



Reconciliation Policy

Version No:	V1.0, 13 November 2014
Endorsement:	Manager Community Planning, 20 November 2014 Policy Review Panel, 26 November 2014
Authorisation:	Council, 16 December 2014
Expiry date:	16 December 2017
Responsible officer:	Manager Community Planning
Policy owner:	Community Capacity Team

1. Purpose

The purpose of this Reconciliation Policy (the Policy) is to guide Council in its endeavours to achieve its vision of 'A united Australia which respects this land of ours, values Aboriginal and Torres Strait Islander heritage and provides justice and equity for all.'

The Policy has been developed in response to the final review of Melton City Council's Reconciliation Action Plan 2010-14 and is based on the needs identified by:

- The Melton City Council Reconciliation Advisory Committee
- Aboriginal community members participating in the Indigenous Community Consultation Workshop in July 2014
- Community surveys at Council events through July - August 2014.
- Reconciliation Australia through the National Reconciliation Action Plan Program.

The Policy formalises Council's commitment to reconciliation and the three action areas identified by Reconciliation Australia; *relationships*, *respect* and *opportunities*. The policy will guide and inform future planning and program development.

2. Scope

This policy applies to all Melton City Council Councillors, employees, contractors, sub-contractors, agents, volunteers, work experience and placement students.

3. Definitions

Word/Term	Definition
Aboriginal	In this policy the term 'Aboriginal' refers to the First Peoples of Australia, including Aboriginal Australians and Torres Strait Islander peoples.
Closing The Gap	The Council of Australian Government's framework which aims to bridge inequities in health and wellbeing between Aboriginal and non-Aboriginal people.

Reconciliation	The coming together of Aboriginal and non-Aboriginal people through mutual understanding and respect.
Reconciliation Advisory Committee (RAC)	<p>Council's formal advisory body on matters relating to reconciliation and the local Aboriginal community. The RAC consists of:</p> <ul style="list-style-type: none"> • One Melton City Councillor • One Kirrip Aboriginal Corporation representative • One Wathaurong Corporation representative • One Wurundjeri Council representative • One Reconciliation Victoria representative • Two nominated Aboriginal Community Members • Two Melton City Council Officers <p>The RAC operates in accordance to its Terms of Reference.</p>
Reconciliation Action Plan (RAP)	A document containing actions with measurable results for agencies to contribute to the reconciliation journey. RAP's contain actions under the three themes of 'relationships', 'respect' and 'opportunities'. Reconciliation prescribes 'minimum elements' to be included in all RAPs.
Reconciliation Australia	The nation's leading body on reconciliation between Aboriginal and non-Aboriginal people.
The Executive	The Melton City Council Executive Management Team.

4. Policy

4.1 Reconciliation Advisory Committee (RAC) and Aboriginal community involvement

- 4.1.1 Council will draw on the advice of the RAC in the development of policies, plans and programs relating to reconciliation.
- 4.1.2 Council will support the RAC to undertake a minimum of one Aboriginal community consultation each year to inform the development of policies, plans and programs relating to reconciliation.
- 4.1.3 The RAC will continue to operate in accordance with its Terms of Reference, including the requirements to:
- Declare any interest, pecuniary interest or conflict of interest Terms of Reference for Reconciliation Advisory Committee.
 - Keep informed of current developments, issues and concerns in the local community.
 - Have an understanding of and/or experience in the principles of community development.
 - Prepare for and actively participate in meetings.

- Act in a courteous manner, respecting others views and opinions. All members should respect the decision of the consensus view as adjudicated by the Chair.
- Treat information with sensitivity.

4.2 Annual Reconciliation Action Plans (RAPs)

4.2.1 Council will develop and review RAPs annually and in accordance with this policy.

4.2.2 Annual RAPs must be endorsed by the RAC and approved by the Executive.

4.2.3 Annual RAPs must include:

- A statement of purpose or vision for the RAP.
- Specific, measurable, achievable, relevant and time-bound targets.
- Reference to the service area within Council that is responsible for delivering the action.
- A budget.

4.2.4 Annual RAP actions should contribute to the short, medium and long term goals of the Melton City Council Reconciliation Roadmap 2015 – 2017 (Annex 1).

4.2.5 Annual RAP actions should also be responsive to Aboriginal community needs as they emerge during community consultations (See 4.1.2).

4.2.6 Council must publicly report on annual RAP actions each year. Reports must document:

- Whether each action was achieved, not achieved or ongoing.
- Major achievements over the past year.

4.3 Reconciliation Policy Principles

4.3.1 In response to the needs identified by Council, the community and the RAC, and in accordance with Reconciliation Australia's national framework, Council will:

- Support the Reconciliation Advisory Committee as an official advisory body and RAP working group.
- Participate in National Reconciliation Week and NAIDOC Week each year.
- Deliver cultural awareness training and development opportunities to Council staff.
- Recognise Aboriginal people's ongoing connection to place through Welcome to Country ceremonies or Acknowledgement of Country statements at large meetings and public events.
- Promote and celebrate the Aboriginal history and heritage of the City of Melton.
- Develop strategies and programs to recruit and retain Aboriginal employees within the organisation
- Develop strategies and programs to support Aboriginal businesses within the municipality.

- Support local Aboriginal community groups to develop their capacity through opportunities to participate in targeted programs, training activities and community events.
- Participate in local and regional networks to facilitate positive outcomes for the community under closing the gap and other federal and state government initiatives.
- Advocate for and with the local Aboriginal community to State and Federal Governments and service providers on community issues.

5. Responsibility /Accountability

5.1	Manager Community Planning
	<ul style="list-style-type: none"> • Responsible for the oversight of this policy.
5.2	Community Capacity Team
	<ul style="list-style-type: none"> • Responsible for actioning each of the policy areas drawing on the advice and guidance of the following service units (where relevant): <ul style="list-style-type: none"> – Organisation Development – Economic Development – Arts and Culture – Statutory Planning
5.3	All Staff
	<ul style="list-style-type: none"> • All Council staff are responsible for upholding the Welcome to Country and Acknowledgement of Country protocols (4.3.1).

6. References and links to legislation and other documents

Name	Location
Reconciliation Advisory Committee Terms of Reference	Melton City Council
Indigenous Community Consultation Workshop Report (July 2014)	Melton City Council
Reconciliation Plan 2010-2014	www.melton.vic.gov.au

Annex 1: Melton City Council Reconciliation Roadmap 2015 – 2017

This roadmap documents Council's short, medium and long term goals for consideration in the development of Annual Reconciliation Action Plans (RAPs) in accordance with the Reconciliation Policy (4.2).

Action Area		Short Term Goal	Medium Term Goal	Long Term Goal
		2015	2016	2017
<i>Theme 1: Relationships</i>				
1	Community Participation and Involvement	RAC supported to undertake at least one community consultation	RAC supported to undertake at least one community consultation	RAC supported to undertake at least one community consultation
2	Cultural Spaces	Temporary Aboriginal Community Hub established	Aboriginal Community Hub supported to deliver community and health services	Long-term options for a Melton-based Aboriginal Community Hub identified
<i>Theme 2: Respect</i>				
3	Public Awareness Raising	Cultural Awareness Training delivered to selected Council Advisory Committee representatives	Cultural Awareness Training delivered to selected Council Advisory Committee representatives	Cultural Awareness Training delivered to selected Council Advisory Committee representatives
		Information about the local Aboriginal community promoted	Information about the local Aboriginal community promoted	Information about the local Aboriginal community promoted
		Reconciliation and NAIDOC week celebrated	Reconciliation and NAIDOC week celebrated	Reconciliation and NAIDOC week celebrated
4	Aboriginal Heritage	Aboriginal Heritage scoping paper developed	Aboriginal Heritage Strategy developed	Aboriginal Heritage Strategy implemented
<i>Theme 3: Opportunities</i>				
5	Culturally Responsive Environment	Melton Council Reconciliation Champions Group established with two staff from each Service Unit	Melton Council Reconciliation Champions Group supported to raise Council staff awareness	Melton Council Reconciliation Champions Group supported to raise Council staff awareness

Action Area		Short Term Goal	Medium Term Goal	Long Term Goal
		2015	2016	2017
		Cultural Awareness Training delivered to all Senior Managers and at least 2 people from each Service Unit	Cultural Awareness Training delivered to all front-line staff and accessible to all Council Staff	Cultural Awareness Training delivered to at least 75% of Council Staff
		Civic Centers made more inviting to Aboriginal people through acknowledgement plaques, art and traditional crafts	Libraries and Youth Centers made more inviting to Aboriginal people through acknowledgement plaques, art and traditional crafts	Aboriginal art and traditional crafts promoted in Council buildings and exhibition spaces where possible and appropriate
6	Aboriginal Recruitment and Retention in Council	Aboriginal Recruitment and Retention scoping document developed	Aboriginal Recruitment and Retention policy developed and training delivered to Managers	Aboriginal recruitment and retention training made available to all staff with managerial responsibilities
7	Traineeships	Options for an Aboriginal Traineeship Program identified	Aboriginal Traineeship Program developed	Aboriginal Trainee Program being delivered
8	Access to Community Services	Directory of Aboriginal Community Services in the West Promoted	Directory of Aboriginal Community Services in the West Promoted	Directory of Aboriginal Community Services in the West Promoted
9	Leadership Support	Aboriginal community groups and leaders supported through the <i>Community Leadership Program</i>		
10	Young People Development	Needs and opinions of young Aboriginal people included in the <i>Youth Strategy</i>		
11	Economic Development	Aboriginal businesses supported in line with the <i>Economic Development & Tourism Plan 2014-2030</i>		