](#) (job titles)?
- How have you incorporated Aboriginal and Torres Strait Islander representation in your [RAP Working Group](#)?
- Optional: Does your organisation have an external Aboriginal and Torres Strait Islander Advisory Group?

If your workplace has progressed through a previous RAP, also include:

- An outline of your reconciliation journey since developing your first RAP, including a summary of the key learnings or most significant changes.
- Optional: Provide case studies or staff profiles which reflect the positive progress your workplace has made.



Relationships			
[Tell us why building strong relationships between Aboriginal and Torres Strait Islander peoples and other Australians is important to your organisation and its core business activities—themes include connecting people, sharing experiences, governance, communication, engagement and partnerships.]			
Focus area: Optional: What key strategic direction of your business does Relationships align to?			
Action	Deliverable	Timeline	Responsibility
1. Establish and maintain mutually beneficial relationships with Aboriginal and Torres Strait Islander stakeholders and organisations.	• Meet with local Aboriginal and Torres Strait Islander stakeholders and organisations to develop guiding principles for future engagement.	[Month, year]	[Job title]
	• Develop and implement an engagement plan to work with Aboriginal and Torres Strait Islander stakeholders and organisations.		
2. Build relationships through celebrating National Reconciliation Week (NRW).	• Circulate Reconciliation Australia's NRW resources and reconciliation materials to our staff.		
	• RAP Working Group members to participate in an external NRW event.	27 May-3 June, [Year]	
	• Encourage and support staff and senior leaders to participate in at least one external event to recognise and celebrate NRW.	27 May-3 June, [Year]	
	• Organise at least one NRW event each year.	27 May-3 June, [Year]	
	• Register all our NRW events on Reconciliation Australia's <a href="#">NRW website</a> .		
3. Promote reconciliation through our sphere of influence.	• Implement strategies to engage our staff in reconciliation.		
	• Communicate our commitment to reconciliation publicly.		
	• Explore opportunities to positively influence our external stakeholders to drive reconciliation outcomes.		
	• Collaborate with RAP and other like-minded organisations to develop ways to advance reconciliation.		
4. Promote positive race relations through anti-discrimination strategies.	• Conduct a review of HR policies and procedures to identify existing anti-discrimination provisions, and future needs.		
	• Develop, implement and communicate an anti-discrimination policy for our organisation.		
	• Engage with Aboriginal and Torres Strait Islander staff and/or Aboriginal and Torres Strait Islander advisors to consult on our anti-discrimination policy.		
	• Educate senior leaders on the effects of racism.		
[Include any additional unique Relationship actions to support your reconciliation journey.]	[List the activities that are required in order to meet the objective of the Action.]		

<b>Respect</b>			
<i>[Tell us why respect for Aboriginal and Torres Strait Islander, cultures, histories, knowledge and rights are important to your organisation and its core business activities—themes include pride in cultures and histories, understanding, appreciation, acknowledgment, learning, success and celebration.]</i>			
<b>Focus area: Optional: What key strategic direction of your business does Respect align to?</b>			
<b>Action</b>	<b>Deliverable</b>	<b>Timeline</b>	<b>Responsibility</b>
5. Increase understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights through cultural learning.	• Conduct a review of cultural learning needs within our organisation.	<i>[Month, year]</i>	<i>[Job title]</i>
	• Consult local Traditional Owners and/or Aboriginal and Torres Strait Islander advisors on the development and implementation of a cultural learning strategy.		
	• Develop, implement and communicate a cultural learning strategy for our staff.		
	• Provide opportunities for RAP Working Group members, HR managers and other key leadership staff to participate in formal and structured cultural learning.		
6. Demonstrate respect to Aboriginal and Torres Strait Islander peoples by observing cultural protocols.	• Increase staff's understanding of the purpose and significance behind cultural protocols, including Acknowledgement of Country and Welcome to Country protocols.		
	• Develop, implement and communicate a cultural protocol document, including protocols for Welcome to Country and Acknowledgement of Country.		
	• Invite a local Traditional Owner or Custodian to provide a Welcome to Country or other appropriate cultural protocol at significant events each year.		
	• Include an Acknowledgement of Country or other appropriate protocols at the commencement of important meetings.		
7. Build respect for Aboriginal and Torres Strait Islander cultures and histories by celebrating NAIDOC Week.	• RAP Working Group to participate in an external NAIDOC Week event.	First week in July, <i>[Year]</i>	
	• Review HR policies and procedures to remove barriers to staff participating in NAIDOC Week.		
	• Promote and encourage participation in external NAIDOC events to all staff.	First week in July, <i>[Year]</i>	
<i>[Include any additional unique Respect actions to support your reconciliation journey.]</i>	<i>[List the activities that are required in order to meet the objective of the Action.]</i>		

Opportunities			
<i>[Tell us why opportunities for Aboriginal and Torres Strait Islander peoples, organisations and communities are important to your organisation and its core business activities—themes include employment, procurement, professional development, retention, enabling access to systems and processes.]</i>			
Focus area: Optional: What key strategic direction of your business does Opportunities align to?			
Action	Deliverable	Timeline	Responsibility
8. Improve employment outcomes by increasing Aboriginal and Torres Strait Islander recruitment, retention and professional development.	• Build understanding of current Aboriginal and Torres Strait Islander staffing to inform future employment and professional development opportunities.	<i>[Month, year]</i>	<i>[Job title]</i>
	• Engage with Aboriginal and Torres Strait Islander staff to consult on our recruitment, retention and professional development strategy.		
	• Develop and implement an Aboriginal and Torres Strait Islander recruitment, retention and professional development strategy.		
	• Advertise job vacancies to effectively reach Aboriginal and Torres Strait Islander stakeholders.		
	• Review HR and recruitment procedures and policies to remove barriers to Aboriginal and Torres Strait Islander participation in our workplace.		
	• Increase the percentage of Aboriginal and Torres Strait Islander staff employed in our workforce.		
9. Increase Aboriginal and Torres Strait Islander supplier diversity to support improved economic and social outcomes.	• Develop and implement an Aboriginal and Torres Strait Islander procurement strategy.		
	• Investigate Supply Nation membership.		
	• Develop and communicate opportunities for procurement of goods and services from Aboriginal and Torres Strait Islander businesses to staff.		
	• Review and update procurement practices to remove barriers to procuring goods and services from Aboriginal and Torres Strait Islander businesses.		
	• Develop commercial relationships with Aboriginal and/or Torres Strait Islander businesses.		
<i>[Include any additional unique Opportunities actions to support your reconciliation journey.]</i>	<i>[List the activities that are required in order to meet the objective of the Action.]</i>		



Governance			
Action	Deliverable	Timeline	Responsibility
10. Establish and maintain an effective RAP Working group (RWG) to drive governance of the RAP.	<ul style="list-style-type: none"> <li>Maintain Aboriginal and Torres Strait Islander representation on the RWG.</li> </ul>	[Month, year]	[Job title]
	<ul style="list-style-type: none"> <li>Establish and apply a Terms of Reference for the RWG.</li> </ul>		
	<ul style="list-style-type: none"> <li>Meet at least four times per year to drive and monitor RAP implementation.</li> </ul>		
11. Provide appropriate support for effective implementation of RAP commitments.	<ul style="list-style-type: none"> <li>Define resource needs for RAP implementation.</li> </ul>		
	<ul style="list-style-type: none"> <li>Engage our senior leaders and other staff in the delivery of RAP commitments.</li> </ul>		
	<ul style="list-style-type: none"> <li>Define and maintain appropriate systems to track, measure and report on RAP commitments.</li> </ul>		
	<ul style="list-style-type: none"> <li>Appoint and maintain an internal RAP Champion from senior management.</li> </ul>		
12. Build accountability and transparency through reporting RAP achievements, challenges and learnings both internally and externally.	<ul style="list-style-type: none"> <li>Complete and submit the annual RAP Impact Measurement Questionnaire to Reconciliation Australia.</li> </ul>	30 September, [Year]	
	<ul style="list-style-type: none"> <li>Report RAP progress to all staff and senior leaders quarterly.</li> </ul>		
	<ul style="list-style-type: none"> <li>Publically report our RAP achievements, challenges and learnings, annually.</li> </ul>		
	<ul style="list-style-type: none"> <li>Investigate participating in Reconciliation Australia's biennial Workplace RAP Barometer.</li> </ul>		
13. Continue our reconciliation journey by developing our next RAP.	<ul style="list-style-type: none"> <li>Register via Reconciliation Australia's <a href="#">website</a> to begin developing our next RAP.</li> </ul>	[six months prior to RAP expiry date]	
[Include any additional unique Governance actions to support your reconciliation journey.]	[List the activities that are required in order to meet the objective of the Action.]		

**Contact details** Include contact details (job title, phone and email) for public enquiries about your RAP

Name:

Position:

Phone:

Email:

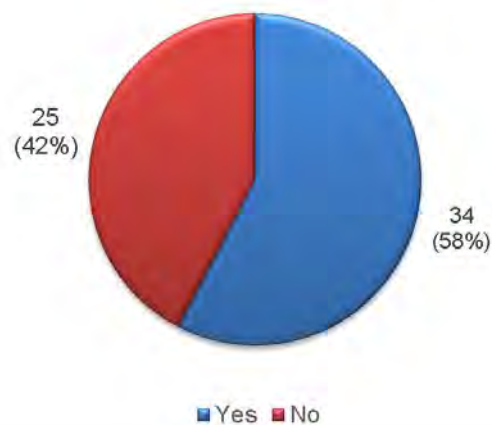
**Attachment 3**

City of  
**Bayswater**

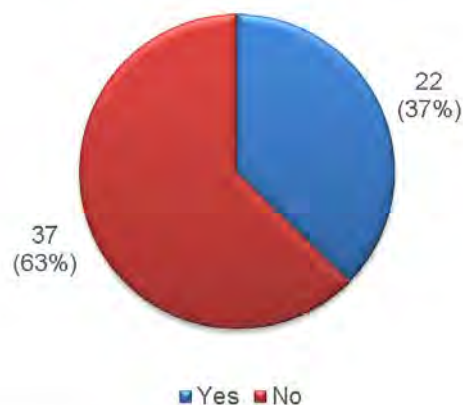
# Innovate Reconciliation Action Plan Survey Results



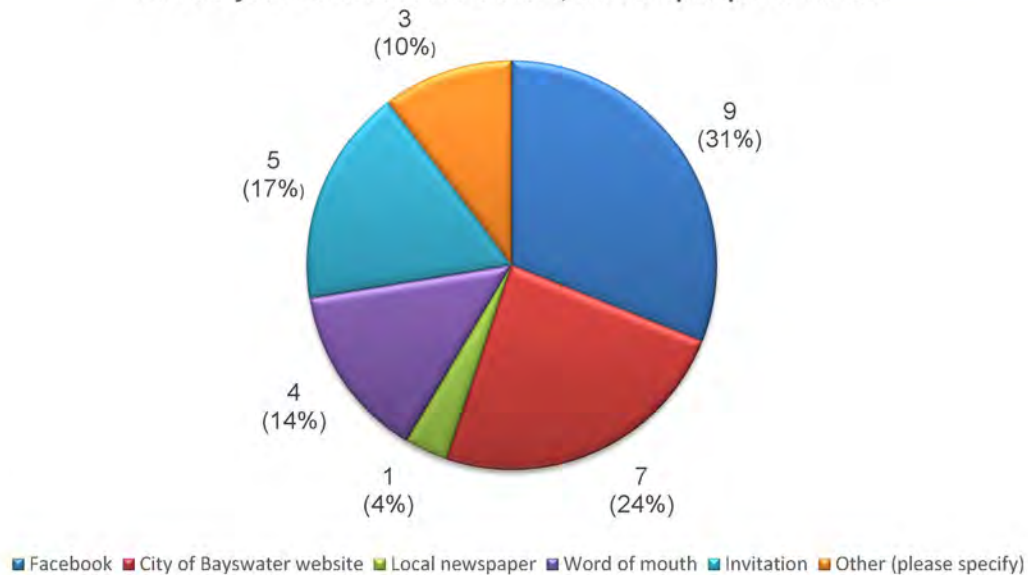
Are you aware that the City has a Reconciliation Advisory Committee who oversee the development and implementation of our Reconciliation Action Plans?



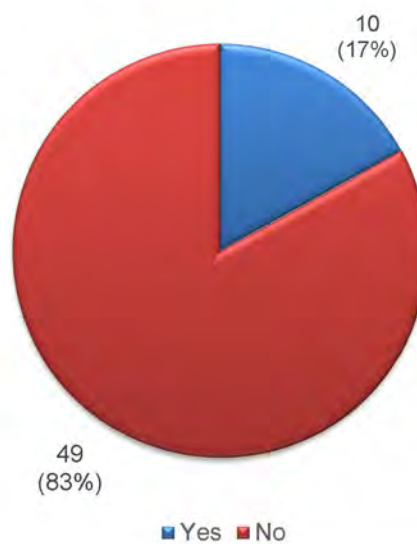
Over the past 12 months, have you been informed about any Aboriginal or Torres Strait Islander led workshop, event or performance organised by the City of Bayswater?

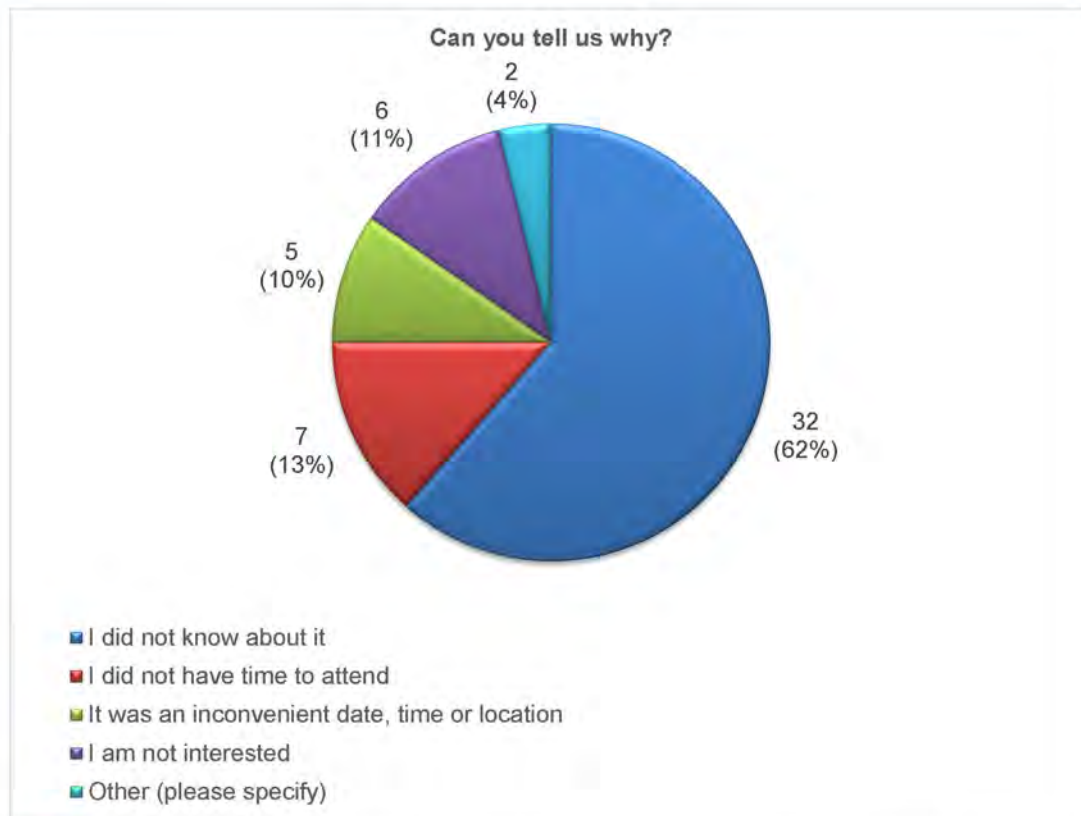


How did you find out about the event, workshop or performance?

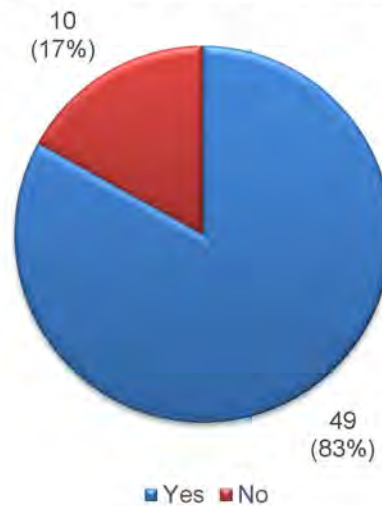


Over the past 12 months, have you attended any Aboriginal or Torres Strait Islander led workshop, event or performance organised by the City of Bayswater?

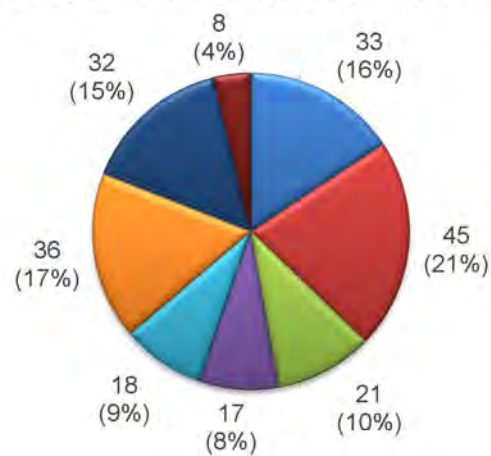




Would you like to increase your understanding of  
Aboriginal and Torres Strait Islander culture?



What would you like to learn about? (tick all that apply)



■ Noongar Six Seasons

■ Smoking Ceremony

■ Welcome to Country

■ Noongar Language

■ Places of Aboriginal significance in the City

■ Acknowledgement of Country

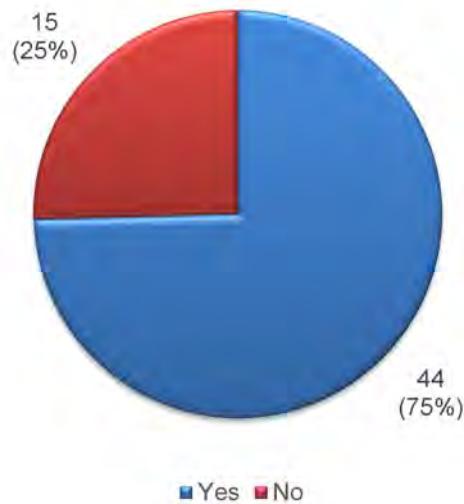
■ Rituals and Protocols

■ Other (please specify)

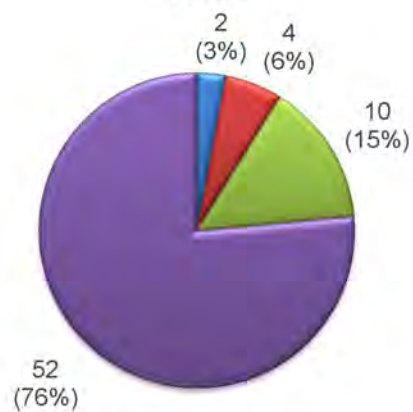


**Would you like to increase your understanding of Aboriginal and Torres Strait Islander history?****What is your preferred method of learning?  
(please choose your top 3)**

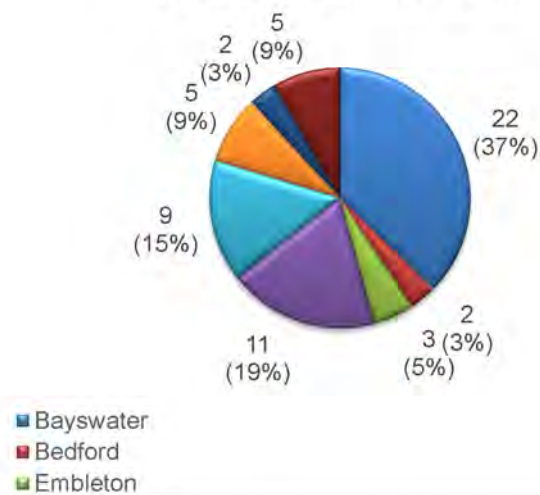
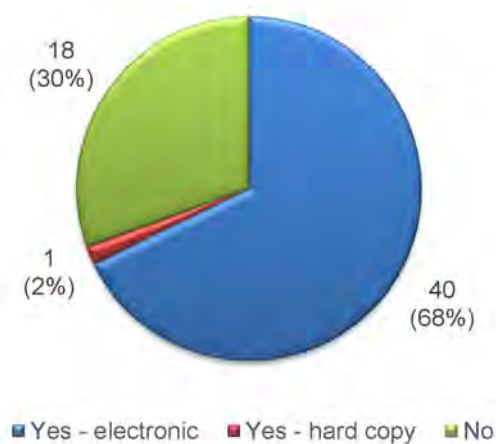
Would you like to be informed about current and future reconciliation workshops, projects and initiatives run by the City of Bayswater?



Which of the following describes you? (tick all that apply)



- ☐ An Aboriginal or Torres Strait Islander person
- ☐ A representative from a local school or a tertiary institution
- ☐ A community group or sporting club representative
- ☐ A person who is not Aboriginal or Torres Strait Islander

**What suburb do you live in?****Would you like to receive a copy of the draft Innovate RAP 2021-2023?****Qualitative comments**

Survey qualitative comments received indicated that there is a need to understand the past, as it cannot be reconciled if the history is not widely understood.

**11. PREVIOUS MATTERS DEALT WITH NOT ON THE AGENDA**

Nil.

**12. GENERAL BUSINESS**

**12.1 Acknowledgement of Country Wording**

**13. CONFIDENTIAL ITEMS**

Nil.

**14. NEXT MEETING**

The next meeting of the Reconciliation Advisory Committee will take place in the Council Chambers, City of Bayswater Civic Centre, 61 Broun Avenue, Morley on ***a date to be advised*** commencing at ***5:30pm***.

**15. CLOSURE**