

Reference: AF12/376 FM

24th April, 2014

TO: CR RICHARDSON (PRESIDING MEMBER)

CR PERSELLO CR SHEARING

CHIEF EXECUTIVE OFFICER

MANAGER - COMMUNITY SERVICES AND DEVELOPMENT

COMMUNITY DEVELOPMENT OFFICER

JOHN AMOROSO ROB FOGGO EMMA HAY

COPY: ALL MEMBERS

NOTICE is hereby given that the Community Engagement and Social Inclusion Sub-Committee will meet in the following Meeting Room on the day, date and time as follows:

Community Engagement and Social Inclusion Sub-Committee (Reception Area - Level 4):

Monday, 28th April 2014 at 5.30 p.m.

An agenda for the meeting is enclosed herewith.

Other Members not on the Sub-Committees are encouraged to attend the above meeting as your thoughts and contributions will be appreciated.

Barbara CERNOVSKIS

MANAGER - COMMUNITY SERVICES AND DEVELOPMENT

COMMUNITY ENGAGEMENT & SOCIAL INCLUSION SUB-COMMITTEE

Meeting to be held at the Committee Room, Civic Centre, 10 Watson Terrace, Mount Gambier on Monday, 28th April, 2014 at 5.30 p.m.

<u>AGENDA</u>

PRESENT: Cr Richardson

Cr Persello Cr Shearing John Amoroso Rob Foggo Emma Hay

APOLOGIES: moved that the apology from be received

seconded

NOT IN ATTENDANCE:

COUNCIL OFFICERS: Barbara Cernovskis, Manager - Community Services and Development

Alison Brash, Community Development Officer Stacey Holder, Human Resource Manager

COUNCIL OFFICER

APOLOGIES: Mark McShane, Chief Executive Officer

COUNCIL MEMBERS
AS OBSERVERS:

OTHER GUESTS IN ATTENDANCE:

WE ACKNOWLEDGE THE BOANDIK PEOPLES AS THE TRADITIONAL CUSTODIANS OF THE LAND WHERE WE MEET TODAY. WE RESPECT THEIR SPIRITUAL RELATIONSHIP WITH THE LAND AND RECOGNISE THE DEEP FEELINGS OF ATTACHMENT OUR INDIGENOUS PEOPLES HAVE WITH THIS LAND.

MINUTES: moved that the minutes of the previous meeting held 24th

March, 2014 be taken as read and confirmed.

seconded

1. **BUSINESS ARISING**

The Presiding Member raised for discussion:

(a) <u>Domestic Violence Workplace Policy</u>

Discuss development of internal workplace policy and awareness campaign. Background literature attached.

(b) <u>Aboriginal and Torres Strait Islander Flags</u>
Draft commitment (attached) presented for further discussion

RECOMMENDATION NO.1

moved it be recommended

Community Engagement and Social Inclusion Sub-Committee Agenda, Monday 28th April, 2014 cont'd...

(a) the business arising report be received;

(b)

seconded

2. MANAGER COMMUNITY SERVICES AND DEVELOPMENT REPORT

The Presiding Member reported the Members present receive a report from the Manager Community Services and Development:

- (a) the report delivered by the Manager Community Services and Development include:
 - (i) Community Engagement Schedule
 2014/15 Draft Business Plan and Budget Pop Up Engagement activities
 - (ii) Family Fun Day
 Joint meeting with Lifelong Learning sub committee scheduled for Monday, 5th
 May 2014 at 5.30 pm
 - (iii) Community Engagement Toolkit
 Feedback on Community Engagement Tool Kit

RECOMMENDATION NO. 2

moved it be recommended:

(a) the Manager – Community Services and Development report be received;

(b)

seconded

3. COMMUNITY DEVELOPMENT OFFICER REPORT

The Presiding Member reported the Members present receive a report from the Community Development Officer:

(a) Community Development Officer delivered a monthly report (attached)

RECOMMENDATION NO. 3

moved the Community Development Officer report be received.

seconded

4. STANDING ITEM: TERMS OF REFERENCE

Objective:	Project	Current Status
4.1		
Review Council's current community	Revised Policy	Revised Policy adopted 19 th
engagement and social inclusion	P195	November 2013

Community Engagement and Social Inclusion Sub-Committee Agenda, Monday 28th April, 2014 cont'd...

practices and policies	Community Engagement Process Audit	Internal Audit in development
Investigate relevant practices in other Councils.		Achieved
Develop a community engagement and social inclusion strategy	Draft Strategy for Member Engagement	In development
	Community Engagement Framework	In development
Reflect community needs		In development
Embed community engagement and social inclusion practices in Council's operations	Community Engagement Framework	In development
	Community Engagement Process	Internal Audit in development
4.2		
Develop an organisational and operational framework to achieve Objective 4.1	As above	In development

RECOMMENDATION NO. 4

moved it be recommended the standing item Terms of Reference table as presented be received and actioned.

seconded

5. NEXT MEETING: 26th May 2014 at 5.30 p.m.

Meeting closed at p.m.

COMMUNITY ENGAGEMENT & SOCIAL INCLUSION SUB-COMMITTEE

Minutes of meeting held at the Committee Room, Civic Centre, 10 Watson Terrace, Mount Gambier on Monday, 24th March, 2014 at 5.30 p.m.

PRESENT: Cr Persello

Cr Shearing John Amoroso Rob Foggo Emma Hay

APOLOGIES: John Amoroso moved that the apology from Cr Richardson be received

Emma Hay seconded <u>Carried</u>

NOT IN ATTENDANCE:

COUNCIL OFFICERS: Mark McShane, Chief Executive Officer

Barbara Cernovskis, Manager - Community Services and Development

Alison Brash, Community Development Officer Stacey Holder, Human Resource Manager

COUNCIL MEMBERS

AS OBSERVERS: Cr lan Von Stanke

OTHER GUESTS

IN ATTENDANCE: Susie Smith, Manager Limestone Coast Domestic Violence Service

Mark Thompson, Regional Manager Limestone Coast, Housing SA

WE ACKNOWLEDGE THE BOANDIK PEOPLES AS THE TRADITIONAL CUSTODIANS OF THE LAND WHERE WE MEET TODAY. WE RESPECT THEIR SPIRITUAL RELATIONSHIP WITH THE LAND AND RECOGNISE THE DEEP FEELINGS OF ATTACHMENT OUR INDIGENOUS PEOPLES HAVE WITH THIS LAND.

MINUTES: John Amoroso moved that the minutes of the previous meeting held 28th

October, 2013 be taken as read and confirmed.

Cr Persello seconded <u>Carried</u>

1. <u>DOMESTIC VIOLENCE WORKPLACE POLICY & THE ECONOMIC IMPACT</u>

The Acting Presiding Member welcomed and introduced Susie Smith, Manager Limestone Coast Domestic Violence Service and Mark Thompson, Regional Manager Limestone Coast, Housing SA.

RECOMMENDATION NO. 1

Emma Hay moved it be recommended:

- (a) that the presentation from Susie Smith and Mark Thompson be received;
- (b) that the Community Engagement and Social Inclusion Working Party research the information presented for discussion regarding internal workplace policy and aware campaign.

Rob Foggo seconded

Carried

Community Engagement and Social Inclusion Sub-Committee Minutes, Monday 24th March, 2014 cont'd...

2. BUSINESS ARISING

The Acting Presiding Member raised for discussion:

- (a) Aboriginal and Torres Strait Islander Flags draft commitment
- (b) Calendar Meeting Schedule to be set for 2014.
- (c) Resignation
 Notice of resignation received from Callena Rawlings.

RECOMMENDATION NO. 2

Cr Shearing moved it be recommended

- (a) the business arising report be received;
- (b) the Aboriginal and Torres Strait Islander draft commitment be presented at the next meeting;
- (c) the Meeting Schedule for 2014 be set as the Fourth Friday of each month at 5.30 p.m. (recess December/January);
- (d) the resignation from Callena Rawlings be accepted and Expression of Interest for Community representative be initiated, letter sent acknowledging contribution.

Emma Hay seconded

Carried

3. MANAGER COMMUNITY SERVICES AND DEVELOPMENT REPORT

The Acting Presiding Member reported the Members present receive a report from the Manager Community Services and Development:

- (a) the report delivered by the Manager Community Services and Development include:
 - (i) <u>Limestone Coast Community Services Roundtable (LCCSRT)</u>
 To assist members to become informed, a copy of the LCCSRT Charter is attached. Please note that formal agency representation on the LCCSRT is specifically targeted at the Executive/Senior Management level of each participating agency.
 - (ii) <u>Community Engagement Schedule</u> Pop Up Engagement activities Thursday, 27th March *2014*
 - (iii) Family Fun Day
 Resolution of Council on Tuesday, 18th March 2014. Development of alternate models referred to Community Engagement & Social Inclusion and Lifelong Learning Sub-Committees.
 - (iv) Community Engagement Toolkit Tabled at meeting for discussion.

RECOMMENDATION NO. 3

John Amoroso moved it be recommended:

(a) the Manager – Community Services and Development report be received;

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- (b) Council be represented by the Manager Community Services and Development, on the LCCSRT. Minutes be circulated internally to Members, and relevant issues be raised and actioned via this sub committee;
- (c) Joint meeting with Lifelong Learning subcommittee be scheduled to discuss new modelling for Family Fun day/s;
- (d) Feedback on Community Engagement Tool Kit be submitted to the Manager Community Services and Development by 11th April, 2014.

Emma Hay seconded

Carried

4. COMMUNITY DEVELOPMENT OFFICER REPORT

The Acting Presiding Member reported the Members present receive a report from the Community Development Officer:

(a) Community Development Officer delivered a monthly report.

RECOMMENDATION NO. 4

Emma Hay moved the Community Development Officer report be received.

John Amoroso seconded

Carried

5. STANDING ITEM: TERMS OF REFERENCE

Objective:	Project	Current Status
5.1		
Review Council's current community engagement and social inclusion practices and policies	Revised Policy P195	Revised Policy adopted 19 th November 2013
	Community Engagement Process Audit	Internal Audit in development
Investigate relevant practices in other Councils.		Achieved
Develop a community engagement and social inclusion strategy	Draft Strategy for Member Engagement	In development
	Community Engagement Framework	In development
Reflect community needs		In development
Embed community engagement and social inclusion practices in Council's operations	Community Engagement Framework	In development
	Community Engagement Process	Internal Audit in development

Community Engagement and Social Inclusion Sub-Committee Minutes, Monday 24th March, 2014 cont'd..

5.2		
Develop an organisational and operational framework to achieve Objective 4.1	As above	In development

RECOMMENDATION NO. 5

Cr Shearing moved it be recommended the standing item Terms of Reference table as presented be received and actioned.

Rob Foggo seconded

Carried

6. NEXT MEETING: 28th April 2014 at 5.30 p.m.

Meeting closed at 7.00 p.m. MJT

April 2014 Community Development Report

For the Community Engagement and Social Inclusion Sub-Committee.

Outcomes and initiatives towards meeting our Social Inclusion Charter aspirations

Report generated by Alison Brash. 22/04/14.

Increase
community
participation
in decisions
which effect
them:

The **YAG Facebook** went live this month, and was advertised on the radio in the lead up to Youth Week. Youth Week activities were launched on Saturday April 5th, with the Launch and Loca8 event which saw young people charge around town capturing specific images for a scavenger hunt type competition. LOUD in the library saw over 300 people attend, including lots of adults, keen to see their family members perform.

The **John Powell Reserve Naturescape** Community Consultation saw a resoundingly positive response to the proposal, with over 83 people responding to the proposal through surveys, dialogue and discussion. An extensive area letter box drop was followed up with an open community meeting at the Mount Gambier Children's Centre, which identified additional issues for Operation's consideration. The Naturescape proposal was endorsed by Council in April. A follow up meeting will occur with the community, to discuss next steps, and partnership involvement.

Increase opportunities for equality of access to information, health and leisure facilities and services.

Attended Country Health S.A's **Youth Mental Health** System of Care Framework meeting in early April with a YAG member to identify proposed changes to program support delivery here in Mount Gambier. The YAG member will report these changes at the April meeting.

Met with members of the Limestone Coast Round Table's **Headspace/Streetlink** working party, to discuss a Headspace Expansion Bid for the region. The lead agency proposed is Uniting Communities.

The **AEDI follow up** group (in need of a new name) will focus on using **Families Week** as an opportunity to launch a Mount Gambier 50 things to do before you're 13'project in the Library on Tuesday May 20th at 11:30. Engaging kids voices is a key focus, and developing fridge magnet checklists is one outcome for the project. The group are also focusing on an East End neighbourhood project to increase awareness and access to Mount Gambier's support services.

Finished Community Services and Development Division **Volunteer Report**. Approximately 115 volunteers were engaged over 2013. Now beginning preparations to celebrate Council's volunteers as part of **National Volunteers Week** $12^{th} - 18^{th}$ of May.

Celebrate, respect and value diversity.

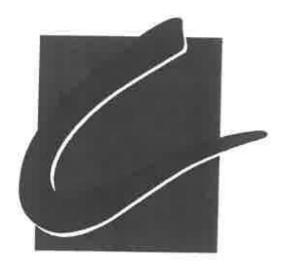
An extremely successful **Harmony Day** Concert saw an estimated 340 people participate, including audience and performers. Despite torrential weather, the event was smooth and a lot of fun, although a larger venue will need to be considered, if the event is to occur in 2015.

The **Skilled Migrants Friendship Group** – was finalised on 22/4/14.

Develop partnerships with Aboriginal and Torres Strait Islander Communities

The next meeting to discuss an event to mark the permanent display of the Aboriginal and Torres Strait Islander Flags will be called after the April CESI meeting.

Strengthen collaborative community networks.	YPN events this month included Coonawarra After Dark, and First Friday at Mac's ¹⁰ Hotel. Continued providing school promotion support to the Riddoch Gallery in lead up to the Da Vinci exhibition, and linked their volunteers to Food-handling staff at Council, to support their training.
Additional	Attended the Inaugural South East Secondary School Training Awards at City Hall.
Engagement:	Responded to numerous other requests for linkages and network support.
	Additional Collaborative Community Committees and Working Parties:
	Limestone Coast Drug Action Team.
	ICAN – Management Group - Strategic Planning continued



Centacare

Domestic Violence Workplace Policy

Endorsed by: Quality Implementation Team (QIT)

Endorsed: 19th February 2013

Approved by:

Dale P. West, Director

Approved: 19th February 2013

Policy Number: HR4015

Review Date: February 2014



Section Name: Human Resources

Policy Title:

Domestic Violence Workplace Policy

1. Domestic Violence Workplace Policy

1.1. Scope

This policy describes Centacare Catholic Family Services processes for managing Domestic Violence and the Workplace, and applies to all Centacare workers.

1.2. Statement of Commitment

Centacare is committed to maintaining a safe and healthy workplace where acts of domestic and family violence that affect the workplace are neither tolerated nor excused.

1.3. Background Information

Domestic Violence can and does affect the workplace. Domestic Violence affecting the workplace is a potential danger to all workers. Domestic violence is commonly referred to as relationship violence, intimate partner violence or gender-based violence. A central element of domestic violence is that of an ongoing pattern of behaviour aimed at power and control through fear. It is most commonly perpetrated by a male against a female partner in a domestic relationship. Domestic Violence takes a number of forms. The most commonly acknowledged forms are physical and sexual violence, threats and intimidation, emotional and social abuse, and economic deprivation.

Centacare recognises that discrimination and prejudice on the basis of gender, sexist behaviour such as sexist jokes or remarks, supports the silence that protects the perpetration of domestic violence and compounds the harm incurred as a consequence of domestic violence.

Workers who experience violence may:

- be distressed, depressed, anxious, distracted or fearful at work
- be homeless or at risk of homelessness
- be fearful of losing their job, through discriminatory treatment, if they disclose the violence
- leave their job because they are hiding from their abuser

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02/2013: V1.0			

- have an intervention order which aims to protect the person and which may have implications for the workplace (e.g. the defendant cannot contact or go to the workplace)
- have their ability to work sabotaged by the violent person (e.g. through damage to their car, or work related property)
- have increased absenteeism due to court appearances, doctors' appointments

Workers who are violent may:

- pose a risk to colleagues and clients in their workplace
- pose a threat to the reputation of the employer
- need time off work to attend stopping violence programs or court hearings
- use work time or resources to harass, stalk and monitor another person (e.g. phoning someone continuously to exert control over what s/he is doing)
- have a Court Order against them, preventing them from contacting a particular person or preventing them from having certain items such as knives, guns

1.4. Goal

- To provide a mechanism for addressing the impact of domestic violence within the workplace
- To provide acknowledgement and support for workers affected by violence
- To raise understanding of family violence

1.4.1. Aims

- Support the maintenance of a workplace and a community that is free of threats, fear and violence
- Support workers affected by domestic violence to access resources and support
- Support the use of early intervention and awareness raising strategies, as well as disciplinary measures when necessary, to prevent or minimize the occurrence and effects of domestic violence on the workplace

1.5. Other Supporting Documents

Catholic Church

- Psychological Health Policy and Procedure (No. 18.1)
- Fitness for Work Policy and Procedure (No. 18.3)
- Occupational Violence Policy and Procedure (No. 18.2)
- Bullying and Harassment Policy and Procedure (No. 18.5)
- Complaints Management Policy (No. 18.4)
- Conflict Complaints Resolution Procedure (No. 18.4)

Centacare

- Code of Conduct Policy (HR4004)
- Disciplinary Policy (HR4009)
- Equal Opportunity Policy (HR4008)
- Employee Assistance Guidelines (OHS2018.32)
- Prevention and Management of Abusive Behaviour Guidelines (OHS2018.22)
- Medical Emergencies Guidelines (OHS2011.2)
- Emergency Procedures and Recovery Plan (OHS2010.55)

1.6. **Definitions**

Domestic Violence and the Workplace

Violent acts (whether within or outside of the workplace) occurring between family or household members or between persons involved in a relationship which affect the workplace. Affecting the workplace includes any negative impact from domestic violence that affects the worker with a direct involvement with the violence (those experiencing violence and those who are violent) or any others affected in any way by this impact including but not necessarily limited to, the following:

- any act or threat of an act of physical aggression that causes physical harm to any other person
- any statement or action that reasonably could be perceived as demonstrating an intent to cause physical or serious emotional harm to another
- intimidation or verbal harassment
- disorderly conduct
- display or discussion of weapons
- threats of suicide
- threat of homicide, assault, rape
- stalking
- enlisting, aiding or abetting, coercing or asking others to do any of the above actions

Aboriginal Family Violence

The term Aboriginal Family Violence is accepted amongst Aboriginal and Torres Strait Islander Australians as a more appropriate term to describe violence perpetrated against Aboriginal people, families and communities. The term Aboriginal Family Violence includes violence perpetrated within intimate partner relationships; however it also encompasses other forms of violence perpetrated against individuals, families and communities.

Domestic Violence Workplace Safety Plan

A plan to be completed by the Manager together with the worker experiencing domestic violence affecting the workplace, to assess and document actions taken to ensure the safety of any worker affected by a domestic violence situation/incident occurring in the workplace.

1.7. Responsibilities

When a worker is experiencing domestic violence

- The worker is encouraged to report any domestic violence that occurs in or affects the workplace to their manager
- The worker is encouraged to complete a workplace safety plan with their manager

1.7.1. Executive Managers

Investigation and management of incidents of domestic violence affecting the workplace

- The Executive Manager will ensure that a safety plan has been developed with the worker experiencing domestic violence, and that this is reviewed regularly.
- The scope of the investigation of the incident/complaint shall include an inquiry as to whether the alleged perpetrator has used Centacare resources such as workplace office supplies, telephones, fax machines, mail, Email, access to the Internet, voice mail or other forms of electronic communication in the perpetration of alleged conduct.
- If Centacare concludes that a worker has perpetrated an act of domestic violence affecting the workplace, the Executive Manager will address the breaches in the code of conduct through Centacare's disciplinary policy.

1.7.2. Managers

- Support and de-brief with the worker about the incident or situation
- If the incident occurred within the workplace, log incident on RAPID online reporting system ensuring confidentiality is maintained
- Complete a Domestic Violence Workplace Safety Plan (appendix A) with the worker to ensure the safety of all workers affected
- Ensure the worker is aware of Centacare EAP and has access to the contact details
- Support the employee to access leave entitlements as required
- Contact their Executive Manager to inform them of incident

2. Procedures/Procedural Guidelines

2.1. Reporting a Breach of the Code of Conduct

An act of domestic violence that impacts on the workplace will constitute a breach of the Centacare Code of Conduct. Any acts of intimidation, aggression or violence perpetrated in the workplace and/or workplace resources are used in any way to support any such acts (i.e. any activity using workplace resources such as telephone, text, mobile, e-mail, Facebook to intimidate a staff member in their workplace) could constitute an act of gross misconduct within Centacare's disciplinary policy.

- Workers will be/are encouraged to report to their Executive Manager and Complaints Officer at the earliest opportunity incidents of perpetration of acts of domestic violence affecting the workplace.
- Centacare will investigate reported incidents thoroughly through the Complaints Policy process.
- Centacare will not tolerate any retaliation against a worker who reports in good faith, incidents of domestic violence in the workplace or who cooperates in the review thereof. Centacare will use reasonable efforts to protect the confidentiality of workers reporting or co-operating, but it cannot guarantee confidentiality in all cases.

If approached by a worker who is experiencing domestic violence:

- Ask direct questions about the situation
- Listen without judging
- · Recommend they speak to their manager
- Explain there is no excuse for domestic violence
- Let them know help is available, give resource information
- Encourage them to tell doctor about the abuse and have it documented in medical records
- · Remind them that domestic violence is a serious crime
- Tell them that the police are always there to help 24 hours a day
- Suggest they get information on restraining orders if situation worsens

2.2. Leave Entitlements

 The scope of sick/carers leave is extended to include domestic violence related reasons. All other leave is per Remuneration Policy and relevant awards.

2.3. Emergency Response

- In the event of a physical assault or other violence occurring in the workplace, a
 Centacare worker has the right to respond to the situation by calling Police to
 attend, possibly over-ruling the wishes of the worker experiencing the episode
 of domestic violence
- In the event of serious violence and or siege/hostage situation, refer to site specific emergency response plan
- If the worker sustains an injury requiring first aid and/or medical treatment, follow First Aid Procedure and/or Medical Emergencies Guidelines (WHS2011.2)

2.4. Resources

- A Right to Safety (Office for Women)
- Don't Cross the Line
- 1800Respect National Sexual Assault Domestic Violence Counselling Service
- The Domestic Violence and Aboriginal Family Violence Gateway Service (SA)

3. Policy Developed by

Date	Policy Development or Review	By Whom	Consultation process	Reason for Development or Review	Version
Feb 2013	Development	Megan Welsh (DVAHS)	HR Committee	Funding Provider requirement	V1.0

APPENDIX A



Domestic Violence Workplace SAFETY PLAN

Date:	
Name:	Phone:
Unit	Program:
Manager:	
Emergency Contact Name and Phone Nun	iber:
Assessment of situation in consultation w	ith employee
Is there an immediate safety risk?	
If yes, contact Police immediately.	
Does the site need to initiate their lockdow	n procedures?
If yes, this takes priority.	
Discuss any changes/actions that are requir	red to occur to ensure employee and site safety and document
them on the plan below	
Forward this plan to your executive manage	er
Attach a copy of the Intervention Order in p	place if applicable

ACTION PLAN – List all actions taken			
Initial Date	Action	Follow up Date	

1	<i>⊞</i>		
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Safety Plan		Human Resources Committee	HR4015.51
02/2013: V1.0			11K4013.31

DRAFT Statement of Commitment to respect

The City of Mount Gambier acknowledge the Boandik Peoples as the traditional custodians of this land. We respect their spiritual relationship with the land and recognise the deep feelings of attachment our Aboriginal and Torres Strait Islander peoples have with this land.

Our City recognise there is a role for all levels of Government to play in improving the lives and life expectancy of Aboriginal and Torres Strait Islander people.

We recognise that historical factors such as the forced dispossession of land, denial of culture and the separation of families continues to impact on the current levels of inequality and disadvantage experienced by our Aboriginal and Torres Strait Islander community.

Addressing this inequality is a shared responsibility. To do this, our City is committed to working in partnership with our Aboriginal and Torres Strait Islander community to implement the following commitments;

- We will work in partnership with the key Aboriginal and Torres Strait Islander controlled services delivery agencies to support projects and strategies which improve the social and health status of our community.
- We will work with our local Aboriginal and Torres Strait Islander controlled services
 delivery agencies to recognise and celebrate key Cultural Days for the Aboriginal and
 Torres Strait islander community.
- We will respect Aboriginal and Torres Strait Islander decision making protocols and timeframes.
- We will work with our Aboriginal and Torres Strait Islander community to explore and propose a cultural governance model, to assist Indigenous advisory arrangements for the City.
- We will develop and implement an Aboriginal and Torres Strait Islander employment strategy for the City of Mount Gambier.
- We will continue to actively recognise the Boandik people as the traditional custodians of the land on which the City of Mount Gambier resides today.
- We will support reclamation project to preserve the Aboriginal and Torres Strait Islander culture
- We will acknowledge and respect all Aboriginal and Torres Strait Islander people