



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Agenda

Nyoongar Cultural Advisory

Group Meeting

6 April 2022



NOTICE PAPER

Nyoongar Cultural Advisory Group Meeting

6 April 2022

Committee Members

I inform you that a Nyoongar Cultural Advisory Group meeting will be held in the Round Room, located at the Bilya Koort Boodja Centre, located at 2 Grey Street, Northam on 6 April 2021 at 3:30pm.

Yours faithfully



Jason Whiteaker
Chief Executive Officer

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1. DECLARATION OF OPENING

2. ACKNOWLEDGEMENT TO COUNTRY

The Shire of Northam would like to acknowledge the Traditional Owners of the land on which we meet, the Ballardong and Whadjuk people of the Nyoongar nation and pay our respects to Elders, past present and emerging.

3. ELECTION OF PRESIDING MEMBER

In accordance with section 5.12 of the Local Government Act 1995, the members of a committee are to elect a presiding member from amongst themselves in accordance with Schedule 2.3, Division 1.

The members of a committee may elect a deputy presiding member from amongst themselves but any such election is to be in accordance with Schedule 2.3, Division 2.

Should the presiding member not be available or is unable or unwilling to perform the functions of presiding member, then the deputy presiding member, if any, may perform the functions of presiding member.

4. ATTENDANCE

Committee:

Councillors

Ryder Family
Ryder Family
Davis Family
Davis Family
Moody Family
Moody Family
McGuire Family
McGuire Family
Stack Family
Stack Family
ATSI Representative

M P Ryan
A J Mencshelyi
Joan Parfitt
Vivienne Ryder
Kathy Davis
Jermaine Davis
Priscilla Moody
Julie Wynne
Deborah Moody
Maria Nickels
Kate Stack
Elizabeth Stack
Brenda DeAtta

Staff:

CEO
Exec. Manager Community Services
BKB Centre Coordinator
Community Development Officer

Jason Whiteaker
Jo Metcalf
Robyn Davis
Jaime Hawkins

Guests:

Common Ground Trails	Megan Watson
Community Arts Network	Wendy Martin
	Elly Jones
Recreation & Youth Services Manager	David Emery

4.1 APOLOGIES

Garlett Family	Kirk Garlett
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4.2 APPROVED LEAVE OF ABSENCE

Nil.

3.3 ABSENT

5. DISCLOSURE OF INTERESTS

Members should fill in Disclosure of Interest forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member before the meeting commences.

*As defined in section 5.60A of the Local Government Act 1995, a **financial interest** occurs where a Councillor / Committee Member, or a person with whom the Councillor / Committee Member is closely associated, has a direct or indirect financial interest in the matter. That is, the person stands to make a financial gain or loss from the decision, either now or at some time in the future.*

*As defined in section 5.61 of the Local Government Act 1995, an **indirect financial interest** includes a reference to a financial relationship between that person and another person who requires a Local Government decision in relation to the matter.*

*As defined in section 5.60B of the Local Government Act 1995, a person has a **proximity interest** in a matter if the matter concerns a proposed change to a planning scheme affecting land that adjoins the person's land; or a proposed change to the zoning or use of land that adjoins the person's land; or a proposed development (as defined in section 5.63(5)) of land that adjoins the person's land.*

*As defined in 34C of the Local Government (Administration) Regulations 1996, an **impartiality interest** means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.*

Item Name	Item No.	Name	Type of Interest	Nature of Interest

6. RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS

6.1 MEGAN WATSON – COMMON GROUND TRAILS

Consultation with Aboriginal Elders and stakeholders regarding the Shire of Northam Tracks & Trails Master Plan

6.2 WENDY MARTIN & ELLY JONES – COMMUNITY ARTS NETWORK

Northam Noongar Lullabies Project

7. CONFIRMATION OF MINUTES

7.1 COMMITTEE MEETING HELD ON 4 MAY 2021

RECOMMENDATION

That the minutes of the Nyoongar Cultural Advisory Group meeting held on 4 May 2021 be confirmed as a true and correct record of that meeting.

8. COMMITTEE REPORTS

8.1 MEMBERSHIP ON THE NYOONGAR CULTURAL ADVISORY GROUP COMMITTEE

File Reference:	2.1.3.7
Reporting Officer:	Jaime Hawkins, Community Development Officer
Responsible Officer:	Jo Metcalf, Executive Manager Community Services
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	Nil

BRIEF

For the Committee to be informed of the Terms of Reference, voting and gaps in membership on the Nyoongar Cultural Advisory Committee.

ATTACHMENTS

Attachment 1: Terms of Reference Nyoongar Cultural Advisory Group

A. BACKGROUND / DETAILS

Calls for nominations to represent local family groups on the Nyoongar Cultural Advisory Group were advertised via social media and the Shire website in October 2021, along with previous members of the committee being directly contacted. Nominations were lacking and a committee was unable to be formed.

Another call for expressions of interest was made in February. Further nominations were received and were endorsed by Council, along with the updated Terms of Reference presented in this report.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 4: Environment and Heritage

Outcome 4.2: Northam honours, and is recognised for, its unique heritage and cultural identity

Objective: There is a strong, respected and valued Aboriginal community and culture in the Shire of Northam

B.2 Financial / Resource Implications

Nil.

B.3 Legislative Compliance

Nil.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

Calls for Expressions of Interest to join the Committee were advertised via social media and the Shire website.

B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	N/A		
Health & Safety	N/A		
Reputation	Membership on the committee is not seen as representative of the Northam Ballardong Nyoongar Community.	Unlikely(2) x Minor(2) = Low (4)	Shire develops Terms of Reference and appoints representation in consultation with Ballardong Nyoongar Elders.
Service Interruption	N/A		
Compliance	N/A		
Property	N/A		
Environment	N/A		

C. OFFICER'S COMMENT

Nominations were received from the following Nyoongar Community members to represent their family group and were accepted by Council:

Ryder

Stella Joan Parfitt (nee Ryder)

Vivienne Ryder

Garlett

Kirk Garlett

Stack

Elizabeth Stack

Kate Stack

McGuire

Deborah Moody (nee McGuire)

Moody

Priscilla Moody

Julie Wynne

Davis

Kathy Davis

Jermaine Davis

Other Aboriginal & Torres Strait Islander Representative

Brenda DeAtta

Representation is still required for the Slater and Kickett families.

The Terms of Reference for the Nyoongar Cultural Advisory Group Committee stated that there was to be one representative of each family, however the Ryder, Stack, Moody and Davis families all received two nominations.

To assist us in reaching a meeting quorum it was recommended to Council that all nominations be accepted with these families to nominate one representative as a voting member and the other as a proxy.

This is a voluntary committee, as the payment of sitting fees for members is not allowed under the Local Government Act 1995.

Attachment 1: Terms of Reference

Nyoongar Cultural Advisory Group Terms of Reference 2021 to 2023

**TERMS OF REFERENCE
SHIRE OF NORTHAM NYOONGAR CULTURAL ADVISORY GROUP**

1. Objectives of the Shire of Northam NYOONGAR CULTURAL ADVISORY Group (NCAG)

The primary objective of NCAG is to provide guidance and recommendations to the Shire of Northam on all Nyoongar related matters focusing on the BKB Centre for Nyoongar Culture & Environmental Knowledge and the development of a community wide Reconciliation Action Plan.

2. Powers of the Northam NCAG

NCAG is a formally appointed committee of Council and is responsible to that body. NCAG does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. NCAG does not have any management functions and cannot involve itself in management processes or procedures.

NCAG is to report to Council and provide appropriate advice and recommendations on matters relevant to its terms of reference in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

3. Membership

The Advisory Group shall consist of elected members, designated Shire of Northam employees and Aboriginal and Torres Strait Islander community members as follows:

- Two (2) Elected Members and Two (2) Proxy Elected Members;
- One representative from each of the following families and one proxy representative;
 - Ryder
 - Garlett
 - Stack
 - Slater
 - McGuire
 - Kickett
 - Moody
 - Davis
- Two other Aboriginal and/or Torres Strait Islander Community Representatives
- Shire of Northam CEO or nominated Executive Manager.
- Member for Central Wheatbelt, State Legislative Assembly
- Member of the WA Police Force
- The CEO and or their nominee is to attend all meetings to provide advice and guidance to the committee. They do not have voting rights on the committee
- The local government shall provide secretarial and administrative support to the committee.

4. Meetings

The NCAG shall meet at least four times annually.

Additional meetings shall be convened at the discretion of the presiding member.

5. Reporting

Minutes and recommendations of each NCAG meeting shall be presented to the next Ordinary Meeting of the Council.

The NCAG is responsible for liaising with all relevant business units to complete and submit the RAP Impact Measurement Questionnaire to Reconciliation Australia annually.

6. Duties and Responsibilities

The following activities will be carried out by the NCAG:

- Provide guidance and assistance to Council on the future development of the BKB.
- Provide input and advice in relation to the development of a Shire of Northam Reconciliation Action Plan.
- Meet with the Full Shire of Northam Council, not less than once each year to discuss progress of the Reconciliation Action Plan and BKB
- Develop a RAP within the context of the Shire of Northam's core business and in-line with:
 - Over-arching community strategic plan and corporate business plan.
 - Any existing Aboriginal and Torres Strait Islander employment strategy
 - Any existing supplier diversity strategy
 - Any existing equity and diversity policies.
- Establish a collaborative/consultative process for engaging staff across the organisation so that they can provide ideas for the RAP and comment on drafts.
- Develop a project plan and timeline to development, launch and begin implementing the RAP, including consultation with Reconciliation Australia at regular intervals.
- Regularly liaise with relevant business units and key stakeholders to review progress of RAP actions and:
 - Report RAP progress to internal and external stakeholders, including Reconciliation Australia, Shire of Northam elected members and staff, and Aboriginal and Torres Strait Islander stakeholders
 - Reflect on key learnings in the development of new RAPs.
 - Consider RAP implementation issues and consult with relevant business units to find solutions.
- Develop a new RAP when the current plan expires.

8.2 BILYA KOORT BOODJA UPDATE

File Reference:	1.3.13.5
Reporting Officer:	Robyn Davis, BKB Coordinator
Responsible Officer:	Jo Metcalf, Executive Manager Community Services
Officer Declaration of Interest:	Nil.
Voting Requirement:	Simple Majority
Press release to be issued:	Nil.

BRIEF

For the Committee to receive an update on the Bilya Koort Boodja Centre.

ATTACHMENTS

Nil.

A. BACKGROUND / DETAILS

The Bilya Koort Boodja is the Aboriginal Interpretive Centre in the Shire of Northam, offering visitors a visual and immersive experience into Aboriginal culture, heritage and traditions through various displays and events.

A.1 Visitor Numbers

Month	BKB visitations - Normal	BKB visitations – Free Pass	BKB visitations - Concessions	BKB visitations – Average per day	BKB Entry Fees
APRIL 21	200	1	122	10.76	\$2610.00
MAY 21	149	0	111	8.38	\$2045.00
JUNE 21	161	0	96	8.56	\$2090.10
JULY 21	182	0	129	10.03	\$2465
AUG 21	199	1	121	10.32	\$2595
SEPT 21	251	0	126	12.56	\$3140
OCT 21	233	4	180	13.32	\$3230
NOV 21	126	0	78	6.8	\$1650
DEC 21	105	0	134	7.70	\$1720

Month	BKB visitations	BKB visitations –	BKB visitations	BKB visitations –	BKB Entry Fees
	–				

	Single Entry	Annual Membership	– Free Pass	Average per day	
JAN 22	176	2	0	5.74	\$920
FEB 22	47	0	2	1.75	\$235
MARCH 22	195	2	0	6.35	\$985

A.2 Programmed Activities

Upcoming Programs;

April School Holiday Program
 NAIDOC
 Cultural Awareness Package
 Yorgas Group
 Lullabies

Ms Robyn Davis will provide an update on planned activities for the Bilya Koort Boodja Centre.

A.3 Marketing

An update to be provided by Ms Jo Metcalf.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 4: Environment and Heritage.
 Outcome 4.2: Northam honours, and is recognised for, its unique heritage and cultural identity.
 Objective: There is a strong, respected and valued Aboriginal community and culture in the Shire of Northam.

B.2 Financial / Resource Implications

B.3 Legislative Compliance

Nil.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

Nil.

B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	The Centre fails to reach financial sustainability	Possible (3) x Medium (3)= 9 (Medium)	Development of marketing plan to promote centre Secure external funding
Health & Safety	N/A		
Reputation	The Centre fails to provide an experience that delivers on expectation	Possible (3) x Medium (3)= 9 (Medium)	Ensure weekend activities are in place
Service Interruption	N/A		
Compliance	N/A		
Property	N/A		
Environment	N/A		

C. OFFICER'S COMMENT

Entry fees and Annual Membership – An annual membership is not on offer where people can sign up to be member of BKB for just \$20 per year. Members will receive a members pack with member lanyard and some goodies. Entry fee is a single fee of \$5 for each person

BKB opening hours - BKB is currently open from 10 – 3pm 7 days a week. This has been a trial that the Shire has implemented over the warmer months. The trial will be reviewed soon.

Staffing – Yvonne Ryder has left the role of BKB Tourism Officer and Jaylissa Bennell has won the role so is our new face of BKB

We are down to 1 casual staff member and needing more people on board. Will re-advertise for more casual staff soon

Visitors – We are still getting group bookings from school, Universities and other group wishing to visit the centre. We have trained the staff up to conduct the tours through the exhibition

RECOMMENDATION

That Council receives the Bilya Koort Boodja update as presented.

8.3 REPRESENTATION ON THE SHIRE OF NORTHAM COMMUNITY SAFETY COMMITTEE

File Reference:	1.3.12.1
Reporting Officer:	Jaime Hawkins, Community Development Officer
Responsible Officer:	Jo Metcalf, Executive Manager Community Services
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	Nil

BRIEF

For the Committee to be informed and make a recommendation on membership of the Shire of Northam Community Safety Committee.

ATTACHMENTS

Attachment 2	Community Safety Committee Terms of Reference
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A. BACKGROUND / DETAILS

The objective of the Shire of Northam Community Safety Committee is to enhance community safety and reduce criminal and anti-social behaviour through a collaboration of key interests and agencies.

The Committee is seeking representative of the Nyoongar Cultural Advisory Group to join the Committee to ensure there is balanced and inclusive community representation.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 3: Safety & Security

OUTCOME 3.1: Shire of Northam residents are able to pursue the fullest life possible without fear of or hindrance from crime and disorder.

Objectives:

- Work with key stakeholders and community groups to plan and implement community safety and crime prevention initiatives
- Engage with all segments of our population to understand their challenges and coordinate services to meet those challenges.

B.2 Financial / Resource Implications

There is a \$5,000 budget allocation for initiatives of the Community Safety & Crime Prevention Plan.

B.3 Legislative Compliance

Nil.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

Nil.

B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	N/A		
Health & Safety	N/A		
Reputation	Community safety is an area of public concern.	Low (3) x Moderate (3)= Moderate (9)	Cross agency Community Safety and Crime committee work together to implement strategies to reduce community crime and anti-social behaviour.
Service Interruption	N/A		
Compliance	N/A		
Property	N/A		
Environment	N/A		

C. OFFICER'S COMMENT

The Shire of Northam Community Safety Committee and Council have recently endorsed the Community Safety & Crime Prevention Plan 2022 – 2026. The Plan is a four year strategic outlook for the Shire that aims to map the issues of primary concern to the community and document the strategies and partnerships to deal with these issues. The Committee has identified the need to partner with the Nyoongar Community to ensure a balanced community approach that is inclusive and respectful of culture.

The Community Safety Committee meetings are held every three (3) months on a Tuesday at 11am with lunch provided. A member of this group can attend as a voting member. The representation is for the Nyoongar Cultural Advisory Group, therefore attendance can be shared across the members of this committee.

Attachment 2: Terms of Reference Community Safety Committee

Community Safety Committee Terms of Reference 2021 to 2023

TERMS OF REFERENCE

SHIRE OF NORTHAM COMMUNITY SAFETY COMMITTEE

1. Objectives of the Shire of Northam Community Safety Committee

The objective of the Shire of Northam Community Safety Committee (hereto referred to as the Committee) is to enhance community safety and reduce criminal and anti-social behaviour through a collaboration of key interests and agencies.

2. Powers of the Shire of Northam Community Safety Committee

The Committee is a formally appointed committee of Council and is responsible to that body. The Committee does not have executive powers or authority to implement actions in areas over which the Chief Executive Officer has legislative responsibility and does not have any delegated financial responsibility. The Committee does not have any management functions and cannot involve itself in management processes or procedures.

The Committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its terms of reference in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the Chief Executive Officer.

3. Membership

The Committee shall consist of representatives from government, non-government, police and community agencies at the local level who share a collective commitment and expertise in relation to community safety and perceptions of safety. The Committee membership may include the following:

- Two (2) Elected Members:
- Officer In Charge of the Northam Police Station or nominated representative;
- Officer In Charge of the Wundowie Police Station or nominated representative;
- One (1) representative of the Northam Roadwise Committee;
- One (1) representative of the Local Drug Action Group;
- One (1) representative of the Northam Chamber of Commerce;
- One (1) representative of the Department of Education;
- One (1) representative of the Department Local Government, Sport and Cultural Industries;
- One (1) representative of the Youth Wellbeing Plan;
- One (1) representative of the local youth services
- One (1) representative of the Nyoongar Cultural Advisory Committee
- Up to two (2) community representatives.

All members have full voting rights.

Community Safety Committee Terms of Reference 2021 to 2023

4. Standing Ex-Officio Members

- Chief Executive Officer or nominated representative, i.e. Executive Manager Community Services;
- Community Development Officer
- One (1) representative of Holyoake
- One (1) representative of the Department of Health (Health Promotion);
- One (1) representative of the Department of Communities - Housing;
- One (1) representative of the Department of Communities - Child Protection and Family Support

- One (1) representative of the Department of Justice;
- One (1) representative of Bridgeley Church of Christ
- Ranger Services
- Department of Main Roads (by invitation)
- Department Fire and Emergency Services (by invitation)

5. Meetings

The committee shall meet at least quarterly, with additional meetings convened at the discretion of the presiding member.

6. Reporting

Minutes and recommendations of each committee meeting shall be presented to the next ordinary meeting of the Council.

7. Duties and Responsibilities

The Committee will:

- Develop, review and oversee the implementation of the Shire of Northam Community Safety and Crime Prevention Plan;
- Integrate and align with the Northam Youth Wellbeing Plan;
- Develop effective partnerships with local State Government agencies through local service agreements to support the coordination and integration of community safety and crime prevention activities within the Shire of Northam;
- Identify and coordinate funding opportunities to address priority issues that have been identified in the Community Safety and Crime Prevention Plan and the Northam Youth Wellbeing Plan;

8. Working Parties

Working parties may be established at the edict of this Committee to address specific issues in relation to community safety and appoint people with the necessary knowledge and skills to contribute to those working parties.

All auxiliary working parties shall report back to the Community Safety Committee on progress and outcomes with any recommendations.

9. Tenure of Membership

Community Safety Committee Terms of Reference 2021 to 2023

Shall be in accordance with the Local Government Act, section 5.11, ie, until the next scheduled local government ordinary elections.

10. Committee

10.1 Chairperson

The members shall appoint the Chairperson.

10.2 Secretary

A Shire of Northam employee will fulfil the role of non-voting minute taker.

10.3 Quorum

The quorum at any meeting shall be at least 50% of the number of offices of the committee.

10.4 Voting

Shall be in accordance with the Local Government Act, Section 5.21.

10.5 Minutes

Shall be in accordance with the Local Government Act, Section 5.22.

10.6 Who Acts If No Presiding Member

Shall be in accordance with the Local Government Act, Section 5.14.

10.7 Meetings

Meetings shall be generally open to the public pursuant to Section 5.23 of the Local Government Act and include question time for members of the Committee pursuant to Section 5.24 of the Local Government Act.

10.8 Members Interests to be Disclosed

Members of the Committee are bound by the provisions of the Local Government Act Section 5.65 with respect to disclosure of financial, impartiality or proximity interests.

10.9 Code of Conduct

Members of the committee are bound by Council's Code of Conduct.

8.4 CULTURAL AWARENESS VIDEO

File Reference:	2.1.3.7
Reporting Officer:	Bev Jones, Human Resources Manager
Responsible Officer:	Jason Whiteaker, Chief Executive Officer
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	Nil

BRIEF

To seek a recommendation from the Committee regarding the use of a cultural awareness training video produced for the Public Sector Commission for Shire of Northam staff.

ATTACHMENTS

Attachment 4: Video link (sent as a separate attachment)

A. BACKGROUND / DETAILS

The Shire of Northam is seeking to develop a cultural awareness package for new and existing staff. In the meantime, a video produced for the Public Sector Commission has been identified to fill the gap.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 4: Environment and Heritage
 Outcome 4.2: Northam honours, and is recognised for, its unique heritage and cultural identity
 Objective: There is a strong, respected and valued Aboriginal community and culture in the Shire of Northam

B.2 Financial / Resource Implications

Nil

B.3 Legislative Compliance

Nil.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	N/A		
Health & Safety	N/A		
Reputation			
Service Interruption	N/A		
Compliance	N/A		
Property	N/A		
Environment	N/A		

C. OFFICER'S COMMENT

Cultural training in the workplace can enhance cultural sensitivity, competence and most importantly eliminate the risk of major miscommunication. The implementation of a tailored cultural awareness training package for Shire of Northam staff will enhance cultural understanding which will in turn encourage positive cross-cultural working relationships as well as positive relationships outside of work. Whilst the package is being created in preparation for endorsement by the Nyoongar Cultural Advisory Group, a video produced by the Public Sector Commission has been identified to hopefully educate staff and make them more culturally aware.

RECOMMENDATION

That Council accept the video produced by the Public Sector Commission to be used for staff cultural awareness training until the Shire's own training package is developed.



9. URGENT BUSINESS APPROVED BY DECISION

10. DATE OF NEXT MEETING

To be advised.

11. DECLARATION OF CLOSURE