



AGENDA

Reconciliation Advisory Committee Meeting

Monday, 18 July 2022

I hereby give notice that a Reconciliation Advisory Committee Meeting will be held on:

Date: Monday, 18 July 2022

Time: 1:30pm

**Location: Meeting Room Bidjpidji (Meeting Room 1)
Level 1, Civic Centre
Harry Chan Avenue, Darwin**

Chief Executive Officer

RECONCILIATION ADVISORY COMMITTEE MEMBERS

ABC Radio Charlie King
Larrakia Nation David Kurnoth
NT Indigenous Business Network Deb Anstess-Vallejo
NT Public Health Network Melinda Phillips
NT Public Health Network Jace Berry
Councillor Peter Pangquee
National Indigenous Australians Agency (NIAA) Carol Stanislaus
NAAJA John Rawnsley
Community Member Nicole Brown
Community Member Leah Gardiner

OFFICERS

Community Development Officer Heather Docker
Assertive Outreach Lauren Brumby
Assertive Outreach Shannon Brahim
Executive Manager Community and Cultural Services Angela O'Donnell

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1 Meeting Declared Open

2 Acknowledgement of Country

3 Apologies and Leave of Absence

3.1 Apologies

3.2 Leave of Absence

3.3 Leave of Absence Notified

4 Electronic Attendance

4.1 Electronic Attendance

4.2 Electronic Attendance Notified

5 Declaration of Interest

6 Confirmation of Previous Minutes

Reconciliation Advisory Committee Meeting - 27 June 2022

7 Actions Arising From Previous Minutes

8 Presentations

9 OFFICER REPORTS

9.1 OVERVIEW OF ASSERTIVE OUTREACH PROGRAM

Author: Executive Manager Community and Cultural Services

Authoriser: Executive Manager Operations

Attachments: Nil

RECOMMENDATIONS

That the report be received and noted.

LAUREN BRUMBY AND SHANNON BRAHIM – ASSERTIVE OUTREACH OFFICERS FOR CITY OF DARWIN TO PROVIDE A VERBAL OVERVIEW OF THEIR WORK AND PROGRAM.

10 MEMBER REPORTS

Nil

11 GENERAL BUSINESS**11.1 ELECTION OF CHAIRPERSON FOR RECONCILIATION ADVISORY COMMITTEE**

Author: Executive Manager Community and Cultural Services

Authoriser: Executive Manager Operations

Attachments: Nil

RECOMMENDATIONS

1. That the report be received and noted.
2. That it is recommended to Council that _____ be nominated as the Chairperson of the Reconciliation Advisory Committee for the term of 9 August 2022 to February 2024.

11.2 RECONCILIATION ACTION PLAN OUTCOMES AND PRIORITIES FOR NEXT PLAN

Author: Executive Manager Community and Cultural Services

Authoriser: Executive Manager Operations

Attachments:

1. Reconciliation Australia - Required actions and deliverables
2. Overview of achievements of current RAP against future targets

RECOMMENDATIONS

That the report be received and noted.

Required actions and deliverables

Each type of RAP outlines a set of actions and deliverables that workplaces are required to commit to in order to receive Reconciliation Australia's endorsement and unique RAP logo. The following table provides a list of required actions and deliverables workplaces must commit to for each type.

RELATIONSHIPS			
ACTION	REFLECT DELIVERABLES	INNOVATE DELIVERABLES	STRETCH DELIVERABLES
Establish and strengthen mutually beneficial relationships with Aboriginal and Torres Strait Islander stakeholders and organisations.	<ul style="list-style-type: none"> Identify Aboriginal and Torres Strait Islander stakeholders and organisations within our local area or sphere of influence. Research best practice and principles that support partnerships with Aboriginal and Torres Strait Islander stakeholders and organisations. 	<ul style="list-style-type: none"> Meet with local Aboriginal and Torres Strait Islander stakeholders and organisations to develop guiding principles for future engagement. Develop and implement an engagement plan to work with Aboriginal and Torres Strait Islander stakeholders and organisations. 	<ul style="list-style-type: none"> Meet with local Aboriginal and Torres Strait Islander stakeholders and organisations to continuously improve guiding principles for engagement. Review, update and implement an engagement plan to work with Aboriginal and Torres Strait Islander stakeholders. Establish and maintain <i>[number]</i> formal two-way partnerships with Aboriginal and Torres Strait Islander communities or organisations, including <i>[list organisations]</i>: (Either set measurable target AND/OR list organisation names)
Build relationships through celebrating National Reconciliation Week (NRW).	<ul style="list-style-type: none"> Circulate Reconciliation Australia's NRW resources and reconciliation materials to staff. RAP Working Group members to participate in an external NRW event. Encourage and support staff and senior leaders to participate in at least one external event to recognise and celebrate NRW. 	<ul style="list-style-type: none"> Circulate Reconciliation Australia's NRW resources and reconciliation materials to staff. RAP Working Group members to participate in an external NRW event. Encourage and support staff and senior leaders to participate in at least one external event to recognise and celebrate NRW Organise at least one NRW event each year. Register all our NRW events on Reconciliation Australia's NRW website. 	<ul style="list-style-type: none"> Circulate Reconciliation Australia's NRW resources and reconciliation materials to all staff. RAP Working Group members to participate in an external NRW event. Encourage and support staff and senior leaders to participate in <i>[number]</i> external events to recognise and celebrate NRW, including <i>[list events]</i>: (Either set measurable target AND/OR list events) Organise <i>[number]</i> internal NRW events, including at least one organisation-wide NRW event, each year.

			<ul style="list-style-type: none"> • Register all our NRW events on Reconciliation Australia's NRW website.
Promote reconciliation through our sphere of influence.	<ul style="list-style-type: none"> • Communicate our commitment to reconciliation to all staff. • Identify external stakeholders that our organisation can engage with on our reconciliation journey. • Identify RAP and other like-minded organisations that we could approach to collaborate with on our reconciliation journey. 	<ul style="list-style-type: none"> • Implement strategies to engage our staff in reconciliation. • Communicate our commitment to reconciliation publically. • Explore opportunities to positively influence our external stakeholders to drive reconciliation outcomes. • Collaborate with RAP and other like-minded organisations to develop ways to advance reconciliation. 	<ul style="list-style-type: none"> • Implement strategies to engage all staff to drive reconciliation outcomes. • Communicate our commitment to reconciliation publically. • Implement strategies to positively influence our external stakeholders to drive reconciliation outcomes. • Collaborate with [number] RAP and other like-minded organisations to implement ways to advance reconciliation, including [list organisations]: (Either set measurable target AND/OR list organisation names)
Promote positive race relations through anti-discrimination strategies.	<ul style="list-style-type: none"> • Research best practice and policies in areas of race relations and anti-discrimination. • Conduct a review of HR policies and procedures to identify existing anti-discrimination provisions, and future needs. 	<ul style="list-style-type: none"> • Conduct a review of HR policies and procedures to identify existing anti-discrimination provisions, and future needs. • Develop, implement and communicate an anti-discrimination policy for our organisation. • Engage with Aboriginal and Torres Strait Islander staff and/or Aboriginal and Torres Strait Islander advisors to consult on our anti-discrimination policy. • Educate senior leaders and managers on the effects of racism. 	<ul style="list-style-type: none"> • Continuously improve HR policies and procedures concerned with anti-discrimination. • Engage with Aboriginal and Torres Strait Islander staff and/or Aboriginal and Torres Strait Islander advisors to continuously improve our anti-discrimination policy. • Implement and communicate an anti-discrimination policy for our organisation. • Provide ongoing education opportunities for senior leaders and managers on the effects of racism. • Senior leaders to publically support anti-discrimination campaigns, initiatives or stances against racism.

RESPECT			
ACTION	REFLECT DELIVERABLES	INNOVATE DELIVERABLES	STRETCH DELIVERABLES
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"> Develop a business case for increasing understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights within our organisation. Conduct a review of cultural learning needs within our organisation. 	<ul style="list-style-type: none"> Conduct a review of cultural learning needs within our organisation. Consult local Traditional Owners and/or Aboriginal and Torres Strait Islander advisors on the development and implementation of a cultural learning strategy. Develop, implement and communicate a cultural learning strategy for all staff. Provide opportunities for RAP Working Group members, HR managers and other key leadership staff to participate in formal and structured cultural learning. 	<ul style="list-style-type: none"> Conduct a review of cultural learning needs within our organisation. Consult local Traditional Owners and/or Aboriginal and Torres Strait Islander advisors on the development and implementation of a cultural learning strategy. Implement and communicate a cultural learning strategy for our staff. Commit all RAP Working Group members, HR managers, senior executive group and all new staff to undertake formal and structured cultural learning. [%] all staff to undertake formal and structured cultural learning.
Demonstrate respect to Aboriginal and Torres Strait Islander 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. Increase staff's understanding of the purpose and significance behind cultural protocols, including Acknowledgement of Country and Welcome to Country protocols. 	<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. Develop, implement and communicate a cultural protocol document, including protocols for Welcome to Country and Acknowledgement of Country. Invite a local Traditional Owner or Custodian to provide a Welcome to Country or other appropriate cultural protocol at significant events each year. Include an Acknowledgement of Country or other appropriate protocols at the commencement of important meetings. 	<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. Implement and communicate a cultural protocol document (tailored for all local communities we operate in), including protocols for Welcome to Country and Acknowledgement of Country. Invite a local Traditional Owner or Custodian to provide a Welcome to Country or other appropriate cultural protocol at [number] significant events each year, including [list events]: (Either set measurable target AND/OR list events) Include an Acknowledgement of Country or other appropriate protocols at the commencement of important meetings.

			<ul style="list-style-type: none"> • Staff and senior leaders provide an Acknowledgement of Country or other appropriate protocols at all public events. • Display an Acknowledgment of Country plaque or other appropriate protocols in our office/s or on our buildings.
<p>Build respect for Aboriginal and Torres Strait Islander cultures and histories by celebrating NAIDOC Week.</p>	<ul style="list-style-type: none"> • Raise awareness and share information amongst staff about the meaning of NAIDOC Week. • Introduce staff to NAIDOC Week by promoting external events in our local area. • RAP Working Group to participate in an external NAIDOC Week event. 	<ul style="list-style-type: none"> • RAP Working Group to participate in an external NAIDOC Week event. • Review HR policies and procedures to remove barriers to staff participating in NAIDOC Week. • Promote and encourage participation in external NAIDOC events to all staff. 	<ul style="list-style-type: none"> • RAP Working Group to participate in an external NAIDOC Week event. • Review HR policies and procedures to remove barriers to staff participating in NAIDOC Week. • Support all staff to participate in <i>[number]</i> external NAIDOC Week events in our local area, including <i>[list events]</i>: (Either set measurable target AND/OR list events) • In consultation with Aboriginal and Torres Strait Islander stakeholders, support <i>[number]</i> external NAIDOC Week events each year, including <i>[list events]</i>: (Either set measurable target AND/OR list events)

OPPORTUNITIES			
ACTION	REFLECT DELIVERABLES	INNOVATE DELIVERABLES	STRETCH DELIVERABLES
Improve employment outcomes by increasing Aboriginal and Torres Strait Islander recruitment, retention and professional development.	<ul style="list-style-type: none"> Develop a business case for Aboriginal and Torres Strait Islander employment within our organisation. Build understanding of current Aboriginal and Torres Strait Islander staffing to inform future employment and professional development opportunities. 	<ul style="list-style-type: none"> Build understanding of current Aboriginal and Torres Strait Islander staffing to inform future employment and professional development opportunities. Engage with Aboriginal and Torres Strait Islander staff to consult on our recruitment, retention and professional development strategy. Develop and implement an Aboriginal and Torres Strait Islander recruitment, retention and professional development strategy. Advertise job vacancies to effectively reach Aboriginal and Torres Strait Islander stakeholders. Review HR and recruitment procedures and policies to remove barriers to Aboriginal and Torres Strait Islander participation in our workplace. Increase the percentage of Aboriginal and Torres Strait Islander staff employed in our workforce. 	<ul style="list-style-type: none"> Engage with Aboriginal and Torres Strait Islander staff to consult on our recruitment, retention and professional development strategy. Develop and implement an Aboriginal and Torres Strait Islander recruitment, retention and professional development strategy. Advertise job vacancies to effectively reach Aboriginal and Torres Strait Islander stakeholders. Review HR and recruitment procedures and policies to remove barriers to Aboriginal and Torres Strait Islander participation in our workplace. Aboriginal and Torres Strait Islander employees to be supported to take on management and senior level positions. Increase the percentage of Aboriginal and Torres Strait Islander staff employed in our workforce from [%] to [%].
Increase Aboriginal and Torres Strait Islander supplier diversity to support improved economic and social outcomes.	<ul style="list-style-type: none"> Develop a business case for procurement from Aboriginal and Torres Strait Islander owned businesses. Investigate Supply Nation membership. 	<ul style="list-style-type: none"> Develop and implement an Aboriginal and Torres Strait Islander procurement strategy. Investigate Supply Nation membership. Develop and communicate opportunities for procurement of goods and services from Aboriginal and Torres Strait Islander businesses to staff. Review and update procurement practices to remove barriers to procuring goods and services from Aboriginal and Torres Strait Islander businesses. 	<ul style="list-style-type: none"> Develop and implement an Aboriginal and Torres Strait Islander procurement strategy. Investigate Supply Nation membership. Develop and communicate opportunities for procurement of goods and services from Aboriginal and Torres Strait Islander businesses to staff. Review and update procurement practices to remove barriers to procuring goods and services from Aboriginal and Torres Strait Islander businesses.

		<ul style="list-style-type: none">• Develop commercial relationships with Aboriginal and/or Torres Strait Islander businesses.	<ul style="list-style-type: none">• Maintain commercial relationships with <i>[number]</i> Aboriginal and/or Torres Strait Islander businesses, including <i>[list businesses]</i>. <i>(Either set measurable target AND/OR list business names).</i>• Increase our overall spend on goods and services purchased each year with Aboriginal and Torres Strait Islander owned businesses from <i>[%]</i> to <i>[%]</i>.• Train all relevant staff in contracting Aboriginal and Torres Strait Islander businesses through Supply Nation or an equivalent organisation.
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GOVERNANCE			
ACTION	REFLECT	INNOVATE	STRETCH
Establish and maintain an effective RAP Working Group (RWG) to drive governance of the RAP.	<ul style="list-style-type: none"> Form a RWG to govern RAP implementation. Draft a Terms of Reference for the RWG. Establish Aboriginal and Torres Strait Islander representation on the RWG. 	<ul style="list-style-type: none"> Maintain Aboriginal and Torres Strait Islander representation on the RWG. Establish and apply a Terms of Reference for the RWG. RWG meet at least four times per year to drive and monitor RAP implementation. 	<ul style="list-style-type: none"> Maintain Aboriginal and Torres Strait Islander representation on the RWG. Apply a Terms of Reference for the RWG. RWG meet at least four times per year to drive and monitor RAP implementation.
Provide appropriate support for effective implementation of RAP commitments.	<ul style="list-style-type: none"> Define resource needs for RAP implementation. Engage senior leaders in the delivery of RAP commitments. Define appropriate systems and capability to track, measure and report on RAP commitments. 	<ul style="list-style-type: none"> Define resource needs for RAP implementation. Engage senior leaders and other staff in the delivery of RAP commitments. Define and maintain appropriate systems and capability to track, measure and report on RAP commitments. Appoint and maintain an internal RAP Champion from senior management. 	<ul style="list-style-type: none"> Embed resource needs for RAP implementation. Embed key RAP actions in performance expectations of senior management and all staff. Embed appropriate systems and capability to track, measure and report on RAP commitments. Maintain an internal RAP Champion from senior management. Include our RAP as a standing agenda item at senior management meetings.
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. 	<ul style="list-style-type: none"> Complete and submit the annual RAP Impact Measurement Questionnaire to Reconciliation Australia. Report RAP progress to all staff and senior leaders quarterly. Publically report our RAP achievements, challenges and learnings, annually. Investigate participating in Reconciliation Australia's biennial Workplace RAP Barometer. 	<ul style="list-style-type: none"> Complete and submit the annual RAP Impact Measurement Questionnaire to Reconciliation Australia. Report RAP progress to all staff and senior leaders quarterly. Publically report against our RAP commitments annually, outlining achievements, challenges and learnings. Investigate participating in Reconciliation Australia's biennial Workplace RAP Barometer.
Continue our reconciliation journey by developing our next RAP.	<ul style="list-style-type: none"> Register via Reconciliation Australia's website to begin developing our next RAP. 	<ul style="list-style-type: none"> Register via Reconciliation Australia's website to begin developing our next RAP. 	<ul style="list-style-type: none"> Register via Reconciliation Australia's website to begin developing our next RAP.

RAP August 2022 -

The tables below have been prepared to provide information to assist in determining the next RAP level for City of Darwin. The 2020-2022 City of Darwin RAP is an Innovate RAP. The achievements to date are shown in the column beside this.

The Innovate and Stretch columns are the **minimum mandatory** actions for each level. Additional actions are added to customise and further develop each RAP.

Relationships

Action	Innovate	Achievements to date	Stretch	GAPS
Establish and maintain mutually beneficial relationships with Aboriginal and Torres Strait Islander stakeholders and organisations.	<ul style="list-style-type: none"> Meet with local Aboriginal and Torres Strait Islander stakeholders and organizations to develop guiding principles for future engagement. Develop and implement an engagement plan to work with Aboriginal and Torres Strait Islander stakeholders and organizations. 	<p>City of Darwin engages with a large network of Aboriginal and Torres Strait Islander stakeholders and organisations in our day-to-day operations.</p> <p>Through the launch and implementation of our Engagement Plan we have identified these relationships which will inform our guiding principles for future engagement where appropriate moving forward.</p> <p>Regularly work with and support Larrakia Nation Aboriginal Corporation as well as engaging LNAC on commercial contracts.</p>	<ul style="list-style-type: none"> Meet with local Aboriginal and Torres Strait Islander stakeholders and organizations to continuously improve guiding principles for engagement. Review, update and implement an engagement plan to work with Aboriginal and Torres Strait Islander stakeholders. Establish and maintain <i>[number]</i> formal two-way partnerships with Aboriginal and Torres Strait Islander communities or organizations. including <i>[list organizations]</i>: 	Development of Guiding Principles

		Established Reconciliation Advisory Committee with representatives from key ATSI organisations.	<ul style="list-style-type: none"> • <i>(Either set measurable target AND/OR list organization names)</i> 	
Build relationships through celebrating National Reconciliation Week	<ul style="list-style-type: none"> • Circulate Reconciliation Australia's NRW resources and reconciliation materials to staff. • RAP Working Group members to participate in an external NRW event. • Encourage and support staff and senior leaders to participate in at least one external event to recognize and celebrate NRW. • Organize at least one NRW event each year. • Register all our NRW events on Reconciliation Australia's NRW website. 	<p>A highlight of National Reconciliation Week (NRW) in 2022 was the launch of the Upgraded Jingili Water Gardens All Access Playground. This event was registered on NRW website.</p> <p>Our Libraries ran activities throughout the week including the Sea of Hands activity, Sorry Day Storytime, a Fun Bus special program for the week and a staff team development morning for Mabo Day.</p> <p>Internally, NRW events and information was circulated to all staff and an email banner was provided for implementation. CEO message to all staff encouraged staff to take time to attend Reconciliation Week activities where supported by manager within work hours.</p>	<ul style="list-style-type: none"> • Circulate Reconciliation Australia's NRW resources and reconciliation materials to all staff. • RAP Working Group members to participate in an external NRW event. • Encourage and support staff and senior leaders to participate in <i>[number]</i> external events to recognize and celebrate NRW, including <i>[list events]</i>: <i>Either set measurable target AND/OR list events)</i> Organise <i>[number]</i> internal NRW events, including at least one organisation-wide NRW event, each year. <ul style="list-style-type: none"> • Register all our NRW events on Reconciliation Australia's NRW website 	<p>Having the Reconciliation Action Lead as a dedicated resource will allow more lead in time to organize and capture further information on events.</p> <p>Register events on NRW website</p>

		Externally, sponsored Life Without Barriers National Reconciliation Week events.		
Promote reconciliation through our sphere of influence.	<ul style="list-style-type: none"> • Implement strategies to engage our staff in reconciliation. • Communicate our commitment to reconciliation publicly. • Explore opportunities to positively influence our external stakeholders to drive reconciliation outcomes. • Collaborate with RAP and other like-minded organisations to develop ways to advance reconciliation. 	<p>City of Darwin regularly collaborate and engage Larrakia Nation across a variety of activities ranging from Public Art commissions, wayfinding signage, water testing, recruitment, training, and tourism development.</p> <p>Our meeting rooms at the Civic Centre have been renamed in Gulumirrgin language provided by Larrakia in recognition of our relationship and Larrakia country.</p> <p>Opportunities to positively influence external business partners is recognised through our membership with the NT Indigenous Business Network and the implementation of our revised Procurement Policy. Assessment criteria weighting for Aboriginal and Torres Strait Islander businesses is now being utilising in our procurement processes.</p>	<ul style="list-style-type: none"> • Implement strategies to engage all staff to drive reconciliation outcomes. • Communicate our commitment to reconciliation publicly. • Implement strategies to positively influence our external stakeholders to drive reconciliation outcomes. • Collaborate with {number} RAP and other like-minded organizations to implement ways to advance reconciliation, including {list organizations}: <p><i>(Either set measurable target AND/OR list organisation names)</i></p>	<p>Awareness of the City of Darwin RAP could be improved.</p> <p>Steps in place to have more information on the intranet (Engagement Plan) and RAP achievements</p> <p>Website to include promotion of the RAP and achievements as regular updates</p> <p>Collaboration with other organizations has begun</p>

		Additional flags installed at Operations Centre – Aboriginal Flag and Torres Strait Islander Flag.		
Promote positive race relations through anti-discrimination strategies.	<ul style="list-style-type: none"> Conduct a review of HR policies and procedures to identify existing anti-discrimination provisions, and future needs. Develop, implement, and communicate an anti-discrimination policy for our organization. Engage with Aboriginal and Torres Strait Islander staff and/or Aboriginal and Torres Strait Islander advisors to consult on our anti-discrimination policy. Educate senior leaders and managers on the effects of racism. 	<p>The Senior Leadership team participated in a two-day Cultural Respect and Safety workshop which many reported as “life changing”.</p> <p>City of Darwin continues to provide staff with access to Cross Cultural Training and dedicated events such as NRW and NAIDOC to promote positive race relationships.</p> <p>Our anti-discrimination policy has been updated and endorsed by Council and will form part of induction of new staff and be accessible on Staff intranet.</p> <p>Review and improve annually all HR policies and procedures concerned with anti-discrimination.</p>	<ul style="list-style-type: none"> Review and improve annually all HR policies and procedures concerned with anti-discrimination. Engage with Aboriginal and Torres Strait Islander staff and/or Aboriginal and Torres Strait Islander advisors to continuously improve our anti-discrimination policy. Implement and communicate an anti-discrimination policy for our organization. Provide ongoing education opportunities for senior leaders and managers on the effects of racism. Senior leaders to publicly support anti-discrimination campaigns, initiatives, or stances against racism. 	<p>Policies are in progress</p> <p>Engagement with the Aboriginal and Torres Strait Islander Staff Support Network needs to be undertaken as well as potentially the RAP Advisory Group</p> <p>A Cultural Safety Framework to be developed and implemented which includes a plan for ongoing cultural learning.</p>

Respect

Action	Innovate	Achievements to Date	Stretch	GAPS
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"> Conduct a review of cultural learning needs within our organization. Consult local Traditional Owners and/or Aboriginal and Torres Strait Islander advisors on the development and implementation of a cultural learning strategy. Develop, implement, and communicate a 	<p>Within the City of Darwin, a range of programs are offered to staff to increase their understanding of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights. All staff participate in cross cultural training as part of their induction. Additional programs for staff were delivered by Larrakia Nation and a two-day workshop for the Executive Leadership team was also very well received.</p> <p>City of Darwin Libraries regularly partner with a range of</p>	<ul style="list-style-type: none"> Conduct a review of cultural learning needs within our organization. Consult local Traditional Owners and/or Aboriginal and Torres Strait Islander advisors on the development and implementation of a cultural learning strategy. Implement and communicate a cultural learning strategy for our staff. Commit all RAP Working 	<p>Information on staff training is not easily accessible. A new Learning Management System is under review which will improve management and coordination of staff training.</p> <p>A Cultural Safety Framework to be developed and implemented which includes a plan for ongoing cultural learning.</p>

	<p>cultural learning strategy for all staff.</p> <ul style="list-style-type: none"> • Provide opportunities for RAP Working Group members, HR managers and other key leadership staff to participate in formal and structured cultural learning. 	<p>Community Service Organisations promoting reconciliation through actions and assistance. The Library spaces are very welcoming with a new Cultural Connections corner at Casuarina Library opening soon. Cultural learning is promoted through a range of programs, story time, activities and events as well as an extensive range of resources.</p> <p>In the Innovation space the 'Saltwater stories of the Larrakia' podcasts have been produced with the Larrakia people, the traditional owners and custodians of Gulumoerrgin, also known as Darwin in the Northern Territory.</p> <p>A feature of the Discover Darwin series, the podcasts provide a platform to increase understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights through cultural learning.</p>	<p>Group members, HR managers, senior executive group, and all new staff to undertake formal and structured cultural learning.</p> <ul style="list-style-type: none"> • [%] all staff to undertake formal and structured cultural learning. 	
Demonstrate respect to Aboriginal and	<ul style="list-style-type: none"> • Increase staff's understanding of the 	A Welcome to Country is an integral part of all major City of Darwin events, such as the recent	<ul style="list-style-type: none"> • Increase staff's understanding of the 	This is done well Information on Welcome to

<p>Torres Strait Islander peoples by observing cultural protocols.</p>	<p>purpose and significance behind cultural protocols, including Acknowledgement of Country and Welcome to Country protocols.</p> <ul style="list-style-type: none"> • Develop, implement, and communicate a cultural protocol document, including protocols for Welcome to Country and Acknowledgement of Country. • Invite a local Traditional Owner or Custodian to provide a Welcome to Country or other appropriate cultural protocol at significant events each year. • Include an Acknowledgement of Country or other appropriate protocols at the commencement of important meetings. 	<p>80th anniversary of the Bombing of Darwin in February 2022. Information is also available on our Event Permit Applications for the Community to access and observe cultural protocols.</p> <p>All Council meetings commence with an Acknowledgement of Country with signage also displayed on Library premises. Civic Centre meeting rooms now have Larrakia names with signage including pronunciation.</p> <p>A Reconciliation Roadshow was rolled out 2021 promoting the City of Darwin Reconciliation Action Plan for all staff to participate in.</p> <p>The Engagement Plan (once finalised) will be on the Intranet with information on observing cultural protocols. This will include how to book a Welcome to Country and how to deliver an Acknowledgement of Country.</p>	<p>purpose and significance behind cultural protocols, including Acknowledgement of Country and Welcome to Country protocols.</p> <ul style="list-style-type: none"> • Implement and communicate a cultural protocol document (tailored for all local communities we operate in), including protocols for Welcome to Country and Acknowledgement of Country. • Invite a local Traditional Owner or Custodian to provide a Welcome to Country or other appropriate cultural protocol at {number} significant events each year, including {list events}: (Either set measurable target AND/OR list events) • Include an Acknowledgement of Country or other appropriate protocols at 	<p>Country and Acknowledgement of Country is now available in the Engagement Plan which will be available on the intranet for staff to access.</p>
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			<p>the commencement of important meetings.</p> <ul style="list-style-type: none">• Staff and senior leaders provide an Acknowledgement of Country or other appropriate protocols at all public events.• Display an Acknowledgment of Country plaque or other appropriate protocols in our office/s or on our buildings	
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<p>Build respect for Aboriginal and Torres Strait Islander cultures and histories by celebrating NAIDOC Week.</p>	<ul style="list-style-type: none"> • RAP Working Group to participate in an external NAIDOC Week event. • Review HR policies and procedures to remove barriers to staff participating in NAIDOC Week. • Promote and encourage participation in external NAIDOC events to all staff. 	<p>City of Darwin celebrates NAIDOC week throughout the community as well as internally as an organisation.</p> <p>An allocation of grant funding was available to support community events which were well attended.</p> <p>Regular promotion of NAIDOC and other cultural events are circulated to staff through CEO email and Intranet with a policy on allocated leave being made available for staff to participate. Council and Senior staff attended NAIDOC Ball, staff attended NAIDOC March, City of Darwin sponsored Flag Raising for NAIDOC Week (LM spoke at this event).</p>	<ul style="list-style-type: none"> • RAP Working Group to participate in an external NAIDOC Week event. • Review HR policies and procedures to remove barriers to staff participating in NAIDOC Week. • Support all staff to participate in <i>[number]</i> external NAIDOC Week events in our local area, including <i>{list events}</i>: (Either set measurable target AND/OR list events) • In consultation with Aboriginal and Torres Strait Islander stakeholders, support <i>[number]</i> external NAIDOC Week events each year, including <i>{list events}</i>: (Either set measurable target AND/OR list events) 	<p>Policy or inclusion in EBA to be finalized to encourage staff participation in NAIDOC week.</p>
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Opportunities

Action	Innovate	Achievements to Date	Stretch	GAPS
Improve employment	<ul style="list-style-type: none"> • Build understanding of current Aboriginal and 		<ul style="list-style-type: none"> • Engage with Aboriginal and Torres Strait Islander staff to 	Currently Aboriginal and Torres Strait Islander status is not

<p>outcomes by increasing Aboriginal and Torres Strait Islander recruitment, retention and professional development.</p>	<p>Torres Strait Islander staffing to inform future employment and professional development opportunities.</p> <ul style="list-style-type: none"> • Engage with Aboriginal and Torres Strait Islander staff to consult on our recruitment, retention, and professional development strategy. • Develop and implement an Aboriginal and Torres Strait Islander recruitment, retention, and professional development strategy. • Advertise job vacancies to effectively reach Aboriginal and Torres Strait Islander stakeholders. • Review HR and recruitment procedures and policies to remove barriers to Aboriginal and Torres Strait Islander participation 	<p>City of Darwin have reviewed our recruitment policy and procedure, allowing for flexibility in process and clearly stipulating that City of Darwin can modify recruitment processes as it deems appropriate to assist in providing employment opportunities for Aboriginal and Torres Strait Islander people.</p> <p>A Special Measures Targeted Recruitment Strategy which allows us to identify positions as determined by City of Darwin is now in place with positions including two trainee opportunities identified.</p> <p>In 2021 our Staff Support Network was established and meet on a quarterly basis to discuss and make recommendations. The group are currently assisting in the development of a Cultural Safety Framework for the City of Darwin.</p> <p>Reconciliation Action Lead role currently advertised – this is an</p>	<p>consult on our recruitment, retention, and professional development strategy.</p> <ul style="list-style-type: none"> • Develop and implement an Aboriginal and Torres Strait Islander recruitment, retention, and professional development strategy. • Advertise job vacancies to effectively reach Aboriginal and Torres Strait Islander stakeholders. • Review HR and recruitment procedures and policies to remove barriers to Aboriginal and Torres Strait Islander participation in our workplace. • Aboriginal and Torres Strait Islander employees to be supported to take on management and senior level positions. • Increase the percentage of Aboriginal and Torres Strait Islander staff employed in our workforce from { } to { }. 	<p>captured/recorded so difficult to accurately track percentages</p> <p>Tracking of training will improve with a Learning Management System</p> <p>Aboriginal and Torres Strait Islander Employment and Career Development Strategy/Plan has not been developed</p>
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	<p>in our workplace.</p> <ul style="list-style-type: none"> • Increase the percentage of Aboriginal and Torres Strait Islander staff employed in our workforce. 	ongoing position ATSI identified.		
<p>Increase Aboriginal and Torres Strait Islander supplier diversity to support improved economic and social outcomes</p>	<ul style="list-style-type: none"> • Develop and implement an Aboriginal and Torres Strait Islander procurement strategy. • Investigate Supply Nation membership. • Develop and communicate opportunities for procurement of goods and services from Aboriginal and Torres Strait Islander businesses to staff. • Review and update procurement practices to remove barriers to procuring goods and services from Aboriginal and Torres Strait Islander 	<p>City of Darwin is a member of the Northern Territory Indigenous Business network and will continue promoting opportunities and developing commercial relationships through this network.</p> <p>A revision of the procurement policy has been undertaken with a criterion for Aboriginal and Torres Strait Islander businesses included as a weighting in the tender assessment process.</p> <p>In the Innovation space the 'Discover Darwin' brand and marketing materials and 'Saltwater stories of the Larrakia' podcasts are being produced. There is strong local engagement with Aboriginal and Torres Strait Islander</p>	<ul style="list-style-type: none"> • Develop and implement an Aboriginal and Torres Strait Islander procurement strategy. • Investigate Supply Nation membership. • Develop and communicate opportunities for procurement of goods and services from Aboriginal and Torres Strait Islander businesses to staff. • Review and update procurement practices to remove barriers to procuring goods and services from Aboriginal and Torres Strait Islander businesses. • Maintain commercial relationships with [number] Aboriginal and/or Torres Strait Islander businesses, including 	<p>Procurement policy has been amended to include weighting for Aboriginal and Torres Strait Islander businesses</p> <p>Reporting system to be updated to identify Aboriginal and Torres Strait Islander businesses for accurate reporting</p> <p>City of Darwin is now a member of the NT Indigenous Business Network</p>

	<p>businesses.</p> <ul style="list-style-type: none"> Develop commercial relationships with Aboriginal and/or Torres Strait Islander businesses 	<p>suppliers adding value to these projects.</p> <p>In 2022 the Tourism Incubator Program released a Request for Quotation exclusively to Larrakia Organisations for the development of unique tourism experiences.</p>	<p><i>[list businesses]:</i> <i>(Either set measurable target AND/OR list business names).</i></p> <ul style="list-style-type: none"> Increase our overall spend on goods and services purchased each year with Aboriginal and Torres Strait Islander owned businesses from {[%]} to{[%]}. Train all relevant staff in contracting Aboriginal and Torres Strait Islander businesses through Supply Nation or an equivalent organisation. 	
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Governance

Action	Innovate	Achievements to Date	Stretch	GAPS
Establish and maintain an effective RAP Working Group	<ul style="list-style-type: none"> Maintain Aboriginal and Torres Strait Islander 	An effective RAP Implementation Working Group meets at least	<ul style="list-style-type: none"> Maintain Aboriginal and Torres Strait Islander representation on the RWG. 	Develop Terms of Reference for this group for the RAP Implementation group.

(RWG) to drive governance of the RAP	<p>representation on the RWG.</p> <ul style="list-style-type: none"> Establish and apply a Terms of Reference for the RWG. RWG meet at least four times per year to drive and monitor RAP implementation. 	<p>quarterly to monitor and discuss achievements, challenges and learnings.</p>	<ul style="list-style-type: none"> Apply a Terms of Reference for the RWG RWG meet at least four times per year to drive and monitor RAP implementation. 	
Provide appropriate support for effective implementation of RAP commitments.	<ul style="list-style-type: none"> Define resource needs for RAP implementation. Engage senior leaders and other staff in the delivery of RAP commitments. Define and maintain appropriate systems and capability to track, measure and report on RAP commitments. Appoint and 	<p>City of Darwin have the following groups supporting the implementation of the RAP commitments:</p> <ul style="list-style-type: none"> RAP Implementation Group RAP Advisory Group Aboriginal and Torres Strait Islander Staff Support Network <p>Internal monthly reporting system is used to capture reporting outcomes</p> <p>Currently recruiting (July 2022) Reconciliation Action Lead as a dedicated resource</p>	<ul style="list-style-type: none"> Embed resource needs for RAP implementation. Embed key RAP actions in performance expectations of senior management and all staff. Embed appropriate systems and capability to track, measure and report on RAP commitments. Maintain an internal RAP Champion from senior management. Include our RAP as a standing agenda item at senior management meetings. 	<p>Appropriate systems and capability to track, measure and report on RAP commitments</p>

	maintain an internal RAP Champion from senior management.	RAP Champion – Executive Manager, Community and Cultural Services		
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. • Report RAP progress to all staff and senior leaders quarterly. • Publicly report our RAP achievements, challenges, and learnings, annually. • Investigate participating in Reconciliation Australia's biennial Workplace RAP Barometer. 	<p>We have built accountability and transparency through appropriate systems to track, measure and report on commitments to support effective implementation.</p> <p>Confirmed we will undertake the annual RAP Impact Measurement Questionnaire during July 2022</p>	<ul style="list-style-type: none"> • Complete and submit the annual RAP Impact Measurement Questionnaire to Reconciliation Australia. • Report RAP progress to all staff and senior leaders quarterly. • Publicly report against our RAP commitments annually, outlining achievements, challenges, and learnings. • Investigate participating in Reconciliation Australia's biennial Workplace RAP Barometer. 	Public reporting of RAP achievements, challenges, and learnings

Continue our reconciliation journey by developing our next RAP.	Register via Reconciliation Australia's website to begin developing our next RAP.	Registered and in progress	Register via Reconciliation Australia's website to begin developing our next RAP.	
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12 Next Meeting

13 Closure of Meeting



MINUTES

Reconciliation Advisory Committee Meeting

Monday, 27 June 2022

**MINUTES OF CITY OF DARWIN
RECONCILIATION ADVISORY COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBERS DARRANDIRRA, LEVEL 1, CIVIC CENTRE, HARRY
CHAN AVENUE, DARWIN
ON MONDAY, 27 JUNE 2022 AT 1:30PM**

PRESENT: ABC Radio Charlie King, Larrakia Nation David Kurnoth, NT Indigenous Business Network Hakon Dyrting, National Indigenous Australians Agency (NIAA) Carol Stanislaus

OFFICERS: Angela O'Donnell Executive Manager Community and Cultural Services, Heather Docker Community Development Officer

APOLOGY: NT Public Health Network Jace Berry, NT Public Health Network Melinda Phillips, Councillor Peter Pangquee,

GUESTS: Wendy Moulds and Jason Elsegood Cross Cultural Consultants

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1 Meeting Declared Open

The Chair declared the meeting open at 1:47 pm.

2 ACKNOWLEDGEMENT OF COUNTRY

City of Darwin acknowledges that we are living and working on Larrakia Country. We acknowledge the Larrakia people as the Traditional Owners of the Darwin region. We pay our respects to the Larrakia elders past and present and support emerging Larrakia leaders now and into the future. City of Darwin is committed to working together with all Larrakia to care for this land and sea for our shared future.

3 APOLOGIES & LEAVE OF ABSENCE**3.1 Apologies**

NT Public Health Network Jace Berry, NT Public Health Network Melinda Phillips, Councillor Peter Pangquee

3.2 Leave of Absence**3.3 Leave of Absence Notified**

Nil

4 ELECTRONIC ATTENDANCE**5 DECLARATION OF INTEREST OF MEMBERS AND STAFF****5.1 Declaration of Interest by Members**

Nil

5.2 Declaration of Interest by Staff

Nil

6 CONFIRMATION OF PREVIOUS MINUTES**COMMITTEE RESOLUTION RAC005/22**

Moved: Larrakia Nation David Kurnoth

Seconded: ABC Radio Charlie King

That the minutes of the Reconciliation Advisory Committee Meeting held on 9 May 2022 be confirmed.

CARRIED 4/0

7 ACTIONS ARISING FROM PREVIOUS MINUTES

8 PRESENTATIONS**9 OFFICER REPORTS****9.1 EXPRESSIONS OF INTEREST COMMUNITY MEMBERS****COMMITTEE RESOLUTION RAC006/22**

Moved: National Indigenous Australians Agency (NIAA) Carol Stanislaus

Seconded: NT Indigenous Business Network Hakon Dyrting

1. THAT the report entitled Expressions of interest community members be received and noted.
2. THAT the Reconciliation Advisory Committee make a recommendation to Council for the appointment of up to 4 community representatives
 - (i) Nicole Brown
 - (ii) Leah Gardiner

CARRIED 4/0**10 MEMBER REPORTS**

Nil

National Indigenous Australians Agency (NIAA) Carol Stanislaus departed the meeting at 2:45 pm.

National Indigenous Australians Agency (NIAA) Carol Stanislaus re-joined the meeting at 2:47 pm.

11 GENERAL BUSINESS**11.1 CROSS CULTURAL CONSULTANTS - PROGRESS REPORT AND DRAFT ENGAGEMENT PLAN****COMMITTEE RESOLUTION RAC007/22**

Moved: NT Indigenous Business Network Hakon Dyrting

Seconded: National Indigenous Australians Agency (NIAA) Carol Stanislaus

That the report be received and noted.

CARRIED 4/0**11.2 UPDATE RECRUITMENT RECONCILIATION ACTION LEAD****COMMITTEE RESOLUTION RAC008/22**

Moved: National Indigenous Australians Agency (NIAA) Carol Stanislaus

Seconded: Larrakia Nation David Kurnoth

That the report be received and noted.

CARRIED 4/0

11.3 INFORMATION REQUEST REGARDING ROAD SAFETY**COMMITTEE RESOLUTION RAC009/22**

Moved: National Indigenous Australians Agency (NIAA) Carol Stanislaus

Seconded: Larrakia Nation David Kurnoth

That City of Darwin officers investigate road safety, harm minimisation and signage in key hot spots.

CARRIED 4/0

MOTION**COMMITTEE RESOLUTION RAC010/22**

Moved: Larrakia Nation David Kurnoth

Seconded: ABC Radio Charlie King

That City of Darwin support the establishment of a local Reconciliation Network by appointing an appropriate member.

CARRIED 4/0

12 NEXT MEETING**18 JULY 1.30 PM TO 3.00 PM**

The Chair declared the meeting closed at 3.10 pm.