



**ABORIGINAL LIAISON COMMITTEE
MEETING**

ATTACHMENTS

UNDER SEPARATE COVER

23 FEBRUARY 2022

Wednesday 23 February 2022

Via Video link

10.00am.

ATTACHMENTS

4. AGENDA ITEMS

4.1	ABORIGINAL LIAISON COMMITTEE MATTERS - FEBRUARY 2022	
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REFLECT RECONCILIATION ACTION PLAN

DECEMBER 2021 - 2022



Snowy Valleys Council recognises the Wiradjuri, Ngarigo and Wolgalu (Walgalo) people as the Traditional Custodians of the land on which we are predominantly located. Council also recognises the many other First Nations community members across the region who make up the vibrant communities to which our organisation provides services.

The significance of First Nations Peoples in Australian culture is important to our history and identity as a Local Government Region. Our Reconciliation Action Plan (RAP) is a commitment to address the gaps of acknowledgement, learning and understanding of First Nations histories and cultures to make a genuine contribution to reconciliation through our business and activities.

We commit to working positively today and in the future with the Wiradjuri, Ngarigo and Wolgalu peoples and other First Nations community members to learn, acknowledge and move forward together with the whole community.

MESSAGE FROM SNOWY VALLEYS COUNCIL

I am proud to release the first Snowy Valleys Council Reconciliation Action Plan (SVC RAP). This RAP builds on our understanding, commitment and respect for First Nations cultures, histories, knowledge, and leadership across all sectors of Australian society.

Council has worked with Reconciliation Australia to embed Council's values of Safety, Integrity and Respect into the SVC RAP framework, enhancing our commitment to ensuring the Plan's actions in the areas of Relationships, Respect, Opportunities and Governance are meaningful and achieved.

We thank Reconciliation Australia for the guidance and support provided during the development of the SVC RAP and the Snowy Valleys Aboriginal Liaison Committee for their input, consideration and comment.

I acknowledge that as an organisation, we must strive to continually improve our knowledge and understanding about the First Nations Peoples represented across SVC and our efforts to recognise the significance of First Nations Peoples in Australian culture.

This plan is about turning good intentions and talk into real actions to create meaningful relationships with local First Nations People and make a genuine contribution to the national reconciliation effort.

We are committed to regularly reviewing and reporting on our actions and working together with the local community to achieve our vision for reconciliation. This is our first and important step as Snowy Valleys Council.

Matthew Hyde
Chief Executive Officer
Snowy Valleys Council

MESSAGE FROM RECONCILIATION AUSTRALIA

Reconciliation Australia welcomes Snowy Valleys Council to the Reconciliation Action Plan (RAP) program with the formal endorsement of its inaugural Reflect RAP.

Snowy Valleys Council joins a network of more than 1,100 corporate, government, and not-for-profit organisations that have made a formal commitment to reconciliation through the RAP program.

Since 2006, RAPs have provided a framework for organisations to leverage their structures and diverse spheres of influence to support the national reconciliation movement. The program's potential for impact is greater than ever, with close to 3 million people now working or studying in an organisation with a RAP.

The four RAP types — Reflect, Innovate, Stretch and Elevate — allow RAP partners to continuously develop and strengthen reconciliation commitments in new ways. This Reflect RAP will lay the foundations, priming the workplace for future RAPs and reconciliation initiatives.

The RAP program's strength is its framework of relationships, respect, and opportunities, allowing an organisation to strategically set its reconciliation commitments in line with its own business objectives, for the most effective outcomes.

These outcomes contribute towards the five dimensions of reconciliation: race relations; equality and equity; institutional integrity; unity; and historical acceptance.

It is critical to not only uphold all five dimensions of reconciliation, but also increase awareness of First Nations cultures, histories, knowledge, and leadership across all sectors of Australian society.

This Reflect RAP enables Snowy Valleys Council to deepen its understanding of its sphere of influence and the unique contribution it can make to lead progress across the five dimensions. Getting these first steps right will ensure the sustainability of future RAPs and reconciliation initiatives and provide meaningful impact toward Australia's reconciliation journey.

Congratulations Snowy Valleys Council, welcome to the RAP program, and I look forward to following your reconciliation journey in the years to come.

Karen Mundine
Chief Executive Officer
Reconciliation Australia

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 Tumberumba, 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.

We acknowledge the First Nations peoples' histories of this area is significant, due to the movement of First Nations People through this local government area for food availability and abundance, social gatherings and rituals, and seasonal change, Snowy valleys Council pays tradition to more than one Nation of First Peoples inhabiting the Local Government area. This was furthermore complicated by the inhabitation of land by white settlers.

Brungle township was originally developed as a station whereby the uniqueness of Brungle 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

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 Tumberumba. 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 Aboriginal and/or Torres Strait Islander People.

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 people. 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 First Nations community members. Following the amalgamation, and with Snowy Valleys Council's unwavering commitment to building better communities, the need for a formal reconciliation journey was identified not only for us as an organisation, but also for the communities in which we live and work.

Currently in line with Snowy Valleys Councils Community Strategic Plan 2028 and the 2018-2021 Delivery Program, Council is committed to enhancing the knowledge and understanding of our communities about the history, heritage, and cultures of Aboriginal Australians.

The Reconciliation Action Plan (RAP) aligns with Theme 1 – Towns and Villages of the Snowy Valleys Delivery Program by Acknowledging and increasing the profile of Aboriginal heritage through support of cultural events and activities by Facilitating and supporting community based cultural programs and initiatives.

Developing this Reflect RAP supports Council in recognising the areas where we need to build deeper and more meaningful relationships with First Nations Peoples and peak groups across all areas of our business and community. Our journey in reconciliation has just begun.

Our Partnerships

Snowy Valleys Council values the current relationships it has with First Nations Peoples 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 First Nations communities 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 Aboriginal 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](#).

RAP Champion

The Rap Champion is responsible to raise the profile of reconciliation as an organisational priority internally and externally. To lead by example by actioning the commitments in the RAP. SVC RAP Champion is the *Executive Director Corporate & Community*, who is primarily responsible for driving internal engagement, awareness and reporting on progress of the RAP.

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 Council staff form the RWG:

RAP Champion, Manager Community Services Coordinator Governance & Risk, Coordinator Communications and Engagement, Coordinator Place Activation, Coordinator People and Culture and Manager Technical Services.

SNOWY VALLEYS COUNCIL RECONCILIATION ACTION PLAN – REFLECT – 2021-2022

RELATIONSHIPS			
Action	Deliverable	Timeline	
1. Establish and strengthen mutually beneficial relationships with First Nations stakeholders and organisations	<ul style="list-style-type: none"> Identify First Nations stakeholders and organisations within our local area or sphere of influence, with the intent to connect with on our reconciliation journey. 	December 2021	Coordinator Place Activation
	<ul style="list-style-type: none"> Research best practice and principles that support partnerships with First Nations stakeholders and organisations. 	December 2021	Community Development Officer
	<ul style="list-style-type: none"> Update and disseminate the Engagement Policy to include an Aboriginal Engagement Strategy 	December 2021	Coordinator Communication & Engagement
	<ul style="list-style-type: none"> Continue to facilitate the Aboriginal Liaison Committee, as a forum for discussion and a source of information for protocols and key information. 	December 2021	Community Development Officer
2. Build relationships through celebrating National Reconciliation Week (NRW).	<ul style="list-style-type: none"> Circulate Reconciliation Australia's NRW resources and reconciliation materials to our staff. 	April 2022	Executive Director Community & Corporate
	<ul style="list-style-type: none"> RAP Working Group members to participate in an external NRW event. 	27 May - 3 June, 2022	Executive Director Community & Corporate
	<ul style="list-style-type: none"> Encourage and support staff and senior leaders to participate in at least one external event to recognise and celebrate NRW. 	27 May - 3 June, 2022	ELT – Executive Chief of Staff
3. Promote reconciliation through our sphere of influence	Communicate our commitment to reconciliation to all staff through <ul style="list-style-type: none"> Council minutes (acknowledgement of Country) Staff morning Tea and Toolbox meetings Provide an understanding and reminder of significant Aboriginal days e.g., NAIDOC week and Sorry Day Council Values 	December 2021	ELT – Executive Chief of Staff
	<ul style="list-style-type: none"> Identify external stakeholders that our organisation can engage with on our reconciliation journey 	January 2022	Coordinator Place Activation
	<ul style="list-style-type: none"> Identify RAP organisations and other like-minded organisations that we could approach to collaborate with on our reconciliation journey. 	December 2021	Coordinator Place Activation

RELATIONSHIPS			
Action	Deliverable	Timeline	
	Promote our RAP and commitment to reconciliation through: <ul style="list-style-type: none"> ○ Publicly displaying SVC's RAP vision in the reception area of main Council locations ○ Develop and promoting the RAP on Council's webpage Promoting NRW, NAIDOC and relevant events and activities. Council plans, strategies, and policies	December 2021	Manager Community Services
4. Promote positive race relations through anti-discrimination strategies.	○ Conduct a review of HR policies and procedures to identify existing anti-discrimination provisions, and future needs.	January 2022	Coordinator People and Culture
	○ Research best practice and policies in areas of race relations and anti-discrimination.	December 2021	Coordinator People and Culture
5. Understanding value and recognition of First Nations cultures, histories, knowledge, and rights through cultural learning	○ Develop a business case for increasing understanding, value and recognition of First Nations cultures, histories, knowledge and rights within our organisation.	October 2022	Chief Financial Officer
	○ Conduct a review of cultural learning needs within our organisation.	December 2021	Coordinator People and Culture
	○ Include a provision in the Council induction program to cover: <ul style="list-style-type: none"> ○ A high-level overview of Council's diverse Aboriginal community. ○ A copy of the RAP and related documents. ○ Cultural awareness information/training, delivered by local Aboriginal people appropriate to Country. 	February 2022	Coordinator People and Culture

RESPECT			
Action	Deliverable	Timeline	Responsibility
6. Demonstrate respect to First Nations Peoples by observing cultural protocols.	<ul style="list-style-type: none"> Develop an understanding of the local Traditional Owners or Custodians of the lands and waters within our organisation's operational area. Create a story of the history of the Local Traditional Owners or Custodians of the lands and waters within the region. (development of map of LGA) 	July 2022	Coordinator Place and Activation and GIS and Systems Coordinator
	<ul style="list-style-type: none"> Increase staff's understanding of the purpose and significance behind cultural protocols, including Acknowledgement of Country and Welcome to Country protocols. 	December 2021	Community Development Officer
	<ul style="list-style-type: none"> Encourage Aboriginal representatives to provide a Welcome to Country through the policy and the events procedure at relevant events. This includes events that we lead and sponsor (for example NAIDOC, s.355 festivals and citizenship ceremonies). 	August 2022	Place and Activation Coordinator
	<ul style="list-style-type: none"> Include an Acknowledgement of Country on our public website. 	December 2021	Coordinator Communications and Engagement
	<ul style="list-style-type: none"> Include appropriate wording for Acknowledgement of Country in our email signatures 	December 2021	Coordinator Communications and Engagement
	<ul style="list-style-type: none"> Review and update Aboriginal Cultural Protocols and Practices Policy for review by the Aboriginal Liaison Committee 	January 2022	Community Development Officer
7. Build respect for First Nations cultures and histories by celebrating NAIDOC Week.	<ul style="list-style-type: none"> Raise awareness and share information amongst our staff about the meaning of NAIDOC Week. 	July 2022	Coordinator Place Activation
	<ul style="list-style-type: none"> Introduce our staff to NAIDOC Week by promoting external events in our local area. 	July 2022	Coordinator Place Activation

RESPECT			
Action	Deliverable	Timeline	Responsibility
	<ul style="list-style-type: none"> ○ RAP Working Group to participate in an external NAIDOC Week event. 	First week in July, 2022	Executive Director Community & Corporate
	<ul style="list-style-type: none"> ○ Council to host flag raising ceremonies to recognise NAIDOC week annually. Encourage Council staff to participate in NAIDOC week activities. 	July 2022	Coordinator Place Activation

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Opportunities			
Action	Deliverable	Timeline	Responsibility
8. Improve employment outcomes by increasing First Nations recruitment, retention and professional development.	Develop a business case for First Nations 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"> ○ First Nations Employment Services such as NCAP, and ○ Promoting traineeship opportunities through First Nations Liaison Officers and corporate business. 	February 2022	Coordinator People and Culture
	○ Build understanding of current First Nations staffing to inform future employment and professional development opportunities.	August 2022	Coordinator People and Culture
	○ Investigate opportunities for Aboriginal Identified roles within the SVC outdoor and indoor teams, such as an Aboriginal liaison officer, Aboriginal education officer, Parks & Gardens team member and School based traineeships	August 2022	Coordinator People and Culture
	○ Support staff who identify as First Nations Peoples to participate in the Aboriginal Liaison Committee and provide input regarding positive employment opportunities and outcomes for First Nations Peoples.	December 2021	Coordinator People and Culture
9. Increase First Nations supplier diversity to support improved economic and social outcomes.	○ Develop a business case for procurement from First Nations owned businesses.	December 2022	Chief Financial Officer
	○ Investigate Supply Nation membership.	May 2022	Manager Utilities, Open Space and Facilities

Governance			
Action	Deliverable	Timeline	Responsibility
10. Establish and maintain an effective RAP Working Group (RWG) to drive governance of the RAP.	<ul style="list-style-type: none"> Form an RWG to govern RAP implementation. 	December 2021	ED Corporate & Community
	Draft a Terms of Reference for the RWG. Including; <ul style="list-style-type: none"> Requirement for quarterly meetings, Meaningful First Nations staff representation, and Membership size. 	December 2021	Governance/ Executive Director Community & Corporate
	<ul style="list-style-type: none"> Establish First Nations representation on the RWG. 	December 2021	ED Corporate & Community
	<ul style="list-style-type: none"> Implement a reporting and evaluation program. 	February 2022	Manager Community Services
11. Provide appropriate support for effective implementation of RAP commitments.	<ul style="list-style-type: none"> Define resource needs for RAP implementation. 	December 2021	Chief Finance Officer/ Executive Director Community & Corporate
	<ul style="list-style-type: none"> Engage senior leaders in the delivery of RAP commitments. 	December 2021	Executive Director Corporate & Community & Community
	<ul style="list-style-type: none"> Define appropriate systems and capability to track, measure and report on RAP commitments. 	December 2021	Corporate Planner
12. Build accountability and transparency through reporting RAP achievements, challenges and learnings both internally and externally.	<ul style="list-style-type: none"> Complete and submit the annual RAP Impact Measurement Questionnaire to Reconciliation Australia. 	September 2022	Manager Community Services
	<ul style="list-style-type: none"> Complete and present an annual progress report for consideration and endorsement by Council. Include the RAP Impact Measurement Questionnaire as part of the report. 	September 2022	Manager Community Services
	<ul style="list-style-type: none"> Share an annual RAP progress report on Council's webpage. Promote the RAP progress report through relevant networks. 	October 2022	Coordinator Communications and Engagement
	<ul style="list-style-type: none"> Register via Reconciliation Australia's website to begin developing our next RAP. 	September 2022	Manager Community Services

Contact Details

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REFLECT RECONCILIATION ACTION PLAN 2021

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Tumut NSW 2720

Tumbarumba Office
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Procedure Title	First Nations Cultural Protocols
Procedure Category	Operational
Number & Version	SVC-ComDev-PO-02
Procedure Owner	Community Services
Approval by	Executive Leadership Team
Effective date	
Date for review	1/1/2026

1 PROCEDURE STATEMENT

Observing cultural protocols of a community demonstrates respect for the cultural traditions, history, diversity and the continued connection to Country of that community. It illustrates a willingness to acknowledge that the processes and procedures of one cultural community are equally valid and worthy of the same respect as one's own cultural protocols.

Learning about the First Nations peoples histories, heritage and cultures is the first step in understanding and respecting each other. Snowy Valleys Council (SVC) will commit to participate in processes and protocols which will enhance the understanding and awareness of First Nations peoples heritage.

2 DEFINITIONS

Memorandum of Understanding (MOU)	Agreement between Snowy Valleys Council (SVC) and the First Nations Community
First Nation Liaison Committee	An Advisory committee to SVC with participation by First Nation community members of the local government area.
Reconciliation Action Plan	Commitment to address the gaps of acknowledgement, learning, understanding of First Nation Histories and culture.

3 METHOD

CULTURAL PROTOCOLS

3.1 TERMINOLGY

3.1.1 'ABORIGINAL' AND 'INDIGENOUS'

Locally, Aboriginal is the preferred term when referring to Australia's First Nations people and should always be adjoined to people, community etc. It is also respectful to use a capital letter when using both Aboriginal and Indigenous in the written form. Refer to 'Aboriginal people' and 'Aboriginal community' not 'Aborigines'.

3.1.2 TRADITIONAL CUSTODIANS'

Traditional Custodians' is the preferred term used to describe recognised Aboriginal or Torres Strait Islander people who inhabit an area. Traditional custodians today are descendants of the original inhabitants and have ongoing spiritual and cultural ties to the land and waterways where their ancestors lived.

3.1.3 SACRED SITES

Sacred sites are places of cultural significance to Aboriginal people. They may be hills, rocks, trees, tracks and springs that are not always spectacular or interesting to the non-Aboriginal eye. They may be places that are significant because they mark a particular act of a creation or being. They also include burial grounds, places where particular ceremonies have been held and songlines

3.1.4 MEN'S AND WOMEN'S BUSINESS

Matters where the First Nations community view specific knowledge as sacred to either men or women. For example, some sacred sites can only be visited by men or women. Traditional stories may also be gender specific and will only be passed down to those in the appropriate gender.

3.1.5 NAMING THE DECEASED

Following the death of an First Nations person, it is offensive to show photographic images of the deceased or refer to them by name in publications during the mourning period, unless agreed to by the relevant family. The mourning period is not a set timeframe and may change depending on each family unit.

3.2 CEREMONYS

3.2.1 WELCOME TO COUNTRY

A 'Welcome to Country' is where the traditional custodians of the land, in most cases a recognised Elder within the local community, welcomes people to their land and gives blessing to an event. A 'Welcome to Country' should always occur in the opening ceremony of the event in question, preferably as the first item. There is no exact wording for 'Welcome to Country'. It may consist of a single speech or it can also include a performance of some description. Performances may include a traditional welcome song, a traditional dance, a didgeridoo performance or a combination of any of the above.

A Welcome to Country should be performed at all significant/ major Council events throughout the calendar year, this includes openings, launches or where it is appropriate to welcome people into the local community.

3.2.2 ACKNOWLEDGEMENT OF COUNTRY

An 'Acknowledgement of Country' is where other people (in the absence of an Elder) acknowledge and show respect for the traditional custodians of the land on which an event is taking place. An 'Acknowledgment of Country' is a way that all people can show respect for Aboriginal culture and heritage and the ongoing relationship the traditional custodians have with the Land.

At the beginning of the meeting or function, the Chair or Speaker begins by acknowledging that the meeting is taking place in the Country of the traditional custodians.

Events which should include an acknowledgement of Country are citizenship ceremonies, formal Council meetings, major launches of Council's programs

Acknowledgement of Country as agreed in the MOU is:

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

3.2.3 SMOKING CEREMONY

Smoking ceremonies are undertaken to cleanse the space in which the ceremony is taking place. The Smoking Ceremony is a ritual of purification and unity and is always undertaken by an Aboriginal person with specialised cultural knowledge.

This is a very sacred ceremony to be performed only at events deemed appropriate on advice of local Elders with cultural expertise.

3.2.4 FLAG RAISING

Flags represent a country's historical past and signify the important symbols of the countries values, people and culture.

SVC will raise the flag at each of the Council offices in the local government area on a daily basis, as well partake in traditional flag raising ceremonies for events. When Council is notified a local Elder has passed, as a mark of respect, all flags are to be flown at half-mast.

3.3 EVENTS AND SERVICES

3.3.1 SIGNIFICANT EVENTS

Council will celebrate declared First Nations ceremonies and events, including NAIDOC Week, Reconciliation Week and International Indigenous Children's Day and any other events identified in the RAP.

The First Nations community will assist by providing input into the planning and organising of declared Aboriginal ceremonies and events.

First Nations representatives should be contacted either personally or through a formal letter inviting them to perform the 'Welcome to Country' ceremony for these events. To assist in this process the First Nations community will:

- develop a list of Elders available for conducting 'Welcome to Country' ceremonies and make available for Council and event organisers; and
- on receipt of an invitation to conduct a 'Welcome to Country' will respond and nominate one or more Elders to deliver the Welcome to Country and liaise with the events coordinator in relation to specifics of the event.

The primary contacts for the First Nations community in the SVC LGA are the:

- Brungle/Tumut Local Aboriginal Land Council (Tumut Region)
- Toomaroombah Kunama Namadgi Indigenous Corporation (Tumbarumba Region)

3.3.2 FEES FOR SERVICE

Community representatives should be appropriately remunerated for their time and commitment. Council should have provision for those performing a 'Welcome to Country' to be paid. Fees for performers should be negotiated prior to the event as not all Elders wish to be reimbursed for their services.

4 RESPONSIBILITIES/ACCOUNTABILITIES

Group/ Officer	Responsibilities
Chair of Committees/Meetings	To ensure that the appropriate Aboriginal acknowledgement is undertaken at the beginning of the meeting.
CEO	To ensure the commitment to the ongoing review and reporting of the Reconciliation Plan to Council and Community
Manager Growth & Activation	To ensure participation in Ceremonies and relevant Events of SVC by the First Nations community To report and champion the Actions within the Reconciliation Action Plan
Community Development Officer	To ensure protocols are updated regularly with any new terminologies and ceremonies

5 ASSOCIATED LEGISLATION

N/A

6 ASSOCIATED COUNCIL DOCUMENTS

Reconciliation Action Plan
Terms Of Reference SVC-TofR-009-03

7 HISTORY

Date	Action	Name	Procedure Number	Resolution Date	Resolution Number
	Superseded	Aboriginal Cultural Protocols and Practices Policy	ComDev.07		
21/11/2018	Approval by the Aboriginal Liaison Committee	Aboriginal Cultural Protocols and Practices Policy	SVC-ComDev-PO-033-01	21/11/2018	

11/12/2018	Adopted by Council	Aboriginal Cultural Protocols and Practices Policy	SVC-ComDev-PO-033-01	11/12/2018	M351/18
1/12/2021	Review	First Nations Cultural Protocols			

Wiggins, Tracy

From: Sullivan, Beverly
Sent: Wednesday, 2 February 2022 2:50 PM
To: Wiggins, Tracy; McAuliffe, Lisa
Cc: Holton, Paul; Penfold, Brook
Subject: Re: First Nations Suite of Documents
Attachments: REVIEW Aboriginal Liaison Committee Terms of Reference - SVC-TofR-009-03 (002)1.docx; Review First Nation Cultural Protocols 1.docx

Hi Tracy and Lisa,

After weeks of review of the above documents, following documents will be presented for review to the Liaison Committee and then to Council for approval for Public Exhibition.

- Reconciliation Action Plan(RAP)
- First Nations Liaison Committee Terms of Reference
- First Nations Cultural Protocols

After consultation with Governance and Community Services, we will be retiring and not renewing the Memorandum of Understanding (MOU). Since its inception in 2011 the document and more importantly the Council has evolved into demonstrating its commitment via a plan of action, that being the RAP. As the MOU has no clear entity into which SVC can enter an understanding with and doesn't demonstrate inclusivity with all the First Nations of the LGA it is therefore been decided that it is no longer suitable to meet the requirements of the commitment required to bridge the gaps with the First Nations.

The RAP is clearly identifiable as a means of measuring the commitment of building communities in the LGA. It is document that has been ratified by Reconciliation Australia and is used as tool for reporting to them and the community.

Within the RAP a champion will be appointed and their responsibilities will be to report to Council, Committee and Community.

Any further queries please do not hesitate to contact me.

Regards

Bev

Beverly Sullivan | Governance Officer

P: | M:

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First Nations Liaison Committee Terms of Reference

ToR No: **SVC-TofR-009-03**

In addition to the Terms of Reference, the committee must abide by the Council Committees Policy and Council Committees Operation Manual.

1. NAME

The name of the Committee is the First Nations Liaison Committee.

The First Nations Liaison Committee is an Advisory committee of Snowy Valleys Council.

2. STATUS

The First Nations 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 constitute recommendations to Council and other major stakeholders where relevant.

2. PURPOSE

The purpose of the committee is to:

- Provide a forum for discussion of strategic key matters relevant to Council in accordance with the Delivery Program.
- Ensure participation by the First Nations Liaison Committee in accordance with Council's Community Engagement Strategy.
- Provide appropriate advice and recommendations on relevant First Nations cultural practices and protocols.
- Ensure partnerships with First Nations organisations and community members to assist in the delivery of the Delivery Program.

3. OBJECTIVES OF THE COMMITTEE

First Nations Liaison Committee is an advisory committee of Council responsive to community needs. The effectiveness of the committee depends on community support.

The focus of the Committee shall be on long-term strategic planning, with the outcome being recommendations for inclusion in Council's Delivery Plan and its Delivery Program. Discussions should consider funding priorities, service levels and planning for a sustainable future.

Furthermore, First Nations Liaison Committee shall provide comment on indigenous matters, activities and functions in the community as presented in First Nations Liaison Committee reports.

Exclusions:

ADD ANY EXCLUSIONS APPLICABLE HERE

4. MANAGEMENT AND OPERATION OF THE COMMITTEE

a) MEETINGS

Meetings will be held **quarterly at 10.00am** at locations within the Local Government Area of Snowy Valleys Council. To ensure ongoing accountability and accessibility meetings can be in person or via video link.

b) MEMBERSHIP

Membership should consist of not less than three and not more than twelve voting members, inclusive of a Councillor representative. Membership should be representative of all communities within the Local Government Area.

c) 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. In the absence of the Chairperson, the Committee shall elect a Deputy Chairperson for that meeting.

d) SECRETARIAT

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

e) 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.

f) QUORUM

A quorum of the Committee will be half-plus-one (more than 50%) of appointed voting members present. If a quorum is not present within half an hour after the appointed starting time, the meeting will be adjourned and rescheduled to a later date.

The voting 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.

g) ATTENDANCE OF NON-MEMBERS

All residents and rate payers of the Local Government Area can attend meetings of the committee.

h) MEDIA COMMENT AND CONFIDENTIALITY

The Committee must not make comments to the media on any matter without approval, which is obtained through the nominated staff delegate..

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.

i) GENERAL OPERATIONS

Appointment, selection, membership and term will be in accordance with the Snowy Valleys Council Committee's Operation Manual and Policy. In addition all members must abide by Council's Code of Conduct.

j) WORKING GROUPS

The committee is able to form Working Groups, as required, for specific purposes relating to the activity associated with the committee objectives.

5. 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.

Any amendments to the Terms of Reference must be adopted by a resolution at a formal meeting of the Snowy Valleys Council.

6. HISTORY TABLE

Version No	Approval Date	Resolution Number	Date to be Reviewed
1.0	24 May 2018	M142/18	
2.0	23 August 2018	M240/18	
3.0			