

RAP Working Group Minutes - Relationships

Date: 27 August 2024 | Time: 2:00pm – 3:00 pm | Location: Webex

Attendees

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Apologies

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Chair's Welcome

Minutes

- The draft minutes from 30 April 2024 meeting were endorsed by members.

Action Items

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

Action Item no	Description	Status	Responsibility
9	Promote joining the RAP working group to ensure new employees have an opportunity to be involved in the RAP.	Complete	[REDACTED]
10	Working Group members can contact Alison if they wish to be involved in NRW activities.	Complete	RAP Working Group

Agenda Item: Update on Action Items

Notes	Action
<ul style="list-style-type: none"> All actions have been completed. We promoted the RAP Working Groups with National Reconciliation Week and NAIDOC week communications and have gained some new members. 	

Agenda Item: RAP quarterly reporting to EMC

Notes	Action
<ul style="list-style-type: none"> We reported on RAP deliverables to EMC for the first time on 30 July. We will continue to report to EMC quarterly going forward. Please keep the deliverables tracker up to date and provide comments if you mark something as achieved. Sometimes items have been marked as achieved but there's no evidence that deliverable has occurred so there is an extra column in the tracker now where you can provide comments. The RAP Secretariat will seek updates from anyone who is responsible for a deliverable prior to quarterly reporting to EMC. 	

Agenda Item: Upcoming RAP Deliverables

Notes	Action
<ul style="list-style-type: none"> The following deliverables <ul style="list-style-type: none"> Develop and implement an engagement plan to work with Aboriginal and Torres Strait Islander stakeholders and organisation. ([REDACTED]) Develop and implement a staff engagement strategy to raise awareness of reconciliation across our workforce. [REDACTED] Explore opportunities to positively influence our external stakeholders to drive reconciliation outcomes by examining ways in which we can focus on and contribute to supporting First Nations Australians in the ACMA's areas of responsibility, including through our priority compliance areas in 2023-2024. (All) Seek to modify the ACMA Consumer Consultative Forum's Terms of Reference to ensure that there is always at least one consumer organisation member appointed to specifically represent Aboriginal and Torres Strait Islander consumers. ([REDACTED]) 	<p>[REDACTED] to get in touch with [REDACTED] to discuss the ACMA Aboriginal and Torres Strait Islander network.</p> <p>Working Group to explore displaying the RAP artwork and an Acknowledgement of Country at reception in Sydney as part of the refurbishment.</p>

- Conduct a review of HR policies and procedures to identify existing anti-discrimination provisions, and future needs. (██████████)
- Engage with Aboriginal and Torres Strait Islander staff and/or Aboriginal and Torres Strait Islander advisors to consult on our anti-discrimination policy. (██████████)
- Educate senior leaders on the effects of racism. ██████████
- Establish a formal ACMA Aboriginal and Torres Strait Islander network or link into the networks of other agencies that may be of a similar size. ██████████ There is a small group of Aboriginal and Torres Strait Islander identified employees within the agency. Alison is looking at ways to connect with networks from other agencies. ██████████ offered to help with this work.
- Explore establishing an Aboriginal and Torres Strait Islander Advisory Group or linking into another agency's Advisory Group. (RAP working group)
- Incorporate Aboriginal and Torres Strait Islander charities in workplace giving activities. (██████████)
- Meet with local Aboriginal and Torres Strait Islander stakeholders and organisations to develop guiding principles for future engagement and to understand how our regulatory functions impact First Nations peoples. (██████████)
- ██████████ expressed interest in displaying the RAP artwork and an Acknowledgement of Country at reception in Sydney as part of the refurbishment. This is a good way to foster cultural safety.
- ██████████ raised that in her research team they have been working on some things around data sovereignty and asked if this intersects with the RAP. There is nothing about data at all in the current RAP. Work on the next RAP will commence early next year so there will be opportunity to include deliverables to support data sovereignty in the ACMA's work.
- ██████████ asked about the eligibility for the Jawun secondment program. The APSC states that "secondments are open to high-performing, highly skilled employees at APS 6 and above".

Agenda Item: The RAP Impact Measurement Survey

Notes	Action
<ul style="list-style-type: none"> • The RAP Impact Measurement Survey is an annual survey put out by Reconciliation Australia which we are obligated to respond to as a RAP organisation. ██████████ is coordinating the response for the agency, please get in touch if you have any input, particularly for the following questions: <ul style="list-style-type: none"> ○ 10. How many Aboriginal and Torres Strait Islander organisations have you formed or maintained a partnership with in the last 12 months? ○ 19. Have you changed any of your external facing services and/or practices as a result of your RAP commitments? ○ 20. Have you changed any of your core (business-as-usual) internal processes and/or policies as a result of your RAP commitments? 	<p>RAP Working Group members to contact HRassist@acma.gov.au if they have any input.</p>

Agenda Item: Other Business

Notes	Action
<ul style="list-style-type: none"> • ██████████ shared a resource from the Australian Human Rights Commission, <i>5 Common Myths & Misconceptions About Racism</i>. 	<p>Secretariat to circulate document with meeting minutes.</p>

Meeting closed at 2:40pm