

# Minutes

## Reconciliation Advisory Committee

**3 March 2021**

*By signing these minutes I certify that they were confirmed at the Reconciliation Advisory Committee held on 2 June 2021.*

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**CR STEPHANIE GRAY  
CHAIRPERSON**

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## MINUTES

**MINUTES** of the meeting of the Reconciliation Advisory Committee which was held in Council Chambers, City of Bayswater Civic Centre, 61 Broun Avenue, Morley on **3 March 2021** commencing at 5.33pm.

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

### 1. OFFICIAL OPENING

The Chairperson, Cr Stephanie Gray, declared the meeting open at 5.33pm.

### 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.*

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

### 3. ATTENDANCE

**Members**

Cr Stephanie Gray	Chairperson
Cr Sally Palmer	
Ms Lisa Bruyninckx	
Ms Pearl Chaloupka	
Mr Shem Garlett	
Ms Clare Goodall	

**Officers**

Mr Des Abel	Director Community and Development
Ms Karen Quigley	Manager Community Development
Ms Michele Fletcher	Coordinator Community Development
Ms Rachael Funch	Community Development Officer
Ms Janelle Easthope	Community Engagement Advisor
Ms Shonie McKibbin	Community Engagement Support Officer
Mr Shaun Mackenzie	Place Manager
Ms Belinda Salvoni	Place Manager
Ms Elizabeth Breen	Personal Assistant

**Observers**

Cr Giorgia Johnson

**3.1 Apologies**

Cr Lorna Clarke  
Ms Stacey Maxted

**3.2 Approved Leave of Absence**

Nil

**4. DISCLOSURE OF INTEREST SUMMARY**

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

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

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

The following disclosures of interest were made at the meeting:

The following disclosures of interest were made at the meeting:

Name	Item No.	Type of Interest	Nature of Interest
Cr Sally Palmer	Item 10.2	Impartiality	<i>I am a social member of the Morley Momentum which was part of the input to the Artwork proposal.</i>
Ms Pearl Chaloupka	Item 10.3	Impartiality	<i>As a RAC member I also work for the Federal Government.</i>
Ms Clare Goodall	Item 10.3	Impartiality	<i>Federal Government employee.</i>

**5. DELEGATED AUTHORITY BY COUNCIL**

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

**6. TERMS OF REFERENCE**

<b>TERMS OF REFERENCE</b> <b>Reconciliation Advisory Committee</b>	
<b>Meeting occurrence:</b>	As required
<b>Day of Meeting:</b>	When suitable
<b>Time of Meeting:</b>	When suitable
<b>Location of Meeting:</b>	City of Bayswater, Civic Centre, 61 Broun Avenue, Morley WA 6062

<b>TERMS OF REFERENCE</b> <b>Reconciliation Advisory Committee</b>	
<b>Liaison Officer:</b>	Director Community and Development or nominated officer
<b>Purpose of Committee:</b>	<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>
<b>Role of Representatives</b>	<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>
<b>Elected Members:</b>	<p>Three Elected Council Members.</p> <p>All other Councillors are deputies.</p>
<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. CONFIRMATION OF MINUTES

### COMMITTEE RESOLUTION

The Minutes of the Reconciliation Advisory Committee held on 2 December 2021 which had been distributed, are to be presented for confirmation as a true and correct record.

MS PEARL CHALOUPKA MOVED, CR SALLY PALMER SECONDED

CARRIED UNANIMOUSLY: 6/0

## 8. REPORTS

### 8.1 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 10.1 RAC 2.12.2020 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 December 2020 to January 2021, as contained within **Attachment 1.**

## **COMMITTEE RECOMMENDATION** **(OFFICER'S RECOMMENDATION)**

That Council:

1. Notes the information provided in this report regarding the progress of the City's Reflect Reconciliation Action Plan 2019 – 2020 from December 2020 to January 2021, as detailed in **Attachment 1** to this report.
2. Notes nil feedback from the City's Reconciliation Advisory Committee in relation to the implementation progress of the City's Reconciliation Action Plan 2019-2020:

**CR SALLY PALMER MOVED, MS CLARE GOODALL SECONDED**

**CARRIED UNANIMOUSLY: 6/0**

## 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 December 2020 to January 2021.

## 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 December 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 December 2020 to January 2021 have been consulted to inform the information update reports in **Attachment 1**.

The seven information update reports, contained within **Attachment 1**, are presented under the relevant themes and actions that have been progressed from December 2020 to January 2021, as tabled below.

**Pillar 1 – Relationships**

Theme	Action	Information Update Report
Rituals and Protocols	<ul style="list-style-type: none"> <li>Re-establish the Aboriginal Advisory Committee (AAC) with the name Reconciliation Advisory Committee (RAC)).</li> </ul>	1

**Pillar 2 – Respect**

Theme	Action	Information Update Report
Rituals and Protocols	<ul style="list-style-type: none"> <li>Display the Aboriginal and Torres Strait Islander flags at City buildings where staff are located.</li> </ul>	2
Rituals and Protocols	<ul style="list-style-type: none"> <li>Demonstrate respect to Aboriginal and Torres Strait Islander peoples by observing cultural protocols.</li> </ul>	3
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>	4

**Pillar 3 – Opportunities**

Theme	Action	Information Update Report
Cultural	<ul style="list-style-type: none"> <li>Strengthen the natural environment and focus on the importance of native flora and fauna.</li> </ul>	5
Sharing, Learning and Building Connections	<ul style="list-style-type: none"> <li>Actively seek the involvement of Aboriginal and Torres Strait Islander peoples in projects and events.</li> </ul>	6

**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>	7

**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>  1. <b>Notes the information provided in this report regarding the progress of the City's Reflect Reconciliation Action Plan 2019 – 2020 from December 2020 to January 2021, as detailed in <u>Attachment 1</u> to this report.</b>  2. <b>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:</b>  (a) _____ (b) _____ (c) _____	
<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 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**

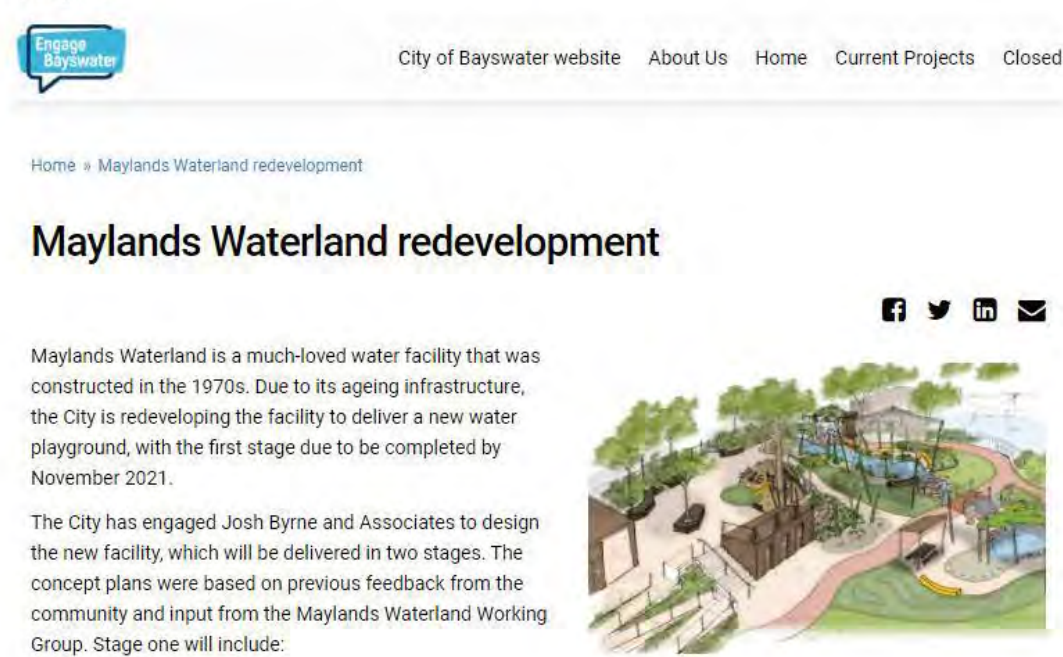
<b>City of Bayswater</b> <b>Reflect Reconciliation Action Plan</b> <b>INFORMATION UPDATE REPORT</b>	
<b>AUTHOR</b>	Manager Community Development
<b>BRANCH</b>	Community Development
<b>STRATEGY</b>	Relationships – Rituals and Protocols
<b>ACTION</b>	Re-establish the Aboriginal Advisory Committee (AAC) with the name Reconciliation Advisory Committee (RAC)
<b>DELIVERABLE</b>	Reconciliation Advisory Committee will meet quarterly to manage and monitor the activities and deliverables detailed in this 'Reflect' RAP and report on its implementation.
<b>INFORMATION</b>	The City's Reconciliation Advisory Committee (RAC) meetings for 2021 are to be held at the City of Bayswater Civic Centre in Council Chambers. The RAC has delegated authority and members of the public are welcome to attend.
<b>OUTCOMES</b>	<p>At the Ordinary Council meeting on the 8 December 2021, Council approved the 2021 Schedule for Committee Meetings Open to the Public. The Reconciliation Advisory Committee meetings for 2021 will be:</p> <ul style="list-style-type: none"> <li>• Wednesday 3 March, 5:30pm to 7:00pm</li> <li>• Wednesday 2 June, 5:30pm to 7:00pm</li> <li>• Wednesday 1 September, 5:30pm to 7:00pm</li> </ul> <p>The City's Committees of Council, including the RAC will be disbanded from 2 September 2021, due to the 2021 Local Government Election Caretaker Period Policy. The Caretaker period will be in effect from 2 September until 16 October 2021. Following these dates, Council will determine the re-establishment and meeting dates for all minor Committees of Council, including the RAC.</p>

City of Bayswater Reflect Reconciliation Action Plan INFORMATION UPDATE REPORT	
<b>AUTHOR</b>	Manager Building Services Manager Community Development
<b>BRANCH</b>	Building Works Community Development
<b>STRATEGY</b>	Respect - Rituals and Protocols
<b>ACTION</b>	Display the Aboriginal and Torres Strait Islander flags at City buildings where staff are located.
<b>DELIVERABLE</b>	Develop a plan of action for installing Aboriginal and Torres Strait Islander flagpoles at locations other than the City of Bayswater Civic Centre.
<b>INFORMATION</b>	<p>The City has investigated three key City facilities for possible installation of flagpoles to display the Aboriginal and Torres Strait Islander flags. These facilities include:</p> <ul style="list-style-type: none"> <li>• 'Paddy Walker' Works Depot</li> <li>• Bayswater Waves Recreation Centre</li> <li>• Maylands Memorial (in close proximity to The RISE recreation centre).</li> </ul>
<b>OUTCOMES</b>	<p>Following investigation of three City of Bayswater facilities, as detailed above, Bayswater Waves recreation centre and Maylands Memorial have been recommended as additional locations for installing Aboriginal and Torres Strait Islander flagpoles. Requirements at these two City facilities are as follows:</p> <p><u>Bayswater Waves</u></p> <p>There is a need to install two new additional flag poles adjacent to the two existing flag poles and the purchase of four new flags (Australia, Western Australia, Aboriginal and Torres Strait Islander).</p> <p><u>Maylands Memorial (close proximity to The RISE recreation centre)</u></p> <p>There is a need to install three new additional flag poles adjacent to the one existing flag pole and the purchase of four new flags (Australia, Western Australia, Aboriginal and Torres Strait Islander).</p> <p>The City is currently seeking quotations for construction, installation and all other associated project management requirements to determine a plan of action at the two identified City locations.</p>



City of Bayswater Reflect Reconciliation Action Plan INFORMATION UPDATE REPORT	
<b>AUTHOR</b>	Manager Project Services
<b>BRANCH</b>	Project Services
<b>STRATEGY</b>	Respect - Rituals and Protocols
<b>ACTION</b>	Demonstrate respect to Aboriginal and Torres Strait Islander peoples by observing cultural protocols.
<b>DELIVERABLE</b>	Develop an understanding of the local Traditional Owners or Custodians of the lands and waters within the City's operational area.
<b>INFORMATION</b>	<p>On 10 March 2020 Council adopted a draft concept plan for the redevelopment of the Maylands Waterland facility at the Maylands Foreshore Reserve. In May 2020, the City awarded the tender to Josh Byrne and Associates to design and redevelop the Maylands Waterland. This family friendly City project was championed by the Friends of Maylands Waterland on behalf of the community. Refer to Image 1.</p> <p>Community information sessions were conducted in August and September 2020 and it is anticipated that stage one will be completed and open for the community to use by November 2021. Josh Byrne and Associates have also prepared concept plans for stage two and is subject to future funding. Refer to Image2 and 3.</p> <p>The design of the proposed Maylands Waterland redevelopment is inspired by the Swan River, local native species and fauna. This theme will be incorporated within the facility through custom made play elements, artworks and sculptures.</p> <p>The design incorporates best practice in bioengineering that will ensure that the facility does not negatively impact the health and ecological value of the Swan River. There will also be opportunities for environmental education and interpretation along the river foreshore. The balance of Whadjuk Noongar and European heritage linked to the site is also reflected in many of the design features.</p>
<b>OUTCOMES</b>	<p>The City has to date engaged local Traditional Custodian - Balladong, Wadjuk, Nyungar Representative Barry McGuire who assisted the City in obtaining approval from the Department of Planning Lands and Heritage for the Maylands Waterland redevelopment. Mr McGuire has also offered to conduct a smoking ceremony on site prior to the site works commencing to keep spiritual watch over the workers. This is planned for early autumn 2021.</p> <p>The City is also in discussions for the potential dual naming of Maylands Waterland. Refer email from Jon Vines, 14 January 2021.</p>

## Image 1



## Image 2



Image 3





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>	The City's public libraries continue to engage the community with a range of literacy and language sessions. These programs attract people from a wide range of cultures.
<b>OUTCOMES</b>	<p>The following outcome is identified as an achievement to raise awareness of Aboriginal and Torres Strait Islander people's cultural history with the community:</p> <ul style="list-style-type: none"> <li>• Delivery of Noongar Birak Workshop – Presented by Carol Foley at Maylands Library on Saturday 12 December 2020.</li> </ul> <p>This interactive session, facilitated by local Aboriginal and Islander Education Officer and Noongar language specialist Carol Foley, focused on the Noongar Birak (December to January) season, crafts and birds. Attendees were able to participate in several activities and had the opportunity to ask questions and engage in basic Noongar conversation. <b>Refer Image 1</b></p>

**Image 1** Carol Foley, Noongar language specialist, delivering Noongar Birak Workshop at Maylands Library, 12 December 2020.



<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>	Information is provided about any culturally appropriate initiatives that focus on the importance of native flora and fauna that have transpired or planned for during December 2020 to January 2021.
<b>OUTCOMES</b>	The following outcomes are identified as achievements: <ul style="list-style-type: none"> <li>• A member of the Sustainability and Environment Team was supported by the City to participate in a three day on country cultural experience with Dr Noel Nannup and others. That officer actively shares his learnings with other City staff to better inform the City's sustainability and environmental practices.</li> <li>• As part of the preliminary planning for river foreshore restoration at Tranby House in Maylands, the City is planning to engage with local indigenous representatives and undertake a smoking ceremony at the site.</li> </ul>



City of Bayswater Reflect Reconciliation Action INFORMATION UPDATE REPORT	
<b>AUTHOR</b>	Manager Community Development
<b>BRANCH</b>	Community Development
<b>STRATEGY</b>	Opportunities - Sharing, Learning and Building Connections
<b>ACTION</b>	Actively seek the involvement of Aboriginal and Torres Strait Islander peoples in projects and events
<b>DELIVERABLE</b>	Invite Aboriginal and Torres Strait Islander stallholders, performers and businesses to be a part of existing/established City led public events
<b>INFORMATION</b>	<p>On 21 July 2020, the City endorsed the first Management Practice - Reconciliation Rituals and Protocols as an internal tool to increase staff awareness on how to respectfully acknowledge Aboriginal and Torres Strait Islander people in business operations, through the observation and delivery of culturally appropriate rituals and protocols.</p> <p>As part of the Management Practice, a detailed guideline is provided for all staff to follow when planning and facilitating events or initiatives to demonstrate respect of Aboriginal and Torres Strait Islander peoples.</p>
<b>OUTCOMES</b>	<p>On Tuesday 26 January 2021, the City facilitated a citizenship and awards ceremony and a free community event at the City's Civic Centre. The City engaged local Traditional Custodian and Whadjuk Noongar representative, Vaughn McGuire to deliver the Welcome to Country.</p> <p>A Welcome to Country was delivered twice by Mr McGuire, once at the commencement of the citizenship and awards ceremony and another to open the free community event outside the City's Civic Centre. Mr McGuire's Welcome to Country was made extra special, as he presented each person becoming an Australian citizen that day with a gift of emu feathers. Refer to <b>Image 1</b></p>

**Image 1** *Local Traditional Custodian and Whadjuk Noongar representative, Vaughn McGuire delivering the Welcome to Country at the City of Bayswater Australia Day Citizenship Ceremony, 26 January 2021.*



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>DELIVERABLE</b>	Submit draft Innovate RAP to Reconciliation Australia for review.
<b>INFORMATION</b>	Given the COVID-19 pandemic, the City sought and attained an extension from Reconciliation Australia to submit the draft Innovate RAP for conditional endorsement by 30 June 2021. The extension ensures that the City can achieve all Reflect RAP deliverables, and has enabled the City to conduct a thorough community engagement process to support the development of the Innovate RAP 2021 - 2023 involving a broad range of stakeholders.
<b>OUTCOMES</b>	<p>At the Reconciliation Advisory Committee (RAC) meeting held on 2 December 2020, the Draft Implementation Plan for the City of Bayswater Innovate RAP 2021 – 2023 was presented to the RAC. It was subsequently approved by Council at the Ordinary Council Meeting held on 27 January 2021, as follows:</p> <p><b><i>“That Council:</i></b></p> <ol style="list-style-type: none"> <li><b><i>1. Approves the draft Innovate Reconciliation Action Plan 2021 – 2023 as contained in <u>Attachment 1</u> to this report.</i></b></li> <li><b><i>2. Approves the proposed implementation costs for consideration in the corresponding 2021-2022 annual budgets and the Long Term Financial Plan.</i></b></li> <li><b><i>3. Approves for the draft Innovate Reconciliation Action Plan 2021 – 2023 to be released for public comment for a period of two weeks.</i></b></li> <li><b><i>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.”</i></b></li> </ol> <p>The Draft Implementation Plan for the Innovate RAP 2021 - 2023 was released for public comment for a two week period from 28 January 2021 until Thursday 11 February 2021.</p> <p>Public comment outcomes together with a revised version of the Draft Implementation Plan for the City of Bayswater Innovate RAP 2021 – 2023 will be presented back to the RAC at the meeting scheduled for 3 March 2021. It will be subsequently presented to Council for final adoption at the Ordinary Council Meeting scheduled for 27 April 2021.</p> <p>Following Council adoption, the City's draft Innovate RAP 2021 – 2023 will be submitted to Reconciliation Australia for conditional endorsement.</p>

**8.2 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. Summary of Public Comments - Draft Innovate Reconciliation Action Plan 2021-2023	
<b>Refer:</b>	Item 10.6.1.1 OCM 27.01.2021 Item 10.2 RAC Meeting 02.12.2020 Item 10.5.2 OCM 03.09.2019 Item 9.2: RAC Meeting 02.09.2020	

**SUMMARY**

For Council to approve the draft City of Bayswater Innovate Reconciliation Action Plan 2021- 2023, as presented in **Attachment 1** to this report for subsequent submission to Reconciliation Australia for compliance review and endorsement.

**COMMITTEE RECOMMENDATION**  
**(OFFICER'S RECOMMENDATION)**

That Council:

1. Approves the draft Innovate Reconciliation Action Plan 2021 – 2023 as contained in **Attachment 1** to this report for submission to Reconciliation Australia for compliance review and endorsement.
2. Considers the revised implementation costs as contained in **Attachment 1** as part of the 2021/22 and 2022/23 budget process and the Long Term Financial Plan.
3. Authorises the Chief Executive Officer to make amendments to the Innovate Reconciliation Action Plan 2021 – 2023 as contained in **Attachment 1** following submission to Reconciliation Australia for compliance review and endorsement, so long as the changes are to address feedback from Reconciliation Australia and do not have further financial implications or change the intent of the current deliverables.

**MS LISA BRUYNINCKX MOVED, MR SHEM GARLETT SECONDED**

**CARRIED UNANIMOUSLY: 6/0**

**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, the City conducted comprehensive consultation to inform the draft Innovate Reconciliation Action Plan (RAP) 2021 - 2023, as presented in **Attachment 1** to this report and at the Ordinary Council Meeting of 27 January 2021, Council further resolved the following:

*“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.”*

## **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 compliance review and endorsement by June 2021.

Reconciliation Australia provides organisations with a framework and template for the development of each RAP. An Innovate RAP template was therefore provided to the City, to support the development of the City of Bayswater draft Innovate RAP 2021 – 2023, which the City has followed.

#### 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 - November 2020

The wider community was also consulted via a community survey promoted through the City's Engage Bayswater site from 30 October to 15 November 2020. A total of 59 surveys were received and this feedback was taken into consideration in the development of the draft Innovate RAP 2021-2023 that was approved by Council on 27 January 2021 to be released for public comment.

#### Internal Consultation

A staff workshop was held on 12 November 2020 with the City's executive leadership and management 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 and present the draft Innovate RAP 2021-2023 for their information and feedback before formally presenting the draft to the City's RAC on 2 December 2020 and subsequently to Council on 27 January 2021.

#### Public Comment on Draft Implementation of the Innovate RAP 2021-2023

The draft Innovate RAP 2021-2023 was released for public comment for a period of two weeks, from 28 January until 11 February 2021. Below is a summary of the public comment outcomes.

- A total of 166 people visited the City's Engage Bayswater website to read about the City's reconciliation journey and draft Innovate RAP 2021-2023.
- A total of 45 people downloaded the City's draft Innovate RAP 2021-2023 document to self-inform.
- A total of 38 people familiarised themselves with the draft Innovate RAP 2021-2023 survey and of those, 9 people made contributions.
- A full summary of the feedback received through the public comment phase is presented as **Attachment 2** to this report, including the City's response to feedback/comments received.

#### **OFFICER'S COMMENTS**

An Innovate RAP is the second plan 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 extensive consultation with community and City staff, as presented in the *External and Internal Consultation* section of this report.

#### **Feedback Received and Minor Changes made to the Draft Innovate RAP 2021-2023**

Concurrent to the two week public comment phase, the City's management team also had an opportunity to further revise the Innovate RAP 2021-2023 implementation plan and the following minor changes have now been made, as presented in **Attachment 1**:

- Each of the four pillars (Governance, Opportunities, Relationships and Respect) has been given a description, in accordance with the Reconciliation Australia Innovate RAP framework.
- Each deliverable has been given a specific timeframe for implementation, including the month/s. This is also in accordance with the Reconciliation Australia Innovate RAP framework.
- The previous Plan approved by Council on 27 January 2021, had an asterisk placed against some deliverables, which reflected the deliverables that a dedicated 50D position would be responsible for implementing. These have now been removed, as actions listed for implementation after December 2021 and aligned to Community Development, will all be driven by a dedicated 50D position or consultant, as relevant.
- The wording for deliverable 1(a) listed in the Opportunities pillar regarding a dedicated 50D position has been amended, as has the budget associated with that deliverable, which has now decreased.
- Under the Manager Responsibility column of the document, additional managers have been identified as needing to be involved or play a supporting role to specific deliverables.
- A deliverable previously listed within the Opportunities pillar 4(c) has now been deleted from the plan – "Consult *the City's Reconciliation Advisory Committee in the development of the City's Public Art Strategy.*" Consultation with committees of Council on major projects or strategic documents that are relevant to a specific committee, is business as usual for the City.
- Minor word and grammatical changes were made throughout the document. None of these minor amendments have changed the purpose or integrity of any of the deliverables previously approved by Council on 27 January 2021.

Following a period of public comment and analysis of feedback received, it is considered that no further amendments are required to be made to the draft Innovate RAP 2021-2023 implementation plan.

#### **Draft Innovate RAP 2021 – 2023 Prescribed Actions from Reconciliation Australia**

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. These prescribed actions, are considered to be non-negotiable actions by Reconciliation Australia, as they are the minimum requirements for an organisation to implement through an Innovate RAP. These prescribed actions have been highlighted in blue in the draft Innovate 2021-2023 document (**Attachment 1**) for easier identification and differentiation from other actions listed.

### Other Actions in the Draft Innovate RAP 2021- 2023

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 surveys. All actions listed are reportable annually to Reconciliation Australia.

### City's Capacity to Deliver Actions in the Draft Innovate RAP 2021- 2023

Currently, the City employs a Community Development Officer (0.5 FTE) to oversee the City's reconciliation portfolio.

From December 2021, the implementation of the actions listed in the draft Innovate RAP 2021-2023 would require a marginal increase to human resources, namely 0.6FTE (an increase of 0.1 FTE to the current FTE allocation). This increase in FTE is reflected in the following RAP Innovate 2021-2023 action under the theme of Opportunities:

*"1 (a) Appoint a dedicated 50D Reconciliation Community Development Officer or consultant, to assist with the implementation of the City's Innovate RAP 2021-2023."*

The marginal FTE increase is also detailed in the Financial Implications section of this report.

### Next Steps

Following approval of the draft Innovate RAP 2021-2023 by Council, the Plan will be formerly submitted to Reconciliation Australia for compliance review and endorsement.

## **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><b>Approves the draft Innovate Reconciliation Action Plan 2021 – 2023 as contained in <u>Attachment 1</u> to this report for submission to Reconciliation Australia for compliance review and endorsement.</b></li> <li><b>Considers the revised implementation costs as contained in <u>Attachment 1</u> as part of the 2021/22 and 2022/23 budget process and the Long Term Financial Plan.</b></li> <li><b>Authorises the Chief Executive Officer to make amendments to the Innovate Reconciliation Action Plan 2021 – 2023 as contained in <u>Attachment 1</u> following submission to Reconciliation Australia for compliance review and endorsement, so long as the changes are to address feedback from Reconciliation Australia and do not have further financial implications or change the intent of the current deliverables.</b></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 <b>Attachment 1</b> 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 is also in alignment with the approved Innovate RAP project timeframe. It is also considered low risk to make changes to the document following a compliance review from Reconciliation Australia if the amendments proposed are minor (e.g. word smithing or moving a deliverable to a different pillar) and do not impact budget or the intent of the deliverable listed.	

<b>Option 2</b>	<p><b>That Council:</b></p> <ol style="list-style-type: none"> <li><b>Approves the draft Innovate Reconciliation Action Plan 2021 – 2023 as contained in <u>Attachment 1</u> to this report with amendments as determined by Council, for submission to Reconciliation Australia for compliance review and endorsement:</b></li> <li><b>Considers the revised implementation costs as contained in <u>Attachment 1</u> as part of the 2021/22 and 2022/23 budget process and the Long Term Financial Plan.</b></li> <li><b>Authorises the Chief Executive Officer to make amendments to the Innovate Reconciliation Action Plan 2021 – 2023 as contained in <u>Attachment 1</u> following submission to Reconciliation Australia for compliance review and endorsement, so long as the changes are to address feedback from Reconciliation Australia and do not have further financial implications or change the intent of the current deliverables..</b></li> </ol>
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Change the intent of the current deliverable		
Risk Category	Adopted Risk Appetite	Risk Assessment Outcome
Strategic Direction	Moderate	Dependent on the amendments determined by Council.
Reputation	Low	
Governance	Low	
Community and Stakeholder	Moderate	
Financial Management	Low	
Environmental Responsibility	Low	
Service Delivery	Low	
Organisational Health and Safety	Low	
Conclusion	Any associated risks with amendments made to the draft Innovate Reconciliation Plan 2021-2023 are at this stage undetermined. The draft Innovate RAP 2021-2023, as presented in <b><u>Attachment 1</u></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. It is considered low risk to make changes to the document following a compliance review from Reconciliation Australia if the amendments proposed are minor (e.g. word smithing or moving a deliverable to a different pillar) and do not impact budget or the intent of the deliverable listed.	

<b>Option 3</b>	<b>That Council declines the draft Innovate Reconciliation Action Plan 2021 – 2023 as contained in <u>Attachment 1</u> to this report for submission to Reconciliation Australia for compliance review and endorsement.</b>	
<b>Risk Category</b>	<b>Adopted Risk Appetite</b>	<b>Risk Assessment Outcome</b>
Strategic Direction	Moderate	Moderate
Reputation	Low	High
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 and Governance 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 "Continue our reconciliation journey by developing our next RAP (Innovate)". By declining the draft Innovate RAP 2021 - 2023, there could be a delay in its implementation, therefore not meeting the intent of the strategy listed above. In addition, it is considered a high reputation and community and stakeholder risk, as the City would not be able to formerly submit the draft Innovate RAP 2021 - 2023 for the first compliance review by Reconciliation Australia in April 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:** Implementation of the City of Bayswater Innovate Reconciliation Action Plan 2021 – 2023

**Asset Category:** N/A

**Source of Funds:** Municipal

**LTFP Impacts:** Not yet itemised in 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 regarding the employment of a dedicated 50D Reconciliation Community Development Officer, or contractor, 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				
<b>1</b>	\$47,933 for year one (2021-2022); and \$66,433 for year two (2022-2023).  Total for the 2 year RAP lifespan: \$114,366		0.1 additional FTE to the City's current 0.5 FTE allocation (Reconciliation Community Development Officer or contractor) – additional \$7,433 per annum for two years	N/A	N/A	N/A	Nil.

## 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 2021 - 2023, 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.

An extensive consultation process has been undertaken to inform the draft Innovate RAP 2021-2023, including workshops with key community stakeholders, staff and Councillors and two community wide surveys. To that end, Option 1 is recommended for approval by Council. The draft Innovate RAP 2021- 2023 takes into consideration the budget that is required per action including additional human resources, the Managers responsible for delivery of each action and implementation timeframes.

Following approval of the City's Innovate RAP 2021 – 2023 it will be submitted to Council in April 2021 for approval then subsequently forwarded to Reconciliation Australia for a compliance review and endorsement. Following endorsement by Reconciliation Australia, the final document will be graphically designed and the City will officially launch its Innovate RAP 2021-2023.

## Attachment 1



## Innovate RAP - Opportunities

<b>OPPORTUNITIES</b> <span>Note: Blue highlighted sections indicate deliverables detailed in the Reconciliation Australia Innovate RAP Framework</span>					
<i>The City of Bayswater will continue to strengthen sustainable employment and will enhance procurement practices to increase the social and economic inclusion of Aboriginal and Torres Strait Islander peoples.</i>					
Action	Deliverable	Responsibility	Timeframe		Budget (\$)
			2021/22	2022/23	
<b>1. Appoint a dedicated 50D Reconciliation Community Development Officer or consultant, as required.</b>	(a) Appoint a dedicated 50D Reconciliation Community Development Officer or consultant, as required, to assist with the implementation of the City's Innovate RAP 2021-2023.	<ul style="list-style-type: none"> <li>Manager Community Development</li> <li>Manager People, Culture and Safety</li> </ul>	December 2021 – June 2022	July 2022 - June 2023	7,433 pa (funds for an additional 0.1 FTE to existing 0.5 FTE allocation)
	(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>	June 2022	June 2023	Operational
<b>2. Improve employment outcomes by increasing Aboriginal and Torres Strait Islander recruitment, retention and professional development within the City's workforce.</b>	(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> <li>Manager Community Development</li> </ul>	July 2021	July 2022	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> <li>Manager Community Development</li> </ul>	September 2021	July 2022	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>	March 2022		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>	January 2022	January 2023	Operational
	(e) Review the City's Human Resource and recruitment processes to remove barriers to Aboriginal and Torres Strait Islander participation in our workplace.	<ul style="list-style-type: none"> <li>Manager People, Culture and Safety</li> </ul>	December 2021		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>	July 2021	July 2022	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>	December 2021	December 2022	Operational



Action	Deliverable	Responsibility	Timeframe		Budget (\$)
			2021/22	2022/23	
<b>3. Increase Aboriginal and Torres Strait Islander supplier diversity to support improved economic and social outcomes.</b>	(a) Utilise and communicate the Aboriginal Business Directory to-increase supplier procurement	• Manager Strategic Projects	July 2021		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.	• Manager Strategic Projects	July 2021		Operational
	(c) Increase the number of commercial relationships with Aboriginal and/or Torres Strait Islander businesses.	• All Branches	September 2021	September 2022	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.	• Manager Community Development	July 2021-June 2022	July 2022-June 2023	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 nature links.	• Manager Sustainability and Environment • Manager Parks and Gardens	July 2021-June 2022	July 2022-June 2023	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.	• Manager Sustainability and Environment • Manager Parks and Gardens • Community Engagement Advisor	August 2021	August 2022	1,000 pa
	(c) Identify and apply for funding to formally record Aboriginal sacred sites and sites of significance in the City of Bayswater.	• Manager Community Development • Manager Asset and Mapping Services	July 2021-June 2022	July 2022-June 2023	5,000 pa (with additional funding from external grant opportunities)
	(d) Consult local Elders and Aboriginal families and respective Aboriginal organisations to identify community need and prioritisation for the first naming and co-naming of City buildings, places and spaces, in alignment with Landgate's Aboriginal Dual Naming Guidelines, and planned City projects and upgrades.	With support from Community Development: • Community Engagement • Strategic Planning and Place • Manager Building Services • Manager Sustainability and Environment • Manager Project Services • Manager Parks and Gardens • Manager Asset and Mapping Services	July 2021-June 2022	July 2022-June 2023	5,000 pa
	(e) Review the City's Naming Policy to include dual and renaming to Aboriginal names	• Manager Strategic Planning and Place	July 2021	July 2022	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.	• Manager Community Development	July 2021-June 2022	July 2022-June 2023	5,000





## Innovate RAP - Respect

RESPECT <span>Note: Blue highlighted sections indicate deliverables detailed in the Reconciliation Australia Innovate RAP Framework</span>					
<i>The City of Bayswater is committed to advancing cultural understanding and respect of Aboriginal and Torres Strait Islander cultures and histories within our sphere of influence.</i>					
Action	Deliverable	Responsibility	Timeframe		Budget (\$)
			2021/22	2022/23	
<b>1. Increase understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights through cultural learning.</b>	(a) Conduct a review of cultural learning needs within our organisation.	• Manager People, Culture and Safety	October 2021		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	March - June 2022		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		October 2022	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		October 2022	10,000
	(e) Facilitate training opportunities for community groups and sporting clubs to attend Aboriginal cultural learning training.	• Manager Community Development	July – September 2021	February – May 2023	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	June 2022	June 2023	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	June 2022	June 2023	Operational
	(h) Support City staff to attend the annual 'Danjoo Koorliny Walking Together Social Impact' events series relevant to local government.	• Manager Community Development	June 2022	June 2023	1,500 pa



Action	Deliverable	Responsibility	Timeframe		Budget (\$)
			2021/22	2022/23	
<b>2. Demonstrate respect to Aboriginal and Torres Strait Islander peoples by observing cultural protocols.</b>	(a) Increase staff understanding of the purpose and significance behind cultural protocols, including Acknowledgement of Country and Welcome to Country protocols.	• Manager Community Development	May 2022	May 2023	Operational
	(b) Evaluate and communicate the City's Reconciliation Protocols and Rituals Management Practice.	• Manager Community Development	February-May 2022	February-May 2023	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	July 2021	July 2022	3,600 pa
	(d) Develop Citizenship Ceremonies to further acknowledge the Traditional Owners (i.e. Welcome to Country, cultural information package)	• Manager Community Development	July 2021-June 2022	July 2022 – June 2023	7,200 pa
<b>3. Build respect for Aboriginal and Torres Strait Islander cultures and histories by celebrating NAIDOC Week.</b>	(a) Reconciliation Advisory Committee to participate in an external NAIDOC Week event.	• Manager Community Development	July 2021	July 2022	Operational
	(b) Promote and encourage participation in external NAIDOC events to all staff.	• Manager Community Development	July 2021	July 2022	Operational





## Innovate RAP - Governance

GOVERNANCE					
Note: Blue highlighted sections indicate deliverables detailed in the Reconciliation Australia Innovate RAP Framework					
The City of Bayswater has an established governance structure, including a Reconciliation Advisory Committee with Aboriginal and/or Torres Strait Islander representation. This allows us to continue in our commitment to strengthen engagement with local Aboriginal and Torres Strait Islander peoples and continuously report on our Innovate RAP 2021 – 2023 milestones.					
Action	Deliverable	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.	• Manager Community Development	October 2021- June 2022	July 2022 – June 2023	Operational
	(b) Establish and apply a Terms of Reference for the Reconciliation Advisory Committee.	• Manager Community Development	October 2021		Operational
	(c) Meet at least four times per year to drive and monitor RAP implementation.	• Manager Community Development	October 2021- June 2022	July 2022 – June 2023	Operational
2. Provide appropriate support for effective implementation of RAP commitments.	(a) Define resource needs for RAP implementation.	• Manager Community Development	January 2022	January 2023	Operational
	(b) Engage our senior leaders and other staff in the delivery of RAP commitments.	• Manager Community Development • Executive Leadership Team • Manager People, Culture and Safety • Manager Financial Services	October 2021- June 2022	July 2022 – June 2023	Operational
	(c) Define and maintain appropriate systems to track, measure and report on RAP commitments.	• Manager Community Development	September 2021	September 2022	Operational
	(d) Appoint and maintain an internal RAP Champion from senior management.	• Manager Community Development • Director Community and Development	July 2021- June 2022	July 2022 – June 2023	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.	• Manager Community Development	September 2021	September 2022	Operational
	(b) Report RAP progress to all staff and senior leaders quarterly.	• Manager Community Development	October 2021- June 2022	July 2022 – June 2023	Operational
	(c) Publicly report our RAP achievements, challenges and learnings, annually.	• Manager Marketing and Communications • Manager Community Development • Manager People, Culture and Safety	September 2021	September 2022	Operational
	(d) Investigate participating in Reconciliation Australia's biennial Workplace RAP Barometer.	• Manager Community Development		July 2022	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'			January 2023	Operational





## Innovate RAP - Relationships

RELATIONSHIPS <span>Note: Blue highlighted sections indicate deliverables detailed in the Reconciliation Australia Innovate RAP Framework</span>					
<i>The City of Bayswater is committed to developing strong and mutually beneficial relationships with Aboriginal and Torres Strait Islander peoples and will continue to focus on connecting our diverse community to inclusive and respectful cultural learning experiences.</i>					
Action	Deliverable	Responsibility	Timeframe		Budget (\$)
			2021/22	2022/23	
<b>1. Establish and maintain mutually beneficial relationships with Aboriginal and Torres Strait Islander stakeholders and organisations.</b>	(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> </ul>		March 2023	3,000
<b>2. Build relationships through celebrating National Reconciliation Week (NRW) and other days of significance.</b>	(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>	May 2022	May 2023	Operational
	(b) Reconciliation Advisory Committee members to participate in an external NRW event.	<ul style="list-style-type: none"> <li>All Managers</li> </ul>	27 May - 3 June 2022	27 May - 3 June 2023	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>	27 May - 3 June 2022	27 May - 3 June 2023	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>	27 May - 3 June 2022	27 May - 3 June 2023	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>Manager Community Development</li> <li>Manager Library and Customer Services</li> </ul>	July 2021 - June 2022	July 2022 - June 2023	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>	July 2021 - June 2022	July 2022 - June 2023	5,000 pa
<b>3. Promote reconciliation through our sphere of influence.</b>	(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>	June 2022	June 2023	**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>	July 2021 - June 2022	July 2022 - June 2023	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>	July 2021 - June 2022	July 2022 - June 2023	Operational



Action	Deliverable	Responsibility	Timeframe		Budget
<b>4. Promote positive race relations through anti-discrimination strategies.</b>	(a) Conduct a review of HR policies and procedures to identify existing anti-discrimination provisions and future needs.	• Manager People, Culture and Safety	December 2021		Operational
	(b) Develop, implement and communicate a City of Bayswater Policy for Reconciliation	• Manager Community Development • Community Engagement Advisor		July 2022	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.	• Manager Community Development • Community Engagement Advisor	March 2022		Operational

**Attachment 2****Innovate Reconciliation Action Plan - Implementation Plan Survey**

Are you satisfied with the deliverables in Relationships?	Which deliverable/s could be improved? e.g. Relationships 2(a)	Are you satisfied with the deliverables in Respect?	Which deliverable/s could be improved? e.g. Respect 2(a)	Are you satisfied with the deliverables in Opportunities?	Which deliverable/s could be improved? e.g. Opportunities 2(a)	Are you satisfied with the deliverables in Governance?	Which deliverable/s could be improved? e.g. Governance 2(a)	Do you have any general comments relating to the Draft Implementation Plan for the Innovate RAP 2021-2023?	What suburb do you live in?	Which of the following describes you? (tick all that apply)	What is your connection to the City of Bayswater?	City of Bayswater response
Yes	N/A	Yes	N/A	Yes	N/A	Yes	N/A	Not provided	Non resident	None of the above	Organisation: Nyoongar Outreach Services	Survey responses have been noted by the City.
Yes	N/A	Yes	N/A	Yes	N/A	Yes	N/A	A great movement forward for City of Bayswater. Employment of a 50D Community Development Officer, with the community connections and appropriate cultural understanding to progress these initiatives meaningfully, must be a priority.	Bayswater	A community group or sporting club representative	Resident	Survey responses and comment made have been noted by the City.
Yes	N/A	Yes	N/A	Yes	N/A	Yes	N/A	It provides for a comprehensive approach to the reconciliation in the varying work and scope of the City.	Office in Mirrabooka that provides services to people living within the city	None of the above	Business owner	Survey responses and comment made have been noted by the City.
No	It appears this is lead and driven by Management, the time is right where there are many qualified Aboriginal People who are capable to Lead the RAP. Then Management can support this leadership. Appears this is a bit back to front - Hand over to Aboriginal People leadership.	Yes	N/A	No	Again there are opportunities for Aboriginal People to Lead and City of Bayswater Management support and train. What percentage of the RAP committee are Aboriginal V's Management and others. Do Aboriginal people Chair and run the RAP meetings if not it is an ideal opportunity to build their confidence and standing in the community by handing over most of the Responsibility with Management Guidance and support.	Yes	N/A	The time is Right for Aboriginal People to take over majority of Responsibility and Management step back into a more support Role rather than major Responsibility as indicated on Draft.	Maylands	A community group or sporting club representative	Ratepayer	Survey responses have been noted by the City. In response to the comments made: The responsible branches listed within the RAP Innovate 2021-2023 next to each deliverable have been noted as the key Manager/branch to work in collaboration with local Aboriginal and Torres Strait islander people, as relevant to the specific deliverable. Appointment of a dedicated 50D Reconciliation Community Development Officer or consultant, which is a deliverable under the theme of Opportunities (1.a) will ensure the City provides further opportunities for Aboriginal and Torres Strait Islander people to take a leading role in reaching reconciliation outcomes for the City of Bayswater.
Yes	N/A	Yes	N/A	Yes	N/A	Yes	N/A	Thank you and all the very best in making it happen! To my mind it looks very comprehensive and I feel a little honoured that some of my ideas appeared in the plan - maybe you just included everything everyone said (: !!	Bayswater	None of the above	Ratepayer	Survey responses and comment made have been noted by the City.
No	Identify range of COB organisations to develop initial partnerships. Diverse organisations to increase reach.	No	Training budget of \$2000 is woefully inadequate. Scope and value of sound education is proven.	Yes	No	Delivery of RAP needs to sit across COB not just with the Community Development Officer. This responsibility needs to be built into the governance to reflect shared responsibility and accountability.	The four pillars is a helpful framework to look at the implementation.	Yes - electronic	50-59 years	Resident	Resident	Survey responses have been noted by the City. In response to the comments made: The City can confirm that it has identified a range of City based organisations and agencies to develop partnerships with, including those that already have a RAP in place or aspire to develop one. The training budget of \$2,000 for Up-Skiler programs is only one medium that the City would use to build cultural awareness in the community. Additional funding will also be sought to increase budget, as funding opportunities arise. The implementation of the Innovate RAP is a whole of organisation responsibility. The Community Development branch is the lead branch, as it is the reporting branch, with current 0.5FTE employed to assist the organisation with the implementation of the RAP.

No	Contact Reconciliation WA at the Constitution Centre for activities etc. not just Reconciliation Australia	Yes	N/A	Yes	Yes	N/A	Great coverage, but would like to emphasise the importance of the Noongar Language courses currently running at Libraries. Found they are a wonderful way to understand our Country and its people.	No	70 years and over	Ratepayer	Ratepayer	Survey responses have been noted by the City. In response to the comments made: The City can confirm that it maintains its annual membership with Reconciliation WA and seek their guidance, as required. Noongar language courses are planned to continue at the City's libraries and this deliverable is captured in the draft Innovate RAP 2021-2023 under the pillar of Respect 1(g) "Provide opportunities to the community to learn more about Noongar language and build partnerships with external training organisations."
Yes	N/A	Yes	N/A	Yes	Yes	N/A	N/A	Yes - electronic	20-29 years	Aboriginal organisation employee	Aboriginal organisation employee	Survey responses have been noted by the City.

Visitors	42
Contributors	8
Registered	0
Unverified	0
Anonymous	8
Admin	0
SUBMISSIONS	8

**9. PREVIOUS MATTERS DEALT WITH NOT ON THE MINUTES**

Nil.

**10. GENERAL BUSINESS****10.1 Community Engagement Review**

The City's Community Engagement Advisor Ms Janelle Easthope introduced the City's Community and Engagement Review and invited the Committee to provide feedback.

**10.2 Morley Library Artwork - Indigenous Mural and Kaya Wanju Sculpture**

Introduction to an Aboriginal artwork proposal via a short presentation. (*Mr Shaun Mackenzie and Ms Belinda Salvoni, Place Manager(s)*). Feedback on the proposal was provided by the RAC.

***CR SALLY PALMER DECLARED AN IMPARTIAL INTEREST***

***In accordance with regulation 11 of the Local Government (Rules of Conduct) Regulations 2007, Cr Sally Palmer declared an impartial interest in this item as she is a social member of the Morley Momentum which was part of the input to the artwork proposal.***

**10.3 Indigenous Voice to Parliament**

The City's RAC submission on the '*Indigenous Voice Co-design Process Interim Report to the Australian Government, October 2020*', has been drafted for final feedback and comment by the RAC. It will be submitted by the City before the closing date of 31 March 2021. RAC members may also wish to make individual submissions in relation to this report.

***MS PEARL CHALOUPKA DECLARED AN IMPARTIAL INTEREST***

***In accordance with regulation 11 of the Local Government (Rules of Conduct) Regulations 2007, Ms Pearl Chaloupka declared an impartial interest in this item as a RAC member she also works for the Federal Government.***

***MS CLARE GOODALL DECLARED AN IMPARTIAL INTEREST***

***In accordance with regulation 11 of the Local Government (Rules of Conduct) Regulations 2007, Ms Clare Goodall declared an impartial interest in this item as she works for the Federal Government.***

**10.4 National Reconciliation Week 2021**

City staff provided an update to the RAC on the City led activities planned for National Reconciliation Week 2021.

**11. CONFIDENTIAL ITEMS**

Nil.

**12. 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 Wednesday 2 June 2021 commencing at **5:30pm**.

**13. CLOSURE**

There being no further business to discuss, the Chairperson, Cr Stephanie Gray declared the meeting closed at 7.01pm.