

RAP Working Group Minutes - Respect

Date: 29 August 2024 | **Time:** 11:00am – 12:00 pm | **Location:** Webex

Attendees

██████████	██████████
██████████	██████████
██████████	

Apologies

██████████	██████████
██████████	██████████
██████████	██████████

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	██████████
10	Working Group members can contact ██████████ 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"> Conduct a review of cultural learning needs within our organisation. (Rachael) Consult local Traditional Owners and/or Aboriginal and Torres Strait Islander advisors to inform our cultural learning strategy. (██████████) We will consider how this fits with the Diversity and Inclusion Strategy, Capability Framework and new SES Leadership Performance Framework and Performance Framework. Invite a local Traditional Owner or Custodian to provide a Welcome to Country or other appropriate cultural protocol at significant agency-wide events. (Rachael). We are planning to do this for 2025 Excellence Awards at the location of where the Chair will be presenting from on the day. Provide staff with lanyards and other materials showcasing Aboriginal and Torres Strait Islander artworks and standard wording to be used for an Acknowledgement of Country. (██████████) We are looking at using the RAP artwork and creating a card that attaches to your pass with wording for an 	██████████ to follow up with the internal communications team to clarify the wording regarding the wording 'elders past, present and emerging'.

Acknowledgement of Country. We also want to encourage people to deliver personalised acknowledgements.

- Increase staff's understanding of the purpose and significance behind cultural protocols, including Acknowledgement of Country and Welcome to Country protocols for internal and external use. (████████)
- Develop, implement, and communicate a cultural protocol document, including protocols for Welcome to Country and Acknowledgement of Country for internal and external use. (████████)
- Include an Acknowledgement of Country or other appropriate protocols at the commencement of important meetings and in our offices. (████████)
- Incorporate Aboriginal and Torres Strait Islander artworks in ACMA offices. (████████)
- There was some discussion about the benefits of the *Acknowledge This* training for understanding the importance of an acknowledgement and how to deliver one that's personal and meaningful.
- In ██████'s team, the expectation is that employees deliver a personalised Acknowledgement of Country at meetings.
- ██████ asked for clarification about a change to the preferred wording around future/emerging leaders/elders.
- ██████ reiterated that displaying an Acknowledgement of Country as well as the RAP artwork in the ACMA offices reception areas helps create a culturally safe space.

Agenda Item: The RAP Impact Measurement Survey

Notes

- 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. Alison is coordinating the response for the agency. There are a few questions the RAP working groups may have some input to.
 - 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?

Action

RAP Working Group members to contact ██████ if they have any input.

████████ will look at providing input to the survey on behalf of eSafety.

Agenda Item: Other Business

Notes

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Action

Meeting closed at 11:50am