



Engagement and Consultation Checklist and Guide

This is a Checklist to assist and support proponents in the engagement and consultation process.

For the Aboriginal Heritage Council to consider an Aboriginal heritage permit application, evidence of consultation with the Aboriginal community is required.

The points in the Aboriginal Heritage Council Checklist reflect the principles Council aspires to, as found in the [UN Declaration on the Rights of Indigenous Peoples](#). In particular, in Article 19 -

“States shall consult and cooperate in good faith with the indigenous peoples concerned through their own representative institutions in order to obtain their free, prior and informed consent before adopting and implementing legislative or administrative measures that may affect them.”

1. Identify relevant Aboriginal organisations or people for engagement

Identifying Aboriginal organisations or people relevant to your proposal is important to ensure the engagement process is effective and culturally respectful for all parties. Engagement should be undertaken as early as possible in the planning stages of your proposal/project. [Aboriginal Heritage Officers \(AHOs\)](#) can provide guidance on organisations and / or individuals relevant to the region in which the project is based. AHOs are Aboriginal people with specialist training and skills in Aboriginal heritage assessment.

- Identify all relevant Aboriginal organisations and / or people that may be impacted by your project, noting that this may be multiple groups.
- Be clear about your proposal and provide all relevant documentation, including clear photographic and topographic information. This is particularly important for multi-stage projects undertaken over several years; please ensure you describe the project in full. For larger projects, it may be appropriate for an AHO to undertake a presentation to rights holders and stakeholders.
- Consider whether it is appropriate to undertake a site visit with the identified organisations or individuals, so that the project footprint is understood by all parties.

2. Early Engagement and Appropriate Time Frames

Best practice consultation involves proponents identifying and contacting relevant Aboriginal organisations and people as early in the project planning process as possible. Early and ongoing engagement in a culturally appropriate manner is widely recognised as one of the key elements of best practice consultation with Aboriginal people.

- Identify and contact the relevant and Aboriginal organisations and / or people

Provide evidence of who you contacted and how this was undertaken e.g. face-to-face, email, phone call. Who did you speak with; what did they say; and did this have any influence on your project?

- Present your information in a clear and respectful manner

Documents should contain an executive summary or overview.

- Provide appropriate timeframes for response from community

- Consider the resources available to the groups with whom you engaged

Community based organisations are often small, volunteer based, groups with limited resources to consider voluminous proposals.

- Record and confirm the feedback you have received

Check the accuracy of what you have heard by sending your record to the organisations or people with whom you consulted. Ask – is this what you meant?

- Provide feedback to the organisations or individuals

Tell them how you will proceed, and what if anything has changed, based on their feedback.

3. Useful information

- Aboriginal Heritage Standards and Procedures - <https://www.aboriginalheritage.tas.gov.au/Documents/Aboriginal%20Heritage%20Standards%20and%20Procedures.pdf>

Part A of the Standards and Procedures describes the framework for managing Aboriginal heritage in the context of proposals for developments, sets out the tools for determining if Aboriginal relics are located at development sites, and whether proposed activities will impact on Aboriginal relics.

- Aboriginal Heritage Awareness Training - <https://www.aboriginalheritage.tas.gov.au/learn/awareness/index.html@export=1.html>

This online training is highly recommended and will help proponents understand

- How can I find out if there is Aboriginal heritage where I live?
- How can I find out if Aboriginal heritage will be impacted by my renovation, building or other ground disturbance work?
- What do I do if I think I have found Aboriginal heritage?
- What are the consequences for me if I damage Aboriginal heritage?