

Notice of Meeting

EXTRAORDINARY ABORIGINAL LIAISON COMMITTEE

23 September 2020 at 10.00am

Council Chamber 76 Capper Street Tumut /
Council Chamber Bridge Street Tumbarumba
- Teleconference

EXTRAORDINARY AGENDA

Present

1. Apologies

Declaration of Interest

2. Minutes of Previous meeting
Minutes of meeting held 19 February 2020

RECOMMENDATION:

That the Minutes of the Aboriginal Liaison Committee meeting held on the 19 February 2020 be receive dand noted.

3. Business arising
4. Agenda Items
 - 4.1 Reconciliation Action Plan Review 3
5. General Business
6. Next meeting

THE MINUTES OF THE ABORIGINAL LIAISON COMMITTEE MEETING HELD IN THE COUNCIL CHAMBERS 76 CAPPER STREET TUMUT, ON WEDNESDAY 19 FEBRUARY 2020

COMMENCING AT 10:05am

PRESENT: Sue Bulger – Elder (Chairperson), Shirley Marlowe – Community Transport (Deputy Chairperson), Meegan Cameron, Mary Greenhalgh – Brungle/Tumut LALC, Sonia Piper – Elder, Rhonda Casey – Director of TKNIC, John Casey - Director of TKNIC, Lorna Casey - Director of TKNIC, Sandra Casey - Director of TKNIC.

IN ATTENDANCE: Mark Mazzini – Community Development Officer (Council Delegate)

1. APOLOGIES

AL.01 RESOLVED that the apologies from Coral Bulger, Bernadette Radford, Craig Wilesmith be received

Sue Bulger / Rhonda Casey

2. MINUTES OF PREVIOUS MEETINGS

AL02. RESOLVED that the minutes of the Aboriginal Liaison Committee held on **16-October-2019** be accepted as read.

John Casey / Meegan Cameron

3 BUSINESS ARISING

Correction of name made to last minutes. Incorrect name provided for OEH Aboriginal Liaison Officer Ray Baker, corrected to Roy Barker.

4. AGENDA ITEMS

4.1 ABORIGINAL LIAISON COMMITTEE UPDATE - FEBRUARY 2020

NAIDOC week

SVC Events Officer discussed two current grants available and one upcoming NAIDOC Grant:

- NAIDOC Grant funding is provided by Aboriginal Affairs NSW to support activities and events in NSW held during NAIDOC Week (5 to 12 July 2020) that celebrate Aboriginal and Torres Strait Islander history, culture and achievements.

The theme for NAIDOC Week in 2020 is Always Was, Always Will Be recognising that First Nations people have occupied and cared for this continent for over 65,000 years. More information on the theme is available at <https://www.naidoc.org.au/>.

Applicants can apply for grants between \$500 to \$1,000, or up to \$3,000 for larger events. Aboriginal Affairs NSW has allocated \$200,000 for NAIDOC Grant funding in 2020.

Events and activities must be held between 1 July 2020 and 30 November 2020.

Applications open 9am Monday 17 February 2020.

Applications close 5pm Friday 24 April 2020.

Applications are to be completed online at

<https://aboriginalaffairs.smartygrants.com.au/>

Evan advised applicants should read the Guidelines before starting the application. Evan informed that he was available to assist with grant applications and the application process, however, won't be writing full grant applications for people.

- Visy Tumut Region Recovery Fund Grant:

Opens 25 January 2020 – closes 5pm AEDT 28 February.

The Fund has a budget of \$1million and will provide grants to support the recovery of communities in the Snowy Valleys Council region affected by the 2019/20 bushfires.

The Pratt Foundation has partnered with FRRR to support the delivery of the Visy Tumut Region Recovery Fund.

Through the provision of grants the aim of this program is to address a range of needs including but not limited to:

- Mental health and wellbeing;
- Environmental and wildlife recovery and rehabilitation;
- Strengthening social connectedness and reducing social isolation;
- Culturally appropriate activities and resources for impacted communities;
- Community infrastructure and equipment that strengthens volunteer community groups and their activities;
- Community-based therapeutic programs and activities such as arts, theatre, gardening, community dinners, or informal mentoring and peer support groups, which engage vulnerable and at-risk members of the community.

Projects that foster local partnerships that help to strengthen grassroots support are encouraged.

- Bushfire Recovery Event Program

This funding has not yet been finalized but is expected to be formally announced in the upcoming weeks.

Tier 1 – Major Events

Tier 2 – Community Events

Tier 3 – Business Events

Funding is expected to be limited to \$25,000 (+GST) per event; there is no lower limit to the funding available.

Once finalized Mark and Evan will hold information sessions regarding the funding and guidelines.

Information sessions likely to be held in Tumbarumba, Tumut, Batlow, Adelong and Khancoban.

Possibility of holding an informal session in Brungle was discussed.

- Evan discussed NAIDOC support for 2020 and informed that as per normal SVC will host a flag raising ceremony as Council's formal event.
- Evan encouraged committee members to think early about what NAIDOC events they are wanting to run and to be concise in what support they may need from Council to do so.
- Mark spoke about growing NAIDOC week across the region

Reconciliation Action Plan

- Mark informed the committee that the first Rap Working Group meeting was held on 11/02/2020.
- RAP is planned to be submitted to Reconciliation Australia by end of June 2020.
- Mark informed that Council had made the decision that the Rap Working Group would consist only of Council staff and then presented back to the ALC for consultation prior to submission.

Impact of fires on local Aboriginal communities

- Blaze Aid contacted Sue regarding Aboriginal community members that may require assistance.
- John thanked Sue and Blaze Aid for organising food parcels for Tumbarumba Aboriginal community members.
- Concerns raised around the large amount of significant sites damaged and/or destroyed.
- Some sites and been revealed in result of the fire.
- National Parks are meeting in Queanbeyan to discuss impact of the fires and provide update on what has been lost.

SVC Road Naming Policy

- The committee looked through current approved names/terms and made the following amendments:
 - Ngunnawal to be removed as the local area is not Ngunnawal Country
 - Walgalu to be corrected to Wolgalu

- Budoo Fred to be corrected to Buboo Fred
- Ngarigo to be added
- Serpentine to be corrected to Serpentine

- Rhonda raised that TKNIC is making a separate submission around the names appropriate to Tumbarumba area.

- Mark invited those names to be discussed at this meeting. Rhonda advised her paperwork that contains all the recommendations was not with her and feels it would be more appropriate to submit all the naming recommendations in one document.

- Mark acknowledged that Rhonda and TKNIC were more than welcome to submit their names external to the committee as part of the wider community consultation, however, under our MOU any names received by council that relate to Aboriginal tribes, names or language would have to be brought to the Aboriginal Liaison Committee for consultation.

- Mark continued to inform even if names are recommended by an Aboriginal community member or Corporation, this does not change SVC's process/policy and SVC is still required to bring the recommended names back to the Aboriginal Liaison Committee for review.

- The committee discussed that they do not believe that they should vote on names etc to be included in the naming pool.

- They expressed that all names raised should automatically go into the pool and brought back to the committee when a road is being named to determine if the name is appropriate to the Country that it is upon.

- Committee members raised the following names relevant to the Tumut/Brungle area to be included in the naming pool:
 - Freeman
 - Williams
 - Phillips
 - Bulger

- Committee members raised the following names relevant to the Tumbarumba area to be included in the naming pool:
 - Casey
 - Old Diamond
 - Cyb
 - Wilkie

RECOMMENDATION 1

That Council consult with the Aboriginal Liaison Committee prior to naming a road after an Aboriginal tribe or name, to ensure it is appropriate to Country

Sandra Casey / Sonia Piper

5 GENERAL BUSINESS

- Discussion held around Brungle street drains need cleaning.
- One of the Brungle light poles damaged in last storm.
- John raised that the car stoppers in Tumbarumba need painting as people are tripping on them.
- John raised Camden Park Rd needs sealing. Mark advised to contact SVC admin and advise of the concern. They will then log a CRM.
- The committee discussed the need for Banksia park to be upgraded as It only has one seat and minimal equipment. An upgrade may instil community pride in the park
- The committee discussed the need for better general upkeep of Brungle cemetery and that the lawns should be assessed and mowed if necessary before a funeral.

RECOMMENDATION 2

That Council discuss and investigate the opportunity to obtain funding to upgrade Banksia Park in Tumut.

Sue Bulger / Sonia Piper

RECOMMENDATION 3

That Council inspect Brungle Cemetery prior to any funeral to ensure the lawns and grounds are maintained appropriately and to address any presentation issues.

Sue Bulger / Sonia Piper

6 NEXT MEETING

Will be held on 15th April 2020 at 11.00am in the Tumbarumba Council Chambers

There being no further business to discuss, the meeting closed at 11:40am.

4. AGENDA ITEMS**4.1 RECONCILIATION ACTION PLAN REVIEW**

REPORT AUTHOR: COMMUNITY DEVELOPMENT OFFICER
RESPONSIBLE DIRECTOR: EXECUTIVE DIRECTOR COMMUNITY AND CORPORATE

EXECUTIVE SUMMARY:

1. Reconciliation Action Plan

RECOMMENDATION:**THAT THE COMMITTEE:**

1. Receive the report on the **SVC Reconciliation Action Plan (RAP)** for discussion

REPORT:

1. **Reconciliation Action Plan**
 - Update from SVC Rap Working Group member(s)
 - Review of SVC Reconciliation Action Plan final draft
 - Feedback/comment on SVC Reconciliation Action Plan

Attachments

- 1 SVC Reconciliation Action Plan Final Draft [↓](#)

REFLECT

Reconciliation Action Plan (RAP) template

Reflect RAP:

A Reflect RAP is used to lay the foundations and prepare your workplace for future RAPs and reconciliation initiatives. A Reflect RAP is a public commitment published on [Reconciliation Australia's website](#). It should take approximately 1 - 2 months to develop a Reflect RAP and 12 - 18 months to implement.

Before you start:

Before you commit to developing a RAP, it is important that you read and understand the [RAP framework](#), consisting of the three core pillars (Relationships, Respect and Opportunities), four RAP types (Reflect, Innovate, Stretch and Elevate) and mandatory actions and deliverables that guide the development of RAPs. It is also important to read and understand the [RAP development, review and endorsement process](#), starting with assessing whether a RAP is right for your organisation.

How to use this RAP template:

The Reflect RAP template is designed to provide workplaces with a roadmap to begin their reconciliation journey. As such, the Reflect RAP template is pre-filled with all the mandatory actions and deliverables that workplaces are required to commit to in order to receive Reconciliation Australia's endorsement. Please complete the template by addressing the questions outlined in the 'Our Business', 'Our RAP' and 'Our partnerships/current activities' sections, and assigning a responsibility and timeline to each deliverable provided in the template. Additional actions and deliverables specific to your workplace's unique [sphere of influence](#) may also be added, but are not required for Reconciliation Australia's endorsement.

Throughout this template, all *italicised* font is instructional only, whilst regular font indicates fixed text you need to include in your RAP. In addition, please review the following resources for good practice guidance on completing RAP templates.

- [Developing a S.M.A.R.T. RAP.](#)
- [Demonstrating inclusive and respectful language.](#)

RAP review and endorsement process:

Once you have completed your first draft RAP, please [submit for review](#) via Reconciliation Australia's website. A RAP team member will be in touch to provide feedback and tailored assistance within three weeks. Once Reconciliation Australia is satisfied your RAP meets requirements for endorsement, you will be provided endorsement in two stages.

1. **Conditional Endorsement** – Reconciliation Australia will provide in-principle endorsement of your RAP (content only) allowing you to seek internal sign-off from your senior leadership with confidence. Reconciliation Australia will also provide you with the RAP logo and branding to include in final design of your RAP.
NB: RAP logos are trademarked through IP Australia, and must not be used publically until you have received Reconciliation Australia's final endorsement.
2. **Final Endorsement** – Reconciliation Australia will check that your final designed document includes the conditionally endorsed content and the RAP logo and branding before providing final endorsement.

Snowy Valleys Council

Reflect Reconciliation Action Plan [April, 2020] – [April, 2023]

Our business

The purpose of this section is to provide staff and stakeholders with context about your workplace. In paragraphs, address the following questions as a minimum.

What is your core business?

Our Region

The Snowy Valleys Council is a local government area located in the South West Slopes region of New South Wales. The region encompasses a total land area of 8,960 square kilometres and is located at the western foothills of the Snowy Mountains, bordered by Kosciuszko National Park in the south. Tumut and Tumbarumba, the two main industrial and population centres, are both located within a three-hour drive from the nation's capital of Canberra and a five-hour drive from Sydney. The region encompasses the towns and villages of Adelong, Batlow, Brungle, Jingellic, Khancoban, Rosewood, Talbingo and Tooma, and includes the lands, waters and communities of Wiradjuri, Ngarigo and Wolgalu people.

The Snowy Valleys region is endowed with an abundance of fertile soil, water supply and climatic conditions conducive to agriculture and plantation forestry. The region has a diverse human resource base, a good climate, affordable quality housing, an abundance of water, exceptional community services and facilities, quality physical infrastructure and a supportive business environment. The agriculture and softwood timber industries, including Australia's largest softwood processing mill, underpin the region's economic base.

The softwood timber industry is the Snowy Valleys' largest employer, centred around the Visy and Carter Holt Harvey softwood processing mills in Tumut and the Hyne mill in Tumbarumba. Beef cattle farming also employs a significant portion of working residents of the Snowy Valleys with other key industries including viticulture, retail, healthcare, hydro-electricity generation, tourism, horticulture and National Parks.

Our Community

The Snowy Valleys council area was established in May 2016 following the merger of the former Tumut and Tumbarumba Shire Councils. The total population of the Snowy Valleys is 14,395 people, of which 4.4% identified as being of indigenous heritage.

In the Snowy Valleys region we live a primarily rural lifestyle, with major town centres in Tumbarumba and Tumut, and smaller towns and villages across the Snowy Valleys council area. We are a region made up of friendly, welcoming communities. A large number of our community work in either the timber or agricultural industries, with many others working in jobs which provide support for these major industries. We have low levels of unemployment (5.4%) with employment rates growing through continual creation of jobs.

Like much of New South Wales, we have an ageing population. Most our community live in a single house, with smaller numbers of people living in medium or high-density dwellings. Notwithstanding statistics, the region is becoming increasingly popular with young professionals and families as the desire for a quieter regional lifestyle surpasses that of a bustling metropolitan city.

We are proud of our region, its history and culture. We recognise there is a need for growth and innovation and strive for new and broader education and employment opportunities.

We welcome visitors and tourists and are invested in showcasing the unique and beautiful offerings of our region. Our events and festivals attract people from all across Australia and are a fantastic way of highlighting our local industry, produce and culture.

The Snowy Valleys region has a long history of welcoming people from all cultural backgrounds and is proud of embracing multiculturalism. This welcome extends to the refugee community, many of whom have already made a new beginning in the local area.

Traditional Custodians

Snowy Valleys Council recognises the Wiradjuri, Ngarigo and Wolgalu (Walgaloo) peoples as the traditional custodians of the land on which we are predominantly located. Council also recognises the many other Aboriginal and Torres Strait Islander community members across the region who make up the vibrant communities to which our organisation provides services.

We commit to working positively today and in the future with the Wiradjuri, Ngarigo and Wolgalu (Walgaloo) peoples and other Aboriginal and Torres Strait Islander community members to learn, acknowledge and move forward together with the whole community.

Brungle township was originally developed as a station whereby the uniqueness of Brungle Station established in 1887 as a settlement for Wiradjuri and the Wolgalu (Walgaloo) peoples between Gundagai and Tumut and the dwellings are on ground officially described as a station yet know as a settlement, reserve or mission and was the responsibility of the Aboriginal Welfare Board of NSW in which a white Manager was in charge of managing the station.

In 1945 the manager was removed and in 1955 the Aboriginal Welfare Board decided that the land was of no further use and the housing is either owned privately or is now managed by the Brungle/Tumut Local Aboriginal Land Council. The land at Brungle remains very important to these Wiradjuri and the Wolgalu (Walgaloo) peoples, as a site of shared memories and links with past traditions.

About Council

Snowy Valleys Council is committed to our vision of leading, engaging and supporting strong and vibrant communities. This vision is built into our everyday activities, actions and the extensive suite of services we deliver across the Snowy Valleys local government area. These services include, but are not limited to:

- Children's Services
- Utilities, Open Spaces and Facilities
- Survey and Design (Roads and Design)
- Library Services
- Fleet and Depots
- Growth and Activation

- Independent Living
- Multi Service Outlet
- Community Transport
- Outdoor Construction and Maintenance
- GIS and Asset Systems
- Utilities and Waste Business
- Swimming Pools
- Project Delivery
- Customer Experience
- Information Management
- Place Activation
- Ranger and Biosecurity

Snowy Valleys Council is a major employer in the local government area, employing 313 people, of which 4 people identify as Aboriginal or Torres Strait Islander. The main Council chambers are located in the towns of Tumut and Tumbarumba. Council depots, libraries and community services are located right across the region, in the towns and villages of Adelong, Batlow, Brungle, Khancoban, Talbingo, Tumbarumba and Tumut.

Council's activities are aimed toward achieving its vision for the future of the Snowy Valleys and are focussed into five key strategic themes:

- **Towns and Villages** - We celebrate and nurture the unique character of our towns and villages
- **Growth Through Innovation** - We have economic development activities which provide community longevity, vibrancy and a sustainable future
- **Our Natural Environment** - We care and protect our natural environment to ensure future generations can experience and enjoy its beauty
- **Communication and Engagement** - We have engaged communities that actively participates in local decision making
- **Our Infrastructure** - We strive to continually improve our local infrastructure

- *How many people does your workplace employ in Australia?*
- *How many Aboriginal and Torres Strait Islander staff does your workplace currently employ (if known)?*
- *What is your organisation's geographic reach (regional, national, or global)?*
- *How many office locations does your workplace have in Australia and where are they?*

Our RAP

The purpose of this section is to provide readers of your RAP with background about your workplace's interest in reconciliation. In paragraphs, address the following questions as a minimum.

Our Reconciliation Journey

Snowy Valleys Council was established following the amalgamation of the former Tumbarumba Shire Council and Tumut Shire Council. Both these shires had varying degrees of relationships with traditional custodians and Aboriginal and Torres Strait Islander community members. Following the amalgamation, and with Snowy Valleys Council's unwavering commitment to building better communities, the need for a formal reconciliation journey was identified not only for us as an organisation, but also for the communities in which we live and work.

Snowy Valleys Council recognises the significance of Aboriginal and Torres Strait Islander peoples in Australian culture, history and identity. Our Reconciliation Action Plan (RAP) is a commitment to address the gap and make a genuine contribution to reconciliation through our business and activities.

Creating this Reflect RAP supports Council in recognising the areas where we need to build deeper and more meaningful relationships with Aboriginal and Torres Strait Islander peoples and peak groups across all areas of our business and community. Our journey in reconciliation has

just begun. Through practical application at all levels and commitment to the plan, our RAP will be woven into our everyday practices throughout all our services, activities and community engagement.

Our partnerships/current activities

- *Community partnerships*
- *Internal activities/initiatives*

Snowy Valleys Council values the current relationships it has with Aboriginal and Torres Strait Islander people in our communities and workplace.

Partnerships and activities that are inclusive and foster a sense of pride, belonging and community harmony are of utmost importance to Council and have been undertaken for a period of time now, leading into the formal beginning of our reconciliation journey – our Reflect RAP. These partnerships and activities have included:

Aboriginal Liaison Committee

The Aboriginal Liaison Committee was formed as a committee of Council to provide communication between Council and the Aboriginal Community. The main objectives of this committee are to raise the profile of Aboriginal issues within the Council, to facilitate and support objectives to create and enhance the quality of life for Aboriginal people; and to work with Aboriginal people to obtain common goals.

The Aboriginal Liaison Committee has been instrumental in identifying the needs of the Aboriginal community across the Snowy Valleys and has provided support for a number of projects and activities including:

- **Collaboration and Recognition** - NAIDOC week activities, Welcome to Country and opening of events are collaborated through Council's relationship with the Aboriginal Liaison Committee.
- **Bila Park** - The "Bila - Park – Gathering Place" project of a parkland sculpture aims to revere and respect the local Aboriginal history and culture, by telling the traditional story in artistic elements within the landscape site. The 'Gathering Place' is located in parkland acquired by Tumut Shire Council in 2002 adjacent to the Tumut River bounded by Fitzroy, Merivale and Wynyard Streets in Tumut. The Gathering Place has a local and regional level of significance.
- **Brungle Health Facility** - The Brungle Health Facility was officially opened in June 2005. The Management Committee are citizens from the Aboriginal Community in Brungle.
- **Shared Responsibility Agreement** - Tumut Shire Council supported a Shared Responsibility Agreement between Tumut and Brungle Indigenous community and the Commonwealth of Australia through the Wagga Wagga Indigenous Coordination Centre. Council was the host employer for a CDEP training program that involved between three and seven workers at different times over a 6-month period.
- **Feasibility Study for Aboriginal Cultural Centre** - A feasibility study for the proposed Aboriginal Cultural Centre, to be situated at the corner of the Snowy Mountains Highway and Capper Street, was carried out in early 2005 by the Riverina Business Enterprise Centre. The project will require considerable finance to become a reality.
- **Memorandum of Understanding** - In March 2010 Tumut Shire Council adopted the Memorandum of Understanding with the Aboriginal community.
- **Leo Kelly Arts and Culture Award for NAIDOC Week Celebrations** – The Tumut Library, on behalf of Snowy Valleys Council, partnered with the local Wiradjuri community and National Parks and Wildlife Service to deliver events during NAIDOC week 2018. The events included a talk from Nova Peris OAM, the first Aboriginal Australian to win Olympic Gold and Australia's first indigenous female to be elected to federal parliament. The celebrations saw Snowy Valleys Council efforts recognised through receipt of the Leo Kelly OAM Arts and

Culture Award at the NSW Local Government Awards. The Leo Kelly OAM Arts and Culture Award celebrates outstanding achievement by local government organisations in strategic planning for arts and culture.

- **Cultural Education for High School Students** - Snowy Valleys Council are working with Petaurus Education Group and Tumut High School to develop a cultural education program aimed at high school students, enabling them to act as leaders in their own learning regarding appreciating and protecting cultural and environmental Meeting Places. The program has been funded by the NSW State Government under their 2020 Stronger Country Community Fund Program.
- **Eastern Riverina Arts Cultural Programs** – Snowy Valleys Council regularly work with Eastern Riverina Arts supporting cultural art programs and initiatives within the region such as the [2020 Lagoon Project](#).

Reconciliation Working Group

The Reconciliation working group is formed of Indigenous and non – Indigenous staff, who are responsible for developing, creating understanding, accountability and ownership by Council staff to ensure adoption, implementation, reviewing and updating of Snowy Valleys Council Reconciliation Action Plan.

NOTE:

Green Actions = Mandatory actions and deliverables as prescribed by Reconciliation Australia in order to receive plan endorsement

Blue Actions = Actions and deliverables as proposed internally (note: some wording has been tweaked, initial intent should still remain)

Relationships			
Action	Deliverable	Timeline	Responsibility
1. Establish and strengthen mutually beneficial relationships with Aboriginal and Torres Strait Islander stakeholders and organisations.	<ul style="list-style-type: none"> Identify Aboriginal and Torres Strait Islander stakeholders and organisations within our local area or sphere of influence. 	<i>January 2021</i>	<i>RAP Working Group</i>
	<ul style="list-style-type: none"> Research best practice and principles that support partnerships with Aboriginal and Torres Strait Islander stakeholders and organisations. 	<i>February 2021</i>	<i>RAP Working Group</i>
	<ul style="list-style-type: none"> Update and disseminate the Engagement Policy to include an Aboriginal Engagement Strategy 	<i>September 2020</i>	<i>Communication & Engagement Team</i>
	<ul style="list-style-type: none"> Encourage Council staff to volunteer at Aboriginal community events and attend NAIDOC or other events throughout the year. Create networking opportunities between our senior staff, Aboriginal staff representatives, local Aboriginal Elders and key Aboriginal stakeholders. This may include a networking lunch or similar. 	<i>November 2020 - ongoing</i>	<i>RAP Working Group</i>
	<ul style="list-style-type: none"> Continue to facilitate the Aboriginal Liaison Committee. As a forum for discussion and a source of information for protocols and key information. 	<i>July 2020 - ongoing</i>	<i>RAP Working Group</i>
	<ul style="list-style-type: none"> Draft an updated Aboriginal Cultural Protocols and Practices Policy for review by the Aboriginal Liaison Committee. 	<i>September 2020</i>	<i>Community Development Officer</i>
2. Build relationships through celebrating National Reconciliation Week (NRW).	<ul style="list-style-type: none"> Circulate Reconciliation Australia's NRW resources and reconciliation materials to our staff. 	<i>April, Annually</i>	<i>RAP Working Group</i>
	<ul style="list-style-type: none"> RAP Working Group members to participate in an external NRW event. 	<i>27 May - 3 June, Annually</i>	<i>RAP Working Group</i>
	<ul style="list-style-type: none"> Encourage and support staff and senior leaders to participate in at least one external event to recognise and celebrate NRW. 	<i>27 May - 3 June, Annually</i>	<i>RAP Working Group</i>

	<ul style="list-style-type: none"> • Council to host flag raising ceremonies to recognise NAIDOC week annually, and a minimum of two internal events to celebrate National Reconciliation Week. 	May - July, Annually	RAP Working Group / Place Activation Team
3. Promote reconciliation through our sphere of influence.	<ul style="list-style-type: none"> • Communicate our commitment to reconciliation to all staff. 	October 2020	ELT
	<ul style="list-style-type: none"> • Identify external stakeholders that our organisation can engage with on our reconciliation journey. 	September 2020	RAP Working Group
	<ul style="list-style-type: none"> • Identify RAP and other like-minded organisations that we could approach to collaborate with on our reconciliation journey. 	September 2020	RAP Working Group
4. Promote positive race relations through anti-discrimination strategies.	<ul style="list-style-type: none"> • Research best practice and policies in areas of race relations and anti-discrimination. 	March 2021	Coordinator People and Culture
	<ul style="list-style-type: none"> • Conduct a review of HR policies and procedures to identify existing anti-discrimination provisions, and future needs 	March 2021	Coordinator People and Culture
	<ul style="list-style-type: none"> • Promote our RAP and commitment to reconciliation through: <ul style="list-style-type: none"> ○ Publicly displaying SVC's RAP vision in the reception area of main Council locations. ○ Maintaining and promoting Council's RAP webpage. ○ Promoting NRW, NAIDOC and relevant events and activities. ○ Council plans, strategies and policies 	January 2021 - ongoing	ELT / RAP Working Group

Respect			
Action	Deliverable	Timeline	Responsibility
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"> Develop a business case for increasing understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights within our organisation. 	<i>October 2021</i>	<i>RAP Working Group</i>
	<ul style="list-style-type: none"> Conduct a review of cultural learning needs within our organisation. 	<i>October 2021</i>	<i>People and Culture Team</i>
	<ul style="list-style-type: none"> Include a provision in the Council induction program to cover: <ul style="list-style-type: none"> A high-level overview of Council's diverse Aboriginal community. A copy of the RAP and related documents. Cultural awareness information/training, delivered by local Aboriginal people appropriate to country. 	<i>October 2021</i>	<i>People and Culture Team</i>
6. Demonstrate respect to Aboriginal and Torres Strait Islander peoples by observing cultural protocols.	<ul style="list-style-type: none"> Develop an understanding of the local Traditional Owners or Custodians of the lands and waters within our organisation's operational area. Create a story of the history of the Local Traditional Owners or custodians of the lands and waters within the region. 	<i>June 2021</i>	<i>RAP Working Group</i>
	<ul style="list-style-type: none"> Increase staff's understanding of the purpose and significance behind cultural protocols, including Acknowledgement of Country and Welcome to Country protocols. 	<i>December 2021</i>	<i>RAP Working Group</i>
	<ul style="list-style-type: none"> Encourage Aboriginal representatives to provide a Welcome to Country through the policy and the events procedure at relevant events. This includes events that we lead and sponsor (for example NAIDOC, s.355 festivals and citizenship ceremonies). 	<i>July 2020 – ongoing</i>	<i>RAP Working Group</i>
	<ul style="list-style-type: none"> Include an Acknowledgement of Country on our public website. 	<i>November 2020</i>	<i>ELT</i>
	<ul style="list-style-type: none"> Include appropriate wording for Acknowledgement of Country in our email signatures 	<i>November 2020</i>	<i>ELT</i>
	<ul style="list-style-type: none"> Display, where appropriate, Acknowledgement of Country plaques across our sites. This includes at customer service, libraries and depots. 	<i>November 2020</i>	<i>ELT</i>

7. Build respect for Aboriginal and Torres Strait Islander cultures and histories by celebrating NAIDOC Week.	<ul style="list-style-type: none">• Raise awareness and share information amongst our staff about the meaning of NAIDOC Week.	<i>May - July 2021</i>	<i>RAP Working Group</i>
	<ul style="list-style-type: none">• Introduce our staff to NAIDOC Week by promoting external events in our local area.	<i>May – July 2021</i>	<i>RAP Working Group</i>
	<ul style="list-style-type: none">• RAP Working Group to participate in an external NAIDOC Week event.	<i>First week in July, 2021</i>	<i>RAP Working Group</i>

Opportunities			
Action	Deliverable	Timeline	Responsibility
8. Improve employment outcomes by increasing Aboriginal and Torres Strait Islander recruitment, retention and professional development.	<ul style="list-style-type: none"> Develop a business case for Aboriginal and Torres Strait Islander employment within our organisation including implementation of a EEO strategy or policy. In the business case, consider increasing exposure of Council's employment opportunities, through: <ul style="list-style-type: none"> Aboriginal and Torres Strait Islander Employment Services such as NCAP, and Promoting traineeship opportunities through Indigenous Liaison Officers and corporate business. 	October, 2021	HR Team
	<ul style="list-style-type: none"> Build understanding of current Aboriginal and Torres Strait Islander staffing to inform future employment and professional development opportunities. 	August 2022	HR Team
	<ul style="list-style-type: none"> Investigate opportunities for Aboriginal Identified role(s) such as an aboriginal liaison officer, aboriginal education officer or the like 	August 2022	HR Team
	<ul style="list-style-type: none"> Support staff who identify as aboriginal to participate as community members in the aboriginal liaison committee 	August 2021	HR Team
9. Increase Aboriginal and Torres Strait Islander supplier diversity to support improved economic and social outcomes.	<ul style="list-style-type: none"> Develop a business case for procurement from Aboriginal and Torres Strait Islander owned businesses. 	May 2022	Procurement Team
	<ul style="list-style-type: none"> Investigate Supply Nation membership. 	May 2022	Infrastructure Works Department

Governance			
Action	Deliverable	Timeline	Responsibility
10. Establish and maintain an effective RAP Working Group (RWG) to drive governance of the RAP.	<ul style="list-style-type: none"> Form an RWG to govern RAP implementation. 	August 2020	ED Corporate & Community
	<ul style="list-style-type: none"> Draft a Terms of Reference for the RWG. Including <ul style="list-style-type: none"> Requirement for quarterly meetings, Meaningful Aboriginal and Torres Strait Islander staff representation, and Membership size. 	August 2020	Governance
	<ul style="list-style-type: none"> Establish Aboriginal and Torres Strait Islander representation on the RWG. 	August 2020	ED Corporate & Community
	<ul style="list-style-type: none"> Implement a reporting and evaluation program. 	August 2020	RAP Working Group
11. Provide appropriate support for effective implementation of RAP commitments.	<ul style="list-style-type: none"> Define resource needs for RAP implementation. 	September 2020	Finance
	<ul style="list-style-type: none"> Engage senior leaders in the delivery of RAP commitments. 	September 2020	ED Corporate & Community
	<ul style="list-style-type: none"> Define appropriate systems and capability to track, measure and report on RAP commitments. 	September 2020	RAP Working Group
12. Build accountability and transparency through reporting RAP achievements, challenges and learnings both internally and externally.	<ul style="list-style-type: none"> Complete and submit the annual RAP Impact Measurement Questionnaire to Reconciliation Australia. 	30 September, 2020	RAP Working Group
	<ul style="list-style-type: none"> Complete and present an annual progress report for consideration and endorsement by Council. Include the RAP Impact Measurement Questionnaire as part of the report. 	July 2021	RAP Working Group
	<ul style="list-style-type: none"> Share an annual RAP progress report on our RAP webpage. Promote the RAP progress report through relevant networks. 	July 2021	RAP Working Group
13. Continue our reconciliation journey by developing our next RAP.	<ul style="list-style-type: none"> Review key achievements and learnings of our RAP and develop priorities for a future plan. 	November 2022	RAP Working Group
	<ul style="list-style-type: none"> Register via Reconciliation Australia's website to begin developing our next RAP. 	December, 2022	RAP Working Group

Contact details *Include contact details (job title, phone and email) for public enquiries about our RAP.*

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