



Notice of Meeting

FIRST NATIONS LIAISON COMMITTEE

Wednesday, 16 August 2023 at 10:00 AM
Via Video Link

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1. COMMENCING AT:

2. PRESENT:

3. WELCOME TO COUNTRY:

Snowy Valleys Council proudly acknowledges the traditional owners and custodians of this land and water and pay respects to their Elders past and present.

4. APOLOGIES:

5. DECLARATION OF PECUNIARY INTEREST:

Pursuant to Section 4 of the Code of Conduct, Members are required to declare any direct or indirect pecuniary interest in any matters being considered by the Committee.

6. MINUTES OF PREVIOUS MEETING:

6.1. MINUTES - FIRST NATIONS LIAISON COMMITTEE - 17 MAY 2023

RECOMMENDATION:

THAT:

- 1. The Minutes of the Aboriginal Liaison Committee meeting held on 17 May 2023 be received.**

ATTACHMENTS:

- 1. Attachment - Minutes - First Nations Liaison Committee - 17 May 2023.**

Attachment 1 - 20230517 - Minutes - First Nations Liaison Committee



Notice of Meeting

FIRST NATIONS LIAISON COMMITTEE

Wednesday, 17 May 2023 at 10:00 AM
Via Video Link

MINUTES

1. COMMENCING AT:.....2

2. PRESENT:.....2

3. WELCOME TO COUNTRY:2

4. APOLOGIES:2

5. DECLARATION OF PECUNIARY INTEREST:2

6. MINUTES OF PREVIOUS MEETING:2

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1. COMMENCING AT:

10.10am

2. PRESENT:

Voting Members: June Wolters, Craig Wilesmith, Jenna Small and Sandra Casey.

Voting Members Online: Coral Bulger and Mary Greenhalgh.

Non-Voting Members Online: Meegan Cameron

Appointed Staff Delegate and Councillor: SVC Community Development (Staff Delegate) - Lisa McAuliffe and Cr Hughes.

In attendance: SVC Events & Grants Officer - Kylie McKenzie and SVC Coordinator People & Culture - Tammy Mellen.

3. WELCOME TO COUNTRY:

Craig Wilesmith delivered Welcome to Country.

4. APOLOGIES:

Nil.

Absent voting Members: Sonia Piper, Uncle John Casey and Margaret Berg.

5. DECLARATION OF PECUNIARY INTEREST:

Nil.

6. MINUTES OF PREVIOUS MEETING:

6.1. MINUTES - FIRST NATIONS LIAISON COMMITTEE - 16 NOVEMBER 2022**FNLIC. 01/23 RESOLVED:**

THAT:

1. The Minutes of the Aboriginal Liaison Committee meeting held on 16 November 2022 be received.

Mary Greenhalgh/June Wolter

CARRIED

6.2. NOTES - FIRST NATIONS LIAISON COMMITTEE - 15 FEBRUARY 2023**FNLC. 02/23 RESOLVED:**

THAT:

1. The Notes of the Aboriginal Liaison Committee meeting held on 15 February 2023 be received.

Craig Wilesmith/Jenna Small

CARRIED**6.3. NOTES - FIRST NATIONS LIAISON COMMITTEE - 15 MARCH 2023****FNLC. 03/23 RESOLVED:**

THAT:

1. The Minutes of the Aboriginal Liaison Committee meeting held on 15 March 2023 be received.

Craig Wilesmith/Jenna Small

CARRIED**7. BUSINESS ARISING:**

Volunteer Program discussed. Community Development to email the proposed Draft License Agreement to Brungle Tumut Local Aboriginal Land Council (BTLALC) for consideration. BTLALC will table at their next general meeting.

Mapping project raised briefly discussed. Councils GIS & Asset Systems Coordinator was unable to provide an update but sent through an email as follows:

'No progress, unfortunately we have a repeat of the technical issues that were preventing us from doing any updates to the GIS database at the end of last year, IT are looking into it'.

8. AGENDA ITEMS:**8.1. FIRST NATIONS LIAISON COMMITTEE MATTERS - MAY 17 2023****FNLC. 06/23 RESOLVED:**

THAT THE COMMITTEE:

1. Receive the report on First Nations Liaison Committee Matters - 17 May 2023.

Jenna Small/Craig Wilesmith

CARRIED**8.1 Reconciliation Action Plan (RAP) progress update - Quarter 4**

Please see below a detailed progress report of the RAP. We have almost completed twelve months with the RAP and have made quite strong progress. Due to the RAP being in its first twelve months, Reconciliation Australia have advised that the Reflect RAP can be extended for a further six months to work at completing the small number of actions still to complete.

Action	Comment
Identify First Nations peoples, communities, stakeholders and organisations within our local area or sphere of influence with the intent of connecting with on our reconciliation journey.	Council continues to work closely with Brungle Tumut Local Aboriginal Land Council (BTLALC), Toomaroombah Kunama Namadgi Indigenous Corporation (TKNIC) and local Elders residing in the LGA and welcomes the opportunity to engage with First Nations Peoples.
Research best practice and principles that support partnerships with First Nations stakeholders and organisations to inform future activities	Through the review of the First Nations Protocols
Review the Community Engagement Strategy to ensure inclusion of Aboriginal stakeholders in council led engagement	While the current Strategy does not mention Aboriginal stakeholders specifically it does mention that we engage with community, stakeholders and harder to reach groups-including 'people from different cultural backgrounds and people with a disability'. A review of the Community Engagement Strategy has not yet been undertaken due to reduced staff numbers in the Communications and Engagement team. A review and update of the Strategy is tabled for 2023-24
Continue to facilitate the First Nations Liaison Committee as a forum for discussion and a source of information for protocols and key information	November 2022 Committee meeting February 2023 Committee meeting May Committee meeting
Identify external stakeholders that our organisation can engage with to support our reconciliation journey	Reconciliation Australia, TKNIC and BTLALC have contributed to the development of the Rap and continue to support Council with our reconciliation Journey. NAIDOC WEEK School Initiatives 2022 - Koori Kids coordinates, with the support of various government departments and local councils an educational component to provide a link of cultural diversity to our kids with the NAIDOC Week School Initiative Competitions. The aim of these initiatives is to provide our kids with a greater understanding on the importance of friendship and cultural diversity. The competitions reflect Aboriginal ancestry and promote the growth of positive attitudes in all students towards Aboriginal people. Reconciliation Australia continue to provide assistance and support our reconciliation journey.
Promote our RAP and commitment to reconciliation through: <ul style="list-style-type: none"> o Developing and implementing a plan to engage and inform key internal stakeholders of their responsibilities within our RAP o Promoting the RAP on Council's webpage 	<ol style="list-style-type: none"> 1. Actions within the RAP have been created and tasked to the relevant responsible council officers in Pulse to report against. 2. The RAP was placed on the SVC website following adoption by council. 3. NAIDOC WEEK 2022 was promoted via council's social media channels in the first week of July. Information about the 2022 NRM was also promoted on SVC social media.

Action	Comment
<ul style="list-style-type: none"> o Promoting NRW, NAIDOC and relevant events and activities <p>Inclusion and reporting on progress in the Delivery Program, Operational Plan and budget</p>	
<p>Identify existing anti-discrimination provisions and future needs as part of the scheduled review of HR policies and procedures</p> <p>Research best practices and policies in areas of race relations and anti-discrimination to inform future policy development</p>	<p>Council has commenced initial research in terms of best practice to inform our future policy development.</p> <p>Council are reviewing all policies, incorporating anti discrimination provisions. It is planned to further have the Anti Discrimination Board conduct a check of our policies and provide training within the next training budget period</p>
<p>Work with internal stakeholders to develop a program to increase understanding, value and recognition of First Nations cultures, histories, knowledge and rights within our organisation</p>	<p>We are planning a section in our employee handbook, careers page and onboarding program specifically around our First Nations culture and history. This work is in the early stages, stakeholder engagement will be the next stage of the process.</p>
<p>Include a provision in the Council onboarding program to cover:</p> <ul style="list-style-type: none"> o A high-level overview of Council's diverse Aboriginal community. o A copy of the RAP and related documents 	<p>A copy of the RAP has been incorporated into Councils onboarding program. A high level overview of Council's Aboriginal community is currently being developed into the updated Employee Handbook provided to all new employees</p>
<p>Develop an understanding of the local Traditional Owners or Custodians of the lands and waters within the Snowy Valleys Local Government Area (LGA)</p>	<p>Through the First Nations Liaison Committee and Aboriginal community, Community Development continues to develop and understand the local Traditional Custodians of the lands and waters within the LGA.</p>
<p>Work with stakeholders to coordinate the development of a map that indicates traditional custodianship of the lands and waters within the Snowy Valleys LGA</p>	<p>Community Development and the GIS Team are working with the First Nations Liaison Committee, TKNIC and BTLALC on developing a map.</p> <p>A draft Map has been developed</p> <p>GIS Team and Community Development continue working together with Local Elders and the First Nations Liaison Committee in the development of the Map.</p>
<p>Develop and implement a plan to raise awareness and understand the meaning and significance behind Acknowledgement of Country and Welcome to Country protocols (including any local cultural protocols)</p>	<p>Through the review and adoption of the First Nations Cultural Protocols in September 2022, included the meaning and significance behind both an Acknowledgement of Country and Welcome to Country. The document is available to both staff and the broader community on Councils website.</p> <p>Local Elders are invited to deliver Welcome to Country for all significant/major Council events throughout the calendar year. Local Elders engage with the community at these major events and are educating the community by raising</p>

Action	Comment
	awareness and explain the meaning and significance behind Welcome to Country.
Encourage Aboriginal representatives to provide a Welcome to Country at relevant Council organised and civic events	Both TKNIC and BTLALC have been contacted to nominate representative to preform Welcome to Country at the following events: 2022 NAIDOC week celebrations 2022 Arden School Visit 2023 Australia Day and Citizenship Ceremonies 2023 Seniors Expo All First Nations Liaison Committee Meetings
Include an Acknowledgement of Country on our public website	Acknowledgement of Country included on the SVC corporate website
Include appropriate wording for Acknowledgement of Country in our email signatures	Acknowledgment of Country in SVC email signature now reflects the Acknowledgment of Country as per the First Nation Cultural Protocols.
Raise awareness and share information amongst our staff about the meaning of NAIDOC Week	Email was sent to all staff in SVC inviting staff to attend the 2022 SVC flag raising ceremonies and sharing what NAIDOC week represents. 17 staff attended Tumbarumba and 10 staff attended Tumut NAIDOC week flag raising ceremonies.
Share promotional information for community organised NAIDOC events through Council's digital channels	NAIDOC WEEK 2022 was promoted via council's social media channels in the first week of July Promotion and coverage included flag raising ceremonies in both Tumut and Tumbarumba and sharing what NAIDOC week represents. Total people reached with these posts was 8,367 and total people engaged was 1,141. Similar information was also placed on the SVC website
Host flag raising ceremonies to recognise NAIDOC week annually	Tumut Customer Service - 4th July 2022 - Community and Staff invited - 60 attended. Tumbarumba - 6th July 2022 - Community and Staff invited - 80 attended.
Promote NAIDOC week activities to the workforce and encourage participation	Community Development invited (email) all staff to attend the flag raising and morning tea ceremonies held on Ngarigo and Wiradjuri Country. In celebration of NAIDOC week
Encourage the RAP working group to support and participate in an external NAIDOC event	A RAP working group has not been established.

8.2 Committee member resignations

FNLC. 04/23 RESOLVED

THAT THE COMMITTEE:

1. Accept the resignation from Sue Bulger, Chairperson of the First Nations Liaison committee.
2. Accept the resignation from Winnie Bulger voting member of the First Nations Liaison committee.

3. Send a letter of thank you to both Sue Bulger and Winnie Bulger for their work with the first Nations Liaison Committee.

Mary Greenhalgh /Craig Wilesmith

CARRIED

8.3 Elect Chair

Mary Greenhalgh nominated Coral Bulger for Chairperson of the First Nations Liaison Committee

Coral Bulger accepted nomination - 2 votes received.

Jenna Small nominated June Wolter

June Wolter accepted nomination - 4 votes received.

FNLC. 05/23 RESOLVED

THAT COMMITTEE:

1. Accept June Wolter as the Chairperson for the First Nations Liaison Committee

Jenna Small /Craig Wilesmith

CARRIED

9. GENERAL BUSINESS:

Events & Grants Officer spoke and discussed with the committee the following topics:

1. Bicentennial

200-year celebration of Tumut and district discovery, by explorers Hamilton Hume and Captain Hovell. Discussions to be commenced with Tumut Historical Society in relation to the planning of the event and formation of a local committee to commemorate the occasion. Event to be held around the end of October and beginning of November 2024. The Events & Grants Officer will communicate correspondence and information regarding the event directly through to BTLALC and TKNIC, if it is not possible due to timing to discuss at a First Nations Liaison Committee meeting.

2. 2023 NAIDOC week

Held from the 2 – 9 July 2023. The current theme is "For Our Elders". Council will deliver a flag raising ceremony at both the Tumut and Tumbarumba Council Chambers Customer Service Offices. Council will also support and assist both Toomaroombah Kunama Namadgi Indigenous Corporation (TKNIC) and Brungle Tumut Local Aboriginal Land Council (BTLALC) with an additional activity they may wish to hold. Both BTLALC and TKNIC will send through details and work with Community Development due to no meeting held prior to NAIDOC week.

NAIDOC Week celebration include:

Tumut - Council Customer Service - Tuesday 4th of July - 10am

Flag Raising and Smoking Ceremony - Tumut Customer service office.

Morning Tea

Planting/environment

Tumbarumba - Council Customer Service - Wednesday 5th of July - 10am

Flag Raising and smoking ceremony - Tumbarumba Customer Service office.

Event RSL Hall - Wednesday the 5th - following the flag raising ceremony. Details TBA.

School holiday Program - First Nations.

3. Winter School Holiday program

The Winter school holidays are from the 3 July to Friday 14 July 2023. Please let the Events & Grants Officer know if TKNIC or BTLALC would like to have any activities shared online and/or if assistance is required.

4. Event Sponsorship Process

Events & Grants Officer to email forms onto BTLALC and TKNIC emails to be completed when requesting sponsorship for events from Council.

Members of the committee discussed and expressed their concern for the safety of the community using the footpath, particularly those with disabilities, on Fitzroy Street near the old ambulance station. People using the footpath have to walk out onto the road as there is no access to get off the footpath onto the continuing footpath. Community Development explained that community is invited to provide feedback and/or complaints directly through to Councils Customer Services desk either online, over the phone, email or dropping in.

10. NEXT MEETING

Meeting Closed: 11.20am

Next Meeting: Wednesday 16 August 2023 in Tumut and online via zoom from 10.00am - 12.00pm.

7. BUSINESS ARISING:

8. AGENDA ITEMS:**8.1. MATTERS - FIRST NATIONS LIAISON COMMITTEE - 16 AUGUST 2023****REPORT AUTHOR: COMMUNITY DEVELOPMENT****RESPONSIBLE DIRECTOR: DIRECTOR COMMUNITY AND CORPORATE****EXECUTIVE SUMMARY:**

The First Nations Liaison Committee is an advisory committee of Council responsive to community needs. The purpose of the committee is to provide a forum for discussion of strategic key matters relevant to Council and First Nations cultural practices and protocols in accordance with the Delivery Program. The Committee reports to Council following each meeting.

RECOMMENDATION:**THAT THE COMMITTEE:**

- 1. Receive the report on First Nations Liaison Committee Matters - 16 August 2023.**
- 2. Review and discuss the report - First Nations Liaison Committee Matters - 16 August 2023.**

REPORT:

4.1 Reconciliation Action Plan (RAP) progress - Review the Draft Reconciliation Action Plan Working Group (RAPWG) Terms of Reference (TofR) - Governance Action - Establish, Review and maintain an effective internal RAP Working Group (RWG)

Councils Governance team have provided a DRAFT TofR for the RAPWG. The RAP working group is to be established to support the RAP implementation.

4.2 Clements and Noble 1927 Brungle to Canberra walk

Council has received correspondence from The Australian National University relating to the project: 'Murrudha: Sovereign walks, tracking cultural actions through art, Country, language and music, an Indigenous Health and Wellbeing Grand Challenges (IHWGC) Collaborative Scheme project supported by the Australian National University (ANU). Work has been undertaken with the Brungle Tumut Local Aboriginal Land Council. Dr Brenda L Croft from The Australian National University will be presenting to the Councillor workshop set for Thursday the 7th of September 2023.

4.3 GIS & Asset Systems Coordinator

Present Cultural Mapping project update. Council has been working closely with the First Nations Liaison Committee and Local Elders to develop the Draft *Local First Nations Connections to Country Map (LFNCTC)*. The LFNCTC identifies Scar trees provided by NSW Department of Environment, Sacred Sites provided by local Elders and displays an understanding of our local First Nations community.

4.4 Property & Roads Partner

Council was asked to explore options to establish a First Nations Volunteer program in Brungle. A License Agreement has been drafted and presented to BTLALC for consideration.

4.5 Community Services Coordinator

Presentation on the services that Snowy Valleys Council provide.

ATTACHMENTS:

1. DRAFT RAP Working Group Terms of Reference - Governance

Attachment 1 - DRAFT RAP Working Group Terms of Reference - Governance

Reconciliation Action Plan Working Group Terms of Reference

ToR No: SVC-TofR-402 -01

1. NAME

The Reconciliation Action Plan Working Group (RAPWG) is an operational management sub- committee of the Safety Risk and Quality Committee.

2. PURPOSE

The RAPWG is to work collaboratively to ensure the Reconciliation Action Plan is successfully implemented.

3. MANAGEMENT AND OPERATION OF THE COMMITTEE

a) MEMBERSHIP

Standing members of this group include:

- Manager Community Services
- Coordinator Governance
- Coordinator People and Culture
- Coordinator Place Activation
- Event Activation Officer
- Community Development Officer

b) SECRETARIAT

Coordinator Place Activation will provide secretariat support to the RAPWG providing an agenda and minutes for each scheduled meeting.

c) PECUNIARY INTERESTS AND CONFLICTS OF INTEREST

Members of the RAPWG 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 CSOWG, immediately advise the CEO.

The interest will be recorded in the minutes.

4. COMMITTEE OPERATION AND MEETINGS

a) MEETING SCHEDULE

Meetings will be held XXXXXX on the XXXXXXXX of the month commencing at XXXX for a X hour duration.

b) DRAFT AGENDA AND BUSINESS PAPER

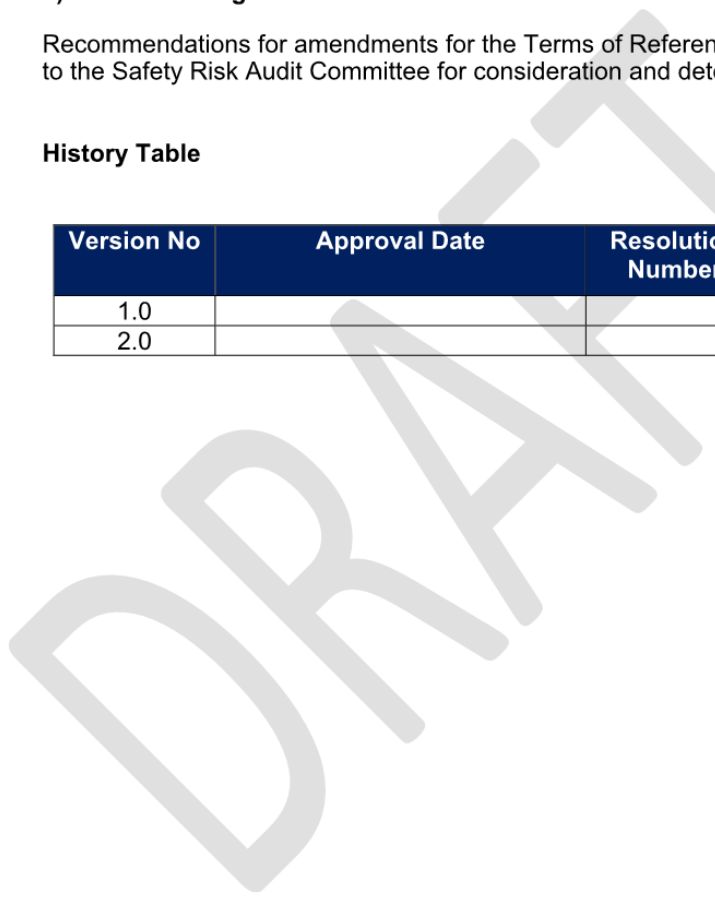
A draft agenda and business paper can be made available to all members via info Council

c) Amending the Terms of Reference

Recommendations for amendments for the Terms of Reference can be forwarded to the Safety Risk Audit Committee for consideration and determination.

5. History Table

Version No	Approval Date	Resolution Number	Date to be Reviewed
1.0			
2.0			



9. GENERAL BUSINESS:

10. NEXT MEETING
