



*Agriculturally rich – Naturally beautiful*

*Yorke Peninsula Council  
Reconciliation Action Plan Working Party*

**NOTES OF MEETING**

Held on Wednesday 8<sup>th</sup> March 2023  
at the Minlaton Office,  
18 Main Street, Minlaton commencing at 4.00pm.  
(Subject to confirmation)

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**NOTES**

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ITEM 1 Yorke Peninsula Council Reconciliation Action Plan (RAP) Working Party

1.1 Welcome – Meeting declared open by Letitia Dahl-helm at 4.00pm. Acknowledgement of Country. Letitia to chair until item 4.3 Election of Chairperson.

1.2 Present

Mayor Darren Braund  
Councillor (Cr) Naomi Bittner

Stephen Goldsworthy	Operations Manager
Adele Wyatt	Executive Services Support Officer
Sue Beech	Property Tenure Officer
Tanya Walsh	Leisure Options Coordinator (4.09pm)
Carina Congdon	Team Leader Human Resources and People Experience
Letitia Dahl-helm	Environment Officer

1.3 Leave of Absence

Nil

1.4 Apologies

Cr Kylie Gray

Ben Thompson	Director Corporate and Community Services
Sonya Rankine	Arts and Cultural Facilitator (advisory)

1.5 Notes of previous meeting – Inaugural meeting – not applicable

ITEM 2 VISITOR TO THE MEETING

Nil

ITEM 3 CORRESPONDENCE

3.1 Reconciliation Australia

Review of newsletters, advice etc

**Action:** Letitia to distribute correspondence from Reconciliation Australia to Working Party as received, then note at subsequent meeting.

3.2 Reconciliation South Australia

Review of newsletters, advice etc

**Action:** Letitia to distribute correspondence from Reconciliation South Australia to Working Party as received, then note at subsequent meeting.

ITEM 4 DEBATE AGENDA

4.1 Introduction to Reconciliation Action Plans

Review of documentation provided by Reconciliation Australia.

4.2 Working Party Terms of Reference

Review of draft Terms of Reference.

**Action:** Letitia to update the Terms of Reference (as per below) and distribute to the Working Party over email for approval:

- Include provision that consensus can be achieved over email or Microsoft Teams.
- Include provision to address a split vote (recommendation(s) to Council will not be made in instance of split vote due to even numbers, and decision will remain pending until next meeting).

**Action:** Once the Terms of Reference are approved by the Working Party, Letitia is to prepare a report to Council recommending Council endorsement.

4.3 Election of Chairperson

Nominated and endorsed Letitia as Chairperson.

Nominated and endorsed Tanya as Deputy Chairperson.

Nominated and endorsed Adele as note taker.

4.4 Reflect Template – assigning of tasks and timelines

Review of Reflect Action Plan Template and allocation of responsibilities and timelines. Note, the RAP is budgeted for, which will allow for delivery of the actions such as attendance at events or training.

The Reflect Action Plan with associated actions is attached.

**Action:** Letitia to include review of Reflect Action Plan as a standing item of the agenda.

#### 4.5 Reference Group formation

Letitia explained that the Reconciliation Australia documentation outlines the purpose of a Reference Group (Advisory Committee). This will be included into a draft Terms of Reference for the Reference Group, using the Terms of Reference for the Working Party as a template.

Letitia proposes the following invitations to form the Reference Group:

- 2 representatives from Narungga Nation Aboriginal Corporation (NNAC);
- 1 representative from Nharangga Aboriginal Progress Association (NAPA);
- 1 representative from Point Pearce Aboriginal Corporation (PPAC); and
- 3 community representatives of Aboriginal and Torres Strait Islander descent, selected via an Expression of Interest process (as per Council's Community Engagement Policy).

The Reference Group will be remunerated for time (minimum 1 to maximum 3 hours each meeting) and travel. This is a budgeted item.

Letitia will coordinate the Reference Group as per her responsibility in the Reflect Action Plan.

It will be proposed to the Reference Group that not all Working Party members attend each of their meetings, rather the member with responsibility for an item to be discussed will be present. Additionally, it will be proposed that once per year, the Working Party and Reference Group meet together, which will include celebration of reconciliation activities.

Letitia, and Sonya as advisory and a Narungga woman, will attend each Reference Group meeting.

**Action:** Letitia to investigate Expression of Interest process conducted by other Council's, and how selections were made when capped numbers.

#### ITEM 5 GENERAL BUSINESS

Letitia overviewed the upcoming Nharangga Cultural Day on Sunday 7<sup>th</sup> May, 11.00am – 3.00pm. Council partners with NAPA and NNAC to deliver the event, with funding support from Northern and Yorke Landscape Board via their Grassroots Grant program, and Country Arts SA. All activities are delivered by Nharangga dhura (Narungga people), however, the planning committee is seeking volunteers from the Working Party to host the registration desk (distributing coloured wrist bands for guided walk allocation, and one ticket per person for kangaroo tacos).

All Working Party members are invited to the event.

**Action:** Cr Naomi and Carina to host registration desk. Goldy to assist with camp oven preparation as per last year.

**Action:** Letitia to check with Ben his availability to assist with set up and pack up on the day.

ITEM 6 NEXT MEETING

Meeting times were discussed, with preference for an end time of 4.30pm, to allow staff to return to the principal office before close of business. This should also allow the meeting to be held in the Council Chamber (avoiding conflict with set up of Council Meeting).

Next meeting **Wednesday 14<sup>th</sup> June**, time and location to be confirmed.

**Action:** Letitia to discuss proposed meeting time with Cr Kylie and Natalie McDonald.

ITEM 7 CLOSURE

5.05 pm