



RAP Working Group Minutes

Date: 30 April 2024 | Time: 11am – 12pm | Location: MS Teams

Attendees

[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

Apologies

[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

Chair's Welcome

Minutes

- The draft minutes from 31 January 2024 meeting were endorsed by members.

Action Items

[Action Items](#) register has been reviewed, outstanding items below.

Action Item	Description	Status	Responsibility
8	Provide more information to the RAP WG about Supply Nation.	Complete	[REDACTED]

Agenda Item: Update on Meeting Action Items

Notes	Action
<ul style="list-style-type: none">Procurement has confirmed that the ACMA is not a current member of Supply Nation.A membership proposal from Supply Nation has been circulated for consideration.Membership includes a 15% discount to Supply Nation events, including the annual <i>Connect</i> conference.	

Agenda Item: RAP Actions Tracker

Notes	Action
<ul style="list-style-type: none">[REDACTED] asked the group to update RAP actions and add comments.Some comments included in the tracker by the action's lead were discussed, including where the comments sought clarify from HR on the action's scope. [REDACTED] outlined that HR would reach out to the leads for those actions about the comments and to ensure clarity of scope.We will soon implement a sign off sheet so we can document what's happened for each item.[REDACTED] confirmed that the RAP actions are fixed but we can provide detail in our reporting where we have overachieved. We can also provide detail on why we haven't been able to achieve a deliverable if that occurs.[REDACTED] advised that she has a meeting with the CEO of Djirra.There was some discussion about the cultural protocols document and Welcome/Acknowledgement of Country. [REDACTED] shared that the best way to people to understand culture is to be immersed in it. It's difficult to engage via a screen.[REDACTED] shared that her team is continuing to practice a personalised Acknowledgement of Country.	Secretariat to draft a completion sign off sheet for making deliverables as achieved.

- [REDACTED] recommended an acknowledgement workshop she did recently with Ember Connect.

Agenda Item: RAP Working Group governance and structure

Notes	Action
<ul style="list-style-type: none"> • Proposed structure was circulated before meeting. • The intention of this new structure is so we can all focus our time on the deliverables that we are responsible for. • The Governance group would look at compliance and reporting whereas the working groups is a space for talking about ideas and how we can progress action items. • [REDACTED] advised that SES are assigned to each action item in the tracker, so they have oversight of what actions they are responsible for. EMC will also receive RAP reporting. • If you're heavily involved in the RAP, that should be reflected in your PDP and considered by your manager when assigning work. • New staff need to be given the opportunity to join the RAP working group. • [REDACTED] recommended the Koori Kulcha Newsletter. 	Promote joining the RAP working sub-groups to ensure new employees have an opportunity to be involved in the RAP.

Agenda Item: National Reconciliation Week

Notes	Action
<ul style="list-style-type: none"> • National Reconciliation Week (NRW) starts is from 27 May to 3 June. • It is preceded by National Sorry Day on Sunday 26 May. The following day is a public holiday in the ACT. • We will publish a Hub article in the week leading up to NRW, which will detail the activities we have scheduled for the week that include: <ul style="list-style-type: none"> ◦ A Walk on Country in each ACMA office location. Employees can register via Learnhub. ◦ A panel event with our recent Jawun secondees. ◦ Promotion of the various cultural learning programs available on Learnhub. ◦ Promote using the NRW Teams background during that week and the RAP artwork Teams background during other times. ◦ Promoting the RAP Signature block. ◦ Information about local NRW activities for SES and RAP Working Group members. ◦ A link to the Enterprise Agreement for information about accessing cultural leave. • The Event Brief will be shared with the RAP Working Group in the week commencing 13 May. 	Working Group members can contact [REDACTED] if they wish to be involved in NRW activities.

Agenda Item: Other Business

Notes	Action
<ul style="list-style-type: none"> • n/a 	

Meeting closed at 11:35am