

Reconciliation Advisory Committee Minutes



Meeting held 2pm Tuesday 9 of May 2017 at Chisholm Centre, Koala Conservation Centre

1	Welcome & Apologies		
1.1	<p>The Chair declared the meeting open. Gheran Steel acknowledged the Traditional Custodians of this land and paid respect to the Elders past and present. Attendance / Apologies are listed below. In Attendance: Steve Davie (Chair), Sally O'Neill (<i>Minutes</i>) Delyce Colin, Roland Pick, Peter Cleary, Brian Beardwood, Graeme Burgan – <i>Phillip Island Nature Parks</i> Patrice Mahoney, Samiro Douglas - <i>Aboriginal and Torres Strait Islander (ATSI) Community</i> Gheran Steel (CEO), David Johnston (Board member) - <i>Boon Wurrung Foundation</i> Apologies/Absent: Steve Parker (Boon wurrung Community member), Safina Stewart (ATSI Community), Carolyn Briggs (Boon Wurrung Foundation), Dan Turnbull (Bunurong Land Council), Leanne Renwick, Maddie Press, Shani Blythe (Phillip Island Nature Parks). The Chair welcomed everyone and acknowledged:</p> <ul style="list-style-type: none"> • Gheran Steel and David Johnston from the Boon Wurrung Foundation. • Margie Woods - Representing the Nature Parks Management Team. 		
2	Discussion with Boon Wurrung Foundation about first steps in developing our next RAP.	ACTIONS	STATUS
2.1	<p>Gheran Steel spoke to the Committee about aspects to consider when moving towards our next RAP document. This includes partnerships, opportunities and ways to enrich the Community and the Nature Parks. He said that the starting point is to ask if a RAP is the right document for the relationships we want to develop? Would a RAP fulfil all our needs? It's about providing and adding value through opportunities. It's important to create a document that fits our unique needs and objectives.</p>	<p>Steve Davie to facilitate the establishment of a RAP sub-committee to develop timelines and actions.</p>	
3	Minutes from Previous Meeting	ACTIONS	STATUS
3.1	<p>The minutes of the previous meeting held on Tuesday 7 February were accepted with minor spelling changes. Moved: Patrice Mahoney Secoded: Delyce Colin</p>	<p>Sally O to finalise minutes and Roland P to upload to website.</p>	<p>Complete</p>
4	Community Matters Arising from Previous Minutes	ACTIONS	STATUS
4.1	<p><i>FROM 7 FEBRUARY MEETING: Terms of Reference</i> Members were presented with a draft addendum around the concept of 'Conflict of Interest'. No further comments were received on the current Terms of Reference.</p>	<p>Sally O to ensure Terms of Reference are tabled at each meeting.</p>	<p>Complete</p>
4.2	<p><i>FROM 7 FEBRUARY MEETING: Meeting minutes (RAP Action 1.2)</i> February minutes were distributed to members for comment before being sent to the Board as a draft. Minutes were then accepted at the following meeting. This process will continue after each meeting. Steve D explained that he gives an update and meeting summary to the Board after each RAC meeting. Delyce C also gives a report to the Board on RAC topics. Minutes are provided to the Board for their information. Last meeting, the Board accepted recommendations from the Committee and:</p>		<p>Complete</p>

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	<ul style="list-style-type: none"> - Unanimously agreed to hold a meeting 'on country' later in the year. - Is seeking advice on Government policy regarding 26 January to report back to the Committee. - Agreed to investigate and scope out the role of Indigenous Officer. This has been referred back to management. <p>Comment: <i>The fact that this Committee reports directly to the Board underlines the importance the Board places on reconciliation.</i> Steve Davie</p> <p>Comment: <i>What is the basis for Board decision-making? When would the Board act on a decision from this Committee?</i> Samiro Douglas</p> <p>Response: <i>The Nature Parks Board always makes decisions in line with environmental, social and economic considerations.</i> Steve Davie. Samiro then suggested cultural considerations should also be included.</p>	<p>Month raised: May 2017</p> <p>Steve D to suggest that Cultural considerations be added to Board decision making.</p>	In progress
4.3	<p><u>FROM 7 FEBRUARY MEETING: Aboriginal Heritage Tour training (RAP Action 2.4)</u> Management has noted the feedback regarding this tour and Delyce is working through the appropriate channels to review the current tour and provide options for future training and implementation. Delyce met with Graeme Burgan and Nicoleta Giurgiu in March around this. The Committee will continue to be updated. In the meantime, please direct any comments regarding the tour through Sally O'Neill.</p> <p>Comment: <i>Thank you for all of your feedback.</i> Steve Davie</p>	<p>Month raised: May 2016</p> <p>Delyce C to provide an update at August meeting. Committee members to channel any comments on the tour through Sally O'Neill.</p>	In progress.
4.4	<p><u>FROM 7 FEBRUARY MEETING: Meeting minutes Staff meetings, welcome to country protocols (RAP Action 2.2) and staff training and induction (RAP Action 2.4)</u> The Committee would like to ensure that members are given adequate time and respect to present at 'All Staff' and team meetings. The importance of the RAP to all staff members needs to be effectively communicated through staff training and induction.</p> <ul style="list-style-type: none"> - Margie Woods attended the May meeting to further discuss these issues, see discussion and actions arising below. - Delyce has briefed Managers at the last two management meetings regarding the RAC and including it in meeting agendas for consistency. 	<p>Month raised: Oct 2016</p> <p>Steve D to recommend: - A review of the current induction process - A review of process for all meetings. Managers to be briefed for a consistent approach.</p>	In progress
4.5	<p><u>FROM OCTOBER 7 FEBRUARY MEETING: Signage protocols (RAP Action 1.2)</u> The Boon Wurrung Foundation has asked for the sign at the KCC to be updated. This action was approved by the CEO in 2016.</p> <p>A banner was produced in November and the Committee discussed developing more banners with key messages to use at key events and gatherings.</p>	<p>Month raised: Oct 2016 Sally O'Neill and Roland P to: - Follow up progress on KCC panel - Incorporate artwork from Reconciliation Week into new banner.</p>	In progress
4.6	<p><u>FROM 7 FEBRUARY MEETING: Promoting the voice of Aboriginal and Torres Strait Islander peoples (RAP Action 1.8)</u></p> <p>An information update for staff and stakeholders is prepared on an agreed template and approved by Committee members and distributed after each RAC meeting.</p>	<p>Sally O to prepare the next RAP update for June</p>	Ongoing

4.7	<u>FROM 7 FEBRUARY MEETING: Shearwater Festival (RAP Action 1.10)</u> Graeme and Patrice reported that there is an issue with funding that is holding up progress on this year's planned festival. They can't apply for funding until VACL provides sign off on last year's festival. They are investigating other funding options.	Graeme B and Patrice M to provide an update at the August meeting.	Ongoing
4.8	<u>FROM 7 FEBRUARY MEETING: Authentic Aboriginal content in retail areas. (RAP Action 3.3)</u> Delyce and Brian reported that the new Bindi Bindi range is going well. Comment: <i>Traditional Owner art is important to us. Local Traditional Owners should be given priority. Kulin artists are very specific eg. Mandy Nicholson. Gheran Steel</i> Response: <i>We are very open to this and would like to be given the right contacts to start this process.</i> Delyce Colin	Graeme B to provide artist contacts to Brian B and Delyce C.	Ongoing
4.9	<u>FROM 17 OCTOBER MEETING: RAP Action 2.5 – Acknowledgement sign</u> The CEO has approved acknowledgement signs for entry points to be developed and displayed. Roland to be part of production and approval process to ensure alignment with current and future Nature Parks branding.	Patrice M to prepare text for approval by Gheran then send to Roland P for production and installation ASAP.	In progress
4.10	<u>FROM 17 OCTOBER MEETING: RAP Action 2.3 Open Day & Action 1.4 –National Reconciliation Week, Sorry Day and NAIDOC.</u> The Events Sub-Committee has planned a program of events for 2017 (attached).	- Sally O'Neill to finalise event roles for the day. - Committee members to seek permission to attend and assist. - Review events at August meeting.	In progress
4.11	<u>FROM 7 FEBRUARY MEETING: Volunteer training and staff recruitment (RAP Action 2.4)</u> - There is a new volunteer coordinator for the Nature Parks. The Committee would like to ensure that there is a consistent message being communicated in training and information provided for volunteers. Graeme B has spoken to Volunteer Coordinator, Rachael Ferguson. She is planning to prepare Volunteer Manuals and will consult with Graeme B to ensure correct parties are consulted for this process and ongoing training.	- Graeme B to talk to new volunteer coordinator, Rachel Ferguson, and Christine Grayden for Churchill Island volunteers.	Complete
	- The Committee asked that the understanding of Aboriginal and Torres Strait Islander values, reconciliation and the RAP 2015-18 will be part of the criteria when questioning the Nature Parks CEO candidate.	Steve D asked the Board Chair in Feb for this to be considered.	Complete
4.12	<u>26th January (Australia Day) acknowledgement</u> The Board is currently consulting with State Government and will provide a response.	Steve D to provide a response no later than the October meeting.	In progress
5	Matters arising and advice from ATSI Community and committee members	ACTIONS	
5.1	<u>Community Update</u> Patrice M reported that they have been meeting regularly about how to empower the Community. They have decided to: - Start a new Facebook page - Register as a corporation to create a voice and reference point for the local community and a support system and	- Patrice M and Steve P to keep the Committee updated.	

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	<p>network. There is no Aboriginal-specific organisation and they are aiming to give people a place to go. This will involve registration and developing MOUs with organisations.</p> <p>Comment: <i>That helps us a lot and gives us a reference point. Are you registering under the Aboriginal Corporations Act?</i> Gheran Steel</p> <p>Response: <i>We are looking at Office of the Registrar of Indigenous Corporations (ORIC).</i> Patrice Mahoney</p> <p>Comment: <i>We can then engage with you collectively. That ties in to nurturing the relationship between the Foundation and your Corporation. Would the Nature Parks be interested in supporting that?</i> Gheran Steel</p>	<p>- Sally O to find out how long the Chisholm Room will be available for use and advise alternative venues.</p>	
5.2	<p><u>RAP Actions for discussion and action:</u></p> <p>2.2: Acknowledge the Traditional Owners of the land the Nature Parks cares for 2.4: Provide education and training for our team to further reconciliation, cultural awareness and engagement 3.6: Increase the recruitment and retention of Aboriginal and Torres Strait Islander employees at the Nature Parks</p> <p>Margie Woods, Nature Parks Manager, Human Resources, talked to the Committee about furthering awareness, protocols, induction and training opportunities.</p> <p>- Margie said that the Nature Parks acknowledges the need for measures such as these and her team is currently embedding these values into Nature Parks protocols are they are renewed.</p> <p>- Cultural Awareness training is in the budget for next financial year. The strategy will be to get people out into the environment with the approach of experiencing while learning.</p> <p>- In terms of recruitment, Margie suggested traineeships is one way to bring in local young people and that we have a responsibility to look after and sponsor young people to learn and grow within the organisation. Margie said that Human Resources would be looking at recruitment activities in legitimate roles next year.</p> <p>- Human Resources is also looking at more effective ways to reach Community members when recruiting.</p> <p>Comment: <i>It's good to look at developing people before they leave school. Sometimes RAPs set unachievable employment targets – creating employment opportunities may not always be within the organisation. This is something to consider in your next RAP document.</i> Gheran Steel</p> <p>Comment: <i>Can we get a few questions into the induction process around that we acknowledge the Traditional Custodians and we are trying to move forward into a culturally safe place through the RAP?</i> Graeme Burgan Response: <i>We currently have information in the Induction process but no question; we can consider this when reviewing our current induction process.</i> Margie Woods</p> <p>Comment: <i>Has to go from the top down. We all know this in this room, but it needs to filter down through the organisation.</i> Patrice Mahoney Response: <i>It's also not trickling down from the Committee or going everywhere. RAC members have a responsibility to empower others</i> Margie Woods</p> <p>Comment: <i>The Boon Wurrung Foundation would like the opportunity to do inductions, protocols, and heritage management. I would suggest a handbook for staff, so this information is easily accessed and documented.</i> Gheran Steel</p>	<p>Month raised: February 2017 Steve D to request a timeframe for Indigenous position and to follow up consideration of Indigenous positions and training.</p>	
6	Other Business		
6.1	Roland Pick talked to the Committee about the upcoming process of developing the Phillip Island Nature Parks Interpretation	Roland P to keep	

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	Plan. Development of this high-level plan will include compiling the Nature Parks' key messages across the sites. Jenny Gardener from <i>Creative Hat</i> has been engaged to prepare this plan which will be a framework for signage and interpretation. Roland has briefed Creative Hat on our RAP and will keep the Committee informed of the process that will include meaningful consultation for key messages and themes.	Committee updated and will provide an update at August meeting.	
7	Next Meeting		
7.1	The meeting was closed at 4.15pm. The next Committee meeting will be on Wednesday 23 August 2017: 10am-12.30pm - Nobbies Centre		