

DIVERSITY AND INCLUSION NAIDOC WEEK 2023 EVENT BRIEF



FOR OUR ELDERS

2-8 JULY 2023

OVERVIEW

NAIDOC Week is a time to celebrate the histories, cultures and achievements of Aboriginal and Torres Strait Islander people. It's held each year during the first week of July and is an important annual event where everyone is invited to acknowledge and celebrate these significant dates and to foster a culture of Inclusion at the ACMA which in turn leads to:

- Increase in recruitment and retention of those from diverse backgrounds, creating a larger and stronger talent pool
- Greater innovation and creativity (rather than having 'one voice')
- Improved culture, leading to stronger engagement
- Challenge harmful social cultures and norms
- Celebrate and promote the value of diversity and inclusion in our workplace and community.

TARGET AUDIENCE

All ACMA and eSafety staff.

BENEFITS OF THIS AWARENESS WEEK

- Awareness, inclusion and celebration of Aboriginal and Torres Strait Islander culture through food, music, storytelling and art.
- Becoming more inclusive can increase office morale and employee engagement.
- Building a culture of inclusion creates an environment where employees can be themselves and feel connected and safe. Creating this environment for employees means they bring their best to work, which leads to strong business outcomes.

VENUE

- Office and virtual (MS Teams) events to enable all staff to participate.

DATE

- Monday 3 July – Friday 7 July

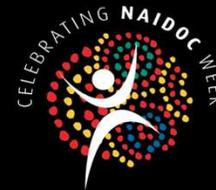
AWARENESS ACTIVITIES OVERVIEW

A variety of inclusive interactive experiences will not only raise awareness of the NAIDOC week but will also celebrate Aboriginal and Torres Strait Islander culture with all ACMA and eSafety staff. The following activities are recommended:

- A catered morning tea in each office including indigenous food options.
- Share a 'Celebration series' including a Spotify playlist, podcasts, recipes, books and movies.
- Host an art workshop in each location, facilitated by Fiona and streamed via MS Teams to each office (maximum 10 participants per location to register via LearnHub).
- Remind staff about the Aboriginal and Torres Strait Islander SBS Inclusion module (part of a larger inclusion package).
- Utilise awareness posters around the office (free download from the NAIDOC week website).
- Offer a Teams background for NAIDOC Week (free download from the NAIDOC week website).

Diversity and Inclusion NAIDOC Week 2023

Event Brief - overview



2-9 JULY 2023

TIMELINE AND LOGISTICS

NAIDOC Week runs from Sunday 2 July – Sunday 9 July 2023, staff will have their senses immersed in Aboriginal and Torres Strait Islander culture through food, music, art and stories. Building connection and understanding with hands on activities is the best way of learning culture.



16 JUNE
Approvals and purchase

Approvals
Approval and confirmation of event plans.

Confirm Catering
Quotes have been provided for each location.

Communications
Finalise communications plan for the day.

Art Activity
Organise art supplies through Office Works and provide to the locations.



26 JUNE
Distribution of materials

Arrange posters for the SYD and MEL offices.
Liaise with reception to put up posters in each location.

Provide the Teams background to IT for inclusion.



29 JUNE
Promotion and awareness

Commence communications
To all ACMA staff notifying of upcoming celebrations. Communication via article on the Hub, inclusion in Corporate update etc.

Posters and materials
Marketing/awareness materials to be placed around the office.

Logistics
Determine final logistics of each event, ensuring contact people are aware of the details.



30 JUNE
Hub Article

Hub Article
Launch NAIDOC week with a Hub article, including information about NAIDOC week and details of each event and celebration.



3 JULY
Promotion and awareness

Launch the Indigenous Playlist
To increase awareness of Indigenous artists.

Notifications
Remind staff of the morning tea event.

MS Teams
Organise for a Departmental-wide MS Teams channel where podcasts, books, recipes, movies etc can be shared for all to read and listen.



4 JULY
Official NAIDOC celebrations

NAIDOC Week morning tea
Staff celebrate NAIDOC week with a morning tea, with aspects of traditional food and flavours.



3 – 7 July
Official NAIDOC celebration

Art workshops
Staff are encouraged to register through Learnhub to participate in an instructor led Indigenous art workshop in each office facilitated by Fiona Lockwood.