

Meeting Agenda

Meeting Date	13/03/2024	Time	10.00am – 1.00pm
Meeting Venue	Council House, MR 9CR1 Derbarl Yerrigan Room, Level 9		
Meeting Name	Elders Advisory Group		
Meeting Objective/s	Provide cultural advice and consultation regarding the implementation of the City's Reconciliation Action Plan		
Chairperson	Kambarang Services (Meeting Facilitators)		
Scribe / Minute Taker	Wanya Gunawardena, Administration Officer		
Attendees	<p>Kambarang Services</p> <ul style="list-style-type: none"> Helen Walley-Stack <p>Elders Advisory Group</p> <ul style="list-style-type: none"> Uncle Ben Taylor Aunty Irene McNamara Uncle Farley Garlett Aunty Muriel Bowie Uncle Noel Nannup Aunty Cheryl Phillips Uncle Albert McNamara Aunty Vivienne Hansen Uncle Gerrard Shaw Aunty Dot Bynder <p>City of Perth Administration/ presenters</p> <ul style="list-style-type: none"> Michelle Reynolds, Chief Executive Officer Kylie Johnson, General Manager Community Development Jodi Lendrum, Community Services Coordinator Wanya Gunawardena, Administration Officer Shelley Harrington, Coordinator Parks and Environment Blake Humble, Parks and Environment Manager Cheyne Pearce, Parks Technical Officer Kaitlin Combs, Project Support Officer Rich Williams, Coordinator Sponsorship <p>Guest Presenters</p> <ul style="list-style-type: none"> Nick Jenkins, Partnership Manager, Clontarf Foundation Craig Brierty – Deputy CEO, Clontarf Foundation 		

	<ul style="list-style-type: none"> Shaun Cusack – Regional Manager Perth Metro, Clontarf Foundation <p>Observers Elected members are invited to attend as an observer only.</p>
Apologies	<ul style="list-style-type: none"> Basil Zempilas, Lord Mayor

Agenda Items

1. Meeting opens

Meeting commences at: 10am

2. Welcome (Elder) / Acknowledgement of Country (Kylie Johnson)

Acknowledgement of Country (as per PR1164), by City Representative.

I respectfully acknowledge the Traditional Owners of the land on which we meet, the Whadjuk (Whad-juk) Nyoongar people of Western Australia and pay my respects to Elders past and present. It is a privilege to be meeting on Whadjuk Nyoongar country.

3. Attendance: as listed on previous page

Apologies noted by Facilitator.

4. Birdiyas Yarning

4.1 Round Table Introductions and Yarning (Led by Kambarang)

5. Confirmation of Meeting Minutes

5.1 Meeting Minutes from 6 December 2023 (handout)

6. Deputation: Reconciliation Action Plan 2022 – 2024: Presentations

Item 6.1

Clontarf Foundation-City of Perth partnership

RAP Action 1.1.b: Develop and implement an engagement plan to work with Aboriginal and Torres Strait Islander stakeholders and organizations

Representatives from Clontarf Foundation will be attending the meeting to provide an update on the Clontarf Cup.

Item 6.2

Bush Tucker/ Bush Medicine Garden

RAP Action: 2.2 Embed Nyoongar cultures into the City of Perth

Presented by: Shelley Harrington, Cheyne Pearce, Kaitlin Combs

Item 6.3

Good Practice Event Guide (Working title)

RAP Action 1.3.c: Explore opportunities to positively influence our external stakeholders to drive reconciliation outcomes

Presented by: Rich Williams

Item 6.4

Reconciliation Action Plan Update

Presented by: Kylie Johnson

Overview of status of Reconciliation Action Plan, as at 18 February 2024 <i>(full list of actions in Appendix 2)</i>	
Status	Number and percentage of actions
Completed/ongoing	38 (58%)
In progress	21 (32%)
Not yet started	7 (11%)
Total actions	66 (100%)

7. General Business

7.1 Boorloo Heritage Festival

Looking for someone to present a Welcome to Country at a Stakeholder event

- DATE: Thursday 4 April
- TIME: 5.45pm – 7.30pm, Welcome to Country at 6pm.
- LOCATION: Old Central Perth Fire Station, Murray Street.

8. Next Meeting Date

Wednesday, 12 June 2024 at 10.00am

9. Close

Meeting Close.

Appendix 1 – Action list from previous meetings

Action	Responsibility	Comments
Completed actions		
Boorloo Heritage Festival <ul style="list-style-type: none"> Provide feedback on people, organisations, events that it should be working with, what stories to be included in the program and how else the festival can contribute to reconciliation. 	Elders Advisory Group members	Actions from meeting on 6/12/23 (item 6.1)
<ul style="list-style-type: none"> Share Susanna Iuliana's contact details with the Elders (re: Boorloo Festival) 	Jodi Lendrum, Community Services Coordinator	Completed
Matagarup Smoking Ceremony <ul style="list-style-type: none"> Send further information to Uncle Albert McNamara and Ethan Chadd to organise the smoking ceremony. 	Jodi Lendrum, Community Services Coordinator	Action from meeting on 6/12/23 (item 7.3)
Youth Civics Leadership Day <ul style="list-style-type: none"> Resend the handout so the Elders can check their availability closer to the event date. 	Jodi Lendrum, Community Services Coordinator	Action from meeting on 6/12/23 (item 7.4)
'Shine the light' film on 26 January 2024 <ul style="list-style-type: none"> Invite the Elders to this event. 	Jodi Lendrum, Comm. Services Coordinator	Action from meeting on 6/12/23 (item 7.5)
Actions in progress		
Russell Square cultural heritage survey <ul style="list-style-type: none"> Let the City know of any other stories/locations in the surrounds that may be of cultural significance along with contacts of any other persons that may have stories to share. 	Elders Advisory Group members	Actions from meeting on 6/12/23 (item 6.3)
<ul style="list-style-type: none"> Include as an agenda item to the next meeting for further discussion. 	Jodi Lendrum, Community Services Coordinator	This will be listed as an agenda item at the next meeting
Kings Park Shared Path Interpretive Signage <ul style="list-style-type: none"> Investigate previous artwork used approximately ten - twelve years ago at a Welcome to Country event coordinated by Carol Innes and Barry McGuire at Kings Park, for more examples of artwork. 	Felicity O'Neill, City of Perth Infrastructure and Assets	Felicity advised she would pass on the feedback and check the project scope to see whether there is opportunity for inclusion of other aspects of cultural heritage.

Appendix 2- Status of Reconciliation Action Plan, as at 18 Feb 2024

Action Number	Strategy	Action Description	Action Status
1.1.a	Establish and maintain mutually beneficial relationships with Aboriginal and Torres Strait Islander stakeholders and organisations.	Meet with local Aboriginal and Torres Strait Islander stakeholders and organisations to develop guiding principles for future engagement.	Complete/Business as Usual (BAU)
1.1.b	Establish and maintain mutually beneficial relationships with Aboriginal and Torres Strait Islander stakeholders and organisations.	Develop and implement an engagement plan to work with Aboriginal and Torres Strait Islander stakeholders and organisations.	Complete/BAU
1.2.a	Build relationships through celebrating National Reconciliation Week (NRW)	Circulate Reconciliation Australia's National Reconciliation Week resources & reconciliation materials to our staff & the community.	Complete/BAU
1.2.b	Build relationships through celebrating National Reconciliation Week	Internal RAP Working Group members to participate in an external NRW event.	In Progress
1.2.c	Build relationships through celebrating National Reconciliation Week	Encourage and support staff and senior leaders to participate in at least one external event to recognise and celebrate NRW.	Complete/BAU
1.2.d	Build relationships through celebrating National Reconciliation Week	Organise at least one National Reconciliation Week event each year.	Complete/BAU
1.2.e	Build relationships through celebrating National Reconciliation Week	Register all our National Reconciliation Week events on Reconciliation Australia's NRW website.	Complete/BAU
1.3.b	Promote reconciliation through our sphere of influence.	Communicate our commitment to reconciliation publicly.	Complete/BAU
1.3.a	Promote reconciliation through our sphere of influence.	Develop and implement a staff engagement strategy to raise awareness of reconciliation across our workforce.	Complete/BAU
1.3.c	Promote reconciliation through our sphere of influence.	Explore opportunities to positively influence our external stakeholders to drive reconciliation outcomes.	Complete/BAU
1.3.d	Promote reconciliation through our sphere of influence.	Collaborate with Reconciliation Australia and other like-minded organisations to develop ways to advance reconciliation.	Complete/BAU
1.3.e	Promote reconciliation through our sphere of influence.	Actively promote the Grants and Sponsorship Program to Aboriginal and Torres Strait Islander organisations	Complete/BAU
1.3.f	Promote reconciliation through our sphere of influence.	Investigate ways to reflect Whadjuk Nyoongar culture and history in the new Local Planning Scheme No.3, including consultation with relevant stakeholders	Complete/BAU

1.3.g	Promote reconciliation through our sphere of influence.	Continue to promote digital maps/walking trails for Whadjuk Nyoongar cultural experiences in the City (e.g. Karla Yarning).	Complete/BAU
1.4.a	Promote positive race relations through anti-discrimination strategies.	Conduct a review of the City's Equal Employment Opportunity policy and procedures to identify existing anti-discrimination provisions, and future needs.	Complete/BAU
1.4.b	Promote positive race relations through anti-discrimination strategies.	Review, update and communicate the City's Equal Employment Opportunity policy and procedures.	Complete/BAU
1.4.c	Promote positive race relations through anti-discrimination strategies.	Engage with Aboriginal and Torres Strait Islander staff and/or Aboriginal and Torres Strait Islander advisors to consult on our anti-discrimination policy.	In Progress
1.4.d	Promote positive race relations through anti-discrimination strategies.	All employees sign the Code of Conduct (our policy containing anti-discrimination) and complete the City Learn internal training on the Code of Conduct	Complete/BAU
1.4.e	Promote positive race relations through anti-discrimination strategies.	The City continues to educate staff on the effects of racism through cultural awareness training	In Progress
2.1.a	Increase the City's employees understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge, and rights through cultural learning	Conduct a review of cultural learning needs within our organisation.	Complete/BAU
2.1.b	Increase the City's employees understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge, and rights through cultural learning	Consult local Traditional Owners and/or Aboriginal and Torres Strait Islander advisors on the development and implementation of a cultural learning strategy.	Complete/BAU
2.1.c	Increase the City's employees understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge, and rights through cultural learning	Develop, implement, and communicate a cultural learning strategy for our staff.	Complete/BAU
2.1.d	Increase the City's employees understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge, and rights through cultural learning	Provide opportunities for RAP Working Group members, HR manager and other key leadership staff to participate in formal and structured cultural learning.	Complete/BAU
2.2.a	Embed Nyoongar cultures into the City of Perth	Advocate for the Aboriginal Cultural Centre to be located within the City of Perth	Complete/BAU
2.2.b	Embed Nyoongar cultures into the City of Perth	Advocate for Aboriginal and Torres Strait Islander representation to be included on planning committee for the Aboriginal Cultural Centre.	Complete/BAU
2.2.c	Embed Nyoongar cultures into the City of Perth	Develop an approach to dual naming of places in the City of Perth with original Nyoongar names.	In Progress
2.2.d	Embed Nyoongar cultures into the City of Perth	Design public signs/symbols at the two major gateways to the city (Causeway and Kings Park Road).	In Progress

2.2.e	Embed Nyoongar cultures into the City of Perth	Construct and install the public sign/symbol at the two major gateways to the city (Causeway and Kings Park Road).	In Progress
2.2.f	Embed Nyoongar cultures into the City of Perth	Investigate an Aboriginal and Torres Strait Islander parade during the first Australian Football League (AFL) derby of the year.	Not yet commenced
2.2.g	Embed Nyoongar cultures into the City of Perth	Install an “Acknowledgment of Country” message on a sign or plaque in selected owned Buildings.	In Progress
2.3.a	Demonstrate respect to Aboriginal and Torres Strait Islander peoples by observing cultural protocols.	Increase staff understanding of the purpose and significance behind cultural protocols, including Acknowledgement of Country and Welcome to Country protocols.	In Progress
2.3.b	Demonstrate respect to Aboriginal and Torres Strait Islander peoples by observing cultural protocols.	Continue to implement, communicate, review (and update as required) the City’s cultural protocols (protocols for Welcome to Country and Acknowledgement of Country)	Complete/BAU
2.3.c	Demonstrate respect to Aboriginal and Torres Strait Islander peoples by observing cultural protocols.	Invite a local Traditional Owner or Custodian to provide a Welcome to Country or other appropriate cultural protocol at significant events each year.	Complete/BAU
2.3.d	Demonstrate respect to Aboriginal and Torres Strait Islander peoples by observing cultural protocols.	Include an Acknowledgement of Country or other appropriate protocols at the commencement of important meetings.	Complete/BAU
2.4.a	Build respect for Aboriginal and Torres Strait Islander cultures and histories by celebrating NAIDOC Week.	RAP Working Group to participate in an external NAIDOC Week event.	In Progress
2.4.b	Build respect for Aboriginal and Torres Strait Islander cultures and histories by celebrating NAIDOC Week.	Review HR policies and procedures to remove barriers to staff participating in NAIDOC Week.	Not yet commenced
2.5.a	Actively preserve Aboriginal sites of significance.	Explore/Investigate Heirisson Island being formally recognised as a site of significance (including being maintained, sustained, and protected as a site of significance).	Complete/BAU
2.4.c	Build respect for Aboriginal and Torres Strait Islander cultures and histories by celebrating NAIDOC Week.	Promote and encourage participation in external NAIDOC events to all staff.	Complete/BAU
2.5.b	Actively preserve Aboriginal sites of significance.	Conduct a local heritage survey that collates the sites of significance across the city and the Nyoongar stories related to these sites.	In Progress
2.5.c	Actively preserve Aboriginal sites of significance.	Implement the Town Hall conservation management plan, which includes Nyoongar interpretation of the site.	Not yet commenced
3.1.a	Improve employment outcomes by increasing Aboriginal and Torres Strait Islander recruitment, retention, and professional development.	Build understanding of current Aboriginal and Torres Strait Islander staffing to inform future employment and professional development opportunities.	Complete/BAU

3.1.b	Improve employment outcomes by increasing Aboriginal and Torres Strait Islander recruitment, retention, and professional development.	Engage with Aboriginal and Torres Strait Islander staff to consult on our recruitment, retention, and professional development strategy.	Complete/BAU
3.1.c	Improve employment outcomes by increasing Aboriginal and Torres Strait Islander recruitment, retention, and professional development.	Develop and implement an Aboriginal and Torres Strait Islander recruitment, retention, and professional development strategy.	In Progress
3.1.d	Improve employment outcomes by increasing Aboriginal and Torres Strait Islander recruitment, retention, and professional development.	Advertise job vacancies to effectively reach Aboriginal and Torres Strait Islander stakeholders.	Complete/BAU
3.1.e	Improve employment outcomes by increasing Aboriginal and Torres Strait Islander recruitment, retention, and professional development.	Review HR and recruitment procedures and policies to remove barriers to Aboriginal and Torres Strait Islander participation in our workplace.	Complete/BAU
3.1.f	Improve employment outcomes by increasing Aboriginal and Torres Strait Islander recruitment, retention, and professional development.	Increase the percentage of Aboriginal and Torres Strait Islander staff employed in our workforce.	In Progress
3.2.a	Increase Aboriginal and Torres Strait Islander supplier diversity to support improved economic, cultural, and social outcomes.	Develop and implement an Aboriginal and Torres Strait Islander procurement strategy.	Complete/BAU
3.2.b	Increase Aboriginal and Torres Strait Islander supplier diversity to support improved economic, cultural, and social outcomes.	Renew Supply Nation membership and build on the relationship.	Complete/BAU
3.2.c	Increase Aboriginal and Torres Strait Islander supplier diversity to support improved economic, cultural, and social outcomes.	Develop, communicate and embed opportunities for procurement of goods and services from Aboriginal and Torres Strait Islander businesses to staff.	In Progress
3.2.e	Increase Aboriginal and Torres Strait Islander supplier diversity to support improved economic, cultural, and social outcomes.	Develop commercial relationships with Aboriginal and/or Torres Strait Islander businesses.	Complete/BAU
3.2.d	Increase Aboriginal and Torres Strait Islander supplier diversity to support improved economic, cultural, and social outcomes.	Review and update procurement practices to remove barriers to procuring goods and services from Aboriginal and Torres Strait Islander businesses.	In Progress
4.1.a	Establish and maintain an effective RAP Working Group (RWG) to drive governance of the RAP.	RWP to meet at least four times per year to drive and monitor RAP implementation	Complete/BAU
4.1.b	Establish and maintain an effective RAP Working Group (RWG) to drive governance of the RAP.	Promote Aboriginal and Torres Strait Islander representation on the RAP Working Group (dates to be prior to RWG meetings)	In Progress
4.1.c	Establish and maintain an effective RAP Working Group (RWG) to drive governance of the RAP.	Establish and apply a Terms of Reference for the RAP Working Group.	Complete/BAU
4.2.a	Provide appropriate support for effective implementation of RAP commitments.	Define the resource needs for the implementation of the City's Reconciliation Action Plan.	In Progress

4.2.b	Provide appropriate support for effective implementation of RAP commitments.	Engage senior leaders and other staff in the delivery of Action Plan commitments.	In Progress
4.2.c	Provide appropriate support for effective implementation of RAP commitments.	Define and maintain appropriate systems to track, measure and report on Action Plan commitments.	In Progress
4.2.d	Provide appropriate support for effective implementation of RAP commitments.	Appoint and maintain an internal RAP Champion from senior management.	In Progress
4.3.a	Build accountability and transparency through reporting Action Plan achievements, challenges, and learnings both internally and externally.	Complete and submit the annual RAP Impact Measurement Questionnaire to Reconciliation Australia.	In Progress
4.3.b	Build accountability and transparency through reporting Action Plan achievements, challenges, and learnings both internally and externally.	Report progress against the Reconciliation Action Plan to all staff and senior leaders quarterly.	In Progress
4.3.c	Build accountability and transparency through reporting Action Plan achievements, challenges, and learnings both internally and externally.	Publicly report our Action Plan achievements, challenges and learnings, annually.	Complete/BAU
4.3.e	Build accountability and transparency through reporting Action Plan achievements, challenges, and learnings both internally and externally.	Contact Reconciliation Australia to verify that our primary and secondary contact details are up to date, to ensure we do not miss out on important RAP correspondence.	Complete/BAU
4.3.d	Build accountability and transparency through reporting Action Plan achievements, challenges, and learnings both internally and externally.	Investigate participating in Reconciliation Australia's biennial Workplace RAP Barometer.	Deferred/not yet due
4.3.f	Build accountability and transparency through reporting Action Plan achievements, challenges, and learnings both internally and externally.	Contact Reconciliation Australia to request our unique link, to access the online RAP Impact Measurement Questionnaire.	Deferred/not yet due
4.3.g	Build accountability and transparency through reporting Action Plan achievements, challenges, and learnings both internally and externally.	Submit a traffic light report to Reconciliation Australia at the conclusion of this Reconciliation Action Plan	Deferred/not yet due
4.4	Continue our reconciliation journey by developing our next RAP.	Register via Reconciliation Australia's website to begin developing our next RAP.	Deferred/not yet due