



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Agenda

Nyoongar Cultural Advisory

Group Meeting

4 May 2022

NOTICE PAPER

Nyoongar Cultural Advisory Group Meeting

4 May 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 4 May 2022 at 3:30pm.

Yours faithfully



Jason Whiteaker
Chief Executive Officer

DISCLAIMER

This agenda has yet to be dealt with by the Council. The Recommendations shown at the foot of each item have yet to be considered by the Council and are not to be interpreted as being the position of the Council. The minutes of the meeting held to discuss this agenda should be read to ascertain the decision of the Council.

In certain circumstances members of the public are not entitled to inspect material, which in the opinion of the Chief Executive Officer is confidential, and relates to a meeting or a part of a meeting that is likely to be closed to members of the public.

No responsibility whatsoever is implied or accepted by the Shire of Northam for any act, omission, statement or intimation occurring during Council or Committee meetings.

The Shire of Northam disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement of intimation occurring during Council or Committee meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or Committee meeting does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or intimation of approval made by any member or Officer of the Shire of Northam during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Northam.

The Shire of Northam advises that anyone who has any application lodged with the Shire of Northam must obtain and should only rely on WRITTEN CONFIRMATION of the outcome of the application and any conditions attaching to the decision made by the Shire of Northam in respect of the application.

The Shire of Northam advises that any plans or documents contained within this agenda may be subject to copyright law provisions (*Copyright Act 1968*, as amended) and that the express permission of the copyright owner(s) should be sought prior to their reproduction. It should be noted that copyright owners are entitled to take legal action against any persons who infringe their copyright. A reproduction of material that is protected by copyright may represent a copyright infringement.

Contents

1.	DECLARATION OF OPENING.....	5
2.	ACKNOWLEDGEMENT TO COUNTRY.....	5
3.	ATTENDANCE.....	5
3.1	APOLOGIES.....	5
3.2	APPROVED LEAVE OF ABSENCE.....	5
3.3	ABSENT.....	6
4.	DISCLOSURE OF INTERESTS.....	6
5.	RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS	7
6.	CONFIRMATION OF MINUTES	7
6.1	COMMITTEE MEETING HELD ON 6 APRIL 2022	7
7.	COMMITTEE REPORTS.....	7
7.1	BILYA KOORT BOODJA UPDATE	7
7.2	NOMINATION MEMBERSHIP ON THE NYOONGAR CULTURAL ADVISORY GROUP COMMITTEE – DONNA MOODY.....	11
7.3	TRACKS & TRAILS MASTER PLAN CONSULTATION.....	13
7.4	CULTURAL AWARENESS VIDEO	18
7.5	PLANNING FOR NATIONAL RECONCILIATION WEEK EVENT 27 MAY – 3 JUNE 2022.....	20
7.6	REVIEW OF THE TERMS OF REFERENCE FOR THE NYOONGAR CULTURAL ADVIOSRY GROUP	24
8.	URGENT BUSINESS APPROVED BY DECISION.....	29
9.	DATE OF NEXT MEETING.....	29
10.	DECLARATION OF CLOSURE	29

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 people of the Nyoongar nation and pay our respects to Elders, past present and emerging.

3. ATTENDANCE

Committee:

Councillors

Ryder Family

Ryder Family

Moody Family

Moody Family

McGuire Family

McGuire Family

Davis Family

Davis Family

Garlett Family

Stack Family

Stack Family

M P Ryan

A J Mencshelyi

Joan Parfitt

Vivienne Ryder

Priscilla Moody

Julie Wynne

Deborah Moody

Maria Nickels

Jermaine Davis

Kathy Davis

Kirk Garlett

Elizabeth Stack

Kate Stack

ATSI Representative

Brenda DeAtta

Staff:

CEO

Exec. Manager Community Services

BKB Centre Coordinator

Community Development Officer

Jason Whiteaker

Jo Metcalf

Robyn Davis

Jaime Hawkins

Guests:

Recreation & Youth Services Manager

David Emery

3.1 APOLOGIES

3.2 APPROVED LEAVE OF ABSENCE

Nil.

3.3 ABSENT

4. 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

5. RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS

5.1 JASON WHITEAKER - INDUCTION COMMITTEE OF COUNCIL

6. CONFIRMATION OF MINUTES

6.1 COMMITTEE MEETING HELD ON 6 APRIL 2022

RECOMMENDATION

That the minutes of the Nyoongar Cultural Advisory Group meeting held on 6 April 2022 be confirmed as a true and correct record of that meeting.

7. COMMITTEE REPORTS

7.1 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 – Single Entry	BKB visitations – Annual Membership	BKB visitations – Free Pass	BKB visitations – Average per day	BKB Entry Fees
JAN 22	176	2	0	5.74	\$920
FEB 22	47	0	2	1.75	\$235
MARCH 22	195	2	0	6.35	\$985
APRIL – TO DATE	327	0	0	10.90	\$480

A.2 Programmed Activities

Upcoming Programs;

NAIDOC

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

Tourism Australia brief – Wanting to do some filming on 9th May to promote the BKB experience. Looking for Talent to be involved in the project.

Thylacine update – Collection of stories.

RECOMMENDATION

That Council receives the Bilya Koort Boodja update as presented.

7.2 NOMINATION MEMBERSHIP ON THE NYOONGAR CULTURAL ADVISORY GROUP COMMITTEE – DONNA MOODY

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 accept the nomination of Donna Moody on to the Nyoongar Cultural Advisory Committee to represent the Moody Family.

ATTACHMENTS Nil

A. BACKGROUND / DETAILS

Ms Donna Moody was previously endorsed as a member of the Nyoongar Cultural Advisory Group in 2019, however was unable to attend meetings. Following her attendance at the meeting held 6 April 2022, Ms Moody submitted a nomination form to join the Committee representing the Moody Family on behalf of her father who is a Moody Elder.

The Moody Family also have Mrs Julie Wynne and Ms Priscilla Moody as current representatives. Only one family representative is eligible to vote, other members can be nominated as Proxy members and attendance at meetings is open to the public.

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

The Committee are to be given the opportunity to consider the nomination received from Ms Donna Moody as a representative of the Moody Family.

RECOMMENDATION

That Council accepts the nomination of Ms Donna Moody on the Nyoongar Cultural Advisory Group Committee.

7.3 TRACKS & TRAILS MASTER PLAN CONSULTATION

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

BRIEF

For the committee to provide input into the tracks and trails master plan.

ATTACHMENTS

Attachment 1: Base Map
Attachment 2: Consultation Questions

A. BACKGROUND / DETAILS

At the meeting held 6 April 2022, Ms Megan Watson from Common Ground Trails made a presentation to the committee regarding the development of the Shire of Northam Tracks & Trails Master Plan. Ms Watson called for input from the advisory group regarding significant sites that have a story that can be shared, and sacred areas that are to be avoided all together. In particular, the Dorn tj Koorliny Trail was focused on.

Feedback forms were emailed to those with email access and were also made available from the BKB. No responses have been received.

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

The Nyoongar Cultural Advisory Group were consulted with at the meeting held 6 April 2022 and feedback forms made available.

B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	N/A		
Health & Safety	N/A		
Reputation	There are significant reputational risks should Council construct a tack through a sacred area.	Major (4) x Unlikely (2) = Moderate (8)	Ensure extensive consultation with Aboriginal Elders and Community.
Service Interruption	N/A		
Compliance	N/A		
Property	N/A		
Environment	Tracks and trails have a detrimental impact on natural environment.	Medium (3) x Unlikely (2) = Moderate (6)	Thorough research and consultation before the planning and construction of any tracks and trails through natural bushland.

C. OFFICER'S COMMENT

The Committee are to be given the opportunity to provide any further feedback on the tracks and trails. It is requested that feedback forms be completed and returned as soon as possible.

Further consultation will occur prior to the endorsement of the final plan.

Attachment 2: Consultation Questions



Consultation & Engagement – Cultural Leaders

NAME		DATE	
LEADERSHIP ROLE			

OVERVIEW	<p>The Trails Master Plan recommends that the Shire focus on celebrating cultural and environmental values as a key point of difference.</p> <p>The signature trail experiences are proposed to have a focus on opportunities to connect trail users to the cultural heritage values in the area.</p> <p>Example The Dorntj Koorliny Trail is proposed to connect trail users from the BKB Centre to Burlong Pool and the confluence of the Avon and Mortlock Rivers as key sites of cultural significance with opportunities for self-guided or guided cultural tours.</p>
-----------------	--

QUESTION	COMMENT / FEEDBACK
Key sites of cultural significance identified in the Plan. Are Elders and Leaders comfortable with promoting access to: <ul style="list-style-type: none"> • Avon River, • Burlong Pool and • Enright Park 	
Are there stories or other sites that have potential to be incorporated into interpretation signs or tours? If so where? What is the story or site? How could we obtain further information?	
Is there a desire to be involved in ongoing implementation of the Master Plan proposals? Example <ul style="list-style-type: none"> • Involvement in refining trail ideas, • Developing and running tours once trails are in place, • Development of ranger program to maintain trails 	
Are there specific sensitive environment ecosystems or old growth trees that they Shire should identify and ensure are appropriately protected?	

Created By	David Emery
Date	6 April 2022
Version	1





<p>Where are these located? Is it of benefit to highlight these areas for trail users and provide information about protecting these ecosystems? Is there cultural significance to these ecosystems?</p>	
<p>In your opinion what benefits are there culturally on implementing a 'Trails Masterplan' within the Shire of Northam boundary?</p>	
<p>Were there any other cultural considerations that you would like to provide that may need to be considered with the implementation or planning for the 'Trails Masterplan'?</p>	
<p>Other Comments:</p>	

IMPORTANT – This feedback is to be returned to reccoord@northam.wa.gov.au no later than 4pm Friday 22 April 2022.

Should you require further assistance please contact the Shire's Manager Recreation Services, David Emery on 962257 53 or the above email address.

Your Details	
Preferred Contact Person:	
Email address	
Contact No:	

Name: _____

Signed: _____

Created By	David Emery
Date	6 April 2022
Version	1



7.4 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 3: 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. This agenda item has been carried over from the previous meeting held 6 April 2022.

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

Nil.

B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	N/A		
Health & Safety	N/A		
Reputation	The video is presented for staff inductions, however is not culturally accurate for the Ballardong region.	Unlikely (2) x Minor (2) = Low (4)	Video is endorsed by the NCAG prior to be integrated into the workplace induction package.
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.

7.5 PLANNING FOR NATIONAL RECONCILIATION WEEK EVENT 27 MAY – 3 JUNE 2022

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

National Reconciliation Week (NRW) is a time for all Australians to learn about our shared histories, cultures, and achievements, and to explore how each of us can contribute to achieving reconciliation in Australia. National Reconciliation Week is from 27th May to the 3rd June. These dates commemorate two significant milestones in the reconciliation journey— the successful 1967 referendum, and the High Court Mabo decision respectively. The theme for Reconciliation Week 2022 is “Be Brave. Make Change”

ATTACHMENTS

Attachment 4: National Reconciliation Week Poster 2022

A. BACKGROUND / DETAILS

Since 2018 the Shire of Northam has hosted community National Reconciliation Week events, with the exception of 2020 where Covid restrictions meant that a community gathering could not take place, so the event was recognised online.

The National Reconciliation Week 2022 theme, “Be Brave. Make Change.” is a challenge to all Australians— individuals, families, communities, organisations and government—to Be Brave and tackle the unfinished business of reconciliation so we can Make Change for the benefit of all Australians.

This year Reconciliation Australia are asking everyone to make change beginning with brave actions in their daily lives – where they live, work, play and socialise.

National Reconciliation Week—27 May to 3 June—is a time for all Australians to learn about our shared histories, cultures, and achievements, and to explore how each of us can contribute to achieving reconciliation in Australia.

<https://nrw.reconciliation.org.au>

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

There is a small financial and resource implication to undertake activities relating to Reconciliation Week.

B.3 Legislative Compliance

Nil.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

The previous RAP Working Group are being consulted about planning a NRW event.

B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial			
Health & Safety	N/A		
Reputation	Shire of Northam is seen as not supportive of reconciliation	Unlikely(2) x Minor(2) = Low (4)	Shire develops RAP in consultation with RAP Working group and endorsement of Reconciliation Australia
Service Interruption	N/A		
Compliance	N/A		
Property	N/A		
Environment	N/A		

C. OFFICER'S COMMENT

To commemorate National Reconciliation Week 2022, it is proposed that the Shire of Northam in conjunction with the Nyoongar Cultural Advisory Group host a celebration on Friday 27 May 2022 at the Bilya Koort Boodja Centre. The event will include:

- Welcome to Country.
- Official address by the Shire President or Chairperson of the NCAG and representatives.
- Kangaroo stew and damper for morning tea or lunch for invited guests and community, including NCAG members, Elders, Shire of Northam Councillors and staff, local parliamentary representatives, Northam Police, government agencies and local businesses.
- Growing of the BKB Reconciliation Tree with individuals to place a new leaf on the tree with a message of reconciliation.
- Free entry to the BKB exhibition for the day.

RECOMMENDATION

That Council accepts the plans to host a National Reconciliation Week event on Friday 27 May at the Bilya Koort Boodja Centre, with free entry to the exhibition for the day.

Attachment 4: National Reconciliation Week 2022 Poster



7.6 REVIEW OF THE TERMS OF REFERENCE FOR THE NYOONGAR CULTURAL ADVISORY GROUP

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 consider changes to the Terms of Reference for the Nyoongar Cultural Advisory Group.

ATTACHMENTS

Attachment 5: Terms of Reference Nyoongar Cultural Advisory Group with proposed changes

A. BACKGROUND / DETAILS

The current Terms of Reference states the following under Membership of the Committee:

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.

It is recommended that the Member for Central Wheatbelt, State Legislative Assembly; and member of the WA Police Force be removed as voting members of the committee and attendance be by invitation. It is also recommended that the Shire of Northam CEO or nominated Executive Manager be removed and the line remain that they shall attend all meetings to provide advice and guidance to the committee. They do not have voting rights on the committee.

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

Nil

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

It is recommended that the Member for Central Wheatbelt, State Legislative Assembly; and member of the WA Police Force be removed as voting members and it be stated that their attendance shall be by invitation and they do not have voting rights (see attachment). These changes are proposed as not all meetings will have agenda items of relevance to these organisations and their non-attendance could result in the Committee not reaching a quorum. Voting on the committee should be reserved for the nominated Aboriginal representatives.

The Shire of Northam CEO or nominated Executive Manager is listed as a member of the Committee, however it is also stated further down that they shall attend all meetings to provide advice and guidance to the committee, but do not have voting rights on the committee. It is proposed they are removed from the membership list to avoid confusion.

RECOMMENDATION

That Council accepts the changes to Membership of the Committee in the Nyoongar Cultural Advisory Group Terms of Reference as presented.

Attachment 5: Terms of Reference with Proposed Changes

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 by invitation. They do not have voting rights
- Member of the WA Police Force by invitation. They do not have voting rights
- 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.

COMMS-TR-02 Nyoongar Cultural Advisory Group Terms of Reference 2021 - 2023 V3 - Copy
COMMS-TR-02 Nyoongar Cultural Advisory Group Terms of Reference 2021 - 2023_V3

Nyoongar Cultural Advisory Group Terms of Reference 2021 to 2023

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. URGENT BUSINESS APPROVED BY DECISION

9. DATE OF NEXT MEETING

To be advised.

10. DECLARATION OF CLOSURE