



CITY OF VINCENT

RECONCILIATION ACTION PLAN WORKING GROUP

Monday, 25 July 2016 at 6.00pm

Venue: Committee Room
City of Vincent Administration and Civic Centre

UNCONFIRMED MINUTES

Attendees:

City of Vincent Councillors

Cr Roslyn Harley (Chair)
Cr Dan Loden

City of Vincent Officers

Michael Quirk – Director Community Engagement (DCE)
Rebecca Slavin – A/Manager Community Development (A/MCD)
Lucinda Keillor – Community Development Officer (CDO)

Community Representatives

Paul Willaway
Marilyn Lyford
Kathy Kickett
Sarah Janali
Veronica DiVincenzo

1. Welcome / Declaration of Opening

1.1 Acknowledgement of Country

Cr Harley delivered Acknowledgement of Country on behalf of the Working Group.

It was agreed that Acknowledgment of Country would be rotated amongst Working Group Members at each meeting.

1.2 Working Group Member Introductions

Working Group Members were presented with the question 'what does Reconciliation mean to you?' and responded with a variety of view and perspectives all of which will be documented.

Action: Community Development Officer to compile and document Working Group 'Reconciliation' responses for future use.

2. Apologies

A/Manager Community Development.

2.1 Working Group Member Withdrawal

It was noted that a Community Representative, Ms Donna Czekalowski, had withdrawn from the Working Group. Should it be deemed necessary to replace this position it will be necessary to reconsider previous nominations or call for new nominations, and then seek formal appointment through Council.

Rather than seeking an immediate replacement, the Working Group will engage with relevant community groups and organisations. It was noted that Nyoongar Outreach Services has made available, its staff and connections, for the purposes of such community engagement.

3. **Business**

General discussion proceeded regarding development of the RAP and the nature of Working Group Meetings, as follows:

- A 'Reflect' RAP is the likely starting point for the City of Vincent, and there should be focus on what is already being done as well as what quick wins might be achievable.
- It will be important to complete the RAP, and any related strategies and actions, with Council's 2017/18 budget development process.
- The RAP community engagement process will need to consider a broad range of stakeholders including other Council Advisory and Working Groups, schools, community groups, service delivery organisations, and young people. Engagement of stakeholders should be from the beginning of the process and embedded into the RAP actions.
- Foyer Oxford residents were also identified as a key stakeholder group to engage with. More broadly, young people will require tailored engagement and focus questions may need to be developed specifically for them.
- Council and the City of Vincent Administration protocols, policies and services will form an important part of the 'Reflect' RAP. Therefore, it will be necessary to build internal understanding of the RAP and provide the opportunity for Administration inputs.

Action: Community Development Officer to determine the most effective method for the City of Vincent Administration to engage with the Working Group and directly inform the RAP.

3.1 Terms of Reference & General Meeting Rules

Cr Harley acknowledged that Working Group involvement is a long term commitment and requires everyone to participate – Working Group Members agreed. It was suggested that Working Group Members be provided with key discussion points before each meeting so they come well prepared. This will ensure RAP progress and achievement of key milestones.

The Director Community Engagement reaffirmed that the Working Group has been formally appointed by Council and is guided by the approved Terms of Reference, and all Working Group Members remain subject to the City's Code of Conduct.

Note – a full copy of the Code of Conduct (April 2013) is available via the City's website. Terms of Reference and General Meeting Rules were distributed with the Meeting Agenda.

3.2 Reconciliation Action Plan Framework, Resources & Templates

The following resources were provided to all Working Group Members to assist with preparations for the future meetings and/or workshops:

- Business Case for developing a RAP (Reconciliation Australia)
- Reflect Template (Reconciliation Australia)
- Innovate Template (Reconciliation Australia)
- 2015 RAP Measurement Report (Reconciliation Australia)
- List of registered Aboriginal Sites within Vincent (Department of Aboriginal Affairs); and
- Policy 4.1.30 Protocols for “Acknowledgement of Country” and “Welcome to Country” to recognise Aboriginal Culture and History (City of Vincent)

Action/s:

1. Community Development Officer to compile list of actions already undertaken by the City of Vincent towards reconciliation to be provided at the next Working Group Meeting.
2. Community Development Officer to source the local Aboriginal history document that was developed a few years ago, and circulate to Working Group Members.
3. Working Group Members to review all RAP resources as well as training available on the Reconciliation Australia website

3.3 Best Practice Reconciliation Action Plans

Each Working Group Member was provided with two (2) different RAP's including those from Local and State Governments, not-for-profit organisations and educational institutions.

Action: Working Group Members to review RAP's and provide feedback to next meeting (i.e. what aspects did they like/dislike).

3.4 Project Plan & Timelines

Working Group Members were provided with key milestones for development of the RAP, and there was discussion whether the proposed six month timeframe is achievable.

It was agreed to meet every three/four weeks to ensure progress and completion within the six month timeframe noting that some allowances have been made for Reconciliation Australia and Council approval/endorsement.

It was suggested that the RAP launch could be the focal point for the City's Reconciliation Week celebrations.

3.5 Working Group Workshop (August 2016)

Next meeting will be in the form of a facilitated workshop on Saturday 20 August 2016 between 1.00pm and 5.00pm. A range of potential venues were discussed and will be investigated for availability/suitability. Media to be informed of RAP progress.

Action/s:

1. Community Development Officer to investigate venue availability, develop workshop agenda and confirm with Working Group Members.
2. Community Development Officer to arrange Working Group photos at the workshop and inform the City's Marketing & Public Relations Advisor.

4. Close / Schedule of Meetings for 2016

The Chair closed the meeting at 7:30pm. The workshop will be held on **Saturday 3 September 2016** and meetings will be held approximately every three/four weeks thereafter.

Signed _____
Cr Roslyn Harley (Chair)

Date this _____ day of _____ 2016