

Agenda

Reconciliation Advisory Committee

Wednesday 20 November 2024

Notice of Meeting

The next Reconciliation Advisory Committee will take place in the Committee Room, City of Bayswater Civic Centre, 61 Broun Avenue, Morley on **Wednesday 20 November 2024** commencing at **6:00 pm**.

Yours sincerely



BIANCA SANDRI
ACTING CHIEF EXECUTIVE OFFICER

14 November 2024

- 2 OFFICIAL OPENING3**
- 3 ACKNOWLEDGEMENT OF COUNTRY3**
- 4 ATTENDANCE3**
 - 4.1 Apologies3**
 - 4.2 Approved Leave of Absence4**
- 5 DISCLOSURE OF INTEREST SUMMARY4**
- 6 DELEGATED AUTHORITY BY COUNCIL4**
- 7 TERMS OF REFERENCE4**
- 8 CONFIRMATION OF MINUTES.....6**
- 9 REPORTS.....7**
- 10 CITY UPDATES.....7**
 - 10.1 City of Bayswater Policy – First Nations People: Employment/Contractors7**
 - 10.2 Innovate Reconciliation Action Plan 2021-2023 Update - August-October 2024...7**
 - 10.3 Aboriginal Engagement Framework Artwork.....7**
 - 10.4 Nominations for Community Representatives – Reconciliation Advisory
Committee12**
 - 10.5 Vulnerable Communities Plan18**
- 11 GENERAL BUSINESS18**
- 12 NEXT MEETING18**
- 13 CLOSURE18**

2 OFFICIAL OPENING**3 ACKNOWLEDGEMENT OF COUNTRY**

The Presiding Member, Cr Latter will open the meeting and deliver the Acknowledgement of Country.

Noongar Language

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

English Language Interpretation

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

4 ATTENDANCE**Presiding Member**

Cr Nat Latter

Members

Cr Dan Bull
Cr Lorna Clarke
Jim Morrison
Donna Moody
Liz Narkle
Dorothy Bagshaw

Officers

Bianca Sandri	Director Community Services
Helen Smith	Manager Community Development
Melissa Dias	Coordinator Community Development
Sherri Bagshaw	Community Development Officer - Reconciliation
Wardi Du Toit	Executive Assistant Community Services
Anna Gillespie	Manager People and Culture

Leave of Absence

Nil.

4.1 Apologies

There were no apologies provided at the time of the agenda distribution.

4.2 Approved Leave of Absence

Nil.

5 DISCLOSURE OF INTEREST SUMMARY

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

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

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

6 DELEGATED AUTHORITY BY COUNCIL

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

7 TERMS OF REFERENCE

Purpose

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

Membership

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

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

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

The quorum for this Committee is four members.

All Councillors are appointed as Deputies.

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

Delegated Authority

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

Meetings

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

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

Liaison Officer

Director Community Services

8 CONFIRMATION OF MINUTES**COMMITTEE RESOLUTION**

That the Minutes of the Reconciliation Advisory Committee held on 16 October 2024 which have been distributed, be confirmed as a true and correct record.

9 REPORTS

Nil.

10 CITY UPDATES**10.1 City of Bayswater Policy – First Nations People: Employment/Contractors**

Anna Gillespie, Manager People, Culture and Safety will attend the meeting to discuss the City's policy in relation to employing and engaging with First Nations people.

10.2 Innovate Reconciliation Action Plan 2021-2023 Update - August-October 2024

The Innovate Reconciliation Action Plan 2021-2023 updates for August – October 2024 are provided for consideration and noting (refer Attachment 10.2.1).

10.3 Aboriginal Engagement Framework Artwork

Whadjuk/Wagyl Kaip/Ballardong artist, Sarah Weston has completed an artwork that visually represents the City of Bayswater Aboriginal Engagement Framework. The artwork, entitled Harmony Rising, will be displayed at the meeting and the City's Community Development Officer – Reconciliation and Homelessness will discuss the themes represented. A description of the artwork is provided in Attachment 10.3.1.



HARMONY RISING



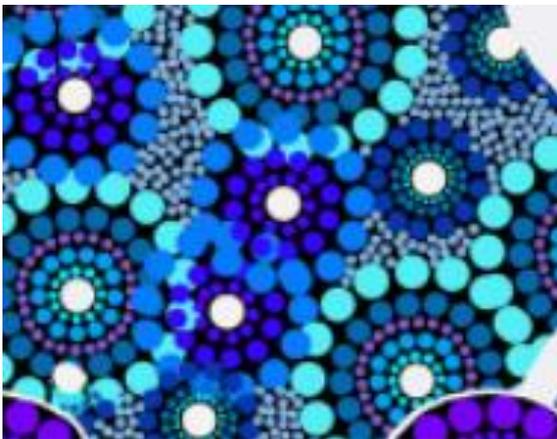
This is the City of Bayswater - a place where ideas flow and memories are created through different experiences and stories shared by the local community and its people over many years of walking the same paths. Journeys are taken together to achieve a common goal of a rich, robust future of closing the gap with an inclusive reconciliation action plan delivered into the local community and the relationships between Nyoongar and non-Aboriginal people, stakeholders, City of Bayswater and their community - all working together.

By Sarah Weston

KEY POINTS OF INTEREST



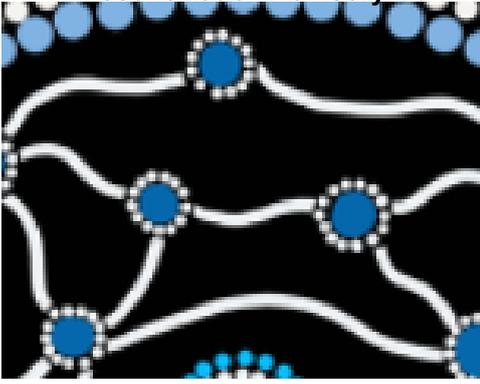
The striped meeting places and pathways at the top of the picture represent the main significance of the RAP plan, which follow through the local community, building connections and resources that will ensure a vibrant cultural environment for all to enjoy.



The multi-sized dots in the top half represent the past, present and upcoming events of significance within the City of Bayswater.



The Mia mia (semi-circle) represents the City of Bayswater and its ever-growing commitment to keeping the community and the people in it strong and connected to Nyoongar culture.



The small meeting places and pathways inside the Mia mia (semi-circle), represent the links between all the significant people and groups involved including Nyoongar and non-Aboriginal people, stakeholders, City of Bayswater and all other relevant people and groups that have helped create a successful RAP plan.



The bottom half blue circles represent the water of the Derbal Yerrigan (Swan River) that runs through the City of Bayswater and which has a significant part in Nyoongar culture.



The Wagyl (rainbow serpent) represents the Aboriginal spirit and culture within the community. The people shape's within the Wagyl represent our ancestors the traditional owners & knowledge holders guiding us towards a brighter future.



The hands represent the people involved and their tireless efforts in keeping the RAP moving forward and being implemented within the community.

10.4 Nominations for Community Representatives – Reconciliation Advisory Committee

The City recently advertised for Expressions of Interest to fill a vacant position on the Reconciliation Advisory Committee (RAC), due to the resignation of Angus McGuire. The City received two applications which were assessed against the selection criteria.

A report has been submitted to the 19 November 2024 Ordinary Council Meeting for Council with the following Officer's Recommendation:

"That Council:

1. *Adopts the amended draft Terms of Reference for the Reconciliation Advisory Committee, as contained in Attachment 1, which incorporates the following changes:
 - a) *A reduction in the frequency of meetings from monthly to quarterly.*
 - b) *An increase in the number of community members from "up to five" to "up to six".**
2. *Appoints applicants A and B as detailed in Confidential Attachment 2 as community members of the Reconciliation Advisory Committee, for the term 22 November 2024 to 18 October 2025."*

A copy of the report to be considered is provided at Attachment 10.4.1. The confidential attachment has been omitted to protect personal information of the nominations.

10.4.1 Reconciliation Advisory Committee - Review of Meeting Frequency and New Member Nomination

Responsible Branch:	Community Development
Responsible Directorate:	Community
Authority/Discretion:	Executive/Strategic
Voting Requirement:	ABSOLUTE MAJORITY REQUIRED
Attachments:	<ol style="list-style-type: none"> 1. Revised Terms of Reference October 2024 with Tracked Changes [10.4.1.1 - 1 page] 2. CONFIDENTIAL - RAC Member Assessment Matrix [10.4.1.2 - 1 page]
Refer:	Item: 10.4.5 OCM: 26 March 2024 Item: 10.4.1 OCM: 28 May 2024

Confidential Attachment(s) in accordance with Section 5.23(2) of the Local Government Act 1995 (WA):

(b) *the personal affairs of any person;*

SUMMARY

Amendments to Reconciliation Advisory Committee Terms of Reference

Council at its Ordinary Meeting held on 28 May 2024 resolved to amend the Terms of Reference in relation to the meeting frequency of the Reconciliation Advisory Committee (RAC). This resolution modified the timeframe from quarterly to monthly and that the change in frequency be reconsidered by Council after a six-month period.

The report also seeks to make a further change to the Terms of Reference relating to the maximum number of community members who can sit on the Committee.

Community Member Nominations for the Reconciliation Advisory Committee

Following the resignation of Angus McGuire the City advertised for expressions of interest for a new community member to join the RAC. The City received two nominations which have been assessed, and this report recommends Council endorsing both applicants to join the Committee (if the amended Terms of Reference are approved). If the amended terms of reference are not approved, the recommendation is for Applicant A to be appointed.

OFFICER'S RECOMMENDATION

That Council:

1. **Adopts the amended draft Terms of Reference for the Reconciliation Advisory Committee, as contained in Attachment 1, which incorporates the following changes:**
 - a) **A reduction in the frequency of meetings from monthly to quarterly.**
 - b) **An increase in the number of community members from “up to five” to “up to six”.**
2. **Appoints applicants A and B as detailed in Confidential Attachment 2 as community members of the Reconciliation Advisory Committee, for the term 22 November 2024 to 18 October 2025.**

ABSOLUTE MAJORITY REQUIRED

BACKGROUNDAmendments to Reconciliation Advisory Committee Terms of Reference

At the RAC meeting held on 1 May 2024, the Committee proposed changes to the Terms of Reference for Council consideration and endorsement and requested that the Terms of Reference be changed to 'meet monthly'.

At its Ordinary Meeting held on 28 May 2024, Council resolved to adopt the revised Terms of Reference. Council also added a limb which required City staff to seek the views of RAC members after six months in relation to meeting frequency, before making a further recommendation to Council.

Community Member Nominations for the Reconciliation Advisory Committee

At the RAC meeting held on 12 June 2024 the Presiding Member, Councillor Nat Latter advised members of the resignation of Angus McGuire from the Committee. Mr McGuire resigned due to a change in employment that necessitated a relocation to a regional area.

Whilst the remaining four members satisfy the Terms of Reference, for the purposes of a broad representation of Aboriginal and Torres Strait Islander communities, the replacement of the resigning member was recommended through a new Expression of Interest process.

At the 23 July 2024 Ordinary Council Meeting, Council resolved to request the Chief Executive Officer to advertise an Expression of Interest to seek a new community member for the RAC and return the recommendation to Council for consideration.

EXTERNAL CONSULTATIONAmendments to Reconciliation Advisory Committee Terms of Reference

Feedback from RAC members was sought at its meeting held on 18 September 2024, in relation to returning the meeting frequency to quarterly.

Community Member Nominations for the Reconciliation Advisory Committee

The City advertised widely for Expressions of Interest for a RAC member as follows:

- The City's website; and
- Direct email to existing RAC members, networks and community groups.

OFFICER'S COMMENTSAmendments to Reconciliation Advisory Committee Terms of Reference

At the RAC meeting held on 1 May 2024, a recommendation was endorsed to amend the Terms of Reference for the Committee to meet on the second Wednesday of every month for the term of 1 May 2024 to 18 October 2025.

At its Ordinary Meeting of 28 May 2024, Council resolved to amend the Terms of Reference and review in six months.

It was noted in the report that:

"The City can absorb the administration of the Committee meeting monthly for the first four to six months as business as usual. However, holding monthly Committee meetings beyond this timeframe will impact business as usual. This is because the Committee requires an Agenda and Minutes, which are resource heavy during its preparation, attendance at the meeting and finalisation of minutes."

Ordinary Council Meeting Agenda

19 November 2024

City officers sought advice from the RAC at its meeting held on 18 September 2024, who advised they are comfortable with returning to a quarterly meeting arrangement.

This report also seeks to make a further change relating to the Terms of Reference. RAC meetings held in 2024 have had low attendance from community members. The current terms of reference allow for “up to five community members” on the Committee. It is recommended that this be increased to allow “up to six community members”.

Increasing the maximum number of community members on the Committee to six would help to mitigate attendance issues. Additionally, increasing the number of community members may lead to more robust engagement and discussion.

Community Member Nominations for the Reconciliation Advisory Committee

Two expressions of interest were received from community members to join the Committee. Both candidates meet the eligibility criteria and identify as persons of Aboriginal and Torres Strait Islander descent. The two applicants have relevant experience in advocacy and have demonstrated a strong commitment to reconciliation.

If the amended Terms of Reference are adopted, it is recommended that both Applicant A and Applicant B are endorsed to join the Committee. Otherwise, based on the assessment matrix, it is recommended that Applicant A be endorsed.

LEGISLATIVE COMPLIANCE

Section 5.8 and 5.10 of the *Local Government Act 1995* refers to decisions being made for the establishment and appointment of committee members is to be by an absolute majority.

The Reconciliation Advisory Committee has not been granted delegated authority by Council.

RISK MANAGEMENT CONSIDERATION

The table below shows the level of risk for each impact category, if the officer’s recommendation is not adopted by the Council.

Impact Category	Appetite	Risk Rating
Workplace, Health and Safety	Low	Low
Financial	Medium	Low
Reputation and Stakeholders	Medium	Low
Service Delivery	Medium	Medium
Environment	Low	Low
Governance and Compliance	Low	Medium
Strategic Risk	SR05 - Inability to manage stakeholder expectation through early and ongoing engagement. SR07 - Unethical or inadequate governance and/or decision-making.	

FINANCIAL IMPLICATIONS

Amendments to Reconciliation Advisory Committee Terms of Reference

The below estimated financial comparisons represent costs associated with meetings being held monthly and quarterly until 18 October 2025.

ITEM NO.	CAPITAL / UPFRONT COSTS (\$) ONGOING COSTS (\$) ANNUAL			1 Meeting	Meeting monthly until 30 June 2025	Meeting quarterly until 30 June 2025
	Sitting fees	Staffing	Material			
1a	\$1,000	\$2,000	\$500	\$3,500	\$28,000	\$10,500
1b	\$1,200	\$2,000	\$500	\$3,700	\$10,500	\$11,100

Community Member Nominations for the Reconciliation Advisory Committee

No financial implications.

STRATEGIC IMPLICATIONS

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

- Theme Community
- Goal C1: Create safe and inviting places for people to come together.
- Goal C4: Empower the community by helping them develop social connections.

- Theme: Leadership and Governance
- Goal L1: Engage the community in a meaningful way. Provide opportunities for the community to have their say and consider their views when making decisions

CONCLUSION

Accordingly, the City recommends reverting the RAC meetings from monthly to quarterly meetings, endorsed by the RAC members.

The City also recommends increasing the number of community members on the Reconciliation Advisory Committee to a maximum of six and appoints two new community members identified as Applicant A and Applicant B. If this is not endorsed, it is recommended that Applicant A only be appointed.

City of
Bayswater



Terms of Reference

Reconciliation Advisory Committee

Purpose

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

Membership

Three Elected Members. A minimum of three persons for a committee is required under legislation.

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

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

The quorum for this Committee is four members.

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

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

Delegated Authority

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

Meetings

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

The Committee shall meet ~~monthly~~ quarterly at the City of Bayswater Civic Centre.

Liaison Officer

Director Community Services

10.5 Vulnerable Communities Plan

At the 18 September 2024 Reconciliation Advisory Committee meeting, an opportunity was identified for the Committee to review the City's Vulnerable Communities Plan. Hard copies will be made available for feedback and review by Committee members.

11 GENERAL BUSINESS

Items not listed on the agenda to be raised by Members at this point.

12 NEXT MEETING

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

13 CLOSURE