


RCOI Response Steering Group Minutes

Date/Time	22/02/2022, 11.30 – 12.30 pm
Venue	Virtual via Zoom
Chair	Dan Eaton, Director, National Security Policy, Department of the Prime Minister and Cabinet (DPMC)

Item	Topic
1	<p>Welcome, apologies, introductions and Chair's update</p> <p>The Chair summarised activity since the last meeting, including:</p> <ul style="list-style-type: none">• the report back paper going to Cabinet in November 2021 and Government agreeing to a longer-term response work programme;• the engagement hui held on 2 February 2022 attended by representatives from agencies; and• the development of a Public Progress Tracker scheduled for proactive release along with the November 2021 Cabinet paper. <p>The Chair noted that DPMC was proposing to publish Response Steering Group (RSG) meeting minutes, including prior minutes, and the groups Terms of Reference to increase the level of transparency around the overall Government response to the Royal Commission's report. If this was to occur members would be consulted on minute contents prior to any release.</p> <p>DPMC noted there were three actions still shown as open that can now be closed as they have become integrated into agency's core activity.</p> <ul style="list-style-type: none">• reversion to business as usual processes for agencies proactive releases of RCOI related information (17);• Min. Little's office to be engaged on any intended Cabinet papers with RCOI linkages (18); and• agencies undertaking RCOI related engagement to provide feedback on a minimum quarterly basis to the Policy Project (19). <p>The schedule of actions will be updated accordingly ahead of the next meeting.</p> <p>The minutes of the previous meeting on 16 November 2021 and action status were taken as read and accepted.</p>
2	<p>RCOI Policy Engagement Tool (the Tool)</p> <p>DPMC noted that the Lead Coordination Minister has written to other Responsible Ministers:</p> <ul style="list-style-type: none">• highlighting the name change of the Tool to "Policy Community Engagement Tool" (previously "Policy Community Engagement Checklist") to reflect feedback from Kāpuia on the need to make the tool interactive and engaging;• directing the use of the Tool be mandatory by agencies when carrying out Royal Commission response engagement to lift consistency and quality in community engagement;• directing quarterly feedback to DPMC on the use of the Tool. DPMC has developed a draft survey to carry this out. The quarterly reporting will commence in March via the Outreach Working Group. <p>DPMC indicated there will be further engagement hui on the use of the Tool covering specific topics. More information will be provided to agencies in the coming weeks.</p> <p>DPMC Policy Advisory Group noted that the Prime Minister been clear that the Tool would only not be used in narrow, exceptional circumstances.</p> <p>Ministry for Ethnic Communities offered to support to agencies with cultural competency considerations and connecting to communities when using the Tool for engagement.</p>
3	<p>Kāpuia update</p>

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	<p>The Kāpuia Secretariat advised there is a schedule of six-weekly meetings throughout 2022, which has been shared with RSG agencies. Kāpuia's first meeting for 2022 is on 1-2 March. It is expected that Kāpuia's discussions will follow from its previous meeting in December 2021 which was focussed on establishing a work programme for the group.</p> <p>The Kāpuia Secretariat has requested information on agencies' key milestones and timing for 2022 to support Kāpuia's work programme discussion.</p>
4	<p>Ministry of Social Development (MSD) Social Cohesion work – update and next steps</p> <p>MSD circulated social cohesion policy proposals that have been developed through seven months of engagement. MSD is in the final two months of engagement and will test the policy work developed to date as a result of that engagement with stakeholders. The stakeholders include:</p> <ul style="list-style-type: none">• Social Wellbeing Deputy Chief Executives Group;• Social Wellbeing Board; and• Caring for Communities Chief Executives Group. <p>MSD noted that a final round of engagement will involve previous community stakeholders being contacted again to allow them to give feedback on the results of the policy work to date. This will be completed by 31 March 2022. Following that engagement, MSD will be drafting a Cabinet paper that will go out for Ministerial and agency consultation – to be lodged at the end of May 2022. The policy work focuses on:</p> <ul style="list-style-type: none">• a social cohesion framework;• a measurement framework;• tangible actions for Government in the short, medium and long-term; and• increasing social cohesion by different sectors.
5	<p>Review of Intelligence and Security Act – update and next steps</p> <p>The Ministry of Justice (MOJ) provided an update on the review of the Intelligence and Security Act (the Review):</p> <ul style="list-style-type: none">• the Review is underway with Reviewers and a Special Advisor appointed. MOJ is working with the Prime Minister's Office on an upcoming announcement;• the reviewers had a two-day induction with relevant agencies last week; and• regarding engagement: the reviewers will determine their own procedure and work is underway with the public and other interested parties on what this entails. <p>s9(2)(f)(iv)</p> 

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6	<p>Response and Programme Risks and Opportunities – Risks and Opportunities in 2022 at an overall response programme level (not individual agency workstream level)</p> <p>The Chair highlighted the importance of RSG contributing to thought leadership in the implementation of the work programme going forward; and that this includes discussing potential risks and opportunities for the overall response.</p> <p>The Chair outlined potential challenges and associated risks in engagement, such as sufficient time and budget being allocated to support effective and meaningful engagement, as well the complexities of the work programme and how its various elements are communicated.</p> <p>Potential risk areas the meeting then discussed were as follows:</p> <ul style="list-style-type: none"> • Noting that the longer-term work programme accepted by Cabinet in late 2021 intends that substantive work to address all recommendations commences or becomes part of agencies' ongoing activities by 2023. There is a need to strike a balance between integrating the programme work in core agency activity, and maintaining momentum so that it does not drop off the priority list, at agency and political levels, when other things happen (e.g. COVID-19). The need for regular and transparent progress tracking in support of response governance level accountability and oversight processes to help strike this balance was noted. • Related to the above point there remains a need for agencies to continue to prioritise available resources [both people and funding] to maintain response momentum - the risk being that if this prioritisation does not occur the work programme may not be delivered within the timeframes agreed to by Cabinet. • Ensuring that work on the many and overlapping areas of work within the RCOI response are cohesive and aligned. • The need to ensure transparency and collaboration. Expectations around the level of ongoing transparency and collaboration with the public and communities have been set while engaging on the response so far. However, our ability (as officials) to continue to meet these engagement expectations is dependent on available resources. This (the question of available resources) is a consideration agencies will need to continue applying to their engagement planning activity. <p>DPMC noted that that the above matters raised could be followed up in further conversations. The Chair proposed creating a register of potential risks and issues and opportunities and mitigations and bringing these back to RSG at a future meeting for common awareness and further discussion and monitoring.</p> <p>New Action (number 24): DPMC to create a risk and issue register for RSG and populate it with the matters discussed at the meeting and circulate it to RSG for discussion at a future meeting.</p>
7	<p>Response Steering Group (RSG) effectiveness – How might RSG work more effectively now we have an agreed work programme?</p> <p>The Chair noted that the focus of the RSG has shifted at various points. In the lead up to the Royal Commission report release, the focus was on ensuring that the RSG were ready to promptly provide advice to decision makers; when the report was released the focus was on needing to ensure coordinated advice to Ministers. Now with a Government agreed longer-term work programme in place, the focus is on ensuring agencies effectively deliver on it.</p> <p>The Chair noted that the RSG Terms of Reference may need to be updated to better reflect the Group's role moving forward.</p> <p>DPMC Policy Advisory Group noted that RSG has come a long way and appears to be operating well.</p> <p>MSD highlighted that for some of the cross-cutting pieces of work and issues, it was important to identify where the agencies needed to be aligned.</p> <p>The Chair noted that maintaining a risk register (see comment under item 6 above) would help to ensure ongoing effectiveness of the RSG.</p> <p>New Action (number 25): DPMC to propose amendments to the RSG Terms of Reference and circulate these for members review and feedback.</p>
8	<p>Any other business</p>

Item	Topic
	<p>National Security Workforce (NSW) provided an update on work on Royal Commission recommendations 33, 34 and 35 that address ethnic diversity in the National Security workforce, including in leadership roles:</p> <ul style="list-style-type: none">• the Public Service Commissioner (the Commissioner) wrote to the Chief Executives (CEs) in the expanded RCOI Security Intelligence Board (SIB), reiterating his expectations about increasing workforce diversity and requesting that CEs respond directly to the Commissioner to provide an update on their agencies' work to increase workforce diversity, particularly with a focus on ethnicity, leadership roles and how SIB agencies could collectively progress this work.• NSW has been tasked by SIB to develop that response by 30 June 2022. It was acknowledged that one of the constraints on this timeframe is the requirement in responding to recommendation 33 to engage with the counter-terrorism advisory group (recommendation 7) which has not yet been established (to be established later in 2022 after the National Centre of Research Excellence is stood up and its Directors have been appointed).
9	<p>Meeting closed Meeting closed at 12.30 pm.</p>

PROACTIVELY RELEASED