



# CONFIRMATION OF ABORIGINALITY POLICY AND PROCEDURE

## POLICY STATEMENT

As an Aboriginal Community Controlled Health Service, Nunkuwarrin Yunti of SA Inc. is committed to providing appropriate services to the community in the greater metropolitan Adelaide region. This includes providing support documents such as Confirmation of Aboriginality for community members to gain access to Aboriginal specific services and/or employment.

**Responsible Officer:** Chief Executive Officer

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## SECTION 1 – INTRODUCTION

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### 1.1 Purpose

This Policy provides guidance to the Board and Organisation on the processes for confirming Aboriginality of community members in the greater metropolitan Adelaide region. This Policy also provides guidance on the use of the 'Common Seal' for the purpose of confirmations.

### 1.2 Scope

This policy applies to the Board, all staff and volunteers.

### 1.3 Definitions

The following definitions are applicable and used within this Policy and procedure.

<b>Word/Term</b>	<b>Definition</b>
Aboriginal	The agreed term used to describe people who are Aboriginal and their culture.
ALC	Aboriginal Leadership Committee.
Community	Refers to the members of the community in which the services are provided.
Confirmation of Aboriginality	Refers to the formal acknowledgement, acceptance and recognition of an individual's Aboriginality within the community.

### 1.4 Legislative and Compliance Context

<b>Name</b>	<b>Location</b>
<i>Associations Incorporation Act 1985 (SA)</i>	<a href="https://www.legislation.sa.gov.au/LZ/C/A/ASSOCIATIONS%20INCORPORATION%20ACT%201985.aspx">https://www.legislation.sa.gov.au/LZ/C/A/ASSOCIATIONS%20INCORPORATION%20ACT%201985.aspx</a>
<i>Oaths Act 1936 (SA)</i>	<a href="https://www.legislation.sa.gov.au/LZ/C/A/OATHS%20ACT%201936.aspx">https://www.legislation.sa.gov.au/LZ/C/A/OATHS%20ACT%201936.aspx</a>

## SECTION 2 – POLICY

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### 2.1 Policy Statement

As an Aboriginal Community Controlled Health Service, Nunkuwarrin Yunti of SA Inc. is committed to providing appropriate services to the community in the greater metropolitan Adelaide region. This includes providing support documents such as Confirmation of Aboriginality for community members to gain access to Aboriginal specific services and/or employment.

### 2.2 Policy Principles

1. Nunkuwarrin Yunti is committed to supporting community members in the greater metropolitan Adelaide region to access Aboriginal specific services and/or employment.
2. Nunkuwarrin Yunti's Board accepts Confirmation of Aboriginality for Aboriginal people that are actively working and participating in the Adelaide community.
3. Nunkuwarrin Yunti's Board will use the 'Common Seal' as prescribed by the Board's Constitution and all uses will be recorded in the Confirmation of Aboriginality Register.

### 2.3 Relationship to other Policies

<b>Policy Name</b>	<b>Relationship</b>
Cultural Respect	Provides guidance to the Organisation to create and maintain a culturally safe and respectful environment and service provision for clients and the community. Nunkuwarrin Yunti is committed to ensuring the cultural awareness and capability through ongoing training and support of staff.
Governance	Guides the Board and Executive Management on its operations and achievement of quality governance and leadership for the Organisation. The policy and procedures provides direction on how to comply with the requirements of legislation and the Organisations Constitution.

## SECTION 3 – PROCEDURE

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### 3.1. Definition of Aboriginality

Nunquwarrin Yunti understands that individuals may require a proof or confirmation of Aboriginal heritage when applying for Aboriginal-specific services or programs such as:

- grants (such as Aboriginal housing loans, research and study grants)
- university courses (with specific positions for Aboriginal students)
- Centrelink and housing assistance (Aboriginal -specific)
- employment (Aboriginal identified positions)
- school programs for Aboriginal students.

A standard definition has been developed to identify Aboriginal people and includes three parts:

*An Aboriginal is a person:*

- *of Aboriginal descent*
- *who identifies as an Aboriginal and*
- *is accepted as such by the community in which he (she) lives.*

This definition is the basis of our Confirmation of Aboriginality process.

### 3.2. Eligibility

To be eligible to apply for a Confirmation of Aboriginality through Nunquwarrin Yunti, individuals must meet the definition which is stated above.

Applications received that are based on DNA testing will not be considered as that is not enough evidence to meet the three-part definition. These applications will be returned to the applicant.

If the individual is from a community that is not in the greater metropolitan Adelaide region and they are not well known in this community, they will be referred back to their own community to provide the Confirmation of Aboriginality.

Nunquwarrin Yunti acknowledges the impact past Government policies have had on individuals and their connection with family and culture. The Board will consider applications that are accompanied by a support letter from the Link-Up program for members of the Stolen Generations.

### 3.3. Application Requirements

An individual wanting to apply for a Confirmation of Aboriginality from Nunquwarrin Yunti must complete the Nunquwarrin Yunti of South Australia Inc. 'Confirmation of Aboriginality Descent Form'. The Form is written to ensure all three (3) criteria areas in the definition have been met and include the following sections:

- Applicant details and Declaration
- Signature of a 'Justice of the Peace'
- Area for the Board to affix the Common Seal
- Applicant supporting information:
  - Information relating to the individual's family connections
  - Information relation to the individual's connection with the community
  - Signature and contact details of a community member who can support the application
- Applicant Check List.

All applications must be signed by a 'Justice of the Peace' prior to being submitted.

Applications are collected and coordinated by the Team Manager, Health, Administration, Reception & Transport (HART). If applications are received without the relevant information, the application will be returned to the applicant for further information.

All information supplied with an application will be confidential, kept secure and accessed by the Nunkuwarrin Yunti of South Australia Inc Board, the Team Manager, HART, the Aboriginal Leadership Committee and/or Executive Management only as required.

### 3.4. Processing Applications

The Team Manager, HART coordinates the applications for the upcoming Board meetings. Applications may be reviewed by the Aboriginal Leadership Committee to provide any additional information to support individual applications.

The applications are reviewed by the Board at official Board Meetings. The Board will return all reviewed applications to the Team Manager, HART.

If the Board are unable to confirm the Aboriginality of the applicant, a letter is sent to the applicant explaining the outcome.

All correspondence and applications are scanned onto Alfresco and information documented in the register prior to returning documents to applicants. This is maintained by the Team Manager, HART.

Applications will not be processed on SA Housing Association forms, due to ease of tampering. These Applicants are encouraged to apply on an original Nunkuwarrin Yunti of SA Inc 'Confirmation of Aboriginality Descent Form' available on our website [www.nunku.org.au](http://www.nunku.org.au)

### 3.5. Supporting Documentation

Form	Location
Confirmation of Aboriginality Descent Form	Intranet & Website
Confirmation of Aboriginality Brochure	Intranet & Website
Confirmation of Aboriginality Register	Alfresco - Restricted
Confirmation of Aboriginality Response Letter Template	Intranet & Website
Confirmation of Aboriginality Work Instructions	Alfresco

Related Material	Location	Document Type
Board Constitution	Alfresco	PDF

## SECTION 4 – GOVERNANCE

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### 4.1 Authorities and Responsibilities

Title	Responsibility
Board	<ul style="list-style-type: none"><li>• Ensure all completed Confirmation of Aboriginality Descent Forms are affixed with the 'Common Seal' in accordance with the Boards' Constitution.</li><li>• Review all applications for Confirmation of Aboriginality according to the information provided.</li></ul>
Chief Executive Officer	<ul style="list-style-type: none"><li>• Responsible Officer with overarching responsibility for policy and procedure and for ensuring the policy and procedure is implemented, progress is monitored, and the policy and procedure is regularly reviewed.</li><li>• Provide leadership to ensure the cultural safety of staff, clients and the community is considered in all aspects of the Organisation.</li></ul>
Team Manager, Health, Administration, Reception & Transport (HART)	<ul style="list-style-type: none"><li>• Ensure all application forms are completed correctly, have the appropriate documentation and are documented on the Register of Confirmation of Aboriginality.</li><li>• Ensure all accepted Confirmation of Aboriginality Descent Forms are returned to the applicants.</li></ul>
Aboriginal Leadership Committee	<ul style="list-style-type: none"><li>• Provide supporting information to applications if members can identify linkages to the Adelaide Community prior to submission to the Board.</li></ul>

### 4.2 Delegations

Delegated Authority	Action
Board	<ul style="list-style-type: none"><li>• Authorisation of policy and ensuring Board members is kept informed of policy development and has input during review processes.</li></ul>

### 4.3 Keyword Search

Aboriginality, Aboriginal Leadership Committee, Common Seal and Confirmation.

### 4.4 Approval

Approved by: Vicki Holmes, Chief Executive Officer Nunkuwarrin Yunti of South Australia Inc, on 6 December 2021.

#### 4.5 Policy change history

<b>Version Number</b>	<b>Approval Date</b>	<b>Approved by</b>	<b>Amendment</b>
v1.0	September 2005	Poly Sumner, Chief Executive Officer	Initial Policy.
v2.0	13 December 2018	Vicki Holmes, Chief Executive Officer	Policy updated to the new policy template and minor updates to content e.g. the inclusion of Definitions, Principles and the Aboriginal Leadership Committee.
v2.1	6 December 2021	Vicki Holmes, Chief Executive Officer	Policy review includes removal of all references of 'Indigenous' and 'Torres Strait Islander' and that an original Nunkuwarrin Yunti of SA Inc 'Confirmation of Aboriginality Descent Form' will only be accepted.