

# Reconciliation Advisory Committee Minutes



Meeting held 10am Tuesday 10 of October 2017 at Churchill Island

## Welcome & Apologies

The Chair declared the meeting open at 10.15am and acknowledged the Traditional Custodians and paid respect to the Elders past and present and others in the room.  
*Attendance / Apologies are listed below.*

**In Attendance:** Steve Davie (Chair), Sally O'Neill (Minutes)

Paul Sandells (COO), Delyce Colin (Management Representative), Roland Pick, Brian Beardwood, Graeme Burgan, Leanne Renwick, Dr Duncan Sutherland, Shani Blyth, Kym Evans, Ben Thomas, Trevor Heywood – *Phillip Island Nature Parks*

Adam Magennis - *Bunurong Land Council Aboriginal Corporation (BLCAC)*

Patrice Mahoney, Samiro Douglas - *Aboriginal and Torres Strait Islander Community*

**Apologies/Absent:** Gheran Steel (CEO) - *Boon Wurrung Foundation*, Steve Parker (*Boon wurrung Community member*),

Safina Stewart - (Community), Peter Cleary, Maddie Press (Phillip Island Nature Parks)

The Chair welcomed everyone including:

- Paul Sandells representing the Nature Parks Management Team.

1	Developing our next Reconciliation Action Plan (RAP).	ACTIONS	STATUS
1.1	<p>The Committee discussed our next RAP. We have now spoken with all parties and will now talk to Reconciliation Australia (RA) and commence the process for developing our next document.</p> <p><i>A RAP is an evolving document, it's about making it inclusive for Community - Local Community and TO Community, shared responsibility with engagement and partnerships. Adam M</i></p>	Sally O to talk to RA Delyce C talk to Management and develop a draft of timelines for next meeting.	Ongoing
2	Minutes from Previous Meeting	ACTIONS	STATUS
2.1	The minutes of the previous meeting held on Wednesday 23 August were accepted.	Sally O to finalise minutes and Roland P to upload to website.	Complete
3	Community Matters Arising from Previous Minutes	ACTIONS	STATUS
3.1	<p><i>FROM 7 FEBRUARY MEETING: Aboriginal Heritage Tour training (RAP Action 2.4)</i> Management has noted the feedback regarding this tour and recognises that we need to change the way we incorporate Aboriginal culture and to embed it meaningfully across all tours. To achieve this, the current tour finished up at the end of September and we will commence working towards achieving content across all tours.</p> <p>This needs to be clearly communicated to the Community.</p> <p><i>We want to make sure we get it right and continue on this journey - to show that we are really hearing you and making it sustainable and creating partnerships. Delyce C</i></p>	<p>Month raised: Oct 2017</p> <p>Delyce C &amp; Patrice M (Sally O and Roland P to assist if needed) to provide a memo for the Community about the decision ASAP. Add to Nature Parks Facebook and update website page. Roland P &amp; Sally O</p>	Action required

3.2	<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></p> <p>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"> <li>• Catherine is talking to Margie and Michelle re All Staff meetings.</li> </ul>	<p>Month raised: Oct 2016</p> <p>Talk to Margie W and Michelle S about this.</p>	Ongoing
3.4	<p><u>FROM 17 OCTOBER MEETING: Signage protocols (RAP Action 1.2)</u></p> <ul style="list-style-type: none"> <li>• The idea of consistent signage protocols across the Shire was raised by Shani B.</li> </ul> <p><i>If we show leadership in that area [consistent signage] that might pre-empt something for the Council. Adam M</i></p>	<p>Month raised: Oct 2016</p> <p>This will be addressed as part of the consultation for the Interpretation Plan</p>	Ongoing
3.5	<p><u>FROM 17 OCTOBER MEETING: RAP Action 2.5 – Acknowledgement sign</u></p> <p>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.</p> <ul style="list-style-type: none"> <li>• To get the door stickers in for Summer, we need to start now.</li> </ul>	<p>Month raised: Oct 2016</p> <p>Adam M to provide input to wording by November 10. Patrice, Roland and Sally to create design based on all previous discussions for RAC members to check.</p>	Action required
3.6	<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 November</p>	Ongoing
3.7	<p><u>FROM 7 FEBRUARY MEETING: Biyadin Festival (RAP Action 1.10)</u></p> <ul style="list-style-type: none"> <li>• <b>The Festival will be held on Saturday 25 and Sunday 26 November</b> (and possibly also the Friday 24 November). Meetings are being held every two weeks up until the festival and Patrice M will share information with RAC members.</li> <li>• The annual festival is a listed action in our current RAP 2015-2018 and provides Churchill Island as a venue and Graeme Burgan's time. There is also a commitment from the Marketing, Environment Team and RAC members.</li> <li>• The Festival Committee is looking at developing an MOU with the Nature Parks.</li> </ul>	<p>- Graeme B and Patrice M to provide ongoing email updates to RAC members.</p>	Ongoing
3.7	<p><u>FROM 23 AUGUST 2017 MEETING: Shearwater Festival (RAP Action 1.10)</u></p> <ul style="list-style-type: none"> <li>• RAC members to assist with the Festival on the Saturday.</li> </ul>	<p>- All RAC members to talk to their managers and send their availability to Sally to prepare a roster by Friday 17 November.</p>	Action required.

3.9	<p><u>FROM FEBRUARY 2017 MEETING: RAP Action 2.3 Open Day &amp; Action 1.4 –National Reconciliation Week, Sorry Day and NAIDOC.</u></p> <ul style="list-style-type: none"> <li>The Events Sub-Committee implemented a successful program of events for 2017.</li> <li>Work on a similar format for 2018 and look to extend networks so we share resources.</li> </ul>	<p>- Sally O to contact key organisations and add Parks Victoria to the list of partners</p> <p>- Sally O to prepare dates for event sub-committee meetings</p>	Next meeting
3.10	<p><u>FROM FEBRUARY 2017 MEETING: New Penguin Parade Visitor Centre project (RAP Action 3.4)</u></p> <ul style="list-style-type: none"> <li>Damian Prendergast came to update the Committee on the project.</li> <li>The project is now in the process of requests for tender.</li> <li>Heritage Assessments have been completed and the new building is going over existing car park in land that has been highly modified.</li> <li>The start of the works would be a great opportunity for Heritage Induction training for staff and contractors.</li> <li>After the first round of consultation with all groups led by Rueben Berg, this information was taken forward and it was agreed that Aboriginal content will be incorporated throughout the Visitor Centre. We are now waiting for the Interpretation Plan that will dovetail into the stories and messaging. We are getting to the critical point of developing key messages for across the project.</li> </ul>	<p>Damian P to advise Committee when works will commence and look at Cultural inductions for this process.</p>	Ongoing
3.11	<p><u>FROM FEBRUARY 2017 MEETING: Developing protocols and opportunity for cultural positions within the organisations (RAP Actions 2.2 &amp; 3.6)</u></p> <p>It was requested that timelines around the role of employing an Indigenous Project Officer and follow up on consideration of Indigenous positions and training were provided. Catherine B has spoken with Westernport Water and will continue speaking to the three main organisations on the Island about working together ie. Nature Parks, Westernport Water and Bass Coast Shire Council on areas such as employment, sharing resources etc.</p>	<p>Catherine B to continue to speak to executive teams at Bass Coast Shire and Westernport Water.</p>	Ongoing
3.12	<p><u>26<sup>th</sup> January (Australia Day) acknowledgement</u></p> <p>The Board is currently consulting with State Government and will provide a response. In the meantime, the Committee discussed a gathering at Churchill Island in 2018 and respectful rostering by managers.</p>	<p>Sally O to advise Churchill Island and managers by November 17.</p>	Action required
3.13	<p><u>New Nature Parks Interpretation Plan (RAP Actions 1.7 &amp; 2.5)</u></p> <p>It was noted that there has been a delay in this process due to the Heritage Council decision and clear direction is needed. Consultation for the main themes for the Nature Parks' Interpretation Plan will now commence in November. At this stage in the process, we are looking at developing the high-level of themes, key messages and stories.</p> <p>As with the Visitor Centre, these will be done through consultation facilitated by Rueben Berg.</p>	<p>- Paul S to talk to BLCAC</p> <p>- Sally O to advise RAC Community members and Boon Wurrung Foundation of date and time of sessions</p>	Action required
<b>14</b>	<b>Matters arising and advice from ATSI Community and committee members</b>	<b>ACTIONS</b>	
4.1	<p><u>Local Aboriginal and Torres Strait Islander Community update (RAP Action 2.1):</u>  <b>Bunurong Land Council Aboriginal Corporation (BLCAC)</b>  <i>We appreciate being here working together.</i> Adam M  BLCAC is working on some positive things and have moved into an office in Frankston and working on Heritage Training and developing opportunities with the Federation of Victorian Traditional Owners Board <a href="https://fvtoc.com/">https://fvtoc.com/</a> The Council is also working on school activities, heritage management and executive relationships such as training.</p> <p><b>Boon Wurrung Foundation</b>  No report given as Gheran was an apology.</p>	<p>Adam M, Gheran, Steve P and Patrice M to provide an update at the next meeting.</p>	Ongoing

*We acknowledge the Traditional Custodians, Elders past, present and future, the ancestors and their spirits of the land on which we live, work and learn.*

	<p><b>Local Aboriginal and Torres Strait Islander Community</b>  The Biyadin Festival is currently a major focus. The local Community has been coming together to become incorporated and registering as an Aboriginal Corporation under ORIC. They are looking towards Governance Training for the Community and are opening up to Bass Coast for members so that services such as medical, health programs and funding can be applied for. It is currently about establishing relationships.</p>		
<b>5</b>	<b>Other Business</b>		
5.1	<p><u>Eastern Barred Bandicoots</u>  A special Community night was held at Churchill Island to share information about the Eastern Barred Bandicoots and to give the Community a chance to experience them on a spotlight tour. Dr Duncan Sutherland said the event provided a great opportunity to announce the release onto the Summerland Peninsula and this was done first with Community members as a mark of respect.</p> <p>The release event will be held on Friday 20 October and Duncan sees this as a way of establishing Community ownership and a great step towards re-building the original fauna and flora. The Committee agreed to offer RAC Community members the opportunity of releasing the first bandicoot at each site.</p> <p><i>Having the Aboriginal Community involved is great - we've lost so much knowledge. Patrice M</i></p>	- Sally O to talk to Committee members about the night.	- 13 October
5.2	<p><u>Cultural Heritage Management Plans (CHMP)</u>  Adam M raised the subject of working together to develop CHMPs in conjunction with the Nature Parks' proposed works programs. A CHMP is a written report that contains results of an assessment of the potential impact of a proposed activity on Aboriginal cultural heritage. It outlines measures to be taken before, during and after an activity in order to manage and protect Aboriginal cultural heritage in the activity area eg. Weed removal or revegetation in culturally sensitive areas.</p>	Delyce C to discuss with Management Team and update at next meeting	Action required
5.3	<p><u>Nature Parks Strategic Plan development</u>  Graeme B asked about the status of the Nature Parks' next Strategic Plan. Draft themes have been prepared for the Board before a stakeholder engagement process is undertaken. for the Nature Parks - Stakeholder engagement process - make sure RAC is involved in the process.</p>	- Steve D to note the Committee requests reconciliation as a major theme and RAC are consulted at October Board meeting.	Action required
5.4	<p><u>Meeting dates and process</u>  It was noted that four meetings a year do not seem enough and if this number could be increased. It was noted that working meetings could be held in between main meetings eg. Like we did for last year's event meetings. The proposed main event dates for 2018 were circulated to the Committee, managers and Board for future planning (<i>attached</i>). Extra sessions are currently scheduled for the Interpretation Plan and a Christmas get together to talk about the next RAP.</p>	Sally to advise Committee of dates for upcoming extra activities.	Action required
<b>6</b>	<b>Next Meeting/Gatherings</b>		
6.1	<p>The meeting was closed at 12.30pm.  - <b>Interpretation Planning Session with Community and end of year lunch</b> will be held on <b>Tuesday 12 December:</b>  10am-12.30pm - at Churchill Island Visitor Centre.  <i>More details and invites to follow!</i>  Contact: Sally O'Neill <a href="mailto:sally.oneill@bigpond.com">sally.oneill@bigpond.com</a> 0408 101 976.</p>		