

## Diversity and Indusion (D&I) Working Group meeting

### Minutes

**Date:** Thursday 12 June

**Time:** 3:00pm

**Attendees:** [REDACTED]

No.	Item
1.	<b>Acknowledgement of Country</b> [REDACTED] opened the meeting and delivered an Acknowledgement of Country
2.	<b>Introductions</b> As this was the first Diversity and Inclusion Working Group meeting, members introduced themselves and shared their interest in joining the group.
3.	<b>Draft Terms of Reference</b> A draft Terms of Reference for the D&I Working Group has been circulated for consideration. Many members advised that they have already reviewed the draft. <b>Action</b> – Working Group members to review the draft Terms of Reference and respond to [REDACTED] by Monday 30 June if there are any suggested changes. There was some discussion about of the makeup of the group, currently there's only one eSafety member and one man. Employees are welcome to join the working group at any time and there will be a note at the end of each awareness day Hub article asking people to contact us if they would like to join. There may need to be more promotion at eSafety. Cath's preferred position is to have people who are interested and wanting to contribute. <b>Action</b> – HR Strategy to include a note in Induction to contact [REDACTED] if they would like to join the D&I Working Group, as we do for the RAP Working Group.
4.	<b>Actions from the <a href="#">D&amp;I Strategy</a></b> Of the 31 actions, 11 have been achieved, 20 are on track. Many of these actions fall squarely within the Human Resources and Communications Branch, some of the action items that working group members may be interested in being involved with are: <ul style="list-style-type: none"> <li>Maintain an annual program to recognise and celebrate diversity awareness days of significance. This program may include activities such as guest speakers, morning teas, awareness information and capability development. - This was discussed further at agenda item 5.</li> <li>Update mentoring information on intranets to specifically include an option for mentoring to provide support to an individual in relation to diversity or inclusion issues, or to assist a manager in supporting diversity or inclusion issues. (Due December 2025)</li> <li>Consult with the Culture and Values Network and the Wellbeing team to include diversity topics in the Facts and Snacks and the Living Well programs.</li> </ul>

No.	Item
	<ul style="list-style-type: none"> <li>• Undertake a self-assessment against the <a href="#">APS Disability Employment Strategy 2020-2025</a> (Due December 2025)</li> <li>• Undertake a self-assessment against the <a href="#">Australian Public Service Gender Equality Strategy 2021-26</a> (Due December 2025)</li> <li>• Undertake a self-assessment against the <a href="#">APS Culturally and Linguistically Diverse Employment Strategy</a> (Due December 2025)</li> <li>• Undertake a scoping exercise to explore how positions for disability employment can be identified and supported, including seeking advice from employment providers. (Due December 2025)</li> </ul> <p><b>Action</b> – HR Strategy to investigate if the mandatory SBS Inclusion Program courses can be added for supervisors in the Your Commitment Learning section and/or put a reminder in the Corporate update.</p>
5.	<p><b>Diversity and Inclusion awareness days</b></p> <p>There are several D&amp;I awareness days left in the calendar year which we have indicated to the EMC we will observe.</p> <ul style="list-style-type: none"> <li>• NAIDOC Week - 7 – 14 July</li> <li>• RUOK? Day – Thursday 11 September</li> <li>• World Mental Health Day – Friday 10 October</li> <li>• National Carers Week 12-18 October</li> <li>• Deepavali (Diwali) – Monday 20 October</li> <li>• Movember/International Men's Day – Wednesday 19 November</li> <li>• International Day for the Elimination of Violence Against Women – Tuesday 25 November</li> <li>• International Day of People with a Disability – Wednesday 3 December</li> </ul> <p>There were no volunteers to be involved in these awareness days, but all employees are welcome to contact <a href="mailto:HRassist@acma.gov.au">HRassist@acma.gov.au</a> at any time to get involved.</p> <p>Some suggestions for additional awareness days to observe:</p> <ul style="list-style-type: none"> <li>• International Pronouns Day on 15 October</li> <li>• Lunar New Year on Tuesday 17 February 2026</li> <li>• Childless not by choice/Involuntary childlessness (no specific day)</li> </ul> <p><b>Action</b> – [REDACTED] will talk to her colleague about ideas to observe involuntary childlessness and report back to the group.</p> <p><b>Action</b> – Secretariat to contact the eSafety Culture Club and the Culture and Values Network to arrange a meeting to discuss and draft the awareness days calendar for 2026.</p>
6.	<p><b>Other business</b></p> <p>The D&amp;I Working Group will meet quarterly and discuss upcoming awareness days at each meeting.</p>
7.	<p><b>Next meeting</b></p> <p>The next meeting will be in September. [REDACTED] will send a meeting request.</p>