

Deliverables	Timeline	Responsible Manager	Progress update	Progress complete
1.1 Identify First Nations stakeholders and organisations within our local area or sphere of influence by ensuring First Nations stakeholders are included in Council's master stakeholder list	October 2022	Manager Community Capacity	This has included Southern Cultural Immersion, Joining Hands and Minds and other Senior Kurna people with known active local connection	
1.2 Research best practice and principles that support partnerships with First Nations stakeholders and organisations by developing a summary of information available on best practice and principles and explore the local applicability of this with stakeholders	April 2023	Manager Strategy, Sustainability and Economic Growth	Research summary produced. Local applicability of the summarised information will be explored as part of our ongoing RAP journey, to inform our work under the Innovate RAP	
2.1 Circulate Reconciliation Australia's National Reconciliation Week resources and reconciliation materials to our staff via our events calendar on Onkanet and via internal communications	May 2023	Manager Communications and Engagement	- A dedicated webpage was created which had full details of all Reconciliation Week activities held for staff, Elected Members and community to get involved - This dedicated webpage will be used for all future Reconciliation Week activities	
2.2 Reconciliation Working Group members to participate in an external National Reconciliation Week event including Reconciliation SA National Reconciliation Week Breakfast	May 2023	Manager Community Capacity	- Informal Reconciliation Working Group supported the development of the Reflect RAP. The Informal Reconciliation Working Group supported the delivery of the Reflect RAP - Aboriginal staff members invited to nominate for the Reconciliation Working Group with the first meeting with Aboriginal staff members taking place in June. - Reconciliation Working Group members attended the Reconciliation South Australia Breakfast in May 2024 - Reconciliation Working Group members invited to Reconciliation Week events	
2.3 Encourage and support staff and senior leaders to participate in at least one external event to recognise and celebrate National Reconciliation Week by promoting external events and opportunities via internal communications	May 2023	Manager Communications and Engagement	- An Acting CEO News (2023) and Director News (2024) was published encouraging all staff to attend the Reconciliation in the South event or other Reconciliation Week events and activities - A CEO/Director News will be published each year to promote Reconciliation Week events and opportunities	

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3.1 Communicate our commitment to reconciliation to all staff by developing a communications plan to share positive stories about our reconciliation actions, with advice from stakeholders	February 2023	Manager Communications and Engagement	- Communication Plan developed which identifies opportunities to share positive stories about our reconciliation actions and journey - The Communications and Engagement Team will continue to liaise with staff to identify genuine, tangible opportunities to share positive stories relating to reconciliation and First Nations people and record these in the corporate communications calendar for ongoing stories and considerations	
3.2 Identify external stakeholders that our organisation can engage with on our reconciliation journey and work with these stakeholders to deliver the National Reconciliation Week annual event hosted by council, with advice and participation from stakeholders Maintain our membership with Reconciliation SA	February 2023 June 2023	Manager Community Capacity	- We worked with Neporendi Aboriginal Forum Incorporated, the Southern Elders Group at Neporendi Aboriginal Community Centre and Joining Hands and Minds Network to plan and deliver National Reconciliation Week events and activities in 2023 and 2024 - Reconciliation in the South event was well attended in 2023 and 2024 with positive feedback from community received - We have maintained our membership with Reconciliation SA	
3.3 Identify like-minded organisations that have Reconciliation Action Plans which we could approach to collaborate with on our reconciliation journey by developing a 'community of practice' approach with key identified organisations that have Reconciliation Action Plans	January 2023	Manager Community Capacity	We have identified and developed a community of practice with other metropolitan councils who have RAPs to identify opportunities to collaborate	
4.1 Research best practice and policies in areas of race relations and anti-discrimination by developing a summary of information available, including local examples in areas of race relations and anti-discrimination	February 2023	Manager Strategy, Sustainability and Economic Growth	Research summary produced. Local examples will be better understood through our ongoing RAP journey, including our work under the Innovate RAP	
4.2 Audit current policies and procedures in relation to anti-discrimination provisions	June 2023	Manager People and Culture	Indigenous Training and Recruitment have audited current Policies and Procedures in relation to anti-discrimination provisions	
5.1 Undertake mapping to understand how we can increase understanding, value and recognition of First Nations cultures, histories, knowledge and	February 2023	Manager People and Culture	Indigenous Training and Recruitment engaged to develop a staff survey to understand existing cultural understanding and identify ways to improve this understanding	

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rights within our organisation through surveying workers to understand existing cultural understanding (including First Nations cultures, histories, knowledge and rights) and identify ways to improve this understanding			The survey was undertaken with staff between Friday 24 March – 6 April 2023 with a total of 172 responses received	
5.2 Conduct a review of cultural learning needs within our organisation to identify learning opportunities	May 2023	Manager People and Culture	- Staff survey responses have been reviewed with the results showing the basic understanding in the areas surveyed - Results will be reviewed with stakeholders as part of the Innovate RAP development with the intent of identifying and engaging providers to deliver further programs to increase knowledge	
6.1 Develop an understanding of the local Traditional Owners or Custodians of the lands and waters within our organisation's operational area by: - Continuing our practice of engaging Kaurna monitors to observe identified excavation works and ensure cultural protocols are followed in any potential discoveries of Aboriginal heritage - Exploring possibilities to achieve cultural mapping of the Onkaparinga region, through conversation with stakeholders - Commencing mapping of unnamed parks and reserves in our region towards the future identification of traditional names, with advice from stakeholders	August 2023	Manager Strategy, Sustainability and Economic Growth	We continue to engage Kaurna monitors to observe identified excavations at worksites considered as having a higher likelihood for the inadvertent discovery of Aboriginal heritage	
	August 2023	Manager Strategy, Sustainability and Economic Growth	Cultural mapping has been undertaken in association with the Wearing St Precinct Redevelopment project and the Port Willunga North Coast Park project. This has provided valuable learning to inform future possibilities for the cultural mapping of other parts of the Onkaparinga region.	
	August 2023	Manager Communications and Engagement	Mapping of council's unnamed parks and reserves has been completed. Once the review of the Place Naming Policy has been completed (mid 2024), we will work with stakeholders to consider the naming of these unnamed parks and reserves as any traditional names become known	
6.2 Increase staff and elected member understanding of the purpose and significance behind cultural	June 2023	Manager Governance	Our Kaurna Recognition Protocols have been reviewed and future improvements identified	

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protocols, including Acknowledgement of Country and Welcome to Country Protocols by updating our Kurna Recognition Protocols with advice from stakeholders and include these in staff and elected member inductions			We are currently seeking advice from Kurna Yerta Aboriginal Corporation to finalise updated Kurna Recognition Protocols	
7.1 Raise awareness and share information amongst our staff and Elected Members about the meaning of NAIDOC Week by delivering the NAIDOC Mayors Reception and invite staff and Elected Members to attend	July 2023	Manager Community Capacity	- NAIDOC Mayors Reception was cancelled in 2023 due to a range of community complexities - NAIDOC Mayors Reception is being reviewed with support from Southern Elders Group at Neporendi Aboriginal Community Centre with a refocus on future community activities that support ongoing engagement opportunities between the Mayor, Elected Members and community	
7.2 Provide staff with information about regional NAIDOC Week events	June 2023	Manager Community Capacity	- Staff and Elected Members were made aware of and invited to the 2023 NAIDOC Week March and Family Fun Day event delivered in partnership with Neporendi Aboriginal Forum Inc. and with support from the Joining Hands and Minds network - Staff will be provided information about all NAIDOC events in future years	
7.3 Support the Reconciliation Working Group to identify and attend an external NAIDOC Week event	July 2023	Manager Community Capacity	- Members of the informal Reconciliation Working Group attended NAIDOC Week March and Family Fun Day - Reconciliation Working Group members will be encouraged to attend future NAIDOC Week events and opportunities	
8.1 Develop a business case for First Nations employment within our organisation by researching our current practices to build our capability to increase employment of First Nations people	January 2023	Manager People and Culture	- Business case has been developed following researching current practices - Recommendations are being incorporated into the Workforce Plan and will be further considered in the Innovate RAP	
8.2 Build understanding of current First Nations staffing to inform future employment and professional development opportunities, which contributes to the development of an action plan that will support a First Nations staff employment and retention strategy	September 2023	Manager People and Culture	- Reviewed how workforce data is collected and recorded, which resulted in a whole of workforce campaign to ensure that workforce data is both robust and reliable - A Campaign titled 'What makes you you, makes us us' saw approximately 20% of our workforce update their staff profile, which will help guide our understanding of our workforce	

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			- Developed a dashboard focused on workforce diversity with First Nations staff being a key pillar of both this dashboard and workforce reporting - Integrated the retention of First Nations employees into a review of the Onboarding process, seeking to decrease the number of individuals leaving within the first 12 months of employment, increasing the likelihood of First Nations staff staying longer than 12 months - A new Onboarding program has commenced with initial positive feedback received with participants indicating that it has been both helpful and insightful. Over the coming months we will be tracking the number of individuals leaving to ascertain the impact of this program on retention. - A new Employee Value Proposition (EVP) project has commenced which aims to more effectively communicate with potential applicants, including First Nations applicants - Integrated the measure of Aboriginal and Torres Strait Islander staff, as identified in our Diversity Policy, into a key reporting measure which will be presented to the Diversity, Equity and Inclusion Committee for consideration	
9.1 Develop a business case for procurement from First Nations owned businesses and identify First Nations owned businesses in our council area and region and include them on the procurement register to encourage increased procurement from First Nations owned business	March 2023	Manager Financial Services	- Created new functionality within One Council to enable easy identification and reporting of First Nations suppliers and activity (spend etc.) - First Nations owned businesses within and used by the City of Onkaparinga identified - Updated the Creditor Details Form to include an attribute to state if the business is at least 50% First Nations owned - Opportunities for Council to encourage increased procurement from First Nations owned businesses identified	
9.2 Investigate the feasibility of a Supply Nation membership	February 2023	Manager Financial Services	- Reviewed existing registers including the South Australian Aboriginal Business Register and Supply Nation to identify potential First Nation suppliers to Council - Recommendation approved by DG to utilise the South Australian Aboriginal Business Register (SAABR) rather than procure a Supply Nation membership, due to the	

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			SAABR providing a more comprehensive register of First Nations owned businesses in South Australia at no cost	
10.1 Identify which team that will oversee progress of the Reconciliation Action Plan and form a Reconciliation Working Group which includes representation from key teams from across the organisation	September 2022	Manager Community Capacity	- Arts, Reconciliation and Cultural Development team is overseeing the progress of the RAP - Managers and or their delegates were identified to progress RAP Actions and Deliverables which they had responsibility for. This supported the formation of an informal Reconciliation Working Group to support the delivery of the Reflect RAP - Formal Reconciliation Work Group meeting with Aboriginal staff members scheduled in June 2024	
10.2 Draft a Terms of Reference for the Reconciliation Working Group	October 2022	Manager Community Capacity	Draft Terms of Reference developed and will be presented to the formal Reconciliation Working Group in July 2024 following the first meeting with Aboriginal staff members	
10.3 Establish a Reconciliation Working Group with membership by First Nations staff, First Nations People Advisory Group, Neporendi Aboriginal Forum Incorporated, and other identified stakeholder representatives	September 2022	Manager Community Capacity	- Aboriginal staff members invited to nominate for the Reconciliation Working Group with first meeting scheduled in June 2024 - Community and partners will be encouraged to join the Reconciliation Working Group in the future	
11.1 Define resource needs for Reconciliation Action Plan implementation as we progress towards an Innovate Plan	October 2023	Manager Community Capacity	- Delivery of the Reflect RAP was undertaken within existing staff and budgetary resources - Resource requirements for a future Innovate RAP will be considered whilst developing the Innovate RAP in 2024	
11.2 Engage senior leaders in the delivery of Reconciliation Action Plan commitments	August 2022	Manager Community Capacity	Directors and Managers have been engaged in the delivery of RAP commitments	
11.3 Define appropriate systems and capability to track, measure and report on Reconciliation Action Plan commitments by supporting our Reconciliation Working Group to monitor progress against actions and oversee the development of future planning and reporting	October 2022	Manager Community Capacity	- We have developed an internal tracking document to track, measure and report on RAP commitments - Periodic updates have been provided to Directors Group - Annual updates for future RAPs will also be provided to Council	

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12.1 Complete and submit the annual Reconciliation Action Plan Impact Measurement Questionnaire to Reconciliation Australia with input from our Reconciliation Working Group	August 2023	Manager Community Capacity	- Impact measurement questionnaire submitted in September 2023. - We will continue to submit Impact Measurement Questionnaires in line with the requirements of Reconciliation Australia	
13.1 Register via Reconciliation Australia's website to begin developing our Innovate Reconciliation Action Plan	October 2023	Manager Community Capacity	We have registered with Reconciliation Australia for our Innovate RAP which will be developed in 2024	

Progress key

Green – Complete

Yellow – On track

Blue – Yet to commence