

Indigenous APS Employees Network (IAPSEN)

Terms of Reference

These Terms of reference will come into effect after a majority of IAPSEN members agree to them at an IAPSEN Meeting.

These TOR may only change after that time with the agreement of a majority of IAPSEN Members who are present at the meeting where a change is proposed and accepted.

1. Outcomes sought

IAPSEN goals:

- Support Aboriginal and Torres Strait Islander APS staff.
- Share information and experiences between Aboriginal and Torres Strait Islander staff in the APS.
- Act as an information resource to the APS on issues affecting Aboriginal and Torres Strait Islander people within the APS.
- Promote cultural awareness and respect in the wider APS.

2. Membership

Membership of IAPSEN is open to all Aboriginal and Torres Strait Islander employees of Commonwealth Government Departments and Agencies.

Aboriginal and Torres Strait Islander employees of other Government sectors are welcome at network meetings.

There will be no subscription or membership fee.

3. Meetings

IAPSEN will meet every 3 months. A schedule for meetings shall be supplied by the executive.

Individual meetings will be “hosted” by members of IAPSEN and their agency.

Decisions made at IAPSEN Meetings shall only be valid if there are not less than 12 Members in attendance representing not less than 5 APS Departments or agencies.

4. Resources

The Network recognises that resources will be provided as available from the APS Commission.



5. Structures

The Council, comprising up to six representatives elected from the membership, and a secretariat staffed by the APS Commission will support IAPSEN.

The elected positions will include:

- *A Chairperson*, whose responsibilities will include (but are not limited to):
 - Preparation of agendas for IAPSEN meetings.
 - Facilitation of IAPSEN meetings.
- *A Deputy Chairperson*, whose responsibilities will include (but are not limited to):
 - Assist the Chairperson in the business of IAPSEN

Other Councillors will not necessarily have defined roles.

The role of the secretariat will include (but is not limited to):

- Liaising with the Chairperson and Deputy Chairperson and designated host to arrange IAPSEN meetings.
- Taking and disseminating minutes of IAPSEN meetings.
- Maintaining up to date IAPSEN membership lists and contact details.
- Advising members of up coming IAPSEN meetings.

No more than three of the council may at any one time be from the same Department or Agency.

Individuals on work placements outside of their home agencies, such as the Horizons Programme, will be considered to be from their home agency for the purpose of membership on the Council.

At any time the Council shall contain at least one male and at least one female.

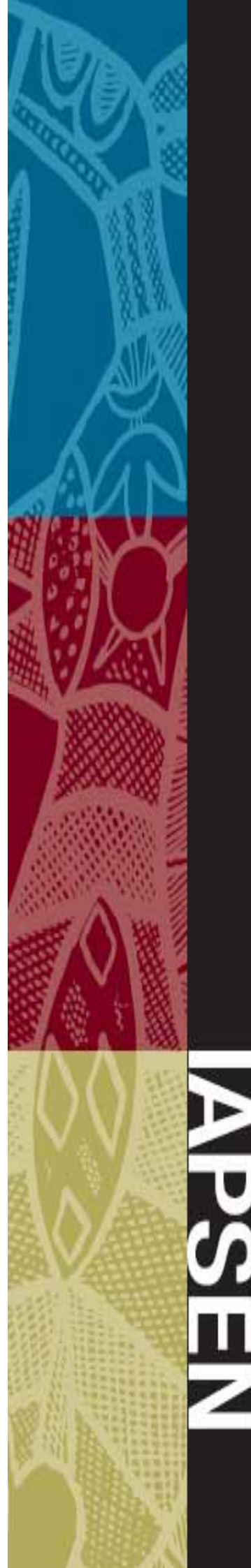
In the event that the Chairperson is temporarily unable to meet their responsibilities, wherever possible the Deputy Chairperson would act on behalf of the Chairperson. In the event that neither the Chairperson nor the Deputy Chairperson is available, IAPSEN members may nominate a person from the membership to undertake those responsibilities. This person may be, but does not have to be another Councillor.

As required the Chairperson at any time may form Sub-Councils drawn from the membership of IAPSEN to work on, and report to IAPSEN on issues that affect Aboriginals and Torres Strait Islanders Employed by the APS.

The term of the Councillors shall be two years from September to August.

The election of the members of the Council shall be by secret ballot at the first meeting on or after 1 July after the Council has served two years.

Members unable to attend the ballot may vote by email to the IAPSEN secretariat. Emails must be received by 5pm, two business days prior to the meeting at which the vote is to be held.



Nominations for the council will be sought at the last meeting prior to the meeting at which the ballot will be held.

Members nominated for the council must agree to their nomination.

The Council may, in the event of vacancy, coopt another IAPSEN member to the Council to fill that vacancy.

6. Agenda

Members of IAPSEN shall be able to ask that any item be placed on any agenda. The Agenda for IAPSEN meetings shall be coordinated by the Chairperson.

7. Outputs (activities)

IAPSEN will provide the following outputs:

Support

- Provide peer support and mentoring that promotes career development for potential and current staff.
- Provide opportunities for social and cultural events.

Advocacy

- Encourage Departments and Agencies to be supportive of Aboriginal and Torres Strait Islander Staff in relation to both attraction and retention.
- Provide direction and advice on Aboriginal and Torres Strait Islander related APS Issues.

Dialogue

- Disseminate information, including but not limited to:
 - Jobs
 - Wider Aboriginal and Torres Strait Islander issues such as NAIDOC Events etc.

8. Values

As a network of Indigenous APS Staff the APS Values, as outlined in the Public Service Act 1999, will underpin the meetings and activities of the Network.

In addition to the APS Values, the Network will also place an emphasis on:

- Mutual respect between members.
- Encouraging all members to participate and be involved in all activities.
- Confidentiality and privacy.
- Eliminating discrimination in whatever form.



9. Evaluation

The chairperson will report on the network annually to the Public Service Commissioner.

This report will cover

- Attendance at meetings
- The range of agencies represented at the network
- The range of staffing levels represented at the network
- An estimate of the support provided by the network
- Comment on Indigenous staff turnover in the APS within 2 months of the release of the information
- Comment on the numbers of Indigenous staff in the APS within 2 months of release of the information
- Issues raised in relation to Indigenous employment in the APS by members
- Other issues at the discretion of the Council in consultation with the network.

10. Review of Terms of Reference

This Terms of Reference will be reviewed by each in coming council and any changes recommended to the membership.

