

# CITY OF ARMADALE

## MINUTES

**OF COMMUNITY SERVICES COMMITTEE HELD IN THE COMMITTEE ROOM,  
ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON TUESDAY, 8  
APRIL 2025 AT 7:00PM.**

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*Cr Silver declared the meeting open at 7:00pm*

*The City of Armadale acknowledge the Traditional Owners and the Custodians of the land upon which we stand, work and play. We acknowledge Aboriginal people as the First Peoples of this land and their connection to the lands and the waters, as they are part of them spiritually and culturally. We acknowledge their ancestors, the Elders past and present, who had led the way for us to follow in their footsteps and the emerging leaders of today and tomorrow.*

**PRESENT:**

- Cr M Silver (Chair)
- Cr P A Hetherington (Deputy Chair)
- Cr K Busby
- Cr J Keogh
- Cr S J Mosey (Deputy to Cr Stoneham)

**APOLOGIES:**

- Cr S Stoneham (Leave of Absence)
- Cr K Kamdar
- Dr C M Wielinga

**OBSERVERS:**

- Cr L Sargeson
- Cr G J Smith

**IN ATTENDANCE:**

Mrs S van Aswegen	Executive Director Community Services
Mr J Lyon	Executive Director Corporate Services ( <i>via Teams</i> )
Mr P Balley	A/Executive Director Technical Services ( <i>via Teams</i> )
Mrs R Milnes	Manager Community Development
M C Halpin	Manager Recreation Services
Mr L Annese	Community Facilities & Recreation Coordinator
Ms J Cranston	Executive Assistant Community Services

**PUBLIC:** Nil

## **DISCLAIMER**

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The Disclaimer for protecting Councillors and staff from liability of information and advice given at Committee meetings was not read as there were no members of the public present.

## **DECLARATION OF MEMBERS' INTERESTS**

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Nil

## **QUESTION TIME**

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Nil

## **DEPUTATION**

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Nil

## **CONFIRMATION OF MINUTES**

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## **RECOMMEND**

**Minutes of the Community Services Committee Meeting held on 4 March 2025 be confirmed.**

**Moved Cr P A Hetherington**

**MOTION CARRIED**

**5/0**

## **ITEMS REFERRED FROM INFORMATION BULLETIN**

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Report on Outstanding Matters – Community Services Committee

Items referred from the Information Bulletin – Issue 4 – March 2025

*None of the items from the Community Services Information Bulletin required clarification or a report for a decision of Council.*

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## COMMUNITY SERVICES COMMITTEE

8 APRIL 2025

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## **1.1 - RECONCILIATION ACTION PLAN - ANNUAL PROGRESS REPORT**

WARD : ALL  
FILE No. : M/146/25  
DATE : 26 February 2025  
REF : RM  
RESPONSIBLE : Executive Director  
MANAGER : Community Services

### **In Brief:**

- This report presents an update on strategies to address the actions in the City's Reconciliation Action Plan.
- Recommend that Council note the update on strategies to address the actions in the City's Reconciliation Action Plan detailed in this report.

### **Tabled Items**

Nil

### **Decision Type**

- ☐ **Legislative** The decision relates to general local government legislative functions such as adopting/changing local laws, town planning schemes, rates exemptions, City policies and delegations etc.
- ☒ **Executive** The decision relates to the direction setting and oversight role of Council.
- ☐ **Quasi-judicial** The decision directly affects a person's rights or interests and requires Councillors at the time of making the decision to adhere to the principles of natural justice.

### **Officer Interest Declaration**

Nil

### **Strategic Implications**

#### **Strategic Community Plan Community**

##### ***1.2 Improve Community Wellbeing***

- 1.2.2 Facilitate the alignment of service and program delivery to identify social priorities within the community.

##### ***1.4 An Inclusive and Engaged Community***

- 1.4.4 Encourage the provision of culturally appropriate services and programs in the City.

### **Leadership**

#### ***4.2 A Culture of Innovation***

- 4.2.2 Drive innovation and develop an inclusive culture that supports diverse perspectives and 'outside the box' thinking across the organisation.

## **Reconciliation Action Plan**

### **Governance**

*Action 3: Build accountability and transparency through reporting RAP achievements, challenges and learnings both internally and externally.*

- Report RAP progress to all staff and senior members quarterly.

## **Public Health and Wellbeing Plan**

11.3 *Improve and Maintain Aboriginal and Torres Strait Islander Health and Wellbeing*

11.3.1.1 Consider developing a Reconciliation Action Plan for the City of Armadale.

- Improve health and wellbeing outcomes for the local Aboriginal and Torres Strait Islander community.

## **Legal Implications**

Nil

## **Council Policy/Local Law Implications**

Nil

## **Budget/Financial Implications**

Nil

## **Consultation**

1. Reconciliation Action Plan Working Group

## **BACKGROUND**

On 16 October 2023 at the Ordinary Council Meeting, Council endorsed the draft Reconciliation Action Plan 2023 – 2025 with the following resolution (C25/10/23):

*That Council endorse the proposed draft Reconciliation Action Plan 2023 – 2025.*

The City's Reconciliation Action Plan (RAP) Working Group was established in December 2022 and comprises Councillors, City staff and community members. The initial primary purpose of the RAP Working Group was to oversee and direct the development of the RAP. Upon the endorsement of the RAP by Reconciliation Australia and Council, the RAP Working Group's role is to now have oversight of the RAP's implementation and evaluation and currently meets on a quarterly basis.

The Reconciliation Action Plan (RAP) comprises the following discrete sections:

- Our vision for reconciliation
- Our business
- The City's approach to reconciliation
- Area 1: Relationships
- Area 2: Respect
- Area 3: Opportunities
- Area 4: Governance

Under the four areas, the RAP comprises a total of 14 actions and under those actions, 71 deliverables are assigned to eight City of Armadale business units.

## DETAILS OF PROPOSAL

The attached tables comprise the responses to date that address the actions of each of the RAP's four areas: Relationships, Respect, Opportunities and Governance. The updated information is presented in a similar format to the RAP Working Group at each quarterly meeting.

There are a number of deliverables within the actions that have not yet been addressed. This is recognised and expected by Reconciliation Australia, and any incomplete deliverables may be carried forward to the next iteration of the RAP. The work to review the current RAP will commence this calendar year.

## ANALYSIS

The City's RAP is a formal document to ensure the City's actions in the reconciliation area are appropriate, at a high standard and are held accountable by the RAP Working Group.

The City will continue to work on addressing the actions in the current RAP and subsequent iterations to progress meaningful reconciliation with the Aboriginal community.

## OPTIONS

Council has the following options:

1. Note the update on strategies to address the actions in the City's Reconciliation Action Plan detailed in this report.
2. Request further information on strategies to address the actions in the City's Reconciliation Action Plan detailed in this report.

Option 1 is recommended.

## CONCLUSION

Progressing the actions in the RAP will further solidify the ongoing positive relationship between the City and the local Aboriginal community. Under the guidance of the RAP Working Group and in consultation with the local Aboriginal community, its implementation is conducive to ensuring reconciliation is a long-term focus of the City.

## ATTACHMENTS

1. [Reconciliation Action Plan update - April 2025](#)

## RECOMMEND

C1/4/25

**That Council note the update on strategies to address the actions in the City's Reconciliation Action Plan detailed in this report.**

**Moved Cr P A Hetherington  
MOTION CARRIED**

**5/0**

***2.1 - WAIVER OF FEES - ROYAL ASSOCIATION OF JUSTICES - ARMADALE & SOUTH EAST DISTRICTS BRANCH***

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WARD : ALL

FILE No. : M/138/25

DATE : 21 February 2025

REF : LA

RESPONSIBLE MANAGER : Executive Director  
Community Services

**In Brief:**

- The Royal Association of Justices – Armadale and South East Districts Branch have requested a waiver of fees for use of community facilities.
- Council endorsement is required as the the Chief Executive Officer has already previously provided a waiver of fees through Council Delegation 1.1.22 – *Defer, write off, grant a concession or authorise a waiver for monies owing.*
- Recommend that Council do not authorise the waiver of the hire fees and bond for the Royal Association of Justices Inc – Armadale and South East Districts Branch.

**Tabled Items**

Nil

**Decision Type**

- ☐ **Legislative** The decision relates to general local government legislative functions such as adopting/changing local laws, town planning schemes, rates exemptions, City policies and delegations etc.
- ☒ **Executive** The decision relates to the direction setting and oversight role of Council.
- ☐ **Quasi-judicial** The decision directly affects a person's rights or interests and requires Councillors at the time of making the decision to adhere to the principles of natural justice.

**Officer Interest Declaration**

Nil

**Strategic Implications**

Strategic Community Plan 2020-2030

- 1.3.1 Ensure the equitable provision of Community Facilities throughout the City of Armadale.

### **Legal Implications**

- *Local Government Act 1995*, section 6.12

### **Council Policy/Local Law Implications**

- Policy – Community Facilities and Reserves Fees and Charges
- Council Delegation 1.1.22 – *Defer, write off, grant a concession or authorise a waiver for monies owing*

### **Budget/Financial Implications**

If Council resolves to waive the hire fees and/or bond for the Royal Association of Justices Armadale and South East District Branch (the Branch), it will result in a decrease to the hall hire revenue for the City. Based on the 2024/25 Schedule of Fees and Charges, the Kim Fletcher Gallery at Armadale District Hall is a Category 2 room at \$19 per hour. In addition, a community facility bond for casual hire is \$500 is applicable for all casual bookings, this is refundable at the conclusion of the final booking (provided that there are no breaches of terms and conditions for hire or damage to the facility).

Based on the Branch's request of four meetings at two hours each per year, this would equate to total hire fees of \$152 in addition to the \$500 bond under the 2024/25 Schedule of Fees and Charges. This cost is subject to change each financial year based on Council's adoption the Schedule of Fees and Charges.

### **Consultation**

1. Royal Association of Justices Armadale and South East District Branch
2. Local Government Authorities
  - a. City of Cockburn
  - b. City of Mandurah
  - c. City of Rockingham
  - d. City of Swan
  - e. City of Stirling
  - f. City of Wanneroo
  - g. Shire of Serpentine Jarrahdale

## **BACKGROUND**

The Royal Association of Justices Armadale and South East District Branch (the Branch) have historically and on occasion hired City facilities since 2015. Based on available records and prior to 2021, the Branch have paid hire fees for use of community facilities. The Branch was not active for a period of time prior to recommencing their requests for hire from 2021.

In 2021, Councillor Peter requested for the Chief Executive Officer (CEO) to consider the waiving of the Branches hire fees for the use of Rossiter Pavilion and Armadale District Hall for their bi-monthly meetings between September 2021 and December 2022. The hire cost was \$202 in addition to a \$500 bond. The CEO approved this request for waiver of hire fees within delegation 1.1.22 – *Defer, write off, grant a concession or authorise a waiver for monies owing* to assist with the group's re-establishment.

In 2022, the Branch requested for the CEO to waive bi-monthly meetings at Armadale District Hall for the duration of 2023.



The hire cost was \$288 in addition to a \$500 bond. The CEO endorsed the request with a view that it was the last time, and that in fairness to all other groups who pay hire fees that the group will need to start paying for the hire from 2024.

## **DETAILS OF PROPOSAL**

The Branch have requested for the City to waive hire fees and bond requirements for a meeting room for up to four times per year and two hours on each occurrence. This usage is reduced compared to previous years. Additional information on the Branch's request can be viewed in the attachment.

The fees associated with this request would include total hire fees of \$152 (based on a Category 2 facility) in addition to the \$500 bond under the 2024/25 Schedule of Fees and Charges. This cost is subject to change each financial year based on Council's adoption the Schedule of Fees and Charges.

## **COMMENT**

### Justice of the Peace Functions

The administration and training of Justices of the Peace (JPs) are managed by the Department of Justice. Independent JP Member Associations have been established to promote and support JP services to the community. The Branch have identified that the Department of Justice does not provide any financial support to any JP and membership fees paid to the state office do not contribute to supporting the Branches.

As demonstrated in the attachment, JPs provide a voluntary community service and the Branch does not generate income. The Branch provide valuable services to the community including but not limited to signing centre services. The administrative duties within these signing centres include issuing search warrants, witnessing affidavits, statutory declarations and certifying documents. In 2023/24, the Branch provided services to 4,085 clients, signed/witnessed 13,034 documents involving over 1,169 voluntary hours within the City. The Branch's signing centre locations include Armadale Library, Kelmscott Library and Piara Waters Library which are City operated facilities. The City does not charge the Branch for operation of these signing centres for their core administrative functions.

The Branch's request for a meeting room is for supplementary functions to assist the operation of the Branch and its members. The Branch have outlined that they are requesting free use of a meeting room for the purposes of professional development, networking of JPs, opportunities to raise and discuss issues of concerns regarding roles and activities of a JP, assist with mentoring new JPs and Branch activities, discussion and information distribution.

### Policy – Community Facilities and Reserves Fees and Charges

The City have a range of users who utilise facilities and reserves through hire arrangements. These users include private hirers, community organisations, commercial organisations, clubs and schools.

The Policy's objective is to establish a sound and equitable basis of setting fees and charges for the use of City's community facilities and reserves. The Policy outlines guiding principles to determine fees and charges, considering a balance between:

- Recognising the value in providing community facilities for a variety of activities, which enhance community, social, health and wellbeing outcomes
- A fair and reasonable contribution from users of community facilities.

The Policy does include the following principles:

- Junior sporting clubs receive a subsidy which includes receiving one free committee per month
- Resident Associations that have been in existence for a period of 12 months and have been approved by the CEO, are eligible for free use of a facility or reserve for one booking per month for a maximum of two hours on each occasion.

All other community and volunteer organisations are required to pay for the hire of City community facilities and reserves. The City recognises the limited revenue raising ability of these organisations and provides support by offering a discounted “Community Rate” for these groups.

#### Consultation with other Local Governments

The City of Cockburn, City of Mandurah, City of Rockingham, City of Swan, City of Wanneroo and Shire of Serpentine and Jarrahdale have all confirmed that they do not provide community facilities free of charge for additional functions to JPs or Branches. Similar to the City of Armadale, some of these local governments provide space for signing centres in libraries or other operated facilities at no cost. The City of Stirling responded that they allow JPs to operate out of the Civic Centre free of charge however would charge them if they hired community facilities, and stated they don’t have a policy specifically on JP’s.

#### CEO’s Delegated Authority

Under delegation 1.1.22 *Defer, write off, grant a concession or authorise a waiver for monies owing*, Council has delegated the power to the CEO to waive or grant a concession in relation to money owed. However, any grant of concession or waiver cannot exceed \$2,000 per occurrence. It is important to note that the term “per occurrence” is not defined within delegation 1.1.22 *Defer, write off, grant a concession or authorise a waiver for monies owing*. Therefore, officers are seeking Council’s guidance on the Branch’s latest request for waiver of fees

Referring to delegation 1.1.31 *Free use of local government facilities* provides some insight into Council’s intent with relation to defining “per occurrence”. This delegation only grants free use of a facility in certain circumstances, and to certain entities, given that it is a “one off” in nature when granted to a not-for-profit entity that benefits the residents of the City, and that the term does not exceed twelve months.

## **OPTIONS**

### **Option 1**

Authorise the waiver of the hire fees and bond for the Royal Association of Justices Inc – Armadale and South East Districts Branch for 2025 to a value of \$652.

**Option 2**

Authorise the waiver of the hire fees and bond for the Royal Association of Justices Inc – Armadale and South East Districts Branch for the next five years until 2030. The value will be subject to the annual adoption of the City’s Schedule of Fees and Charges.

**Option 3**

Do not authorise the waiver of the hire fees and bond for the Royal Association of Justices Inc – Armadale and South East Districts Branch.

**CONCLUSION**

The Branch have requested for the City to waive hire fees and bond requirements for a meeting room for up to four times per year and two hours on each occurrence. The CEO has waived the Branches hire fees previously for two years. The Branch have limited income generating capabilities and provide valuable services to the community through issuing search warrants, witnessing affidavits, statutory declarations and certifying documents. Other local governments that were contacted confirmed that they do not provide free use of facilities for JP or branch supplementary functions. The Policy - Community Facilities and Reserves Fees and Charges aims for users to provide a fair and reasonable contribution to utilise community facilities and reserves. Option 3 is recommended for reasons outlined in this report.

**ATTACHMENTS**

1. Question From Mr D Carbonell - Ordinary Meeting of Council - 10 February 2025

**RECOMMEND**

**C2/4/25**

**That Council do not authorise the waiver of the hire fees and bond for the Royal Association of Justices Inc – Armadale and South East Districts Branch.**

**Moved Cr K Busby, Opposed Cr S J Mosey**

**Seconded Cr P A Hetherington**

**MOTION CARRIED**

**4/1**

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***COUNCILLORS' ITEMS***

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**1. Opening of Medical Facility (Cr Kerry Busby)**

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Cr Busby was invited to attend the opening of an Aboriginal Doctor's medical facility in Church Avenue. The facility will offer bulk billing, taking of bloods and general GP services and will be open to the whole community.

**2. Community Meetings (Cr John Keogh)**

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Cr Keogh thanked the Councillors and staff who attended the community meetings that were facilitated by himself and the Mayor, and thanked staff for the preparation and provision of information beforehand.

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***EXECUTIVE DIRECTOR COMMUNITY SERVICES REPORT***

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**1. Reconciliation Week**

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The EDCS advised that Reconciliation Week is coming up and invited Councillors to a breakfast being held at the Champion Centre on Tuesday 27 May. As the City's RAP Champion, the EDCS encouraged Councillors to attend the breakfast and join in any other Reconciliation Week activities.

**MEETING DECLARED CLOSED AT 7:14PM**

<b>COMMUNITY SERVICES COMMITTEE</b>		
<b>SUMMARY OF ATTACHMENTS</b>		
<b>8 APRIL 2025</b>		
<b>ATT NO.</b>	<b>SUBJECT</b>	<b>PAGE</b>
<b>1.1 RECONCILIATION ACTION PLAN - ANNUAL PROGRESS REPORT</b>		
1.1.1	Reconciliation Action Plan update - April 2025	14
<b>2.1 WAIVER OF FEES - ROYAL ASSOCIATION OF JUSTICES - ARMADALE &amp; SOUTH EAST DISTRICTS BRANCH</b>		
2.1.1	Question From Mr D Carbonell - Ordinary Meeting of Council - 10 February 2025	28

## Reconciliation Action Plan 2023 - 2026

Annual progress report.

Relationships			
As a core objective of our Strategic Community Plan, the City of Armadale is committed to our community being inclusive and engaged – this includes continuing to engage with the Aboriginal and Torres Strait Islander community to forge and maintain beneficial relationships; learn about Aboriginal and Torres Strait Islander cultures from local Elders; share stories; and determine ways to work alongside each other together to effect positive social change.			
Action	Deliverable	Timeline	Deliverable status comments
1. Establish and maintain mutually beneficial relationships with Aboriginal and Torres Strait Islander stakeholders and organisations.	<ul style="list-style-type: none"> <li>Meet with local Aboriginal and Torres Strait Islander stakeholders and organisations to develop guiding principles for future engagement.</li> </ul>	February 2024	Complete - 31 community members, eight Elders and two Aboriginal organisations consulted.
	<ul style="list-style-type: none"> <li>Develop and implement an engagement plan to work with Aboriginal and Torres Strait Islander stakeholders and organisations.</li> </ul>	May 2024	The Engagement Plan endorsed by the RAP Working Group in August 2024.
	<ul style="list-style-type: none"> <li>Re-establish the Aboriginal Elders Advisory Council</li> </ul>	June 2024	Project Plan developed and presented to the RAP Working Group. A workshop with Elders held on 15 January 2025 as the first session to inform the Aboriginal Elders Advisory Group.
2. Build relationships through celebrating National	<ul style="list-style-type: none"> <li>Circulate Reconciliation Australia's NRW resources and reconciliation materials to our staff.</li> </ul>	April 2024, 2025	Reconciliation WA (RWA) and Reconciliation Australia (RA) materials on NRW distributed to all staff (2024).

Reconciliation Week (NRW).	<ul style="list-style-type: none"> <li>RAP Working Group members to participate in an external NRW event.</li> </ul>	27 May-3 June, 2024, 2025	RAP Working Group member organised and participated in an external NRW event (2024).
	<ul style="list-style-type: none"> <li>Encourage and support staff and senior leaders to participate in at least one external event to recognise and celebrate NRW.</li> </ul>	27 May-3 June, 2024, 2025	The RAP Working Group and all staff invited to the City's NRW Morning Tea (2024).
	<ul style="list-style-type: none"> <li>Organise at least one NRW event each year.</li> </ul>	27 May-3 June, 2024, 2025	NRW Morning Tea held at the Champion Centre (2024).
	<ul style="list-style-type: none"> <li>Register all our NRW events on Reconciliation Australia's <a href="#">NRW website</a>.</li> </ul>	May 2024, 2025	NRW Morning Tea registered on RWA website (2024).
	<ul style="list-style-type: none"> <li>Involve Councillors and State / Federal Members of Parliament in NRW</li> </ul>	May 2024, 2025	Councillors invited to the NRW Morning Tea and two attended (2024).
3. Promote reconciliation through our sphere of influence.	<ul style="list-style-type: none"> <li>Develop and implement a staff engagement strategy to raise awareness of reconciliation across our workforce.</li> </ul>	February 2024	Branding identity for Champion Centre in progress in consultation with the Aboriginal Development Team.
	<ul style="list-style-type: none"> <li>Communicate our commitment to reconciliation publicly.</li> </ul>	February 2024	Ongoing - focus in Annual Report 2023/24.
	<ul style="list-style-type: none"> <li>Explore opportunities to positively influence our</li> </ul>	February 2024	Not commenced yet.

	external stakeholders to drive reconciliation outcomes.		
	<ul style="list-style-type: none"> <li>Collaborate with RAP organisations and other like-minded organisations to develop innovative approaches to advance reconciliation.</li> </ul>	February 2024	RAP Working Group member proactive with promoting reconciliation activities to an external organisation.
	<ul style="list-style-type: none"> <li>Facilitate the promotion of positive stories about the local Aboriginal community via a range of channels</li> </ul>	July 2024	Not commenced yet.
	<ul style="list-style-type: none"> <li>Create a video of local Aboriginal Elders, Councillors and other community members stating their views on the City's RAP</li> </ul>	March 2024	Not commenced yet.
4. Promote positive race relations through anti-discrimination strategies.	<ul style="list-style-type: none"> <li>Conduct a review of HR policies and procedures to identify existing anti-discrimination provisions, and future needs.</li> </ul>	June 2024	The Code of Conduct is aligned to statutory requirements; HR is always looking to further evolution of the City's Operational Procedure which will support the Code of Conduct. At this point no further needs have been specifically identified.
	<ul style="list-style-type: none"> <li>Engage with Aboriginal and Torres Strait Islander staff and/or Aboriginal and Torres Strait Islander advisors to consult on our anti-discrimination policy.</li> </ul>	February 2024	Not commenced yet.



	<ul style="list-style-type: none"> <li>Develop, implement, and communicate an anti-discrimination policy for our organisation.</li> </ul>	June 2024	This policy is in draft.
	<ul style="list-style-type: none"> <li>Educate senior leaders on the effects of racism.</li> </ul>	June 2024	Not commenced yet.

### Respect

It is important to the City of Armadale that respect for the Aboriginal and Torres Strait Islander community is continually cultivated through the organisation and beyond via learning from local Elders to gain knowledge, understanding and appreciation of the experiences and cultures of Aboriginal and Torres Strait Islander people; to demonstrate this through how we acknowledge the Traditional Owners; and to be an active part of regular celebrations of Aboriginal and Torres Strait Islander cultures.

Action	Deliverable	Timeline	Deliverable status comments
5. Increase understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights through cultural learning.	<ul style="list-style-type: none"> <li>Conduct a review of cultural learning needs within our organisation.</li> </ul>	December 2024	Survey questions developed and distributed to all staff.
	<ul style="list-style-type: none"> <li>Consult local Traditional Owners and/or Aboriginal and Torres Strait Islander advisors to inform our cultural learning strategy.</li> </ul>	February 2025	Meeting with Aboriginal Elders to be held on 17 April 2025.
	<ul style="list-style-type: none"> <li>Deliver cultural awareness training for Councillors on Country</li> </ul>	May 2024	Partially complete - Councillors were invited to a cultural learning experience on Country but due to weather concerns was relocated to the Champion Centre. The session was facilitated by the City's Aboriginal staff and attended

			by one Elder, two Councillors, the Mayor and members of the RAP Working Group.
	<ul style="list-style-type: none"> <li>Facilitate cultural awareness training for senior City staff with Elders and students on Country</li> </ul>	October 2024	Not commenced yet.
	<ul style="list-style-type: none"> <li>Develop, implement, and communicate a cultural learning strategy document for our staff.</li> </ul>	July 2025	Will be completed internally once survey results are confirmed and Elders consulted.
	<ul style="list-style-type: none"> <li>Provide opportunities for RAP Working Group members, HR managers and other key leadership staff to participate in formal and structured cultural learning.</li> </ul>	December 2025	Not commenced yet.
	<ul style="list-style-type: none"> <li>Investigate dual naming of facilities, roads and parks</li> </ul>	June 2024	Ongoing. Opportunities are still being investigated
	<ul style="list-style-type: none"> <li>Ensure, when appropriate and following consultation, that Aboriginal stories and perspectives are included in displays, exhibitions, and programs</li> </ul>	June 2024	Ongoing workflow of the business unit to gather information, images, written and oral histories, and relevant artifacts in consultation with local Aboriginal groups. Ensure appropriate cultural inclusion in programs, events, and exhibitions.

	<ul style="list-style-type: none"> <li>Recognise the ongoing connection that members of the local Aboriginal and Torres Strait Islander communities share with City managed land through the implementation of on-ground initiatives</li> </ul>	November 2025	Not commenced yet.
6. Actively seek to understand the culture of local Aboriginal and Torres Strait Islander people and reflect this in formal documents	<ul style="list-style-type: none"> <li>Conduct research of the local Armadale area pre-colonisation to inform our current understanding of the local Aboriginal and Torres Strait Islander people and their ongoing cultures.</li> </ul>	June 2024	Ongoing workflow of the business unit to gather information, images, written and oral histories, and relevant artifacts in consultation with local Aboriginal groups. Ensure appropriate cultural inclusion in programs, events, and exhibitions.
	<ul style="list-style-type: none"> <li>Develop an Aboriginal Heritage Strategy for both the natural landscape and for the ethical and culturally sensitive keeping of, and access to pre- and early colonial cultural/sacred Aboriginal material.</li> </ul>	November 2025	Not commenced yet.
7. Demonstrate respect to Aboriginal and Torres Strait Islander peoples by observing cultural protocols.	<ul style="list-style-type: none"> <li>Increase staff's understanding of the purpose and significance behind cultural protocols, including Acknowledgement of Country and Welcome to Country protocols.</li> </ul>	February 2024	All staff were invited to an information session on the cultural protocols in September 2024 facilitated by the Aboriginal Development Lead and the Manager Community Development. 30 staff members were present and each were provided with a copy of the endorsed Cultural Protocols Policy.

	<ul style="list-style-type: none"> <li>Develop, implement and communicate a cultural protocol document, including protocols for Welcome to Country and Acknowledgement of Country.</li> </ul>	February 2024	Policy - Cultural Protocols endorsed by Council on 12/8/24.
	<ul style="list-style-type: none"> <li>Invite a local Traditional Owner or Custodian to provide a Welcome to Country or other appropriate cultural protocol at significant events each year.</li> </ul>	February 2024	This occurs at all the City's major events.
	<ul style="list-style-type: none"> <li>Invite Elders to be involved in the annual Citizenship Award ceremony.</li> </ul>	November 2023	Not commenced yet.
	<ul style="list-style-type: none"> <li>Include an Acknowledgement of Country or other appropriate protocols at the commencement of important meetings.</li> </ul>	February 2024	Complete - as per the Protocols document, all important meetings are opened with an Acknowledgement of Country. All Committee and Council meeting Chairs are provided with two options of an Acknowledgement of Country (as in the RAP or Policy).
	<ul style="list-style-type: none"> <li>Invite Elders to Council meetings and to the Annual General Meeting</li> </ul>	May 2024	Not commenced yet.
8. Build respect for Aboriginal and Torres Strait Islander	<ul style="list-style-type: none"> <li>RAP Working Group to participate in an external NAIDOC Week event.</li> </ul>	First week in July, 2024, 2025	All members of the RAP Working Group were invited to the City's NAIDOC event, some were able to attend, and all were also advised of a NAIDOC event held in Perth City.

cultures and histories by celebrating NAIDOC Week.	<ul style="list-style-type: none"> <li>Review HR policies and procedures to remove barriers to staff participating in NAIDOC Week.</li> </ul>	April 2024	Policies reviewed.
	<ul style="list-style-type: none"> <li>Promote and encourage participation in external NAIDOC events to all staff.</li> </ul>	June 2024, 2025	All staff were invited to the City's NAIDOC event (with approval from line supervisor) and advised of the NAIDOC event held in Perth City.

### Opportunities

Ensuring that opportunities are provided for Aboriginal and Torres Strait Islander peoples to gain employment and progress a career at the City is important to the City of Armadale and is seen as part of its core business. Developing a procurement strategy specifically to prioritise Aboriginal and Torres Strait Islander businesses is also considered as essential to advance equitable procurement practices.

Action	Deliverable	Timeline	Deliverable status comments
9. Improve employment outcomes by increasing Aboriginal and Torres Strait Islander recruitment, retention, and professional development.	<ul style="list-style-type: none"> <li>Build understanding of current Aboriginal and Torres Strait Islander staffing to inform future employment and professional development opportunities.</li> </ul>	July 2024	Not commenced yet.
	<ul style="list-style-type: none"> <li>Engage with Aboriginal and Torres Strait Islander staff to consult on our recruitment, retention and professional development strategy.</li> </ul>	July 2024	Not commenced yet.
	<ul style="list-style-type: none"> <li>Develop and implement an Aboriginal and Torres Strait Islander recruitment,</li> </ul>	December 2025	Not commenced yet.

	retention and professional development strategy.		
	<ul style="list-style-type: none"> <li>Coordinate employment/career sessions for Aboriginal and Torres Strait Islander high school students to promote the range of job roles at the City of Armadale</li> </ul>	December 2025	Not commenced yet.
	<ul style="list-style-type: none"> <li>Retain Aboriginal and Torres Strait Islander staff via training, personal development, career progression and collegial mentorship opportunities</li> </ul>	December 2025	Not commenced yet.
	<ul style="list-style-type: none"> <li>Advertise job vacancies to effectively reach Aboriginal and Torres Strait Islander stakeholders.</li> </ul>	December 2024	The People Services team is enrolled in the Deadly Jobs Expo (coordinated by Jobs and Skills WA) in July 2025, will be staffing a stall at the Let's Connect Armadale Expo in April.
	<ul style="list-style-type: none"> <li>Review HR and recruitment procedures and policies to remove barriers to Aboriginal and Torres Strait Islander participation in our workplace:</li> </ul>	December 2024	The review of the recruitment procedures and policies is currently being progressed
	<ul style="list-style-type: none"> <li>Identify specific roles to proactively attract Aboriginal and Torres Strait Islander</li> </ul>	December 2024	Not commenced yet.

	peoples across the City of Armadale		
10. Increase Aboriginal and Torres Strait Islander supplier diversity to support improved economic and social outcomes.	<ul style="list-style-type: none"> <li>Develop and implement an Aboriginal and Torres Strait Islander procurement strategy.</li> </ul>	November 2024	This will be addressed as part of overall review of Procurement Policy which is currently underway
	<ul style="list-style-type: none"> <li>Investigate Supply Nation membership.</li> </ul>	February 2024	The City now has membership to Supply Nation and an information session was held staff across the City on 18 December 2024.
	<ul style="list-style-type: none"> <li>Develop and communicate opportunities for procurement of goods and services from Aboriginal and Torres Strait Islander businesses to staff.</li> </ul>	November 2024	The City's tenders and RFQs will be published in the Supply Nation Tender Portal.
	<ul style="list-style-type: none"> <li>Retain a Preferred Local Supplier data base including local Aboriginal and Torres Strait Islander businesses and promote this to all City of Armadale departments with the encouragement to prioritise Aboriginal and Torres Strait Islander businesses first</li> </ul>	November 2024	The City doesn't maintain a specific database for local or Aboriginal businesses, however the Supply Nation's portal will be used.
	<ul style="list-style-type: none"> <li>Review and update procurement practices to remove barriers to procuring goods and services from</li> </ul>	November 2024	This will be reviewed as part of holistic review of Procurement Policy this year.

	Aboriginal and Torres Strait Islander businesses.		
	<ul style="list-style-type: none"> <li>Facilitate training sessions for new and emerging Aboriginal and Torres Strait Islander businesses on how to apply for a tender/request for quote/other contracts</li> </ul>	November 2024	Advising businesses how to apply for a tender will be included via the Supply Nation's portal.
	<ul style="list-style-type: none"> <li>Develop commercial relationships with Aboriginal and Torres Strait Islander businesses</li> </ul>	June 2024	<p>Working with Beelya Cultural Tours (a local Aboriginal-owned and operated company) to deliver guided cultural walking tours and experiences.</p> <p>Ongoing Cultural Champions Project to support the development and growth of Aboriginal-owned businesses in the Art and Tourism sectors.</p> <p>Commissioned previous recipient of Cultural Champions Business Development package to create artwork for the Six-Seasons Trails project.</p> <p>Engaging with local Aboriginal artist (Rohin Kickett) to provide mentoring to the winners of the next round of Cultural Champions Art competition (for NAIDOC WEEK t-shirt design).</p> <p>Secured second round of funding from DLGSC (\$21,481.00)</p>
	<ul style="list-style-type: none"> <li>Support the cultural tourism activities in the City's Tourism Strategy</li> </ul>	June 2024	<p>Successful 2024 NAIDOC Aboriginal art competition and business mentorship. Proposal for 2025 competition being finalised.</p> <p>Secured \$25k grant to develop the Aboriginal Six Seasons Nature Trails program.</p> <p>Conducted a consultation with Elders on Country to assist in gaining their knowledge and understanding of the importance and significance of the trails in the local area.</p> <p>Secured the 2024 WA Trails Forum hosted in Armadale with CoA influencing content of this event. Local Elders engaged to conduct Welcome to Country, Smoking Ceremony and storytelling.</p> <p>Secured funding and commitment from WAITOC to roll out tourism mentorships</p>



			in collaboration with Champion Centre. Encouraging major events to have Welcome to Country activities as part of the City's major events sponsorship.
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Governance			
Action	Deliverable	Timeline	Deliverable status comments
11. Establish and maintain an effective RAP Working group (RWG) to drive governance of the RAP.	<ul style="list-style-type: none"> <li>Maintain Aboriginal and Torres Strait Islander representation on the RWG.</li> </ul>	Nov 2023, 2024	Two Aboriginal staff members are members, with the Lead being the co-chair.
	<ul style="list-style-type: none"> <li>Review and update Terms of Reference for the RWG.</li> </ul>	January 2024 January 2025	The revised ToR to be presented to Council in March 2025 after approval from the RAP Working Group in November 2024.
	<ul style="list-style-type: none"> <li>Meet at least four times per year to drive and monitor RAP implementation.</li> </ul>	Feb 2025 May 2025 Aug 2025 Nov 2025	Meetings for Feb, Apr, Aug and Nov 2025 scheduled.
12. Provide appropriate support for effective implementation of RAP commitments.	<ul style="list-style-type: none"> <li>Define resource needs for RAP implementation.</li> </ul>	February 2024	\$20,000 per annum was approved by Council in the 2024/25 budget.
	<ul style="list-style-type: none"> <li>Engage our senior leaders and other staff in the delivery of RAP commitments.</li> </ul>	February 2024	In April 2024, a presentation regarding the City's commitment to the RAP was given to the Managers/Directors/CEO team and in August 2024 an email was sent to all staff and a Memo to Councillors re the achieved deliverables to date.

	<ul style="list-style-type: none"> <li>Define and maintain appropriate systems to track, measure and report on RAP commitments.</li> </ul>	November 2023	Smart sheet created and shared with Lead Departments.
	<ul style="list-style-type: none"> <li>Maintain an internal RAP Champion from senior management.</li> </ul>	November 2024	The EDCS is a RAP Champion.
13. Build accountability and transparency through reporting RAP achievements, challenges and learnings both internally and externally.	<ul style="list-style-type: none"> <li>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.</li> </ul>	June annually	Not commenced yet.
	<ul style="list-style-type: none"> <li>Contact Reconciliation Australia to request our unique link, to access the online RAP Impact Measurement Questionnaire.</li> </ul>	1 August annually	RA provided the link.
	<ul style="list-style-type: none"> <li>Complete and submit the annual RAP Impact Measurement Questionnaire to Reconciliation Australia.</li> </ul>	30 September, annually	The report was sent to RA before the due date of September 2024 - it was not a full report due to the RAP being less than 12 months old (RA stipulated this).
	<ul style="list-style-type: none"> <li>Report RAP progress to all staff and senior leaders quarterly.</li> </ul>	Feb 2024 May 2024 Aug 2024 Nov 2024 Feb 2025	In April 2024, a presentation re the City's commitment to the RAP was given to the Managers/Directors/CEO team and in August 2024 an email was sent to all staff and a Memo to Councillors re the achieved deliverables to date. A report is due to Council in April 2025 and the contents will be circulated to all staff.

		May 2025 Aug 2025 Nov 2025	
	<ul style="list-style-type: none"> <li>Publicly report our RAP achievements, challenges and learnings, annually across a range of channels available to the community.</li> </ul>	June 2024	Not commenced yet.
	<ul style="list-style-type: none"> <li>Investigate participating in Reconciliation Australia's biennial Workplace RAP Barometer.</li> </ul>	March 2024	Not commenced yet.
	<ul style="list-style-type: none"> <li>Submit a traffic light report to Reconciliation Australia at the conclusion of this RAP.</li> </ul>	November 2025	Not commenced yet.
	<ul style="list-style-type: none"> <li>Seek advice from local Aboriginal Elders to ascertain the efficacy and positive impact of the RAP</li> </ul>	Feb 2024 May 2024 Aug 2024 Nov 2024 Feb 2025 May 2025 Aug 2025 Nov 2025	Meeting with Aboriginal Elders to be held on 17 April 2025.
14. Continue our reconciliation journey by developing our next RAP.	<ul style="list-style-type: none"> <li>Register via Reconciliation Australia's <a href="#">website</a> to begin developing our next RAP.</li> </ul>	June 2025	Not commenced yet.

**Question for Armadale City Council Ordinary Meeting on Monday 10 February 2025**

**From:** David Carbonell JP, 9 Hilarion Elbow, Hilbert

I am the President of the Armadale & South East District Branch of the Royal Association of Justices WA (Inc) (RAJWA). I have other Branch management committee Justices with me today. All are also Armadale ratepayers. We are an association for Justices of the Peace (JP), who are non income generating, and provide over 1100 hours of voluntary community service for up to 11 sessions per week, in signing centres within the Armadale area.

For several months the Branch has been seeking, through the Chief Executive Officer, a waiving of hire fees and bond requirement for the use of a meeting room for our Branch to hold up to four, two hour meetings per year. The CEO believes this is beyond her level of delegation as she can only approve a one off occasion and a maximum of \$2,000 per occurrence.

Would the City Council be prepared to waive hire fees and bond requirements for The Royal Association of Justices - Armadale & SE Districts Branch, for a meeting room for up to 4 times per year? I have been informed the cost of this, at \$19 per hour for a not for profit organisation, currently equates to \$144 annually.

**Background information**

- 1) The Branch is non income generating.
- 2) It is illegal for a Justice of the Peace (JP) to charge for their activities and is a voluntary community service.
- 3) The Branch is responsible for providing signing centre services at the following Armadale City locations:
  - a) Armadale Magistrates Court - 5 days per week
  - b) Armadale Citizens Advice Bureau - 2 days per week
  - c) Armadale Library - 2 days per week
  - d) Kelmscott Library - weekly
  - e) Seville Grove Library – weekly (recently suspended due to lack of activity)
  - f) Piara Waters Library – weekly (recently commenced and open after normal business hours)
- 4) In the 2023-24 financial year we provided services to 4,085 clients, over 474 sessions within the City and signed/witnessed 13,034 documents involving over 1,169 voluntary hours. Our year to date figures indicate there will be an increase in these numbers for this financial year.
- 5) To be added are requests JPs receive from WA Police and members of the public to visit our homes, to attend to their documents which cannot wait until signing centres are open, or they are not free in those times.
- 6) Membership fees paid to the State office of RAJWA barely covers the administration of their functions/role and have no funds available to assist the Branches.

- 7) The Department of Justice provides no financial support to any JP.
- 8) Justices of the Peace are meant to be considered highly regarded members of the community.
- 9) The meeting room would be used for:
  - a) Professional development,
  - b) Networking of Justices,
  - c) Opportunity to raise and discuss issues of concern regarding the roles and activities of a JP,
  - d) Assist with mentoring of new JPs, and
  - e) Branch activities, discussion and information distribution.
- 10) I understand some Branches of RAJWA have meeting rooms provided at no charge by their local council. Stirling even use the Council Chambers. Some councils also provide annual thank you lunches or morning teas for JPs.
- 11) A majority of our Branch attendees are Armadale City ratepayers.

Thank you for your consideration.