



## Notice of Meeting

# **FIRST NATIONS LIAISON COMMITTEE**

Wednesday, 12 June 2024 at 10:00 AM  
Meeting Room 2 Tumbarumba Office Bridge Street Tumbarumba /  
Via Video Link

## **AGENDA**

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**1. COMMENCING AT:**

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**2. PRESENT:**

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**3. WELCOME TO COUNTRY:**

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

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**4. APOLOGIES:**

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**5. DECLARATION OF PECUNIARY INTEREST:**

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*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 - 28 FEBRUARY 2024****RECOMMENDATION:****THAT:**

1. The Minutes of the First Nations Liaison Committee meeting held on 28 February 2024 be received.

**ATTACHMENTS:**

1. Attachment - Minutes of the First Nations Liaison Committee meeting held on 28 February 2024.

Attachment 1 - 20240228 - Minutes - First Nations Liaison Committee



Notice of Meeting

**FIRST NATIONS LIAISON COMMITTEE**

Wednesday, 28 February 2024 at 10:00 AM  
Tumut Council Chambers / 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

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**1. COMMENCING AT:**

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10.10am

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**2. PRESENT:**

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**Voting members:** Cr Sam Hughes (Councillor Delegate), Mary Greenhalgh and June Wolter.

**Voting members Online via Zoom/Phone:** Sandra Casey, Craig Wilesmith and Jenna Small.

**Non-Voting members:** Meegan Cameron.

**Non-Voting members online:** Mark Small.

**Appointed Staff Delegate:** Lisa McAuliffe (SVC Community Development).

**In Attendance:** Justin Epps (SVC Coordinator Open Space & Facilities) and Donna Wilson (SVC Coordinator Communication and Engagement).

**In Attendance Via Zoom/Phone:** Tammy Mellen (SVC Coordinator People & Culture), Linda Lewis (SVC Executive Assistant - Community & Corporate) and Sophie Gairn (SVC Coordinator Place Activation).

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**3. WELCOME TO COUNTRY:**

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Mary Greenhalgh delivered Welcome to Country.

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**4. APOLOGIES:**

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**Apologies:** Coral Bulger, Oliva Williams, Marg Berg and Sonia Piper.

**Absent:** Nil.

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**5. DECLARATION OF PECUNIARY INTEREST:**

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Nil.

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**6. MINUTES OF PREVIOUS MEETING:**

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**6.1. MINUTES - FIRST NATIONS LIAISON COMMITTEE - 15 NOVEMBER 2023****FNLIC.01/24 RESOLVED:**

THAT:

1. The Minutes of the First Nations Liaison Committee meeting held on 15 November 2023 be received.

Cr Sam Hughes/Mary Greenhalgh

CARRIED

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## 7. BUSINESS ARISING:

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### Volunteers' Recruitment

Community Development Officer to contact BTLALC regarding attaching the advertisement for the volunteer recruitment to the BTLALC website and advertise in the local papers. Tumbarumba Times and Tumut & Adelong Times.

### Road Safety Discussion

Community Development Officer to invite SVC Road Safety Officer to the next meeting to discuss issues raised regarding Brungle and Tumbarumba.

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## 8. AGENDA ITEMS:

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### 8.1. MATTERS - FIRST NATIONS LIAISON COMMITTEE - 28 FEBRUARY 2024

#### **FNL.C.02/24 RESOLVED:**

THAT THE COMMITTEE:

1. Receive the report on First Nations Liaison Committee Matters - 28 February 2024.
2. Review and discuss the report - First Nations Liaison Committee Matters - 28 February 2024.

Mary Greenhalgh/June Wolter

CARRIED

### 8.1 Reconciliation Action Plan (RAP)

#### Community Development Officer

Council has registered and paid the fee required to begin the development of the Innovate RAP. The Innovate RAP is a two-year plan and builds from the wonderful work previously implemented through the 2022-2023 Snowy Valleys Reflect Reconciliation Action Plan (one year plan). Council has also developed the Terms of Reference for the Reconciliation Action Plan Working Group (RAPWG) and will meet for the first time on Wednesday the 6<sup>th</sup> of March 2024. The RAPWG is responsible for the collaborative development, implementation and reporting phases of the Reconciliation Action Plan (RAP) and is a sub-committee of the Safety Risk and Quality Committee.

Recruiting for the First Nations staff representative/s to the RAPWG will be discussed at the RAPWG meeting.

### 8.2 NAIDOC Week

#### Community Development Officer

The 2024 theme for NAIDOC week is Keep the Fire Burning! Blak, Loud and Proud and celebrations will be held from the 7 – 14 July 2024.

Council will again lead the Flag Raising Ceremonies and Morning Tea events in celebration of 2024 NAIDOC Week at both the Tumbarumba and Tumut Council Customer Service Office.

The Flag Raising Ceremony and Morning Tea events will be held on Tuesday the 9<sup>th</sup> of July at the Tumut Council Customer Service Office and Wednesday the 10<sup>th</sup> of July 2024 at the Tumbarumba Council Office.

Both TKNIC and BTLALC are encouraged to send any flyers developed for planned events to the Community Development Officer as Council may be able to assist in the promotion of planned activities/events during 2024 NAIDOC week.

Ngarigo Toomaroombah Kunama Namadgi Indigenous Corporation (NTKNIC)

NTKNIC applied for funding and can discuss events and activities they are planning in more detail at a later date when they have more information.

Brungle Tumut Local Aboriginal Land Council (BTLALC)

BTLALC are currently looking at events and activities that they will be leading and will provide further details at a later date.

**8.3 Community Strategic Plan (CSP)**Coordinator Communication and Engagement

The Snowy Valleys 2042 Community Strategic Plan (CSP) is based on the aspirations and priorities of our community and sets out a long-term vision for the area. The plan identifies the key priorities and strategies for achieving this. It is the Community's plan for the future, not just a Council plan. Snowy Valleys Council has a lead role in preparing and implementing the CSP. However, state agencies, businesses, industry groups, community groups, and individuals also lead and support the achievement of the vision and strategic priorities.

Council is currently reviewing the CSP and invited the Committee to provide feedback regarding the document as a group and also on an individual basis. The Committee were provided information on how to submit feedback and encouraged to contact the Community Development Officer with any questions.

**8.4 DRAFT- License Agreement - Lawn Cemetery Brungle**Coordinator Open Space & Facilities

During 2023 the Committee recommended that Council explore options regarding developing a First Nations Volunteers program to undertake maintenance duties at the Lawn Cemetery in Brungle. Council drafted an agreement with BTLALC regarding permission to maintain the aforementioned area, therefore the volunteer program would be coordinated by BTLALC. The DRAFT- License Agreement is sitting with Council following a meeting and feedback received from BTLALC.

In December 2023 Council adopted the Community and Recreational Facilities Management Policy and therefore the DRAFT- License Agreement will need to be reviewed to ensure it aligns with the Community and Recreational Facilities Management Policy.

The Coordinator Open Space & Facilities hopes to provide an update on the progress of the DRAFT- License Agreement - Lawn Cemetery Brungle at the next First Nations Liaison Committee meeting, if not beforehand.

**9. GENERAL BUSINESS:****9.1 Resignations**

The Committee received notification of the resignation for both Uncle John Casey and Lorna Casey. The Committee acknowledge and were very grateful for the outstanding contribution that Uncle John and Lorna Casey have provided to the Committee over the years and in particular during the development of Councils 2022-2023 – Reflect Reconciliation Action Plan and the DRAFT Regional Indigenous Lands mapping project that continues to be developed.

**RECOMMENDATION:****THAT COUNCIL:****1. Accept resignation from Uncle John Casey and Lorna Casey.**

June Wolter/Cr Sam Hughes

CARRIED

**9.2 New Committee Member Application**

The Committee received a new Committee member application from Mark Small. Mark Small applied to be a voting member of the First Nations Liaison Committee and is an active member of NTKNIC. Mark is passionate about helping the Community in many ways.

**RECOMMENDATION:****THAT COUNCIL:**

1. **Accept Mark Small as a voting member of the First Nations Liaison committee.**

June Wolter/Cr Sam Hughes

CARRIED

**9.3 Meeting Participation**

Face to Face participation is far greater when meetings are held in Tumut compared to that of Tumbarumba. Committee members based in the Northern end of LGA find it difficult to travel to Tumbarumba for meetings. Although members from the southern end of the LGA have been very supportive of attendance to the meetings held in Tumut, the Committee has requested for an online option both in Tumut and Tumbarumba to join the meeting online. Members as volunteers, discussed their concerns including the time and cost involved in travelling large distances to attend Committee meetings face to face. To ensure that Committee meetings are inclusive and accessible for members attending the Committee raised if it was possible to have two venues in both Tumut and Tumbarumba to join the meetings online.

The Committee agreed that two meeting rooms when Committee meetings are held would be a great benefit for members being able to attend. One in Tumut and the other in Tumbarumba.

**FNLC.03/24 RESOLVED:****THAT THE COMMITTEE:**

1. Have two meeting rooms when committee meetings are held. One in Tumut and the other in Tumbarumba.

Craig Wilesmith/Meegan Cameron

CARRIED

The committee also raised concerns regarding issues when connecting online. The Community Development Officer will liaise with IT to discuss options and ways to improve connectivity for members attending.

**10. NEXT MEETING**

**Meeting Closed:** 11.15am

**Next Meeting:** Wednesday 15th May 2024, 10.00am, Tumbarumba and online via Zoom.

## **7. BUSINESS ARISING:**

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**8. AGENDA ITEMS:****8.1. MATTERS - FIRST NATIONS LIAISON COMMITTEE - 12 JUNE 2024****REPORT AUTHOR: COMMUNITY DEVELOPMENT OFFICER****RESPONSIBLE DIRECTOR: DIRECTOR COMMUNITY & CORPORATE**

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**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 - 15 May 2024.
2. Review and discuss the report - First Nations Liaison Committee Matters - 15 May 2024.

**REPORT:****4.1 Update - Reflect Reconciliation Action Plan 2023-2024**

Update on the Reflect Reconciliation Action Plan 2023-2024.

**4.2 Update - Innovate Reconciliation Action Plan 2024 - 2026**

Update on the development and progress of the Innovate Reconciliation Action Plan 2024 - 2026.

**4.3 2024 NADOIC Week - 'Keep the fire burning! Blak, loud and proud' 7-14 July 2024**

Discuss and finalise plans for both the Tumbarumba and Tumut Flag Raising Ceremonies.

**4.4 Road Safety Officer**

Discuss road safety issues raised regarding Brungle and Tumbarumba.

**ATTACHMENTS:**

1. 2023-2024 Reflect Reconciliation Action Plan (in full)
2. Innovate-RAP-Combined (in full)

## Attachment 1 - 2023-2024 Reflect Reconciliation Action Plan

## SNOWY VALLEYS COUNCIL – REFLECT RECONCILIATION ACTION PLAN 2023-2024

## RELATIONSHIPS

	Action	Deliverable	Timeline/ Target	Responsibility	Progress	2023 – 2024
1	<b>Establish and strengthen mutually beneficial relationships with First Nations stakeholders and organisations</b>	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	June 2024	Community Development Officer	Completed	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.  A committee member recruitment drive is underway. The committee has welcomed one new member from the northern end of LGA
		Research best practice and principles that support partnerships with First Nations stakeholders and organisations to inform future activities	June 2024	Community Development Officer Coordinator People and Culture	Progressing	Working with the First Nations Liaison Committee to identify opportunities to deliver Cultural Awareness training to staff.
		Review the Community Engagement Strategy to ensure inclusion of Aboriginal stakeholders in council led engagement	June 2024	Community Development Officer	Progressing	A review of the Community Engagement Strategy is scheduled for 2023-24
		Continue to facilitate the First Nations Liaison Committee as a forum for discussion and a source of information for	June 2024	Community Development Officer	Complete	<u><b>Quarter 1.</b></u> August 2023 Committee meeting <u><b>Quarter 2.</b></u> November 2023 Committee meeting

	Action	Deliverable	Timeline/ Target	Responsibility	Progress	2023 – 2024
		protocols and key information				<p><b>Quarter 3.</b> February 2024 Committee meeting</p> <p><b>Quarter 4.</b> Scheduled May 2024 Committee meeting</p>
2	<b>National Reconciliation Week (NRW)</b>	Circulate Reconciliation Australia's NRW resources and reconciliation materials to our staff	June 2024	Community Development Officer	Completed	National Reconciliation week is shared to all staff through the May 2023/2024 Insider newsletter
		Investigate funding to support the appropriate council staff participation in an external NRW event	June 2023/24	Coordinator Place Activation Coordinator People and Culture	Ongoing	No external funding has been identified to support this action to date, staff will continue to investigate any opportunities for funding.
3	<b>Promote reconciliation through our sphere of influence</b>	Communicate our commitment to reconciliation to all staff through: <ul style="list-style-type: none"> <li>○ Council and committees of council minutes (Acknowledgement of Country)</li> <li>○ Staff gatherings (Acknowledgement of Country)</li> <li>○ Provide an understanding and reminder of significant Aboriginal days</li> </ul>	June 2024	Chief Executive Officer	Completed	Acknowledgement to Country provided by alternating councillors prior to commencement of monthly Ordinary Meetings and any Extraordinary Meetings of Council.

Action	Deliverable	Timeline/ Target	Responsibility	Progress	2023 – 2024
	<p>e.g. NAIDOC week and Sorry Day</p> <ul style="list-style-type: none"> <li>Reinforcement of the Council Values</li> </ul>				
	Identify external stakeholders that our organisation can engage with to support our reconciliation journey	June 2024	Community Development Officer	Ongoing	<p>Reconciliation Australia, TKNIC and BTLALC have contributed to the development of the RAP and continue to support Council with our reconciliation Journey.</p> <p>Hume and Hovell track Strategic Plan –Destination Riverina Murray/Crown Land consultation Round 2 August 2023</p> <p>Participation and funding for the 2024 Koori Kids NAIDOC week Schools initiatives – 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.</p> <p>Working with Reconciliation Australia with the development of the Innovate RAP.</p>
	<p>Promote our RAP and commitment to reconciliation through:</p> <ul style="list-style-type: none"> <li>Developing and implementing a plan to engage and inform key internal stakeholders of their responsibilities within our RAP</li> </ul>	June 2023	Coordinator Communication and Engagement	Complete	<p>Actions within the RAP have been created and tasked to the relevant responsible council officers to report against.</p> <p>The RAP was placed on the SVC website following adoption by council.</p>

	Action	Deliverable	Timeline/ Target	Responsibility	Progress	2023 – 2024
		<ul style="list-style-type: none"> <li>Promoting the RAP on Council's webpage</li> <li>Promoting NRW, NAIDOC and relevant events and activities</li> </ul> Inclusion and reporting on progress in the Delivery Program, Operational Plan and budget				
4	<b>Promote positive race relations through anti-discrimination strategies</b>	Identify existing anti-discrimination provisions and future needs as part of the scheduled review of HR policies and procedures  Research best practices and policies in areas of race relations and anti-discrimination to inform future policy development	June 2024	Co-ordinator People and Culture	Progressing	Awaiting reply from Anti Discrimination Board in response to Council's request for them to assist with reviewing our policies for compliance and best practice as well as providing a quote for the provision of Anti-Discrimination training.

**RESPECT**

	Action	Deliverable	Timeline/ Target	Responsibility		2023-2024
5	<b>Understanding value and recognition of First Nations cultures, histories, knowledge and rights through cultural learning</b>	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	June 2024	Coordinator People and Culture	Progressing	We are planning a section in our employee handbook, careers page and onboarding program specifically around our First Nations culture and history.  Work with stakeholders is underway to develop a program with the aim of gathering information, input and resources to inform the program.
		Confirm resourcing requirements for implementation of the program	June 2024	Community Development Officer	Progressing	Work with stakeholders is underway to develop a program with the aim of gathering information, input and resources to inform the program.
		Include a provision in the Council onboarding program to cover: <ul style="list-style-type: none"> <li>o A high-level overview of Council's diverse Aboriginal community.</li> <li>o A copy of the RAP and related documents</li> </ul>	June 2024	Coordinator People and Culture	Progressing	The onboarding program now includes provision of a copy of the RAP to all new staff. The high level overview has been flagged for inclusion in the current review of the employee handbook - this will be completed in alignment with action 5.1
6	<b>Raise awareness of cultural protocols</b>	Develop an understanding of the local Traditional Owners or Custodians of the lands and waters within the	June 2024	Community Development Officer	Progressing	Working with committee to identify opportunities to undertake cultural awareness training.  Through the First Nations Liaison Committee and Aboriginal community, Community Development

Action		Deliverable	Timeline/ Target	Responsibility		2023-2024
		Snowy Valleys Local Government Area (LGA)				continues to develop and understand the local Traditional Custodians of the lands and waters within the LGA.
		Work with stakeholders to coordinate the development of a map that indicates traditional custodianship of the lands and waters within the Snowy Valleys LGA	June 2024	Community Development Officer	Progressing	Community Development and the GIS Team are working with the First Nations Liaison Committee, TKNIC and BTLALC on developing a map. August 2023 meeting GIS presented updated information regarding Mapping and is seeking feedback from the committee. The committee have provided additional feedback and work continues with the development of the Snowy Valleys Council Regional Indigenous Lands Map.
		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)	December 2022	Community Development Officer	Completed	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.  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 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	June 2024	Chief Executive Officer Community Development Officer	Ongoing	2023 NAIDOC week celebrations. At the beginning of each First Nations Liaison Committee meeting. 2023 Arden School Visit



	Action	Deliverable	Timeline/ Target	Responsibility		2023-2024
						2024 Australia Day and Citizenship Ceremonies 2024 Seniors Expo
		Include an Acknowledgement of Country on our public website	June 2023	Coordinator Communications and Engagement	Complete	An Acknowledgement of Country is included on the SVC corporate website
		Include appropriate wording for Acknowledgement of Country in our email signatures	December 2022	Community Development Officer	Complete	Acknowledgment of Country in SVC email signature now reflects the adopted Acknowledgment of Country as per the First Nation Cultural Protocols.
7	<b>Build respect for First Nations cultures and histories by celebrating NAIDOC Week</b>	Raise awareness and share information amongst our staff about the meaning of NAIDOC Week	July 2023	Chief Executive Officer Community Development Officer	Complete	The community including staff were invited to attend 2023 NAIDOC week Flag Raising ceremonies in both Tumbarumba and Tumut. Promoted through local papers and online promotion of the events. 3 Councillors and 6 staff members attended the events.  NAIDOC Week activities promoted via Council social media/website/media release; Councillors advised & invited to events via Councillor Calendar; included in GM's weekly update to Councillors.
		Share promotional information for community organised NAIDOC events through Council's digital channels	July 2022	Co-ordinator Communications and Engagement	Complete	NAIDOC WEEK 2023 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. Similar information was also placed on the SVC website
		Host flag raising ceremonies to recognise NAIDOC week annually	July 2023	Chief Executive Officer Community Development Officer	Complete	<b><u>NAIDOC Tumbarumba – July 2023</u></b> Flag Raising Ceremony – Uncle Craig Wilesmith delivered the Welcome to Country. Jenna Small and Sandra Casey assisted in the flag



		Action	Deliverable	Timeline/ Target	Responsibility		2023-2024
							<p>raising. Uncle Craig Wilesmith and Mark Small performed the smoking ceremony. 70 attended the event.</p> <p>Cr Livermore gave the Council Address. Following the Flag ceremony Council partnered with NTKNIC to deliver an event that provided an opportunity for our First Nations people and the broader the community to enjoy a Yarn and Brunch. 60 attended.</p> <p><b><u>NAIDOC – Tumut – July 2023</u></b></p> <p>Flag Raising Ceremony – Aunty Coral Bulger delivered the Welcome to Country.</p> <p>Cr Hughes and Cr Thomson assisted in the flag raising. 30 attended the event.</p> <p>Cr Thomson gave the Council Address.</p> <p>Following the flag raising ceremony, Council partnered with BTLALC and delivered a morning tea at the Riverside Café. 40 Attended.</p>
		Promote NAIDOC week activities to the workforce and encourage participation		July 2023	Chief Executive Officer Community Development Officer	Complete	<p><b><u>Quarter 1.</u></b></p> <p>All staff invited to attend the flag raising and morning tea ceremonies held on Ngarigo and Wiradjuri Country in celebration of NAIDOC week.</p> <p>Promotions through radio, social media and posters.</p>
		Encourage the RAP working group to support and participate in an external NAIDOC event		July 2024	Chief Executive Officer Community Development Officer	Complete	<p>A RAP Working Group has been established with the inaugural meeting held in March 2024.</p> <p>RAP Working Group have been encouraged to participate in upcoming NAIDOC event.</p>

## OPPORTUNITIES

	Action	Deliverable	Timeline/ Target	Responsibility		2023-2024
8	<b>Develop employment opportunities for First Nations people</b>	Increase exposure of Council's employment opportunities through: <ul style="list-style-type: none"> <li>First Nations Liaison Committee members and their networks</li> <li>First Nations Employment Services such as The New Careers for Aboriginal People (NCAP)</li> <li>Promoting traineeship opportunities through First Nations Liaison Officers and corporate business</li> <li>Existing work with local school communities</li> </ul>	June 2024	Coordinator People and Culture	Progressing	Council has made contact with local committees and organisations to establish networks particularly for provision of information relating to recruitment opportunities. Council is also working with the local high schools relating to developing school based traineeship and apprenticeship opportunities through the Elsa Dixon Grant program.
		Build understanding of current First Nations staffing profile to inform future employment and professional development opportunities	June 2024	Coordinator People and Culture	Complete	Council has collected information on staff who identify as First Nations people to build our understanding of our staffing profile and future employment and professional development needs.

	Action	Deliverable	Timeline/ Target	Responsibility		2023-2024
		Continue to investigate opportunities for Aboriginal identified roles within the SVC outdoor and indoor teams, including school-based traineeships	June 2024	Greater Leadership Team Coordinator People and Culture	Progressing	Council is currently working with the local high schools relating to developing school based traineeship and apprenticeship opportunities through the Elsa Dixon Grant program. A number of work areas have been identified for this program.
		Support staff who identify as First Nations Peoples to participate in the Consultative Committee and provide input regarding positive employment opportunities and outcomes for First Nations Peoples	June 2024	Coordinator People and Culture	Progressing	Council has reviewed our Consultative Committee terms of reference to include a First Nations representative position on the committee which has commenced. We are actively seeking input via this representative from our identified First Nations employees into Consultative Committee matters.
9	<b>Investigate First Nations supplier diversity to support improved economic and social outcomes</b>	Develop a business case for procurement from First Nations owned businesses	March 2023	Chief Financial Officer	Not yet achieved	This will be undertaken with a broader review of procurement practices.
		Investigate Supply Nation membership	June 2023	Manager Utilities, Open Space and Facilities	Completed	Membership for Council is \$8,000 annually. Council would need to consider allocating this from general funds. Given the current financial sustainability issues of Council these costs are prohibitive.

**GOVERNANCE**

	Action	Deliverable	Timeline/ Target	Responsibility		2023-2024
<b>10</b>	<b>Establish, Review and maintain an effective internal RAP Working Group (RWG)</b>	Formalise the RWG to support the RAP implementation	June 2024	Chief Executive Officer and Executive Leadership Team	Complete	A RAP Working Group has been established with the inaugural meeting held in March 2024.
		Draft a Terms of Reference for the RWG for approval by the Executive	June 2024	Governance Executive Director Community and Corporate	Complete	Terms of Reference for the RAP Working Group were passed by the Safety, Risk and Quality Committee in December 2023, with the final Terms of Reference adopted in February 2024 and sits under the Executive Leadership Team.
		Invite and encourage First Nations staff to participate in the RWG	June 2024	Governance Executive Director Community and Corporate	Progressing	RAP Working Group has been established, Coordinator People & Culture to invite First Nations Staff to participate in the RAPWG
		Establish a reporting and evaluation program that aligns with the Integrated Planning and Reporting (IPR) framework	June 2024	Coordinator Place Activation Coordinator Communication and Engagement	Complete	The implementation of the RAP was added as an action item within the 2023-2024 Operational Plan. An action within the RAP has been created and tasked to the relevant responsible council officers to report against.
<b>11</b>	<b>Provide appropriate support for effective implementation of RAP commitments</b>	Define annual resourcing requirements for RAP implementation and include in Operational Plan and budget process	June 2024	Coordinator Place Activation	Complete	Community Development and Coordinator Place Activation reviewed actions and established cost associated with the RAP. Community Development budget was allocated to this cost.  Budget requests for 2024-2025 have been submitted

	Action	Deliverable	Timeline/ Target	Responsibility		2023-2024
		Engage senior leaders in the delivery of RAP commitments as integrated into the annual Operational Plan and budget	June 2023	Chief Executive Officer	Progressing	Regular meetings have been established with all responsible staff members. RAPWG members includes senior leaders who have committed to the delivery of the RAP
		Define appropriate systems and capability to track, measure and report on RAP commitments consistent with the IPR framework	June 2024	Coordinator Communications and Engagement	Complete	The implementation of the RAP was added as an action item within the 2023-2024 Operational Plan. An action within the RAP has been created and tasked to the relevant responsible council officers to report against.
12	<b>Build accountability and transparency through reporting RAP achievements, challenges and learnings both internally and externally</b>	Complete and submit the annual RAP Impact Measurement Questionnaire to Reconciliation Australia	July 2024	Coordinator Place Activation	Complete	Submitted September 2023
		Complete and present an annual progress report including the RAP Impact Measurement Questionnaire as part of Council's Annual report	June 2024	Community Development Officer	Complete	Annual progress report from 2022-2023 was presented to Council in December 2023.  RAP update provided as part of Councils Annual Report
		Promote the RAP progress report through Council's communication	June 2024	Coordinator Communications and Engagement	Progressing	RAP progress provided alongside Councils Annual Report

	Action	Deliverable	Timeline/ Target	Responsibility		2023-2024
		channels alongside the Annual Report				
		Liaise with Reconciliation Australia to commence development of next Innovate RAP based on learnings, challenges and achievements	June 2024	Community Development Officer	Progressing	<p>The First Nations Liaison Committee have agreed to develop an Innovate RAP. An Innovate RAP outlines actions for achieving the organisation's vision for reconciliation. It is a two-year plan and focuses on strengthening relationships with Aboriginal and Torres Strait Islander people and piloting strategies for further reconciliation commitments and to empower Aboriginal and Torres Strait Islander people.</p> <p>Council have registered with Reconciliation Australia and received the template for the Innovate RAP. Work is underway to develop the Innovate RAP.</p>

## Attachment 2 - Innovate-RAP-Combined

Last updated December 2021

### INNOVATE

#### Reconciliation Action Plan (RAP) template

##### **Innovate RAP:**

An Innovate RAP is used to develop, test and establish the best approach for advancing reconciliation in your workplace. An Innovate RAP is a public commitment published on [Reconciliation Australia's website](#). An Innovate RAP is a 2 year plan, commencing after the RAP has been endorsed by Reconciliation Australia.

##### **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 Innovate RAP template is designed to encourage workplaces to think strategically about the actions and deliverables that will achieve their unique [vision for reconciliation](#) within their [sphere of influence](#). It is also designed to guide the RAP development process through the establishment of a [RAP Working Group](#).

The Innovate RAP template outlines the mandatory actions and deliverables that your workplace needs to develop commitments in line with in order to receive Reconciliation Australia's endorsement. In addition, your workplace is expected to demonstrate strategic thinking by including additional actions and deliverables tailored to your core business and sphere of influence. Please complete the template by addressing the questions outlined in the 'Our Vision', 'Our Business' and 'Our RAP' sections, outlining your workplace's unique additional actions and deliverables, and assigning a responsibility and timeline to deliverables

Throughout this template, all *italicised* font is instructional only, whilst regular font indicates fixed text you need to include in your RAP. 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](#) to Reconciliation Australia's website. A RAP team member will be in touch to provide feedback and tailored assistance within four 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 until you have received Reconciliation Australia's final endorsement.
2. **Final Endorsement** – Reconciliation Australia will check your final designed document includes the conditionally endorsed content and the RAP logo and branding before providing final endorsement.



**[Organisation Name]****Innovate Reconciliation Action Plan [month, 20\_\_] – [month, 20\_\_]****Our vision for reconciliation**

State your organisation's [vision for reconciliation](#) and how it relates to your business.

**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?
- 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)?
- What is your organisation's sphere of influence (internal and external stakeholders)? Refer to the [Engaging your 'sphere of influence'](#) document for guidance
- How many office locations does your workplace have in Australia and where are they?

**Our RAP**

The purpose of this section is to provide staff and stakeholders with background about your workplace's interest in reconciliation and how you went about developing your RAP with your RAP Working Group. In paragraphs, address the following questions as a minimum.

- Why is your workplace developing a RAP?
- Who from your senior leadership will champion your RAP?
- Who internally and externally is involved in your [RAP Working Group](#) (job titles)?
- How many Aboriginal and Torres Strait Islander people are represented on your [RAP Working Group](#)?
- Optional: Does your organisation have an external Aboriginal and Torres Strait Islander Advisory Group?

If your workplace has progressed through a previous RAP, also include:

- An outline of your reconciliation journey since developing your first RAP, including a summary of the key learnings or most significant changes.
- Optional: Provide case studies or staff profiles which reflect the positive progress your workplace has made.



<b>Relationships</b>			
<i>[Tell us why building strong relationships between Aboriginal and Torres Strait Islander peoples and other Australians is important to your organisation and its core business activities—themes include connecting people, sharing experiences, governance, communication, engagement and partnerships.]</i>			
<b>Focus area:</b> <i>Optional: What key strategic direction of your business does Relationships align to?</i>			
<b>Action</b>	<b>Deliverable</b>	<b>Timeline</b>	<b>Responsibility</b>
1. Establish and maintain mutually beneficial relationships with Aboriginal and Torres Strait Islander stakeholders and organisations.	<ul style="list-style-type: none"> <li>Meet with local Aboriginal and Torres Strait Islander stakeholders and organisations to develop guiding principles for future engagement.</li> </ul>	[Month, year]	[Job title] <i>Community Development Officer</i>
	<ul style="list-style-type: none"> <li>Develop and implement an engagement plan to work with Aboriginal and Torres Strait Islander stakeholders and organisations.</li> </ul>		<i>Community Development Officer</i>
	<ul style="list-style-type: none"> <li>Research best practice and principles that support partnerships with First Nations stakeholders and organisations to inform future activities</li> </ul>		<i>Community Development Officer</i> <i>Coordinator People &amp; Culture</i>
	<ul style="list-style-type: none"> <li>Review the Community Engagement Strategy to ensure inclusion of Aboriginal stakeholders in council led engagement</li> </ul>		<i>Community Development Officer</i>
	<ul style="list-style-type: none"> <li>Continue to facilitate the First Nations Liaison Committee as a forum for discussion and a source of information for protocols and key information</li> </ul>		<i>Community Development Officer</i>
	<ul style="list-style-type: none"> <li></li> </ul>		
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>		<i>Coordinator Communication &amp; Engagement</i>
	<ul style="list-style-type: none"> <li>RAP Working Group members to participate in an external NRW event.</li> </ul>	27 May-3 June, [Years]	<i>Coordinator People &amp; Culture</i>
	<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, [Years]	<i>General Manager</i>

			<i>Coordinator Communication &amp; Engagement</i>
	<ul style="list-style-type: none"> <li>Organise at least one NRW event each year.</li> </ul>	27 May- 3 June, [Years]	<i>Community Development Officer</i>
	<ul style="list-style-type: none"> <li>Register all our NRW events on Reconciliation Australia's <a href="#">NRW website</a>.</li> </ul>	May [Years]	<i>Community Development Officer</i>
	<ul style="list-style-type: none"> <li>Investigate funding to support the appropriate council staff participation in an external NRW event</li> </ul>		<i>Coordinator People &amp; Culture</i>
	<ul style="list-style-type: none"> <li></li> </ul>		
3. Promote reconciliation through our sphere of influence.	<ul style="list-style-type: none"> <li>Develop and implement a staff engagement strategy to raise awareness of reconciliation across our workforce.</li> </ul>		<i>Coordinator People &amp; Culture</i>
	<ul style="list-style-type: none"> <li>Communicate our commitment to reconciliation publicly.</li> </ul>		<i>General Manager</i>
			<i>Coordinator Communication &amp; Engagement</i>
	<ul style="list-style-type: none"> <li>Explore opportunities to positively influence our external stakeholders to drive reconciliation outcomes.</li> </ul>		<i>Coordinator Place Activation</i>
	<ul style="list-style-type: none"> <li>Collaborate with RAP organisations and other like-minded organisations to develop innovative approaches to advance reconciliation.</li> </ul>		<i>Coordinator Place Activation</i>
	<p>Communicate our commitment to reconciliation to all staff through:</p> <ul style="list-style-type: none"> <li>Council and committees of council minutes (Acknowledgement of Country)</li> <li>Staff gatherings (Acknowledgement of Country)</li> <li>Provide an understanding and reminder of significant Aboriginal days e.g. NAIDOC week and Sorry Day</li> <li>Reinforcement of the Council Values</li> </ul>		<i>General Manager</i>

	<ul style="list-style-type: none"> <li>Identify external stakeholders that our organisation can engage with to support our reconciliation journey</li> </ul>		Community Development Officer
	<ul style="list-style-type: none"> <li></li> </ul>		
4. Promote positive race relations through anti-discrimination strategies.	<ul style="list-style-type: none"> <li>Conduct a review of HR policies and procedures to identify existing anti-discrimination provisions, and future needs.</li> </ul>		Coordinator People & Culture
	<ul style="list-style-type: none"> <li>Develop, implement, and communicate an anti-discrimination policy for our organisation.</li> </ul>		Coordinator People & Culture
	<ul style="list-style-type: none"> <li>Engage with Aboriginal and Torres Strait Islander staff and/or Aboriginal and Torres Strait Islander advisors to consult on our anti-discrimination policy.</li> </ul>		Coordinator People & Culture
	<ul style="list-style-type: none"> <li>Educate senior leaders on the effects of racism.</li> </ul>		Community Development Officer
	<ul style="list-style-type: none"> <li>Identify existing anti-discrimination provisions and future needs as part of the scheduled review of HR policies and procedures</li> <li>Research best practices and policies in areas of race relations and anti-discrimination to inform future policy development</li> </ul>		Coordinator People & Culture
	<ul style="list-style-type: none"> <li></li> </ul>		
[Include any additional unique Relationship actions to support your reconciliation journey.]	[List the activities that are required in order to meet the objective of the Action.]		

### Respect

[Tell us why respect for Aboriginal and Torres Strait Islander, cultures, histories, knowledge and rights are important to your organisation and its core business activities—themes include pride in cultures and histories, understanding, appreciation, acknowledgment, learning, success and celebration.]

**Focus area:** Optional: What key strategic direction of your business does Respect align to?

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"> <li>Conduct a review of cultural learning needs within our organisation.</li> </ul>	[Month, year]	[Job title] <i>Coordinator People &amp; Culture</i>
	<ul style="list-style-type: none"> <li>Consult local Traditional Owners and/or Aboriginal and Torres Strait Islander advisors to inform our cultural learning strategy.</li> </ul>		<i>Coordinator People &amp; Culture</i>  <i>Community Development Officer</i>
	<ul style="list-style-type: none"> <li>Develop, implement, and communicate a cultural learning strategy document for our staff.</li> </ul>		<i>Coordinator People &amp; Culture</i>
	<ul style="list-style-type: none"> <li>Provide opportunities for RAP Working Group members, HR managers and other key leadership staff to participate in formal and structured cultural learning.</li> </ul>		<i>Coordinator People &amp; Culture</i>  <i>Coordinator Place Activation</i>
	<ul style="list-style-type: none"> <li>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</li> </ul>		<i>Coordinator People &amp; Culture</i>
	<ul style="list-style-type: none"> <li>Confirm resourcing requirements for implementation of the program</li> </ul>		<i>Coordinator Place Activation</i>
	Include a provision in the Council onboarding 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> </ul>		<i>Coordinator People &amp; Culture</i>
6. Demonstrate respect to Aboriginal and Torres Strait Islander peoples by observing cultural protocols.	<ul style="list-style-type: none"> <li>Increase staff's understanding of the purpose and significance behind cultural protocols, including Acknowledgement of Country and Welcome to Country protocols.</li> </ul>		<i>General Manager</i>
	<ul style="list-style-type: none"> <li>Develop, implement and communicate a cultural protocol document, including protocols for Welcome to Country and Acknowledgement of Country.</li> </ul>		<i>Community Development Officer</i>

	<ul style="list-style-type: none"> <li>• Invite a local Traditional Owner or Custodian to provide a Welcome to Country or other appropriate cultural protocol at significant events each year.</li> </ul>		<i>Community Development Officer</i>
	<ul style="list-style-type: none"> <li>• Include an Acknowledgement of Country or other appropriate protocols at the commencement of important meetings.</li> </ul>		<i>General Manager</i>
	<ul style="list-style-type: none"> <li>• Develop an understanding of the local Traditional Owners or Custodians of the lands and waters within the Snowy Valleys Local Government Area (LGA)</li> </ul>		<i>Community Development Officer</i>
	<ul style="list-style-type: none"> <li>• Work with stakeholders to coordinate the development of a map that indicates traditional custodianship of the lands and waters within the Snowy Valleys LGA</li> </ul>		<i>Community Development Officer</i>
	<ul style="list-style-type: none"> <li>•</li> </ul>		
7. Build respect for Aboriginal and Torres Strait Islander cultures and histories by celebrating NAIDOC Week.	<ul style="list-style-type: none"> <li>• RAP Working Group to participate in an external NAIDOC Week event.</li> </ul>	First week in July, [Years]	<i>Coordinator People &amp; Culture</i>
	<ul style="list-style-type: none"> <li>• Review HR policies and procedures to remove barriers to staff participating in NAIDOC Week.</li> </ul>		<i>Coordinator People &amp; Culture</i>
	<ul style="list-style-type: none"> <li>• Promote and encourage participation in external NAIDOC events to all staff.</li> </ul>	First week in July, [Years]	<i>General Manager</i>
	<ul style="list-style-type: none"> <li>• Raise awareness and share information amongst our staff about the meaning of NAIDOC Week</li> </ul>		<i>General Manager</i>
	<ul style="list-style-type: none"> <li>• Share promotional information for community organised NAIDOC events through Council's digital channels</li> </ul>		<i>Community Development Officer</i>
	<ul style="list-style-type: none"> <li>• Host flag raising ceremonies to recognise NAIDOC week annually</li> </ul>		<i>Coordinator Communication &amp; Engagement</i>
			<i>General Manager</i>

			Community Development Officer
<i>[Include any additional unique Respect actions to support your reconciliation journey.]</i>	<i>[List the activities that are required in order to meet the objective of the Action.]</i>		

Opportunities			
<i>[Tell us why opportunities for Aboriginal and Torres Strait Islander peoples, organisations and communities are important to your organisation and its core business activities—themes include employment, procurement, professional development, retention, enabling access to systems and processes.]</i>			
<b>Focus area:</b> <i>Optional: What key strategic direction of your business does Opportunities align to?</i>			
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"> <li>Build understanding of current Aboriginal and Torres Strait Islander staffing to inform future employment and professional development opportunities.</li> </ul>	<i>[Month, year]</i>	<i>[Job title]</i> Coordinator People & Culture
	<ul style="list-style-type: none"> <li>Engage with Aboriginal and Torres Strait Islander staff to consult on our recruitment, retention and professional development strategy.</li> </ul>		Coordinator People & Culture
	<ul style="list-style-type: none"> <li>Develop and implement an Aboriginal and Torres Strait Islander recruitment, retention and professional development strategy.</li> </ul>		Coordinator People & Culture
	<ul style="list-style-type: none"> <li>Advertise job vacancies to effectively reach Aboriginal and Torres Strait Islander stakeholders.</li> </ul>		Coordinator People & Culture
	<ul style="list-style-type: none"> <li>Review HR and recruitment procedures and policies to remove barriers to Aboriginal and Torres Strait Islander participation in our workplace.</li> </ul>		Coordinator People & Culture
	Increase exposure of Council's employment opportunities through: <ul style="list-style-type: none"> <li>First Nations Liaison Committee members and their networks</li> <li>First Nations Employment Services such as The New Careers for Aboriginal People (NCAP)</li> <li>Promoting traineeship opportunities through First Nations Liaison Officers and corporate business</li> </ul>		Coordinator People & Culture



	<ul style="list-style-type: none"> <li>Existing work with local school communities</li> </ul>		
	<ul style="list-style-type: none"> <li>Continue to investigate opportunities for Aboriginal identified roles within the SVC outdoor and indoor teams, including school-based traineeships</li> </ul>		<i>Coordinator People &amp; Culture</i>
	<ul style="list-style-type: none"> <li>Support staff who identify as First Nations Peoples to participate in the Consultative Committee and provide input regarding positive employment opportunities and outcomes for First Nations Peoples</li> </ul>		<i>Coordinator People &amp; Culture</i>
	<ul style="list-style-type: none"> <li></li> </ul>		
9. Increase Aboriginal and Torres Strait Islander supplier diversity to support improved economic and social outcomes.	<ul style="list-style-type: none"> <li>Develop and implement an Aboriginal and Torres Strait Islander procurement strategy.</li> </ul>		<i>Coordinator Governance</i>
	<ul style="list-style-type: none"> <li>Investigate Supply Nation membership.</li> </ul>		<i>Manager Utilities, Open Space and Facilities</i>
	<ul style="list-style-type: none"> <li>Develop and communicate opportunities for procurement of goods and services from Aboriginal and Torres Strait Islander businesses to staff.</li> </ul>		<i>Coordinator Place Activation</i>
	<ul style="list-style-type: none"> <li>Review and update procurement practices to remove barriers to procuring goods and services from Aboriginal and Torres Strait Islander businesses.</li> </ul>		<i>Manager Utilities, Open Space and Facilities  Manager Technical Services</i>
	<ul style="list-style-type: none"> <li>Develop commercial relationships with Aboriginal and/or Torres Strait Islander businesses.</li> </ul>		<i>Manager Utilities, Open Space and Facilities  Manager Technical Services</i>
	<ul style="list-style-type: none"> <li>Develop a business case for procurement from First Nations owned businesses</li> </ul>		<i>Manager Utilities, Open</i>

			Space and Facilities
			Manager Technical Services
	•		
<i>[Include any additional unique Opportunities actions to support your reconciliation journey.]</i>	<i>[List the activities that are required in order to meet the objective of the Action.]</i>		

Governance			
Action	Deliverable	Timeline	Responsibility
10. Establish and maintain an effective RAP Working group (RWG) to drive governance of the RAP.	• Maintain Aboriginal and Torres Strait Islander representation on the RWG.	<i>[review dates should coincide with RWG meeting dates]</i>	<i>[Job title] Coordinator People &amp; Culture</i>
	• Establish and apply a Terms of Reference for the RWG.		<i>Coordinator Place Activation</i>
	• Meet at least four times per year to drive and monitor RAP implementation.	<i>[Months, Years]</i>	<i>Coordinator Place Activation</i>
	• Establish a reporting and evaluation program that aligns with the Integrated Planning and Reporting (IPR) framework		<i>Coordinator Place Activation</i>
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11. Provide appropriate support for effective implementation of RAP commitments.	• Define resource needs for RAP implementation.		<i>Coordinator Place Activation</i>
	• Engage our senior leaders and other staff in the delivery of RAP commitments.		<i>General Manager  Coordinator Place Activation</i>



	<ul style="list-style-type: none"> <li>Define and maintain appropriate systems to track, measure and report on RAP commitments.</li> </ul>		<i>Coordinator Place Activation</i>  <i>Corporate Planning Officer</i>
	<ul style="list-style-type: none"> <li>Appoint and maintain an internal RAP Champion from senior management.</li> </ul>		<i>Coordinator Place Activation</i>
	<ul style="list-style-type: none"> <li></li> </ul>		
	<ul style="list-style-type: none"> <li></li> </ul>		
12. Build accountability and transparency through reporting RAP achievements, challenges and learnings both internally and externally.	<ul style="list-style-type: none"> <li>Contact Reconciliation Australia to verify that our primary and secondary contact details are up to date, to ensure we do not miss out on important RAP correspondence.</li> </ul>	June annually	<i>Community Development Officer</i>
	<ul style="list-style-type: none"> <li>Contact Reconciliation Australia to request our unique link, to access the online RAP Impact Measurement Questionnaire.</li> </ul>	1 August annually	<i>Community Development Officer</i>
	<ul style="list-style-type: none"> <li>Complete and submit the annual RAP Impact Measurement Questionnaire to Reconciliation Australia.</li> </ul>	30 September, annually	<i>Community Development Officer</i>  <i>Coordinator Place Activation</i>
	<ul style="list-style-type: none"> <li>Report RAP progress to all staff and senior leaders quarterly.</li> </ul>		<i>Coordinator Place Activation</i>
	<ul style="list-style-type: none"> <li>Publicly report our RAP achievements, challenges and learnings, annually.</li> </ul>		<i>Coordinator Place Activation</i>
	<ul style="list-style-type: none"> <li>Investigate participating in Reconciliation Australia's biennial Workplace RAP Barometer.</li> </ul>		<i>Community Development Officer</i>
	<ul style="list-style-type: none"> <li>Submit a traffic light report to Reconciliation Australia at the conclusion of this RAP.</li> </ul>		<i>Coordinator Place Activation</i>
13. Continue our reconciliation journey by developing our next RAP.	<ul style="list-style-type: none"> <li>Register via Reconciliation Australia's <a href="#">website</a> to begin developing our next RAP.</li> </ul>	[six months prior to RAP expiry date]	<i>Coordinator Place Activation</i>

<i>[Include any additional unique Governance actions to support your reconciliation journey.]</i>	<i>[List the activities that are required in order to meet the objective of the Action.]</i>		
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<b>Contact details</b> <i>[Include contact details (job title, phone and email) for public enquiries about your RAP]</i> Name: Position: Phone: Email:
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## **9. GENERAL BUSINESS:**

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## **10. NEXT MEETING**

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