

BARKLY REGIONAL COUNCIL



AGENDA

CULTURAL ADVISORY COMMITTEE

Meeting to be held at Tennant Creek Council Chambers
Wednesday, 18 May 2016, 2:00pm

1. OPENING AND ATTENDANCE

- 1.1. Members present
- 1.2. Staff present
- 1.3. Apologies
- 1.4. Absent without Apologies
- 1.5. Disclosure of Interests

2. MINUTES FROM PREVIOUS MEETING

- 2.1. That the minutes of the previous meeting held, 16 March 2016, be accepted as a true and accurate record.

3. ACTION LIST FROM PREVIOUS MEETING

- 3.1. That the ongoing action list be received and noted (last updated 11 May 2016)

4. GENERAL BUSINESS

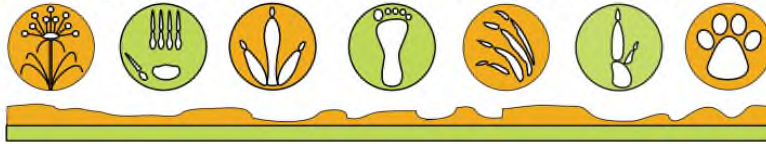
- 4.1. Cultural Awareness Training
- 4.2. Acknowledging and Welcome to Country Protocol draft policy
- 4.3. Growing our Own and what does this exactly mean
- 4.4. Recruitment issues, Special Measures Template
- 4.5. Draft Equal Employment Opportunity (EEO) Policy (resubmitted)
- 4.6. Other

5. NEXT MEETING

Next meeting of the Cultural Advisory Committee will be held on Wednesday 20 July 2016

6. MEETING CLOSE

BARKLY REGIONAL COUNCIL



MINUTES

CULTURAL ADVISORY COMMITTEE

Held at Tennant Creek Council Chambers on Wednesday 16 March 2016, 2pm

1. OPENING AND ATTENDANCE

1.1. **Members Present**

Cr. Tim Price
Cr. Pat Braun
Cr. Ada Beasley
Cr. Lucy Jackson
Cr. Noel Hayes
Cr. Joyce Taylor

1.2. **Staff Present**

Marion Smith; Chief Executive Officer
Peter Ryan; Director People and Safety
Barb Dalloway; Governance Officer (Minutes)

1.3. **Apologies**

President Barb Shaw
Cr. Jennifer Mahoney

1.4. **Absent without Apology**

Nil

2. PREVIOUS MEETING MINUTES

2.1. That the minutes of the Cultural Advisory Committee Meeting held 18 September 2015 be accepted as true and accurate

Moved: Cr. Braun

Second: Cr. Price

CARRIED UNAN.

3. BUSINESS ARISING

3.1. **BUILD FRAMEWORK FOR POLICY, 'ACKNOWLEDGEMENT OF COUNTRY'**

Prior to the next meeting in May 2016, a draft Acknowledgement of Country policy will be developed in consultation with the CEO and circulated for comment. The policy to include a timeline for giving notice to Traditional Owner organisations to undertake a Welcome to Country. Work to continue on creating a Reconciliation Action Plan.

3.2. RECRUITMENT OF ABORIGINAL PERSONS INTO BARKLY REGIONAL COUNCIL. WHAT IS IT COUNCIL WANTS IN THIS REGARD. - DISCUSSION – GROWING OUR OWN, HOW CAN THIS BE ACHIEVED

In order to give guidance to staff, Peter Ryan asked the Committee for an interpretation of the “ Growing Our Own” concept.

ACTION: Next meeting’s agenda to list clarification on whether the “ Grow your Own” concept applies to both Indigenous and Non Indigenous staff. Baseline statistics be researched and presented to the committee on; where BRC is investing in Indigenous staff, how is it investing and the numbers of Indigenous staff in each employment category.

3.3. DATABASE RELATIVE TO TRADITIONAL OWNERS THROUGHOUT THE BARKLY REGIONAL COUNCIL AREA

ACTION: Before circulation, Traditional Owner list must be checked by community-based staff to ensure the correct protocol is followed in terms of excluding names of people who may have died.

3.4. CULTURAL AWARENESS TRAINING

Visitors, Susan Burns (CDU, Alice Springs) and Michael Peterson (CDU Darwin) made a presentation on their approach to Cultural Awareness Training. CDU bases its training on an accredited unit; *CHCDIV001 Work with diverse people* which is usually delivered to 15- 20 people over 2 days of back to back sessions.

Committee members expressed the importance of local content across the many cultural groups in the region and are prepared to assist delivery once a year, and if funds allow, up to twice a year.

The proposed training is to come back to the committee for final endorsement, before it is conducted with staff.

ACTION: BRC’s Mani Naidu will coordinate with CDU for quotes and then organise liaison with committee members on content.

A letter to be sent to Mr Richard James at PATTA group to invite them to participate.

4. GENERAL BUSINESS

4.1. DRAFT EEO POLICY

Peter Ryan read out Section 7 of the policy with definitions and Committee members agreed these definitions were appropriate to include in the policy. Peter to work with the CEO on aspects of Section 11 to ensure the policy is relevant.

5. NEXT MEETING

2:30pm, Wednesday, 18 May 2016 (day before Council’s May Special meeting)

6. MEETING CLOSE

The meeting closed at 4.15pm.

| Meeting Date | Subject | Resolution/Action/Task | Action Officer | Completed/Status |
|---------------|---|--|--------------------------------------|--|
| 19 June 2015 | Welcome to Country Protocol and Policy | Committee recommended that a policy be developed and put for Council's consideration; the policy would outline the cultural protocol of Welcome to Country or Acknowledgement of Country | Director People and Safety | Draft policy including timeline for staff to contact PATTA. circulated prior to the 18 May meeting COMPLETED |
| 19 June 2015 | Position Titles | Committee recommended that recruitment processes should be more culturally appropriate. This includes the job title, explanation of job role. | Director People and Safety | Template for "Special Measures" sourced from NTG and presented to members for discussion on 18 May meeting. COMPLETED |
| 16 March 2016 | Traditional Owner List | List to be generated outlining all Traditional Owners across the Barkly Region | EA to CEO and Community Coordinators | List circulated to community coordinators 1 week prior to the meeting to ensure community- based knowledge is used to keep the list current and to follow correct protocols regarding passing of elders. ONGOING |
| 16 March 2016 | Cultural Awareness Training | Discussion to take place with Elected Members and PATTA Group to establish Cultural Awareness Training | BRC Training Coordinator | BRC to coordinate with CDU on costs and developing content with Committee members. ONGOING |
| 16 March 2016 | Draft EEO Policy | Discussion on Sections 7 and 11 of draft policy | Director People and Safety | Manager, HR consulted with the CEO on section 11 to ensure relevance. Updated version to be distributed at the meeting on 18 May 2016 |

4 May 2016

Manivannan (Mani) Naidu
Coordinator, Learning and Development
Barkly Regional Council (BRC)
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41 Peko Road, Tennant Creek
Phone: 08 8962 0061; Mobile: 04 4802 9872

Email: manivannan.naidu@barkly.nt.gov.au

Re: Quotation for the development and delivery of 'Indigenous Cultural Awareness program'

Dear Mr Naidu,

Thank you for providing Charles Darwin University (CDU) with the opportunity to quote. We can provide the Barkly regional Council the development and customised delivery of 'Indigenous Cultural Awareness program' in Tennant Creek, Ali Curung and Ampilatwatja communities.

The program will be delivered under a Fee for Service Arrangement.

The structures, methodology of the delivery of the program is proposed as follows:

The program design and customisation

- This program will be further designed and customised based on number of accredited units including CHCDIV001, series of consultation with BRC, local communities will be carried out in the process of customisation of the program.
- Advice and information from current workplace issues will be compiled and the case scenarios will be developed and used in the program. All names will remain confidential.
- The program will be contextualised and simplified based on the participant's levels of Language Literacy and Numeracy.
- The program will cover the following session outlines:
 - Geographical background to the Barkly region

- Tribes/language groups that make up the region.
- Cultural differences between groups.
- How this impacts on BRC roles.
- How BRC staff can work within this cultural framework and manage such diversity.
- History of Indigenous settlement - Aboriginal history
 - Early history and impact of colonisation on Aboriginal people.
 - impact of White Australia policy.
 - Land rights movements – resultant need for lease negotiations by BRC in order to deliver Local Government services on Aboriginal land
- Indigenous language and communication modalities
 - What to look for?
 - How to behave?
 - Male/female relationships.
- Priority setting
 - Difference in priorities between Aboriginal people and BRC Local Government – hence, importance of strong relationship and engagement with Local Authorities.
- Guest speakers sessions and discussions with a guest speakers
 - Traditional owners, elders, and or local cultural liaison officers will invited for Guest speakers sessions

Program delivery

- This non-accredited customised program will be delivered over two (2) days
- The program will be delivered for minimum 12 to maximum 20 participants per cohort. Groups formation with mixed between departments, teams and management structures will be ideal.
- The program schedules and locations will be as follows:
 - Tennant Creek
 - First visit : delivery of first and second cohort over four (4) days
 - Second visit: delivery of third and fourth cohort over four (4) days
 - Ali Curung community
 - Delivery of first cohort and second cohort over four (4) days
 - Ampilatwatja community
 - Delivery of first cohort and second cohort over four (4) days

- The program design and delivery team will be:
 - Mr Michael Petterson, CDU Lecturer based in Darwin – Mr Petterson is an Indigenous trainer at CDU.
 - Ms Susan Burns; CDU Lecturer based in Central Australia
 - BRC recommended members of the Cultural Network Team
 - Traditional Owners/Elders/Cultural Liaison Officer
- The program is none- accredited. Statement of attendance will be awarded to the participants up on successful completion of the program.
- The participants will not be required to complete assessments

The dates and program schedule can be discussed and negotiated mutually. Please contact Mr Peter Hogan, Team Leader, Community Services and Health on (08) 8946 7415 or email Peter.hogan@cdu.edu.au or Ms Susan Burns on 08 8959 5298 or email at Susan.burns@cdu.edu.au to discuss times and dates or if you require further information regarding the training programme.

Quotation 1: ‘Indigenous Cultural Awareness Program’ in Tennant Creek

| Description | Total Project Costs 2016 |
|---|--------------------------|
| Delivery of FOUR (4) cohorts of ‘Two-day Indigenous Cultural Awareness Program’ in Tenant Creek | \$29,348.21 |
| GST (if applicable) | \$2,934.82 |
| Total (GST inclusive) | \$32,283.03 |

Quotation 2: 'Indigenous Cultural Awareness Program' in Ali Curung Community

| Description | Total Project Costs 2016 |
|--|--------------------------|
| Delivery of TWO (2) cohorts of 'Two-day Indigenous Cultural Awareness Program' in Ali Curung community | \$12,706.69 |
| GST (if applicable) | \$1,270.67 |
| Total (GST inclusive) | \$13,977.36 |

Quotation 3: 'Indigenous Cultural Awareness Program' in Ampilatwatja Community

| Description | Total Project Costs 2016 |
|--|--------------------------|
| Delivery of TWO (2) cohorts of 'Two-day Indigenous Cultural Awareness Program' in Ampilatwatja community | \$12,706.69 |
| GST (if applicable) | \$1,270.67 |
| Total (GST inclusive) | \$13,977.36 |

Please note:

- CDU seeks for a longer-term cooperation with the Barkly regional Council. CDU provides the training program with reasonable price maintaining the desired quality standard of the program.
- Also training design and customisation costs are waived from the above quoted price.
- Above-quoted price is based on the delivery of the training program, not on per student basis. If the number falls below the anticipated number of participants in that is 12 – 20 participants in each cohort,

the above-quoted total price is still payable to CDU due to largely a fixed nature of the costs of the program.

Inclusions on the above-quoted price:

- Lecturer's time for the training delivery. Please note trainer's time for development and customisation of resources and materials costs are waived.
- Handouts and information for participants
- Trainers travel related costs – accommodations, meals and incidentals, car running costs

Exclusions on the above-quoted price:

- Training facilities and equipment
- Tea – coffees and lunch during the training for the participants (if required)

Conditions of Quote:

- This quotation is valid for acceptance for a period of 60 days from the date of this letter.
- CDU is aware that should the Barkly Regional Council (BRC) wishes to accept this quotation, CDU and the BRC may enter into a Service Agreement.

Or

- A purchase order issued to Charles Darwin University for the agreed amount will constitute acceptance of this quote. Please forward your purchase order to Mona Ulak by email at RGBD@cdu.edu.au
- An invoice will be issued by CDU on completion of training program in location.
- Standard CDU invoice terms are 30 days from the date of issue.

Contact Mona Ulak on (08) 8959 5391 or by email at RGBD@cdu.edu.au if you require any further information re proposal.

Yours sincerely



Sharon McGregor
Manager, Research Grants and Business Development
Office of Research and Innovation



Charles Darwin University
DARWIN NT 0909
CDU Reference: CSH85MU_2016

| | | | |
|-------------------------------|--|------------------------|------------------------|
| TITLE: | Protocols for Acknowledging and Welcome to Country | | |
| DIVISION: | | | |
| ADOPTED BY: | Council | | |
| DATE OF ADOPTION: | June 16, 2016 | DATE OF REVIEW: | Each Periodic Election |
| MOTION NUMBER: | | | |
| The aim of this policy | CP000048 | | |
| AUTHORISED: | Chief Executive Officer | | |

THIS POLICY APPLIES TO:

All employees, Elected Members and Appointed Members of Local Authorities.

PREAMBLE

The aim of this policy is to set out arrangements for liaison with Traditional Owner organisations when booking a *Welcome to Country* and to detail when an *Acknowledgement of Country* is the appropriate cultural protocol to use.

SUMMARY

This policy sets out cultural protocols to guide liaison with Traditional Owner organisations and details the difference between a *Welcome to Country* and *Acknowledgement of Country* and the events at which both recognitions of Country are to be used.

A *Welcome to* or *Acknowledgement of Country* is an important recognition of the Traditional Owners connection with land covered by the Barkly Regional Council.

Australia has no treaty with its Indigenous people. And, like many Indigenous communities, Traditional Owners have experienced significant imposed upheaval from their Country. Despite this, they remain strongly connected to the Country of their ancestors and remain the traditional custodians of their land.

DEFINITIONS

Welcome to Country can be a short speech in English or in on one of the twelve (12) languages spoken in the Barkly region, or a mixture of both languages. It can also include; singing, dancing, music (both contemporary and traditional) and a smoking ceremony.

Acknowledgment of Country is given by a non-Traditional Owner who maybe Indigenous or Non- Indigenous, as a sign of respect for the Traditional Owners and recognises the special connection that Traditional Owners have with their Country.

POLICY STATEMENT

1 Welcome to Country

- 1.1 A *Welcome to Country* will be provided at the opening each Council meeting and at other formal events, sponsored by Council such as Citizenship ceremonies and LGANT Annual meetings.
- 1.2 A *Welcome to Country* is the first item of business and precedes all other items.
- 1.3 Local Authority Chairs may call upon Traditional Owner(s) who are members of a Local Authority to make a *Welcome to Country* statement at the beginning of a Local Authority meeting.
- 1.4 That, in accordance with a request of the Traditional Owner Organisation, staff will give one (1) weeks written notice of a request for a *Welcome to Country* and follow up with a reminder notice 24 hours prior to the event.
- 1.5 Payment of a fee for a *Welcome to Country* will be made by Council, if requested by the Traditional Owner Organisation.

2 Acknowledgement of Country

- 2.1 An *Acknowledgement of Country* will be provided by a senior officer of Council where an event calls for the gathering of the entire staff of Barkly Regional Council or at other events hosted by Council, such as a public meeting.
- 2.2 PATTA Aboriginal Corporation recommends the following wording;

'I respectfully acknowledge the past and present Traditional Owners of this land on which we are gathered today, the People. It is a privilege to be standing on Country.

I also acknowledge the contributions local Aboriginal peoples' make to and the Barkly Region.'

LEGISLATION, TERMINOLOGY AND REFERENCES

- PATTA Aboriginal Corporation
- The Office of the Commissioner for Public Employment – Protocols for Acknowledging and Welcome to Country
- Council's Regional Plan
- Code of Conduct

IMPLEMENTATION AND DELEGATION

The CEO has delegated authority to implement this policy.

EVALUATION AND REVIEW

The Policy should be evaluated prior to each periodic election



Cultural Advisory Committee Special Measures Selection Plans Template

1. What are Special Measures?

A special measure is a program, plan or arrangement designed to promote equality of opportunity. Special measures are a form of lawful 'positive' discrimination in favour of groups, such as Aboriginal and Torres Strait Islander persons or persons with a disability, who have not yet achieved equality in employment. These groups are called EEO target group.

2. There are two (2) types of Special Measures programs /plans

1. Designated Positions

The Agency specifically designates a vacancy for a person from an EEO group and it cannot be filled by any person from outside that group.

2. Priority Consideration and Preference in Selection Plans under which applicants from the EEO target group will be considered first before all other applicants, and given preference in selection if they meet all the criteria and are suitable at level.

3. It is possible to have a “**Blanket**” Special Measures Plan to apply to all vacancies in an organisation. This plan is based on measures in 1 and 2 above.

3. Requirements of filling a vacancy under a Special Measures plan or program

- When advertising a job under a Special Measures plan, the advertisement must make it clear to applicants that a Special Measures plan applies. Council can use NTG wording for an advertisement.
- To be successful, the applicant must meet all the selection criteria. Selection criteria must be written in plain English in a way that can be easily understood by applicants.
- Any applicant selected under a Special Measures Plan is required to fill in a Statutory Declaration before starting work to verify they belong to the EEO group, or, provide another form of proof such as a statement from an appropriate Aboriginal organisation.

Source: Office of the Commissioner for Public Employment (Northern Territory Government)