



## CITY OF VINCENT

### RECONCILIATION ACTION PLAN WORKING GROUP

Monday, 3 October 2016 at 6.00pm

Venue: Committee Room  
City of Vincent Administration and Civic Centre

#### UNCONFIRMED MINUTES

##### Attendees:

City of Vincent Councillors  
Cr Roslyn Harley (Chairperson)  
Cr Dan Loden

Community Representatives  
Paul Willaway  
Marilyn Lyford  
Sarah Janali  
Veronica DiVincenzo

City of Vincent Officers  
Ryan Hall – A/Director Community Engagement (A/DCE)  
Caris Mooney – A/Manager Community Development (A/MCD)  
Lucinda Keillor – Community Development Officer (CDO)

\*\*\*\*\*

#### 1. **Welcome / Declaration of Opening** – Acknowledgement to Country

Councillor Harley opened the meeting at 6.08pm and delivered Acknowledgement of Country on behalf of the Working Group.

#### 2. **Apologies**

Michael Quirk –Director Community Engagement  
Kathy Kickett – Community Representative

#### 3. **Confirmation of Previous Minutes** – 25 July 2016

The previous Minutes were unanimously accepted as a true and correct record.

#### 4. **Business**

##### 4.1 Evaluation of Workshops

- Positive feedback discussed from the workshops – everyone agreed the content and facilitators were engaging
- Cr Harley shared with the group that her goal as the Chair is to bring groups together and break down barriers that could potentially exist between staff, Council, Working Group and community members
- CDO noted that not all actions in the Draft RAP are achievable for a one year 'Reflect' RAP but all points from the workshop had been included as a point of reference
- Working Group members spoke about their past experiences with 'Reflect' RAP's, how long they were carried out for and questioned the flexibility in having the Reflect RAP for longer than 12 months.

The Working Group went through the draft RAP and discussed the items that the City Administration had highlighted as not being achievable within the 'Reflect' RAP. Key suggestions included:

- A key foundation deliverable for the RAP would be the creation of a digital asset map to identify significant places within Vincent
- Include another column in the RAP that would not be submitted to Reconciliation Australia but for the City's own reference. This column would show more specific deliverables to allow those included within the Plan to be broader.
- Within the foreword of the RAP include our current and past activities in the form of a visual timeline instead of a long list of activities.
- Many of the deliverables currently listed in the RAP could be consolidated further.

Note: Sarah Janali left the meeting.

**Actions (CDO):**

- Determine with Reconciliation Australia whether there is flexibility for a Reflect RAP to extend longer than 12 months
- Update draft RAP with extra deliverable column and consolidate deliverables
- Determine when the City began to fly the Aboriginal Flag out the front of the Administration Building
- Investigate the Black Cockatoos 'nesting boxes project' at Britannia Reserve

4.2 Stakeholder Engagement Strategy

The Working Group further discussed an item raised at the workshop, that is, to only seek feedback from external stakeholder groups when there is a specific need. Such groups include Nyoongar Outreach Services, Vincent Reconciliation Group and the Parks Working Group. It was agreed that feedback would be sought when a more consolidated draft has been developed.

It was noted that the key way to ensure a successful RAP is to create a culture among staff. The importance of keeping the communication going and to take a targeted approach to those who want to be part of the RAP is essential.

**Actions (CDO):**

- Find out more about the RUAH Art Exhibition occurring in October and share with the Working Group.
- Draft RAP to be listed on the Council Workshop to be held on 22 November 2016 to present a consolidated draft, and a briefing may be required beforehand to ensure Council has ownership.
- CDO to meet with all departments' representatives within organisation to identify and communicate key deliverables to ensure the required 'buy in'.

4.3 Reconciliation Australia Reporting

It was discussed that after a more consolidated draft has been developed the first RAP submission to Reconciliation Australia can occur in November 2016. Cr Harley requested a Council Workshop after the submission is submitted to be able to receive Council member feedback on the RAP. It was noted by Cr. Loden that it can take a number of months for the review to be conducted by Reconciliation Australia.

**Actions (CDO):**

- Draft RAP to be submitted to Reconciliation Australia in November 2016.
- Council Workshop to be convened after November 2016 to seek RAP feedback and input.

4.4 Next Steps Involvement for Staff, Council Members and Working Group

Discussed at Item 4.2 above.

4.5 RAP Development – Next Phase

The artwork/graphic design process was discussed. To ensure we meet key timeframes it was identified that the design be appropriate and themed throughout the document. Should graphic design need to be commissioned there would be additional budget implications. .

**Actions (CDO):**

- Develop Creative Brief and ensure there is a clear message that this RAP is a 'building on' process and not something brand new to ensure recognition of previous projects and activities
- Update key milestones to launch Reflect RAP in Reconciliation Week

**5. Close / Next Meeting**

The Chair closed the meeting at 8pm. The next meeting will be held once the Draft RAP has been updated to reflect the meetings discussions, and no later than 6 weeks' time.

Signed \_\_\_\_\_  
Councillor Roslyn Harley (Chairperson)

Date this \_\_\_\_\_ day of \_\_\_\_\_ 2016