

## Notice of Meeting

### ABORIGINAL LIAISON COMMITTEE

16 June 2021 at 10.00am  
Council Chambers 76 Capper Street Tumut

#### AGENDA

Present

1. Apologies

Declaration of Interest

2. Minutes of Previous meeting  
*Minutes of meeting held 23 September 2020*

#### **RECOMMENDATION:**

That the Minutes of the Extra-Aboriginal Liaison Committee Meeting held on the 23 September 2020 be received and noted.

3. Business arising
4. Agenda Items
  - 4.1 Aboriginal Liaison Committee Matters - 16 June 2021 .....3
5. General Business
6. Next meeting

**THE MINUTES OF THE ABORIGINAL LIAISON COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER 76 CAPPER STREET TUMUT AND COUNCIL CHAMBER BRIDGE STREET TUMBARUMBA - TELECONFERENCE, ON WEDNESDAY 23 SEPTEMBER 2020**

**COMMENCING AT** 10:00am

**PRESENT:** Sue Bulger – Elder (Chairperson), Shirley Marlowe – Community Transport (Deputy Chairperson), Coral Bulger – AECG, Winnie Bulger – Tumut High School, Meegan Cameron, Mary Greenhalgh – Brungle/Tumut LALC, John Casey - Director of TKNIC, Sandra Casey - Director of TKNIC, Craig Wilesmith - TKNIC

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

**1. APOLOGIES**

Stan Russell, Lorna Casey. Rhonda Casey

**2. MINUTES OF PREVIOUS MEETINGS**

**AL03. RESOLVED:**

That the Minutes of the Aboriginal Liaison Committee Meeting held on 19 February 2020 be received.

John Casey / Coral Bulger

**3 BUSINESS ARISING**

Discussion held in relation to SVC road naming policy and names put forward. Request made by committee members to remove Cyb and Wilkie.

Mark informed the committee that at the February meeting the made the decision that all names raised my ALC members should automatically go into the pool and made a recommendation to Council “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”. This recommendation was adopted as to the road naming policy.

Mark informed that these names had been submitted and discussion around the appropriateness of the names being used, can be discussed and the time Council consults with the ALC prior to using these names to name a road.

#### **4. AGENDA ITEMS**

##### **4.1 RECONCILIATION ACTION PLAN REVIEW**

##### **AL04. RESOLVED:**

THAT THE COMMITTEE:

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

Shirley Marlowe / Mary Greenhalgh

2. Endorse SVC RAP (Reconciliation Action Plan) with the following changes;

- Action 8 - to include exploring identified roles for both outdoor and indoor roles.
- Action 8 - to include school based traineeships
- Action 6 - Acknowledgment of Country on website, email signatures and plaques to also be written in traditional language

Shirley Marlowe / Mary Greenhalgh

Mark provided an overview of the structure and members of SVC's Rap Working Group (RWG). Paul Holton introduced himself as the Executive Director Community & Corporate for SVC and informed that SVC's RAP will outline what Council will do in respect of reconciliation moving forward.

Mark provided an overview of the template used and the process of developing the RAP.

The committee discussed the RAP and provided the following feedback:

- Action 8 - to include exploring identified roles for both outdoor and indoor roles.
- Action 8 - to include school based traineeships
- Action 6 – Acknowledgment of Country on website, email signatures and plaques to also be written in traditional language

Mark and Paul agreed that the above recommended changes would be made to the RAP to reflect the ALC's feedback.

Paul informed the committee the deliverables in Green were minimum requirements outlined by Reconciliation Australia and the Blue were additional actions identified and added in by SVC RWG. Paul explained that all deliverable items whether blue or green on the RAP are all mandatory commitments.

Sue discussed that in the deliverables in states "Council to host flag raising ceremonies to recognise NAIDOC week annually", however in the past few years Council has funded NAIDOC flag ceremonies have been held at the Brungle/Tumut Local Aboriginal Land Council.

Mark informed that this action was to capture SVC's minimum commitment to NAIDOC and to boost staff inclusion. SVC are not bound where the ceremony must be held, only they must host two, which can include the Land Council. Any queries around NAIDOC ceremonies or to negotiate locations are to go through SVC's Event Activation Officer.

Question was raised around how Aboriginal based/relevant policies will be reviewed as part of the RAP. The committee was informed that as per normal process and Aboriginal policy and/or relevant policies/procedures, will still be tabled at an ALC meeting for the ALC's review and input.

The committee discussed their views on endorsing the RAP. Winnie informed the committee that even if endorsed it is up to Reconciliation Australia to accept

Paul informed this is only the first step in SVC's approach to reconciliation. If adopted the RAP will continue to be reviewed and actioned, all in collaboration of the ALC.

It was put to the committee that the ALC;

Endorse SVC RAP (Reconciliation Action Plan) with the following changes:

- Action 8 - to include exploring identified roles for both outdoor and indoor roles.
- Action 8 - to include school based traineeships
- Action 6 - Acknowledgment of Country on website, email signatures and plaques to also be written in traditional language

Moved: Shirley Marlowe / Mary Greenhalgh  
**CARRIED UNANIMOUSLY**

## **5 GENERAL BUSINESS**

- Brungle/Tumut Local Aboriginal Land Council received SVC Stronger Country Community Grant for - Dancing on Country
- NAIDOC to be held in November SVC to host two flag raising ceremonies
  - Tumut RHB – Monday 9<sup>th</sup> November
  - Tumbarumba Council – Tuesday 10<sup>th</sup> November
- Sandra asked that all community events including NAIDOC be forwarded to schools, so they can inform the students on what's happening.
- Rotary Letter received (see below)
- Letter addressed to Matthew Hyde from Leeanne Hampton received (see below)



# Rotary Club of Tumut



ABN 32 251 284 233  
P O Box 209, TUMUT, NSW 2720  
[tumut.rotary@gmail.com](mailto:tumut.rotary@gmail.com)  
[www.tumutrotary.org](http://www.tumutrotary.org)

17<sup>th</sup> September 2020

Dear Stan,

## RE: ROTARY PEACE POLE AT PIONEER PARK

Thanks for all your support and efforts regarding the Rotary Peace Pole to include the interpretation 'May Peace Prevail on Earth' into Wiradjuri for the Celebration of the 100<sup>th</sup> Anniversary of Rotary in Australia in April, 2021.

As you will see, I have forwarded the request of Andrew Burke and my reply. Both are given below.

Snowy Valleys Council (SVC) 'in principle', has passed for the Rotary Club of Tumut to have a Rotary Peace Pole at Pioneer Park (the actual site to be discussed later). As part of this agreement, Mr. Burke asks for confirmation of support from the below mentioned groups, some of which involve you.

As such I am asking for you to get letters/emails of support from the various groups that you have talked to and if you can email them to me. I will send an email with them attached to back up our request for the placement of the Rotary Peace Pole.

Stan, I need the information of support from:

- the Aboriginal Land Council,
- Tumut Family Services,
- TAFE Wiradjuri Classes
- Any other Wiradjuri Elders
- Any other groups/people you have talked to that you know of or may not have mentioned previously regarding the signage and placement of the Rotary Peace Pole in Pioneer Park.

Thanks for doing this for Rotary, much appreciated. If you need my help in doing so, just let me know on email: [tomandwendy5@bigpond.com](mailto:tomandwendy5@bigpond.com) or mobile/text/message: 0417 281 863.

Looking forward to hearing from you as soon as practicable,  
Kind regards,

Wendy

Wendy Arentz  
President 2020-2021

Councillor Leeanne Hampton  
PO Box 332  
West Wyalong NSW 2671  
[leeanne.hampton@alc.org.au](mailto:leeanne.hampton@alc.org.au)  
Ph: 0436 106 241

17<sup>th</sup> September 2020

Mr Matthew Hyde  
Snowy Valleys Council  
76 Capper Street  
Tumut NSW 2720  
[info@svc.nsw.gov.au](mailto:info@svc.nsw.gov.au)



**COPY**

Dear Matthew,

My name is Leeanne Hampton and I write to you today to introduce myself as the newly elected Councillor for the Wiradjuri Region within the NSW Aboriginal Land Council (NSWALC) network.

The NSWALC is the State's peak representative body in Aboriginal Affairs and aims to protect the interests and further the aspirations of its members and the broader Aboriginal community. It is the largest member based Aboriginal organisation in NSW.

NSWALC is committed to ensuring a better future for Aboriginal people by working for the return of culturally significant and economically viable land, pursuing cultural, social and economic independence for its people and being politically proactive and voicing the position of Aboriginal people on issues that affect them.

The 120 Local Aboriginal Land Councils (LALC) which make up the network, collectively manage land and a range of services delivered at a local level to communities. These services may include housing, legal affairs, employment, training and property acquisition and land management.

There are 22 Local Aboriginal Land Councils across 40 local government councils that span across our broad Wiradjuri region. I would be available to meet with you via Zoom, Microsoft Teams or in person over the coming months at your invitation and convenience.

Prior to this appointment, I served a term as Councillor on Bland Shire Council and was CEO of West Wyalong Local Aboriginal Land Council. I believe my experience gives me a unique perspective and I hope over this term to assist in developing stronger relationships and improved communications between local government and the local land councils.

I look forward to meeting you and working with your Council in the near future to work together to enhance partnerships improve outcomes for all communities.

Yours sincerely



Leeanne Hampton  
Councillor, Wiradjuri Region  
NSW Aboriginal Land Council

## **6      NEXT MEETING**

Will be held on 17th February 2021 at 11.00am in the Tumut Council Chambers

There being no further business to discuss, the meeting closed at 10:59am.

**4. AGENDA ITEMS****4.1 ABORIGINAL LIAISON COMMITTEE MATTERS - 16 JUNE 2021**

**REPORT AUTHOR:** MANAGER COMMUNITY SERVICES  
**RESPONSIBLE DIRECTOR:** EXECUTIVE DIRECTOR COMMUNITY AND CORPORATE

**EXECUTIVE SUMMARY:**

The Aboriginal Liaison Committee's purpose is to provide a forum for discussion between Council and the Aboriginal Community on key issues.

In July 2007 Council and the Aboriginal Community developed a Memorandum of Understanding (MoU). The MoU provides the agreed wording for the Council Acknowledgment of Country and led to the development of the Aboriginal Cultural Protocols and Practices Policy (adopted in 2011).

The MOU between the Aboriginal Community and Snowy Valleys Council was adopted on 11<sup>th</sup> December 2018. The Snowy Valleys Council Aboriginal Cultural Protocols and Practices Policy was adopted on 11<sup>th</sup> December 2018.

The Aboriginal Liaison Committee meetings are held every two months.

**RECOMMENDATION:****THAT THE COMMITTEE:**

- 1. Receive the report on Aboriginal Liaison Committee matters.**

**REPORT:**

1. Apologies

Declaration of Interest

2. Minutes of Previous meeting

*Minutes of meeting held 19 February 2020*

*Minutes of Extraordinary meeting held 23 September 2020*

3. Business arising

4. General Business

- 4.1 SVC Events Activation Officer discussion on update to events and bookings and NAIDOC Week.

- 4.2 Draft SVC Reconciliation Action Plan (RAP)

- 4.3 Aboriginal Liaison Committee representatives on SVC RAP Working Group

- 4.4 Aboriginal Liaison Committee Terms of Reference

- 4.5 Feedback from representatives who attended Public Hearing Regional Australia on 14 May 2021



5. Other business
6. Next meeting  
10am Wednesday 18 August 2021  
Venue TBA

## **ATTACHMENTS**

- 1 Draft SVC Reconciliation Action Plan [↓](#)
- 2 SVC Aboriginal Liaison Committee TofR [↓](#)

# REFLECT RECONCILIATION ACTION PLAN DECEMBER 2021 – DECEMBER 2022



## Acknowledgement Traditional Custodians

Snowy Valleys Council recognises the Wiradjuri, Ngarigo and Wolgalu (Walgalo) 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 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 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 (Walgalo) peoples, as a site of shared memories and links with past traditions

## Mayor's Message

## CEO Message

## 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.

## 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
- Library Services
- Independent Living
- Multi Service Outlet
- Community Transport
- Outdoor Construction and Maintenance
- Utilities, Open Spaces and Facilities
- Fleet and Depots
- GIS and Asset Systems
- Utilities and Waste Business
- Swimming Pools
- Project Delivery
- Survey and Design (Roads and Design)
- Growth and Activation
- 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 four (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 focused 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.

## 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

**REFLECT Reconciliation Action Plan – DECEMBER 2022**

Doc Id. 3098918

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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.

## Our Partnerships/current activities

*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, 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](#).

#### **Our RAP Working Group (RWG)**

The RWG working group was established to lead and guide Council in the development of the Reconciliation Action Plan. The RWG responsibilities include developing, creating understanding, accountability, and ownership by Council staff to ensure adoption, implementation, reviewing and updating of Snowy Valleys Council Reconciliation Action Plan.

The following community members and staff form the RWG are as follows:

Two Aboriginal Liaison Committee members, Executive leadership Team - Executive Chief Of Staff, Chief Financial Officer, Executive Director Community & Corporate, Manager Community Services, Manager Utilities, Open Space & Facilities, Coordinator Governance & Risk, Corporate Planner, HR Business Partner, Administration Officer - Community Transport, Community Development Officer, Coordinator Communications and Engagement, Coordinator Place Activation, Coordinator People and Culture and *Manager Technical Services*.

#### **Photos of RWG**



## SNOWY VALLEYS COUNCIL RECONCILIATION PLAN - REFLECT

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"> <li>Identify Aboriginal and Torres Strait Islander stakeholders and organisations within our local area or sphere of influence, with the intent to connect with on our reconciliation journey.</li> </ul>	December 2021	Coordinator Place Activation
	<ul style="list-style-type: none"> <li>Research best practice and principles that support partnerships with Aboriginal and Torres Strait Islander stakeholders and organisations.</li> </ul>	December 2021	Community Development Officer
	<ul style="list-style-type: none"> <li>Update and disseminate the Engagement Policy to include an Aboriginal Engagement Strategy</li> </ul>	December 2021	Communication & Engagement Team
	<ul style="list-style-type: none"> <li>Encourage Council staff to participate in Aboriginal community events and attend NAIDOC or other events throughout the year.</li> </ul>	December 2021 - ongoing	Executive Director Community & Corporate
	<ul style="list-style-type: none"> <li>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.</li> </ul>		
	<ul style="list-style-type: none"> <li>Continue to facilitate the Aboriginal Liaison Committee. As a forum for discussion and a source of information for protocols and key information.</li> </ul>	December 2021 - ongoing	Community Development Officer
	<ul style="list-style-type: none"> <li>Review and update Aboriginal Cultural Protocols and Practices Policy for review by the Aboriginal Liaison Committee.</li> </ul>	January 2022	Community Development Officer



2. Build relationships through celebrating National Reconciliation Week (NRW).	<ul style="list-style-type: none"> <li>• Circulate Reconciliation Australia's NRW resources and reconciliation materials to our staff.</li> </ul>	April, Annually	Executive Director Community & Corporate
	<ul style="list-style-type: none"> <li>• RAP Working Group members to participate in an external NRW event.</li> </ul>	27 May - 3 June, Annually	Executive Director Community & Corporate
	<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, Annually	ELT – Executive Chief Of Staff
	<ul style="list-style-type: none"> <li>• Council to host flag raising ceremonies to recognise NAIDOC week annually. Encourage Council staff to participate in NAIDOC week activities, and a minimum of two internal events to celebrate National Reconciliation Week.</li> </ul>	May - July, Annually	Coordinator Place Activation
3. Promote reconciliation through our sphere of influence.	<ul style="list-style-type: none"> <li>• Communicate our commitment to reconciliation to all staff through <ul style="list-style-type: none"> <li>○ Council minutes (acknowledgement of Country)</li> <li>○ Staff morning Tea and Toolbox meetings</li> <li>○ Provide an understanding and reminder of significant Aboriginal days e.g., NAIDOC week and Sorry Day</li> <li>○ Council Values</li> </ul> </li> </ul>	December 2021 - ongoing	ELT – Executive Chief Of Staff
	<ul style="list-style-type: none"> <li>• Identify external stakeholders that our organisation can engage with on our reconciliation journey.</li> </ul>	January 2022	Coordinator Place Activation
	<ul style="list-style-type: none"> <li>• Identify RAP organisations and other like-minded organisations that we could approach to collaborate with on our reconciliation journey.</li> </ul>	December 2021 - ongoing	Coordinator Place Activation
	<ul style="list-style-type: none"> <li>• Research best practice and policies in areas of race relations and anti-discrimination.</li> </ul>	December 2021	Coordinator People and Culture
	<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>	January 2022	Coordinator People and Culture

4. Promote positive race relations through anti-discrimination strategies.	<ul style="list-style-type: none"><li>• Promote our RAP and commitment to reconciliation through:<ul style="list-style-type: none"><li>○ Publicly displaying SVC's RAP vision in the reception area of main Council locations</li><li>○ Develop and promoting the RAP on Council's webpage</li><li>○ Promoting NRW, NAIDOC and relevant events and activities. Council plans, strategies, and policies</li></ul></li></ul>	December 2021 - ongoing	RAP Champion
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DRAFT

<b>RESPECT</b>			
<b>Action</b>	<b>Deliverable</b>	<b>Timeline</b>	<b>Responsibility</b>
5. 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>Develop a business case for increasing understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights within our organisation.</li> </ul>	<i>October 2021</i>	<i>Chief Financial Officer</i>
	<ul style="list-style-type: none"> <li>Conduct a review of cultural learning needs within our organisation.</li> </ul>	<i>December 2021</i>	<i>Coordinator People and Culture</i>
	<ul style="list-style-type: none"> <li>Include a provision in the Council induction program to cover:               <ul style="list-style-type: none"> <li>A high-level overview of Council's diverse Aboriginal community.</li> <li>A copy of the RAP and related documents.</li> <li>Cultural awareness information/training, delivered by local Aboriginal people appropriate to country.</li> </ul> </li> </ul>	<i>February 2022</i>	<i>Coordinator People and Culture</i>
6. Demonstrate respect to Aboriginal and	<ul style="list-style-type: none"> <li>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>development of map of LGA</i>)</li> </ul>	<i>July 2021</i>	<i>Coordinator Place and Activation and GIS and Systems Coordinator</i>
	<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>	<i>December 2021</i>	<i>Community Development Officer</i>
	<ul style="list-style-type: none"> <li>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).</li> </ul>	<i>December 2021 – ongoing</i>	<i>Place and Activation Coordinator</i>

Torres Strait Islander peoples by	<ul style="list-style-type: none"> <li>Include an Acknowledgement of Country on our public website. <i>(Acknowledgment also to be written in traditional Wiradjuri, Nganگو and Wolgali language)</i></li> </ul>	December 2021	Coordinator Communications and Engagement
	<ul style="list-style-type: none"> <li>Include appropriate wording for Acknowledgement of Country in our email signatures <i>(Acknowledgment also to be written in traditional language)</i></li> </ul>	December 2021	Coordinator Communications and Engagement
	<ul style="list-style-type: none"> <li>Display, where appropriate, Acknowledgement of Country plaques across our sites. This includes at customer service, libraries and depots. <i>(Acknowledgment also to be written in traditional language appropriate to Country)</i></li> </ul>	December 2022	Manager Technical Services

7. Build respect for Aboriginal and Torres Strait Islander cultures and histories by celebrating NAIDOC Week.	<ul style="list-style-type: none"> <li>Raise awareness and share information amongst our staff about the meaning of NAIDOC Week.</li> </ul>	<i>–May – July 2022</i>	<i>Coordinator Place Activation</i>
	<ul style="list-style-type: none"> <li>Introduce our staff to NAIDOC Week by promoting external events in our local area.</li> </ul>	<i>May – July 2022</i>	<i>Coordinator Place Activation</i>
	<ul style="list-style-type: none"> <li>RAP Working Group to participate in an external NAIDOC Week event.</li> </ul>	<i>First week in July, 2022</i>	<i>Executive Director Community &amp; ...</i>

<b>Opportunities</b>			
<b>Action</b>	<b>Deliverable</b>	<b>Timeline</b>	<b>Responsibility</b>
8. Improve employment outcomes by increasing Aboriginal and Torres Strait Islander recruitment, retention and professional development.	<ul style="list-style-type: none"> <li>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"> <li>Aboriginal and Torres Strait Islander Employment Services such as NCAP, and</li> <li>Promoting traineeship opportunities through Indigenous Liaison Officers and corporate business.</li> </ul> </li> </ul>	<i>February, 2022</i>	Coordinator People and Culture
	<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>	<i>August 2022</i>	Coordinator People and Culture
	<ul style="list-style-type: none"> <li>Investigate opportunities for Aboriginal Identified roles within the SVC outdoor and indoor teams, such as an Aboriginal liaison officer, Aboriginal education officer, Parks &amp; Gardens team member and School based traineeships</li> </ul>	<i>August 2022</i>	Coordinator People and Culture
	<ul style="list-style-type: none"> <li>Support staff who identify as Aboriginal to participate as community members in the Aboriginal liaison committee</li> </ul>	<i>December 2021</i>	Coordinator People and Culture

9. Increase Aboriginal and Torres Strait Islander supplier diversity to support improved economic and social outcomes.	<ul style="list-style-type: none"> <li>Develop a business case for procurement from Aboriginal and Torres Strait Islander owned businesses.</li> </ul>	December 2022	Chief Financial Officer
	<ul style="list-style-type: none"> <li>Investigate Supply Nation membership.</li> </ul>	May 2022	<i>Manager Utilities, Open Space and Facilities</i>

<b>Governance</b>			
<b>Action</b>	<b>Deliverable</b>	<b>Timeline</b>	<b>Responsibility</b>
10. Establish and maintain an effective RAP Working Group (RWG) to drive governance of the RAP.	<ul style="list-style-type: none"> <li>Form an RWG to govern RAP implementation.</li> </ul>	December 2021	ED Corporate & Community
	<ul style="list-style-type: none"> <li>Draft a Terms of Reference for the RWG. Including               <ul style="list-style-type: none"> <li>Requirement for quarterly meetings,</li> <li>Meaningful Aboriginal and Torres Strait Islander staff representation, and</li> <li>Membership size.</li> </ul> </li> </ul>	December 2021	Governance/ Executive Director Community & Corporate
	<ul style="list-style-type: none"> <li>Establish Aboriginal and Torres Strait Islander representation on the RWG.</li> </ul>	August 2021	ED Corporate & Community
	<ul style="list-style-type: none"> <li>Implement a reporting and evaluation program.</li> </ul>	<i>August 2021</i>	<i>RAP Working Group</i>
11. Provide appropriate support for effective implementation of RAP commitments.	<ul style="list-style-type: none"> <li>Define resource needs for RAP implementation.</li> </ul>	<i>December 2021</i>	Chief Finance Officer/ Executive Director Community & Corporate
	<ul style="list-style-type: none"> <li>Engage senior leaders in the delivery of RAP commitments.</li> </ul>	<i>December 2021</i>	Executive Director Corporate
	<ul style="list-style-type: none"> <li>Define appropriate systems and capability to track, measure and report on RAP commitments.</li> </ul>	<i>December 2021</i>	<i>Corporate Planner</i>

12. Build accountability and transparency through reporting RAP achievements, challenges and learnings both internally and externally.	<ul style="list-style-type: none"> <li>Complete and submit the annual RAP Impact Measurement Questionnaire to Reconciliation Australia.</li> </ul>	December , 2021	Manager Community Services
	<ul style="list-style-type: none"> <li>Complete and present an annual progress report for consideration and endorsement by Council. Include the RAP Impact Measurement Questionnaire as part of the report.</li> </ul>	September 2022	Manager Community Services
	<ul style="list-style-type: none"> <li>Share an annual RAP progress report on Council's webpage. Promote the RAP progress report through relevant networks.</li> </ul>	October 2022	Coordinator Communications and Engagement
13. Continue our reconciliation journey by developing our next RAP.	<ul style="list-style-type: none"> <li>Review key achievements and learnings of our RAP and develop priorities for a future plan.</li> </ul>	November 2022	Executive Director Community & Corporate
	<ul style="list-style-type: none"> <li>Register via Reconciliation Australia's website to begin developing our next RAP.</li> </ul>	December, 2022	Manager Community Services

**Contact Details**

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# Aboriginal Liaison Committee

## Terms of Reference

ToR No: SVC-TofR-09-02

**1. NAME**

The name of the Committee is the Aboriginal Liaison Committee.

**2. STATUS**

Being an advisory committee, the Aboriginal Liaison Committee does not have executive power or authority to direct staff nor does it enjoy the delegation of any powers, functions or duties of Council.

**3. DELEGATION**

All decisions of the Committee will, therefore, constitute recommendations to Council and other major stakeholders where relevant.

**4. PURPOSE**

The purpose of the committee is to:

- Provide a forum for discussion between Council and the Aboriginal Community of the Snowy Valleys Council on key issues.

**5. OBJECTIVES OF THE COMMITTEE**

The Aboriginal Liaison Committee is a committee of Council responsive to community needs. The effectiveness of the committee depends on community support.

- To report on activities and functions in the community.
- To raise the profile of aboriginal issues within the area.
- To facilitate partnerships with Aboriginal organisations and community members to assist in the delivery of the Community Strategic Plan.

**6. DECISION MAKING**

It is intended that the Committee will make decisions based on consensus. If it is not possible to arrive at a consensus on a particular item the recommendation to Council should note the dissenting views.

**7. MANAGEMENT AND OPERATION OF THE COMMITTEE**

**a) STRUCTURE / MEMBERSHIP**

The Committee shall be comprised of citizen/community representatives, the General Manager or nominated delegate and one Councillor. It is desirable that there is a representation from the entire area, a reasonable gender balance and age distribution on the Committee.

**b) APPOINTMENT AND SELECTION OF MEMBERS**

The Snowy Valleys Council will call for applications from community members within the Council area for all community member positions.



The applications will be assessed on their merit and suitable persons will be appointed to the Aboriginal Liaison Committee by Snowy Valleys Council. Persons can be self-nominated, or can represent a group or organisation.

**c) TERM**

The term should be in line with the term of Council. Any vacancies which occur will be advertised and appointed from nominations received or in the case of an organisation that group can nominate a replacement representative.

Members of the Aboriginal Liaison Committee may cease to hold office:

- By death, mental incapacitation or by serving of a criminal sentence;
- If the member provides a written resignation;
- If a member is absent from three consecutive meetings (with or without apology), without having obtained a formal leave of absence.

**d) CHAIRPERSON**

The Chairperson shall be elected by the committee by a simple majority vote taken from members present at the first meeting of each calendar year and shall serve a term of one year.

The Deputy Chairperson shall be elected by the committee by a simple majority vote taken from members present at the first meeting of each calendar year and shall serve a term of one year.

In the absence of the Chairperson, the Deputy Chairperson shall chair that meeting.

**e) SECRETARIAT**

A staff member from Snowy Valleys Council Community Development Team shall perform the Secretariat duties for the Committee.

**f) COUNCIL STAFF MEMBERS ON COMMITTEES**

Snowy Valleys Council staff members who attend Committee meetings shall:

- Not be considered as part of the quorum;
- Have no voting rights
- Not be able to enact the role of Chairperson or Vice Chairperson at any meeting;
- Be considered as an ex-officio member of the committee at all times.

**g) PECUNIARY INTERESTS AND CONFLICTS OF INTEREST**

Members of the Committee must, having reviewed the agenda for a meeting, or when becoming aware of a potential conflict of interest or pecuniary interest in any matters being discussed by the Committee, immediately advise the Chairperson.

The Committee member must refrain from participating in the discussion and if deemed appropriate by the voting members present, leave the meeting whilst the matter is discussed and not participate in any decision making related to the issue. The interest will be recorded in the minutes.

**h) QUORUM**

A quorum of the Committee will be 4 of appointed voting members present.

If a quorum is not reached within 10 minutes of the appointed starting time, the meeting shall:

- a) be adjourned to a time determined by the Chairperson in consultation with the staff member performing Secretariat duties to ensure that the adjourned time does not clash with other scheduled meetings or;
- b) continue as an Inquorate discussion (refer 5i).

#### **i) INQUORATE MEETINGS**

In the event that a meeting does not have the required quorum, those members present can determine whether they would like to continue with the meeting as an Inquorate Discussion.

In this case, recommendations for decisions cannot be made, but can be carried forward to subsequent meetings where a quorum is present.

Minutes of an inquorate discussion must take the form of Inquorate Discussion Notes. The members present at an inquorate discussion cannot put or carry any motion or resolution.

#### **j) DECISIONS AND VOTING**

The Committee's business is conducted on a simple majority vote by those appointed members present.

Each appointed member of the Committee present at any meeting shall have one vote on any matter.

Major decisions and recommendations will be referred to Council for adoption prior to implementation by the Committee.

The Committee shall make recommendations to Council on matters that relate to the objectives of the Aboriginal Liaison Committee for the Snowy Valleys Council. Only those Councillors appointed to the Aboriginal Liaison Committee have voting rights.

#### **k) ATTENDANCE OF NON MEMBERS**

The Committee may, at its discretion, allow non-members, observers and advisers to attend meetings of the committee to facilitate exchange of information and to provide specialist advice and counsel to the Committee.

#### **l) WORKING GROUPS**

The Committee is able to form a Working Group as required to address specific issues or undertake specific activities. The Working Group must report to each Committee meeting.

Non-members may be co-opted to a working group. A member of the Committee shall act in the capacity of Chairperson of the working group.

The Committee shall determine a statement of the purpose/objectives, responsibilities and tasks to be achieved by the Working Group at the time that it is formed.

### **8. COMMITTEE OPERATION AND MEETINGS**

#### **a) MEETINGS**

Meetings will be held bi-monthly 10am on the third Wednesday of the month, at the Riverina Highlands Building, Tumut.

**b) SPECIAL MEETINGS**

Special meetings may be called by the Chairperson, or at least two voting members of the Committee in consultation with the Secretariat to avoid potential clashes.

**c) NOTICE OF MEETINGS**

The Notice of Meeting will be provided to each Committee member in writing, setting out the date, time and place of the meeting; and be accompanied by a business paper which includes an agenda for the meeting, minutes of the previous meeting and any reports to the Committee.

The agenda for ordinary meetings of the committee will be provided to members of the Committee at least three working days prior to the meetings.

A minimum of twenty four hours notice shall be given for any Special meetings of the Committee.

A copy of the notice of meeting, agenda and accompanying reports shall be placed on public exhibition at the Council office, Council website and libraries.

**d) MINUTES**

Minutes shall be kept of all meetings of the Committee and any working group. Each Committee members will receive copies of the minutes with the notice of meeting for the next meeting.

Other arrangements to receive minutes from the meetings can be made by resolution of the voting members of the Committee.

The minutes shall be confirmed at the next committee meeting with or without amendments.

Copies of the minutes will be supplied to Council before its next meeting following that of the Committee if recommendations are included.

**e) MEETING PROCEDURES AND PROTOCOL**

The procedures and protocols to be observed at the Committee meetings are those of the Code of Meeting Practice was established in accordance with the provisions of Section 360(2) Local Government Act of 1993.

**9. SUPPORT AND RESOURCING THE COMMITTEE**

Council will provide administrative services and other resources, including a venue, preparation and distribution of agendas/minutes) to support the function of the Committee and any working groups.

**10. MEDIA COMMENT AND CONFIDENTIALITY**

The Committee has no delegated authority to make comments to the media on behalf of the Committee without the express permission of the General Manager.

The Committee does not have the authority to make comments on behalf of Snowy Valleys Council.

Members of the Committee should appreciate that the Committee may, from time to time, deal with sensitive matters of a confidential nature. The confidentiality of such information should be respected by all members.

**11. DOCUMENTATION / COUNCIL AND EXTERNAL REFERENCES**

Snowy Valleys Council Code of Meeting Practice was established in accordance with the provisions of Section 360(2) Local Government Act of 1993. The objective of the Code is to provide procedures and standards for the proper, conduct of Council business and decision making.

Snowy Valleys Council Code of Conduct sets the minimum requirements of conduct for council officials in carrying out their functions. The Model Code is prescribed by regulation and was developed to assist council officials understand the standards of conduct that are expected of them.

**12. AMENDING THE TERMS OF REFERENCE**

Recommendations for amendments to the Terms of Reference can be made at any time provided that suggested changes are noted on the Agenda, a quorum is present at the meeting and the majority of voting members present support the recommendation.

Amendments to the Terms of Reference must be approved by Snowy Valleys Council.

**13. DISSOLUTION**

Council may at any time dissolve the Committee.

**14. LIABILITY OF MEMBERS**

In accordance with Division 2 Section 731 of the Local Government Act 1993, A matter or thing done by the Minister, the Director-General, a council, a councillor, a member of a committee of the council or an employee of the council or any person acting under the direction of the Minister, the Director-General, the council or a committee of the council does not, if the matter or thing was done in good faith for the purpose of executing this or any other Act, and for and on behalf of the Minister, the Director-General, the council or a committee of the council, subject a councillor, a member, an employee or a person so acting personally to any action, liability, claim or demand.

**15. SUPERSEDING POLICY NO AND TITLE**

Aboriginal Liaison Committee Terms of Reference, TofR No: 01, Version: 1.4 (Former Tumut Shire Council

Aboriginal Liaison Committee Terms of Reference, TofR-009, Version 01

**16. TERMS OF REFERENCE PREPARED AND AMENDED BY:**

Coordinator Community Development

**17. HISTORY TABLE**

Version No	Approval Date	Resolution Number	Date to be Reviewed
1.0	24 May 2018	M142/18	01/07/2020
2.0	23 August 2018	M240/18	01/07/2020