

Information Sheet

Community Relations and Partnerships

Working with First Nations

This Information Sheet informs Queensland Parks and Wildlife Service and Partnerships (QPWS&P) employees about departmental initiatives and opportunities for working with First Nations peoples. This Information Sheet is to be read in conjunction with relevant policies and other documents as listed throughout.

1. Introduction

1.1 Purpose

Queensland Parks and Wildlife Service and Partnerships (QPWS&P) engages and partners with First Nations peoples to manage Queensland's protected area estate, wildlife and threatened species. QPWS&P has established a range of partnership initiatives to build partnerships and work with First Nations peoples. This Information Sheet has been designed to provide QPWS&P staff with an overview of these partnership initiatives and where to go for further information.

1.2 Background

The Department of Environment, Science and Innovation (DESI) recognises, respects and values First Nations peoples and cultures. DESI recognises that First Nations peoples have rights and interests in the Country on which we work. DESI is committed to progressing self-determination by working with First Nations peoples to incorporate their priorities and perspectives in decision-making and operations. The *Gurra Gurra Framework 2020-2026* (Gurra Gurra) prioritises and accelerates this commitment by supporting staff to deliver on the department's strategic objectives and establishing the department as a better practice agency in its work with First Nations peoples.

This Information Sheet aligns to the four key objectives of Gurra Gurra as well as being related to several intergovernmental strategies, agreements, initiatives, frameworks, policies and action plans ([Appendix 1](#)). The Information Sheet draws on existing published material (policies, guides, manuals, etc.) which support management initiatives available to build partnerships to manage country with First Nations peoples. This guide is not designed to support programs established under the *Nature Conservation Act 1992* such as the dedication of national park (Cape York Peninsula Aboriginal land), national park (Aboriginal land), national park (Torres Strait Islander land), and Indigenous joint management areas at Minjerribah and Mulgumpin.

1.3 Initiatives and opportunities

When working with First Nations peoples to explore initiatives that may be of interest, QPWS&P staff should check if there is an existing agreement with the relevant local First Nations peoples, for example, an Indigenous Management Agreement (IMA), Indigenous Land Use Agreement (ILUA), Memorandum of Understanding (MoU), Protocol, or Activity Guideline. To identify existing agreements please search the First Nations Agreements Search Tool (link is located on Rangerbase).

Initiatives and opportunities (as listed below in alphabetical order) with established resources are included in section 3 of this Information Sheet. Supporting material for each initiative should be read in full.

- [Burials of First Nations peoples on protected areas and closing areas for sorry business](#)
- [Declaring Restricted Access Areas \(RAAs\) on the protected area estate to support First Nations peoples' aspirations](#)
- [Disposal of assets \(plant and equipment\) to First Nations partners](#)
- [Employment opportunities for First Nations peoples](#)
- [First Nations peoples attending QPWS&P organised training](#)
- [Interpretative material \(cultural stories and language\)](#)
- [Joint badging on QPWS&P Uniform](#)
- [Protected area management planning with First Nations peoples](#)
- [Respecting cultural values](#)
- [Traditional names and naming of QPWS managed areas, places, sites and assets](#)
- [Traditional Owner bookings for QPWS&P camp sites](#)

1.3.1 Other initiatives

All partnership initiatives (not listed in 1.3 above) that First Nations peoples identify an interest in should be recorded and investigated further as required. Partnership initiatives should not be limited to what QPWS&P has an established policy position on. While other partnership initiatives may lack departmental resources/guides; legislation, regulations or legal advice may provide guidance. Some examples are listed in [Appendix 2](#).

QPWS&P is progressively developing departmental resources/guides with business areas to enable broader opportunity to explore implementing other partnership initiatives with First Nations peoples. This guide will be updated as more initiatives that support working with First Nations peoples are developed. The relevant business area can provide advice for QPWS&P staff seeking further guidance on any of the other initiatives listed in [Appendix 2](#).

2. Identifying and engaging the appropriate First Nations peoples for Country

DESI is committed to partnering with First Nations peoples to steward Country. The DES Strategic Plan 2023-2027 identifies strengthening partnerships with First Nations peoples and embedding First Nations peoples' knowledge and leadership in our systems, policies and programs through the Gurra Gurra Framework as key to achieving our objectives. Gurra Gurra demonstrates the department's commitment to create permanent and productive relationships with First Nations peoples, and to work in partnership to build a strong and shared future.

There is no 'one size fits all' approach to engaging with First Nations peoples. However, there are some steps that staff can consider in advance to make sure that when they are meeting with First Nations peoples they are prepared, as well as ensuring they are engaging with the appropriate First Nations people who can rightfully speak for Country. To support staff in engaging with First Nations peoples, a range of online learning material can be found on iLearn and Jawun. This includes the departmental cultural capability training for staff to begin and/or continue their cultural capability journey.

Effective and meaningful engagement is a continuous process that builds and maintains relationships between First Nations peoples and QPWS&P. This creates opportunities for First Nations peoples to exercise their rights in relation to planning, decision making and implementation. Through collaboration and co-design approaches the combined strengths and knowledge of First Nations peoples and QPWS&P can achieve mutually beneficial outcomes.

We partner with First Nations peoples to respectfully manage their land and sea Country. It is critical to always engage early and seek prior agreement about what the engagement process will look like, before planning and implementing any initiative, project, strategy, or plan which may have an impact on any area in which First Nations peoples may have an interest. It is also important to maintain a routine of engagement that is practical and meets the expectations of our First Nations partners.

Preliminary research will help identify the appropriate First Nations peoples for Country such as:

- Searching the National Native Title Tribunal (NNTT) website <http://www.nntt.gov.au/> for information on Native Title claims and determinations. The NNTT also has an online spatial program Native Title Vision.
 - The NNTT's native title layers are also available on Queensland Globe <https://qldglobe.information.qld.gov.au/> under layers, 'Society' > 'National native title tribunal'

Note, a successful native title determination is not necessarily required to progress partnership initiatives
- Undertaking a cultural heritage body search – recommend using the 'Cultural Heritage Boundaries' topic in Queensland Globe, as this may be easier to use than Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts (DTATSIPCA) public map
 - Alternatively for quick reference where you are only seeking information on cultural heritage bodies, a printable map is available from DTATSIPCA.
- Searching contact details of corporations on Office of the Registrar of Indigenous Corporations (ORIC) <https://www.oric.gov.au/>
- Asking the relevant regional QPWS&P staff to help identify the First Nations peoples they are, or have previously been, working with on Country
- Using the First Nations Agreements Search Tool on Ranger Base
- Conducting a Google search e.g., Who are the First Nations Peoples for a particular Country/area?
 - Ensure you cross check results with a credible site/s
- If you are still unsure, contact the DESI Native Title Contact Officer (NTCO) in the Partnerships Branch by searching 'native title contact officer' on Jawun, the Department's knowledge and resource hub.

For more information:

- DESI Cultural Capability online learning (iLearn)
 - Visit DESI Intranet and search "Cultural Capability"
- First Nations Agreements Search Tool
 - Visit Ranger Base and click on the icon on the homepage

3. Partnership initiatives and opportunities for working with First Nations peoples

Just as QPWS&P has different resourcing arrangements for its protected areas, not all First Nations peoples share the same aspirations, capacity or resources to actively engage in management activities with QPWS&P or to pursue partnership arrangements. The information in section 3 is intended to guide practical options for building partnerships with First Nations peoples. The individual initiatives may be combined, as approved by the relevant Delegate, to initiate new arrangements or to build on existing ones. Existing supporting policies, guides and material should be read in full to ensure a comprehensive understanding of each initiative.

Where appropriate, First Nations organisations that need additional resources may be encouraged to connect with their local DTATSIPCA office to explore the availability of grants programs that could help build their organisational capacity. DESI grants programs, such as the annual Looking After Country program and the Queensland Indigenous Land and Sea Ranger program, may be available to support First Nations groups. Indigenous Land and Sea Ranger teams that are nearby may also be able to provide peer to peer learning, training, and other support.

Additionally, there are other organisations that can support First Nations partners to develop their land and sea management capacity, including:

- Country Needs People - <https://www.countryneedspeople.org.au/>
- National Indigenous Australians Agency - <https://www.niaa.gov.au/>
 - search 'Indigenous Affairs' > grants and funding
- Indigenous Land and Sea Corporation - <https://www.ilsc.gov.au/>

Several philanthropic and not for profit groups provide funding focused on caring for Country. Further information is available at Australian Indigenous Health/InfoNet:

- <https://healthinfolnet.ecu.edu.au/> - search 'caring for Country' and view webpage located at Environmental Health topic page.

Business area contact: Indigenous Land and Sea Ranger team, Partnerships Branch

3.1 Burials of First Nations peoples on QPWS estate and closing areas for sorry business

Key resource: Operational Policy: Requests for burials and scattering of cremation ashes on QPWS estate.

QPWS&P may receive requests to bury a deceased person or scatter cremation ashes on QPWS-managed areas (including at sea in state marine parks), or to provide a ceremonial site for the burial of repatriated ancestral human remains of First Nations peoples on Country. QPWS&P respects the cultural rights and interests of all First Nations peoples to be buried in or return to Country and will support this process on QPWS-managed areas under the *Nature Conservation Act 1992* (section 14 (a) to (f)) (NCA). QPWS&P is working towards building positive and permanent relationships with First Nations peoples. If at any stage in the burial approval process, an impediment or unforeseen delay in the process develops, it is important that QPWS&P staff involved identify the problem and offer support or assistance to First Nations peoples as soon as practical. It is also important to consider First Nations staff that may be impacted when dealing with burial requests, particularly in open office environments.

While QPWS&P needs to make their own considerations, persons requesting burials will also need to be referred to the relevant local council as burials including those outside of recognised burial places are the administrative responsibility of local government. The initial steps QPWS&P staff should undertake if contacted about a burial on QPWS managed land include:

1. Immediately notify your Regional Director that a request has been received and is being assessed.
 - i. For National Parks (CYPAL) also contact the Joint Management Team, Northern Region to ensure they are aware of the request.
2. Carry out an assessment using the criteria in the operational policy and provide a recommendation to the delegate via the Regional Director.
3. The Regional Director will consider the recommendation and refer the matter to their respective Executive Director for the delegate's consideration.

4. The decision is to be advised in writing and sent by hand, email, facsimile or post to the applicant. Note: a phone call in the first instance prior to sending written advice will usually be more appropriate.
5. Appropriate record keeping of any burials on the protected area estate must be in accordance with the operational policy.

Park or area closures may be requested by First Nations peoples for various reasons including for sorry businesses. In some instances, a park alert and possibly signage may be required to notify the public that an area is closed for public access. Existing regional processes to do this should be followed.

Further information:

- Operational Policy: Request for burials and the scattering of ashes on QPWS estate
- Operational Policy: Approval to bring flowers onto QPWS managed areas
- Operational Policy: Memorials and plaques
 - Visit Ranger Base > Tools and Applications > QPWS&P Policy Search Tool > enter the policy name in the search field.

Business area contact: Your direct supervisor in the first instance as the process is led by individual regions/business areas. For further policy guidance contact Policy Strategy and Advice Team in the Partnerships branch.

3.2 Declaring Restricted Access Areas (RAAs) on the protected area estate to support First Nations peoples' aspirations

Key Resource: Sign Manual - Chapter 4 legislative signs.

QPWS&P may receive requests from First Nations peoples for a Restricted Access Area (RAA) to be declared on all or part of a protected area estate, for a variety of reasons, such as to conserve or protect the cultural or natural resources of the area. RAAs can be declared in areas managed under the NCA, *Recreation Areas Management Act 2006* (RAMA) and *Marine Parks Act 2004* (MPA). Refer to the relevant Act for a full list of reasons when an RAA may be declared.

It's important QPWS&P staff advise First Nations peoples of the option for and requirements of an RAA under the relevant legislation. In some instances, declaration of an RAA may inadvertently bring more attention to a location due to the legal requirement to have the RAA notice published on the Department's website. There may be other ways of minimising the risk of visitation and/or negative impacts e.g., engineering (hard and soft), alternative legislative solutions preferable to First Nations peoples e.g., regulatory signs prohibiting vehicles.

Some things to consider if an RAA is proposed:

- Approval to declare an RAA requires a certain level of delegation – refer to page 5 of the Nature Conservation Act Delegations (located on the DESI Intranet) for the delegation required
- Costs of developing, printing, installing, and maintaining RAA notices (signs)
- RAA notices must be published on the Department's website as well as being erected at the entry to the protected area (NCA and RAMA tenures) or published in the gazette for protected areas under the MPA
- In the first instance, discuss the proposal with your supervisor and Principal Ranger. The visitor management team in your region will also be a key contact to discuss options, process and content of RAA notices
- RAA notices are not generic and are developed on a case-by-case basis to meet the specific requirements. Some examples of RAA notices are provided the QPWS Sign Manual

Further information:

- Chapter 4 – Sign Manual legislative signs
 - Visit Ranger Base and search ‘sign manual’
- Nature Conservation Act Delegations
 - Visit DESI Intranet and search ‘Nature Conservation Act Delegations’ – go to page 5

Business area contact: QPWS&P Interpretation and Signage Team

3.3 Disposal of assets (plant and equipment) to First Nations Partners

Key resource: DES Asset Management Handbook - chapter 8

QPWS&P undertakes asset disposal and rationalisation to manage assets more efficiently, effectively and economically. If an asset has been identified as surplus to requirements and alternative uses have not been identified, the item may be donated to an external organisation. This may include donations to First Nations partners. In compliance with the Handbook, donations of equipment should be in situations where there are strong linkages between organisations/partners and DESI and the organisation is tangibly contributing to departmental program outcomes. In the case of the Department’s co-management partners, this argument should be particularly strong.

Safety is a key primary consideration and must be assessed. The department will only transfer assets that are still fit for purpose and safe. Asset donations must be approved by the delegate in writing. Note: It is desirable that the net book value has been depreciated to zero so that the department does not incur a loss.

When an asset is donated:

- a receipt or letter of acknowledgment from the organisation or First Nations partner receiving the asset should be recorded; and
- the asset must be recorded as a gift in quarterly financial reporting and on the local register of gifts, ensuring that the recorded amount reflects reasonable market value of the asset and not a Written Down Value (WDV) nil amount.

Further information:

- DES Asset Management Handbook - chapter 8
 - Visit DESI Intranet and search ‘Asset Management Handbook’
- Queensland Government Financial Management Practice Manual
 - Visit DESI Intranet and search ‘Financial Management Practice Manual’
- DES Financial Delegations
 - Visit DESI Intranet, click on ‘Policies, procedures & delegations’ in the top menu, then click financial delegations > under ‘resources’ click to enter the finance delegations dashboard

Business area contact: Regional/branch support officer or the State-Asset Services team.

3.4 Employment opportunities for First Nations peoples

Key resource: *Public Sector Act 2022* and local Human Resources officer.

3.4.1 Employment opportunities in DESI

The QPWS&P Division of DESI employs the highest percentage of Aboriginal and Torres Strait Islander peoples within DESI. There are various employment opportunities in QPWS&P for Aboriginal and Torres Strait Islander peoples - for job vacancies refer to the Smart jobs website. A key area of focus for DESI is to strengthen attraction and retention rates among First Nations employees at all levels of our organisation by continuing to build an inclusive culture and by providing opportunities for career development.

3.4.2 Priority Consideration

The Queensland *Public Sector Act 2022* (the Act), effective 1 March 2023, provides a modern, employee focused framework for the Queensland public sector. It supports the government's commitment to being fair, responsive and a leader in public administration. One of the four priority areas within the Act is to create a public sector that supports the government's focus to reframe its relationship with Aboriginal peoples and Torres Strait Islander peoples.

The Act requires public sector organisations to take steps to ensure they create a culturally capable workforce, and culturally safe workplaces. This capability is built by learning about the experiences and aspirations of Aboriginal peoples and Torres Strait Islander peoples, and integrating this knowledge into workplace standards, policies, practices and attitudes. Some of the options for increasing employment of First Nations People is to identify a position as a **Priority Consideration** in the recruitment processes. Priority consideration ensures that Aboriginal peoples and Torres Strait Islander peoples who meet the minimum requirements for a role are given priority consideration and progressed to the second stage of the selection process. Priority consideration may be applied at any classification level and for any occupational group. When planning a recruitment strategy, hiring managers should consider designating the vacancy as priority consideration. When recruiting with priority consideration, it is important to create a safe space for applicants to declare and share their connection to Country and culture during the selection process.

3.4.3 Identified Positions

When recruiting you should first consider if the position must be Identified for Aboriginal or Torres Strait Islander peoples because of either of the following reasons.

Genuine occupational requirement (GOR)

If the inherent duties of the position can *only* be undertaken by an Aboriginal person or Torres Strait Islander person, the position should be classified as Identified, GOR. For example, a position may be an Identified position, GOR where the duties of the position include providing cultural perspectives and expertise, conducting activities on sacred areas of Country or engaging with Aboriginal peoples or Torres Strait Islander peoples' communities on sensitive cultural matters. This must be approved in line with Human Resource delegations before a position is advertised. Once approved, this then becomes an occupational requirement of the position.

Equal Employment Opportunity (EEO) measures

Alternatively, a position may be assigned as Identified EEO, to attract only people who identify as Aboriginal or Torres Strait Islander to increase the representation of First Nations peoples. While there may be strong representation across QPWS&P, there may be a need to increase representation in specific locations, teams, role types, levels and/or to support DESI in meeting its overall targets.

Further information:

- DES First Nations Employment and Development Action Plan 2020-2025
 - Visit DESI Intranet and search 'First Nations Employment and Development Action Plan'

- DES Aboriginal and Torres Strait Islander Recruitment Policy and Procedure
 - Visit DES Intranet and search 'Aboriginal and Torres Strait Islander Recruitment Policy and Procedure'

Business area contact: Regional HR officer/s

3.4.4 Employment opportunities through the Queensland Indigenous Land and Sea Ranger Program

Key resource: Queensland Environment website – Indigenous Land and Sea Ranger Program page

The Queensland Indigenous Land and Sea Ranger Program is a partnership between the Queensland Government and First Nations communities to care for land and sea country. The program assists First Nations organisations to employ Land and Sea Rangers and offers grant funding, training, networking and partnership support. In 2007, the program began with just 20 rangers, in 2023 there are more than 150 Indigenous Land and Sea rangers working in 37 regional and remote locations across Queensland.

For further information refer to:

- Visit <https://www.qld.gov.au/>
 - Search 'Land and Sea Ranger Program'

Business area contact: Indigenous Land and Sea Ranger team, Partnerships Branch.

3.4.5 Supporting First Nations employment outcomes through procurement

Key Resource: Local procurement officer

The [Queensland Procurement Policy \(QPP\) 2023](#) (search Queensland Procurement Policy) commits Queensland Government agencies to increase procurement with Aboriginal and Torres Strait Islander businesses to three percent of addressable spend, supported by the [Queensland Indigenous Procurement Policy](#) (search Queensland Indigenous Procurement Policy). This framework aims to increase the value of Queensland Government contracts awarded to Indigenous business, to support the development, sustainability and growth of Indigenous business across the state. It also supports both Indigenous and non-Indigenous business to increase their Aboriginal and Torres Strait Islander workforce.

Actively contribute towards Indigenous procurement:

- Access the [Indigenous Business Procurement Guide](#) (search QIPP Guide) and consider DESI strategies to meet the target.
- The DESI Procurement Framework requires all catering be sourced, in the first instance, from an Indigenous Queensland business. Where an Indigenous business is not available, buyers may search more broadly, with a focus on small and medium enterprises. Refer to the [Queensland Government Food and Beverage Supplier Directory](#).
- **Use a Common-use Supply Arrangement** to find an Indigenous business to identify and invite offers from Indigenous businesses who have successfully demonstrated value for money by becoming listed on the arrangements.
- **Use a set aside** to reserve certain procurement activities for Aboriginal and Torres Strait Islander businesses:
 - The QIPP requires procurement from an Indigenous provider for goods or services to be delivered predominantly to Aboriginal people or Torres Strait Islander people in both discrete locations or in other locations that have a high Aboriginal and/or Torres Strait Islander population.

- Identifying and inviting only Indigenous businesses to offer through targeted limited or selective market approaches.
- **Focus your invitation to tender or quote to Queensland Indigenous businesses to meet QPP Principle 2.1** which requires that where possible, at least one regional and one Queensland supplier is invited to submit a tender or quote for a procurement.
- **Use online resources and tools to find Indigenous businesses:** [Black Business Finder](#), [Supply Nation](#), contact the [Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts](#) (for more visit the 'Getting started and considerations page on the DESI Intranet).
- **Include Indigenous outcomes in any procurement process and agree them in your contracts:** For example, you could request that the supplier engage an Indigenous apprentice as part of the project, or otherwise test with the supplier/s what Indigenous outcome opportunities might exist in the circumstances.

Further information:

- Procurement and contract Management – Getting started
 - Visit DESI Intranet and search 'Indigenous procurement' click on Getting Started and considerations link.

3.5 First Nations peoples attending QPWS&P organised training

Key resource: Regional or business area training officer

QPWS&P provides training to all employees to assist in undertaking their duties and may have capacity to extend this training to First Nations peoples as required. While prior delegate approval is required to extend training opportunities to First Nations peoples, training opportunities may include but are not limited to management and leadership, digital and systems use, fire management (various levels), chainsaw, boat license or other vessel training, agricultural chemical distribution control (ACDC), 4x4 driving course, first aid, wildlife management, threatened species monitoring, and compliance.

Staff may wish to discuss the following with their supervisor to gain the necessary approvals:

- Engaging First Nations partners to determine their training priorities and requirements.
 - Make a record of these requirements and share them with your management team
 - Obtain the contact details of an appropriate 'training contact person' within the First Nations organisation
- Seeking agreement on the best method to communicate all training opportunities as soon as practical
- Negotiating where appropriate and with prior approval, training dates that suit all interested parties
- Costs for First Nations partners to attend training may be covered by QPWS&P (within budget requirements) although this should be discussed with the delegate prior to offering the respective training.

Further information:

- Fire management partnerships with Traditional Owners on protected areas Operational Policy
 - Ranger Base > Tools and Applications > QPWS&P Policy Search Tool > enter the policy name

in the search field.

Business area contact: Regional or business area training officer

3.6 Interpretative material (cultural stories and language)

3.6.1 Interpretative material for protected areas

Key Resource: QPWS&P Sign Manual and Visitor Communications SharePoint page

Note: When considering the inclusion of First Nations content (language, written cultural content or artwork) ensure this process is commenced well in advance of project delivery times and has budget allocated for this purpose.

Publicly acknowledging partnerships and the First Nations owners of parks, forests, other land and marine parks should be included in QPWS&P signs, brochures and or webpages. When the business area is developing material, including First Nations content, authorised First Nations peoples must be engaged by the business area, to ensure cultural appropriateness and preferences in relation to terminology and group names. Refer to section 2 above for details on how to identify and engage First Nations people for Country.

QPWS&P or First Nations peoples may initiate a request for content inclusion on signage or webpages. If you are contacted by First Nations peoples/representative regarding signage, please discuss with your supervisor in the first instance. When approached or if undertaking the process of reviewing content on signs/webpages for a park or forest the following steps provide a useful guide. Engagement and partnering processes for the appropriate First Nations group should be followed, along with the following:

- Consider existing rights and interests of the First Nations group/s that may have been captured in agreements or planning processes such as the Values Based Management Framework (VBMF)
- Establish or identify budget for engagement and licensing of cultural content
- Establish the appropriate First Nations representatives to speak for that part of Country
- Undertake an appropriate engagement process with the First Nations group/s
- Negotiate remuneration – refer to Procedural Guide DES Payments to First Nations people working with DES (Co-stewardship payments). Visit DESI Intranet and search 'payments to First Nations peoples'
- Provide relevant visual examples of cultural content communicated on signs, brochures and web to stakeholders and demonstrate how Indigenous Cultural and Intellectual Property (ICIP) will be protected
- Develop content and secure feedback and approvals at key stages
- Ensure that the inclusion of cultural content in the signs/brochures or web is endorsed by required people
- Authorised First Nations peoples must provide written agreement on the use and format of the content and the intended use. This could form part of management and/or agreement negotiations, or on a case-by-case basis
- Ensure written agreement records how the ICIP is attributed
- Establish if a ceremony or event is required upon completion of the work
- Archive all cultural content and agreements according to Departmental procedures.

Further information:

- Chapter 4 – Sign Manual legislative signs

- Visit Ranger Base and search 'sign manual'
- Use of First Nations peoples co-branding in QPWS&P printed communication media
 - Visit Ranger Base > Tools and Applications > QPWS&P Policy Search Tool > enter the policy name in the search field
- Procedural Guide – DES payments to First Nations peoples working with DES (Co-stewardship payments)
 - Visit DESI Intranet and search 'payments to First Nations peoples'
- *First Nations peoples' artwork guide: A guide for commissioning and use in design products*
 - Search 'First Nations artwork guide' on DESI intranet
- Visitor Communications SharePoint page - see Images, AV and First Nations artwork file, and Commissioning First Nations artwork licensing agreement.
 - Visit Ranger Base and click on 'Visitor Communications'

Business area contact on protected area estate: QPWS&P Interpretation and Signage Team

3.6.2 Interpretive material outside of the protected area estate

Key Resource: Queensland Government Web Writing and Style Guide

Publicly acknowledging partnerships and collaborations with Traditional Owners on non-protected estate should be included in QPWS&P wildlife and threatened species interpretive or warning signs, printed or digital media, and or webpages. The same general approach and 'Generic steps' should be followed as per 3.6.1 above, with any appropriate adjustments for non-protected area estate.

For further information (in addition to 3.6.1) refer to:

- Queensland Government Web Writing and Style Guide
 - Visit the Intranet and search 'style guide'
- Procedural Guide DES Payments to First Nations People Working with DES
 - Visit DESI Intranet and search 'payments to First Nations peoples'

Business area contact wildlife and threatened species operations (non-protected area estate):

Northern/Southern Wildlife Business Units or the DESI Strategic Communications team

3.7 Joint badging on QPWS&P uniform

Key Resource: QPWS&P Uniform Procedural Guide

The QPWS&P uniform has become a recognisable brand for our employees. It enables the public to readily identify a ranger or employee of the Department and the uniform is acknowledged as being an important symbol representing the core values of the QPWS&P. Employees may wish to also wear an identifying Traditional Owner badge on their QPWS&P uniform to acknowledge the Country they work on as well as the partnership.

Employees who wish to wear an identifying Traditional Owner badge must:

- Receive prior written approval by the relevant Land Trust or representative Aboriginal or Torres Strait Islander organisation to wear the identifying Traditional Owner badge on their QPWS&P Uniform.
- Have their direct supervisor progress the request to the Regional (or Branch) Director for approval.

- Regional uniform co-ordinators should be copied into the email approval so they can document when/where joint badging has occurred in the region/branch.
- Once approved, position the Traditional Owner badge above the right chest pocket of the QPWS&P Uniform.
- Ensure all costs associated with obtaining and applying the Traditional Owner badge are met by the relevant business area.

For further information refer to:

- QPWS&P Uniform Procedural Guide
 - Visit Ranger Base > Tools and Applications > QPWS&P Policy Search Tool > enter the policy name in the search field

Business area contact: Regional uniform co-ordinator or the QPWS&P Finance – Uniform team

3.8 Protected Area Management Planning with First Nations peoples

Key resource: First Nations Co-Design Planning Guide

QPWS&P seeks to partner with First Nations peoples to co-design statutory planning documents that acknowledge, respect and support their cultural connections to their land and sea Country. There may be instances where it may not be possible to co-design with a First Nations group at a particular point in time. In these cases, executive approval may be sought to progress statutory planning, with the understanding that the opportunity to work with a First Nations group has not passed and will continue to be sought through the implementation of a management plan or statement. The State Planning team and regional planners work with key regional staff to foster partnerships with First Nations peoples as it is essential that the relationship that is built and strengthened during planning continues between regional staff and First Nations peoples, as the plan is implemented.

At the beginning of each planning project the planner, with input from the relevant region and Partnerships Branch as required, will identify the First Nations group/s that may have interests in the planning area and seek to determine who can speak for Country and represent their community. Country based plans or documents developed by First Nations groups are also identified to support the planning process. The planner will work with the region and First Nation group/s to establish a working group/s to progress the planning project. The working group's first task will be to determine the terms for partnering and include:

- identifying roles and responsibilities
- remuneration including cultural advice fees and expense payments protocols
- developing a project plan that outlines project deliverables, key dates, meeting arrangements, approval protocols etc.

In conjunction with statutory planning, QPWS&P develops 'park essentials' (e.g., fire strategy, pest strategy, visitor strategy etc) to document and support management activity under the Values Based Management Framework (VBMF). Park essentials includes assessing a park or forest's key values and management requirements (Levels of Service) across various management themes. As with statutory planning, QPWS&P will seek to co-develop these products with First Nations peoples, where there is an established partnership or formal agreement. With approval of the delegate, park essentials may be developed without First Nations peoples, in line with the *Protocols for Park Essentials*, (for example where Traditional Owners are not ready to engage in a full statutory management planning process) to support the agency to deliver essential legislative and management obligations.

For more information:

- Resources on the State Planning SharePoint Page ‘Planning partnerships with First Nations peoples’ - First Nations Co-Design Planning Guide, Guideline for partnering with First Nations peoples for Management Planning, Protocols for Park Essentials, and the Planning User Guide.
 - Visit Ranger Base, click on Park Management in the top menu and select ‘Projects, Planning and IT’, then click on State Planning. Under Planning Resources scroll down till you find ‘Planning Partnerships with First Nations Peoples’

Business area contact: State Planning team

3.9 Respecting cultural values

Respecting cultural values, including specific animals such as crocodiles, wongari (dingo) and koalas, as a key partnership commitment and DESI obligation. The department must engage early to codesign partnership approaches to management of particular places and species.

3.9.1 Koalas

Key resource: South East Queensland Koala Conservation Strategy 2020 – 2025, Code of Practice - Rehabilitation of Sick, Injured, or Orphaned Koalas in Queensland

The SEQ Koala Conservation Strategy was developed in partnership with First Nations peoples and acknowledges the cultural significance of this species to many First Nations peoples and communities.

Hundreds of sick, injured, or orphaned koalas are rescued each year in Queensland. Engagement with Traditional Owners is an important element of koala rehabilitation.

The ‘Code of Practice - Rehabilitation of Sick, Injured, or Orphaned Koalas’ primary purpose is to ensure koala rehabilitation practices (including rescue, care, and release) lead to the best possible conservation outcomes for koalas.

To support this purpose, the code ensures a collaborative approach with First Nations peoples, including fostering ongoing working relationships, consultation, and obtaining permissions from Traditional Owners and Elders.

Under the code, where the rescue site is determined to not be suitable for release, it is possible to look for a nearby site up to maximum of 10km away for koalas that were rescued as adults, and up to a maximum of 20km away for koalas that were originally rescued as orphans. The code requires that in these circumstances, a releaser must make reasonable efforts to ensure that the koala is not being moved from or into different Country without first consulting with Traditional Owners.

For more information:

- Code of Practice - Rehabilitation of Sick, Injured, or Orphaned Koalas in Queensland
 - DES Policy Register – Search ‘Rehabilitation of Sick, Injured, or Orphaned Koalas’
- South East Queensland Koala Conservation Strategy
 - DESI website – Search ‘Koala Conservation Strategy’.

3.10 Traditional names and naming of QPWS managed areas, places, sites and assets

Key resource: Operational Policy: Names and naming of QPWS managed areas, places, sites and geographical features

A proposal to name or to alter the name of a managed area, place, site, asset or geological feature may be made by anyone, including First Nations peoples. The naming or renaming of QPWS managed areas and features to traditional names is not new to QPWS&P. This initiative is now regarded as 'business as usual' to be promoted and implemented within collaborative ongoing processes.

When a managed area, place, site, or asset is to be named or renamed, meaningful consultation should occur with the relevant First Nations people/s. Initial discussions should focus on good will, providing advice regarding the process, the steps involved, possible timeframes and what information is required to inform all parties.

In recent times, the initial naming of newly declared managed areas or jointly managed areas has engaged First Nations peoples in the determination of an appropriate language name, with naming matters often built into associated agreements and planning.

When changing the name of a managed area, place or site, it is important to keep in mind that changes can have multiple practical flow on effects across the division. This includes updates to departmental databases, websites, brochures, protected area signage and published documentation that references the previous name. Any change can also have significant impacts on the broader community, such as changing promotional publications, reference material, scientific paper references and road signs. However, these considerations should not adversely impact the consideration of a name change but guide the business unit in the appropriate planning and project practicalities.

Tenure Services is the responsible unit within QPWS&P that undertakes legislative changes for renaming or naming of QPWS managed or jointly manage estate, unless a specialised arrangement prevails. Respective regional teams are responsible for seeking relevant approvals and leading the processes prior to Tenure Services progressing any legislative changes.

3.10.1 Names and naming of QPWS managed areas, places and geographical features

In Queensland, the *Place Names Act 1994* is the primary legislation for naming places, it defines that a 'place' may be an area or geological feature either natural or artificial. However, under the *Place Names Act 1994*, the definition of 'place' excludes those prescribed by other regulations such as land declared a protected area under the NCA, and waters declared marine parks under the MPA. i.e., the process for naming or renaming QPWS managed areas, places, sites, and objects are exempt from the requirements of the *Place Names Act 1994* although changes to a geographical feature such as a mountain or creek will trigger a formal consultation process under the *Place Names Act 1994*.

The *Operational Policy: Names and naming of QPWS managed areas, places, sites and geographical features* provides key steps for QPWS&P staff to follow if they receive a proposal for naming or renaming something. It's important to note that if a proposal relates to the use of a First Nations' language name, it must be accompanied by a written endorsement by the appropriate Traditional Owner/s for Country.

3.10.2 Names and naming of QPWS managed sites and assets

The Place Names Regulation 2005 does not recognise the naming of facilities and assets such as walking tracks, campgrounds, buildings and vessels. It is the position of QPWS&P that naming these items is a part of proactive engagement with First Nations peoples and promoted as opportunities arise.

For more information:

- Operational Policy Names and naming of QPWS managed areas, places, sites and geographical features
 - Visit Ranger Base > Tools and Applications > QPWS&P Policy Search Tool > enter the policy

name in the search field

- QLD Government Strategy for Naming and Co-naming of public buildings and facilities
 - Visit www.qld.gov.au and enter the 'strategy name' in the search field.

Business area contact: Parks Policy team

3.11 Traditional Owner bookings for QPWS&P camp sites

Key resource: Traditional Owner bookings - Managed by QPWS Regions (how to guide)

The National Parks Booking Service (NPBS) has the capacity to establish Traditional Owner specific accounts that allow bookings to be made at nil cost. QPWS regional visitor teams have been setup with Traditional Owner accounts for each QPWS Region, so that they can book Traditional Owner specific zero-dollar value camping permits using the NPBS Agent Module when requested. Once booked, a booking confirmation email (with attached permit tags) will be sent to the Traditional Owner Groups' nominated email.

If you receive an enquiry from a Traditional Owner Group seeking camping at a QPWS camping area, contact your regional visitor management team in the first instance.

For more information:

- Traditional Owner bookings- Managed by QPWS Regions (how to guide) *internal use only*
 - Visit Ranger Base and search 'Traditional Owner bookings'

Business area contact: Online Booking Services team

4. Definitions

- **First Nations peoples:** a collective term that highlights Aboriginal peoples and Torres Strait Islander peoples as being the original inhabitants of Australia, who have occupied this Country for many thousands of years. First Nations peoples include Traditional Owners and custodians with rights, interests and responsibilities for Country under traditional lore and custom, and an authority to speak for their Country. First Nations peoples are recognised and celebrated as essential partners for DESI.
NOTE: *Not all First Nations people support being referred to as 'First Nations'. When working with a First Nations group - please confirm the term for which they would like to be referred to as I.e., Traditional Owner, Traditional Custodian, First Nations etc.*
- **Country:** a First Nations person's traditional Country is a sacred connection, central to culture and wellbeing. First Nations peoples speak to Country, listen to Country, dance up County, understand Country and long for Country. These connections to Country exist regardless of whether native title has been formally determined.

Human Rights Act 2019 compatibility

The department is committed to respecting, protecting and promoting human rights. Under the [Human Rights Act 2019](#), the department has an obligation to act and make decisions in a way that is compatible with human rights and, when making a decision, to give proper consideration to human rights. When acting or making a decision under this Information Sheet, officers must comply with that obligation (refer to [Comply with Human Rights Act](#)).

Disclaimer

While this document has been prepared with care, it contains general information and does not profess to offer legal, professional or commercial advice. The Queensland Government accepts no liability for any external decisions or actions taken on the basis of this document. Persons external to the Department of Environment, Science and Innovation should satisfy themselves independently and by consulting their own professional advisors before embarking on any proposed course of action.

Approved By

Ben Klaassen

Signature

26/11/2023

Date

Deputy Director-General
Queensland Parks and Wildlife Service and
Partnerships

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Email.
desiqpwpartnerships.corro@des.qld.gov.au

Appendix 1

There are several state and commonwealth strategies, agreements, initiatives, action plans and policy documents that are related to this document (but are not limited to) listed in alphabetical order below.

	State	Commonwealth
A Master Plan for Queensland's parks and forests to 2025	✓	
Conserving Nature a Biodiversity Conservation Strategy for Queensland	✓	
Gurra Gurra Framework (2020-2026)	✓	
Indigenous Land Use Agreements (ILUAs)	✓	✓
Indigenous partnerships arrangements Procedural Guide	✓	
Indigenous partnerships in management of protected areas Operational Policy	✓	
Indigenous Protected Areas (IPAs)		✓
Names and naming of QPWS managed areas, places, sites and geographical features Operational Policy	✓	
Partnerships with First Nations peoples in planned fire management Operational Policy	✓	
QPWS&P Guideline for Partnering with First Nations Peoples for Management Planning	✓	
QPWS&P Uniform Policy Procedural Guide	✓	
QPWS&P VBMF First Nations Co-Design Planning Guide	✓	
Queensland First Nations World Heritage Strategy	✓	
Queensland Indigenous Land and Sea Ranger Program	✓	
Queensland's Protected Area Strategy 2020-2030.	✓	
Queensland's Threatened Species Program 2020-2040	✓	
Reef 2050 Long-Term Sustainability Plan	✓	✓
Reef Joint Field Management Program, Traditional Owner Partnership Strategy 2022-2027	✓	✓
Request for burials and the scattering of ashes on QPWS estate Operational Policy	✓	
South East Queensland Koala Conservation Strategy 2020-2025	✓	
Traditional Owner Camp Bookings – managed by QPWS regions	✓	
Use of First Nations peoples' co-branding in QPWS&P printed communication media Operational Policy	✓	
Values Based Management Framework	✓	

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Various Memorandums of Understandings in the Great Barrier Reef Marine Park and on QPWS&P terrestrial protected area estate	✓	
Various Traditional Use of Marine Resources Agreements (TUMRA's) in the Great Barrier Reef Marine Park	✓	✓
Wet Tropics of Queensland World Heritage Area Regional Agreement	✓	✓

Appendix 2

Other partnership initiatives and examples are listed in the table below. NOTE: this is not an exhaustive list and is aimed to demonstrate some of the other partnership initiatives in action. For further and up to date information contact the relevant Region/Business area or the Partnerships branch.

Initiative	Region/Business Area	Example
Storage of First Nations partners equipment at Departmental bases	South East	Kabi Kabi peoples store some of their equipment at Noosa departmental base, through CAA agreement
	Northern and Great Barrier Reef and Marine Parks	Girringun Aboriginal Corporation store their boat at the Cardwell QPWS Ranger Base. There is a Memorandum of Understanding (MoU) with QPWS&P and the Corporation.
Representation of First Nations peoples on recruitment panels	Northern Parks and Forests	Northern Parks and Forests Indigenous Employment strategy requires recruitment and selection panels to be inclusive of relevant local Traditional Owners where possible and ensure gender balance.
Repurposing existing fixed assets (built infrastructure) to First Nations partners (i.e., through a formal agreement).	Northern	Girringun Aboriginal Corporation repurposed the former Edmund Kennedy Ranger Base into an arts and cultural centre. Use of the site includes production of goods for sale, camping by Traditional Owners and peoples endorsed by the Corporation in support of on country workshops, storage of equipment and include a residence of a caretaker/occupier(s). These aspirations and the agreement with QPWS&P for ongoing use is formalised by: <ul style="list-style-type: none"> • MoU and a Commercial Activity Agreement (for commercial component and camping provisions) (CAA) with the Corporation. • Maintenance responsibilities for the infrastructure is outlined in the MoU.
	Coastal Islands	Section 34 lease (under the NCA) of land for the Butchulla Men's Business Association.
	Northern / Partnerships	Various Section 34 Deed of Agreements (under the NCA) with individual Elders who had an ongoing presence on, and connection to Country for seasonal living on park. In some instances, the s34 Agreements has included use of built infrastructure and in others it has not. The s34 agreements persist in parallel with the IMAs, as IMAs enable Living Areas for the landholding entity and not necessarily an individual or a specific family.

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Initiative	Region/Business Area	Example
Fee waiving for Commercial Activity Agreements (CAA) for First Nation Groups (RNTBC/Corporation/Land Trust)	South East	<p>Kabi Kabi Peoples Aboriginal Corporation paid the CAA Application fee and were directly reimbursed by the Department in full.</p> <p>Butchulla RNTBC paid the CAA Application fee and were directly reimbursed by the Department in full.</p> <p>Within a CAA it can be customised so daily passenger fees, camping fees, estate access fees & annual administration fee are waived.</p>
Land and Sea Rangers placement program	GBR & MP	<p>This program provides participants with the skills, tools and confidence to become a Ranger.</p> <p>Placement opportunities through a contract with Land and Sea Ranger groups to house (and pay for) one of their rangers to be embedded with the GBR&MP team for 6 months (with provision for extension). Each placement is tailored to each individual to ensure they get what they (or their group) want to get out of it. E.g., Sea time or fire experience etc. Fundings for this is through the Reef Joint Field Management Program</p>
Use of Departmental infrastructure by First Nations partners (i.e office space or shed)	GBR & MP	<p>Agreement with the Wulgurukaba Peoples to use the offices and equipment at the Yunbenum (Magnetic Island) QPWS base.</p> <p>3 Yunbenum rangers are embedded in the workforce.</p>
	Coastal Islands South East	<p>Several CAA's with First Nations groups includes use of QPWS&P infrastructure.</p> <ul style="list-style-type: none"> • CAA for Butchulla RNTBC to use Departmental office space, equipment & shed as a base to run Commercial Tours at Central Station – K'Gari • CAA for Kalwun Enterprises to use Departmental office space & equipment to run commercial tours at Burleigh Heads National Park
Culturally-informed fire management partnerships	Coastal and Islands	<p>Rangers and Kabi Kabi and Butchulla Traditional Custodians co-designed and successfully implemented a burn proposal that incorporated traditional burning techniques alongside QPWS fire strategies to protect an area of high cultural heritage value, threatened by wildfire due to unhealthy Country (caused by changes in weather patterns and high fuel loads).</p>

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Initiative	Region/Business Area	Example
Joint management response for strandings of marine protected animals outside of the protected area estate	Southern Wildlife Operations	Southern Wildlife Operations engage with relevant First Nations peoples to co-operatively respond and manage animal strandings such as marine mammals and turtles. Consideration of the local knowledge and providing advice on cultural heritage and protocol matters of the relevant First Nations peoples when co-operatively responding to marine strandings with First Nations peoples.
Management of Totem Species – Wongari (Dingo)	Coastal & Islands	The Coastal and Islands Team have engaged with the Butchulla People for K’gari to develop protocols on the management of the totemic species, the Wongari (Dingo). The protocol outlines processes engagement with the Butchulla Aboriginal Corporation in regard to tagging Wongari, treatment of sick and injured Wongari, interactions, education and communication. The Protocol was co-designed with QPWS Staff and Butchulla representative and will form part of the future ILUA over K’gari.
First Nations Only Camping Areas	Coastal & Islands	The Coastal and Islands Team have engaged with the Butchulla People for K’gari to develop protocols on the exercise of Butchulla Only camping areas on the Island. The protocol outlines agreed processes and procedures and will be included as an attachment to the K’gari agreements. It outlines the procedure for BAC and QPWS to manage camping and vehicle access permits (VAPs) for BAC-endorsed Butchulla People visiting and camping on K’gari.
First Nations partners input into culturally significant protected flora and fauna for compliance response	Southern Wildlife Operations	<p>Southern Wildlife Operations frequently engage with relevant native title groups to seek their input into compliance matters through requesting a Traditional Owners Impact Statement that may benefit from additional supporting evidence for prosecution matters. This may include input from the group/s about culturally significant protected flora and fauna that has been impacted.</p> <p>For further information refer to the DES Investigations Manual. To find this, visit DESI Intranet, search ‘Investigations Manual’, click on State Investigations page and then you will see a link to the manual.</p>