


Terms of Reference

WA Indigenous APS Employees Network (WA IAPSEN)



The WA IAPSEN provides an important mechanism for Aboriginal and Torres Strait Islander employees to support each other, share information and experiences and promote cultural awareness and respect in the wider APS. These are fundamental values that can profoundly affect how a person feels about their job, and influence them in their career aspirations. Employee networks also play a major role in supporting APS recruitment, retention and development initiatives.

Role

- To advise the Australian Public Service Commission on local action to further the National Indigenous Employment Strategy;
- To act as a vehicle for strategic alliances and partnership developments;
- To plan and develop strategies to enhance opportunities for Indigenous employees in the APS in WA; and
- To promote membership of the Indigenous network to APS employees.

General Membership

Membership is open to all Indigenous APS employees and to others invited by the IAPSEN, for example Indigenous employees of other Commonwealth employers, State and local government agencies, and non government organisations. It is open to the IAPSEN to invite non Indigenous people who have an interest in, or responsibility for, Indigenous employment to participate as full members of the group.

Membership entails registration to a mail list to receive official IAPSEN announcements and publications. Membership can be cancelled at any time.

Executive Membership

Membership of the Executive Committee will consist of up to 20 members elected by, and from the Network (comprising of 1-2 members from each agency represented on the Network). Each member electing to be on the Executive Committee must have endorsement from their manager.

Members of the WA IAPSEN recognise that:

- The network will be driven by its members;
- Attendance at an WA IAPSEN event is as an individual employee of an agency, not as a delegate of that agency;
- All interested employees should be encouraged to attend (subject to operational requirements);
- Attendance lists will be kept and made available to APS agencies who request them to ensure openness;
- Meeting outcomes will also be recorded and available to all APS agencies. The Outcomes will represent themes and sentiments of discussions but not identify individual or their comments to ensure all meetings are open and honest opinions and views are provided;

- It is appropriate for members to report back on outcomes and information supplied to other Indigenous APS employees;
- Individual APS employees attending the WA IAPSEN are 'on duty'. While individuals should be mindful of workload and operational requirements and their impact on the ability to attend the WA IAPSEN, the Commission will encourage agencies to support attendance of their Indigenous staff; and
- All meetings, events and other business conducted in association with the WA IAPSEN will be conducted in accordance with the APS Values and Code of Conduct.

The Executive Committee will have 1 Chairperson and 1 Deputy Chairperson, elected by and from the Network, for a one year term. The Executive Committee, Chairperson and Deputy Chairperson must have endorsement from a manager.

Nominations for the Executive Committee and the 2 key roles of Chairperson and Deputy Chairperson will take place at the end of each calendar year, with the outcome being announced at the last IAPSEN meeting for the year. If more than one nomination is received for either role, the Executive Committee will vote on the positions.

Roles

Chairperson

- Ensure effective leadership of the Executive Committee (chair Executive Committee meetings or delegate to deputy chair);
- Report on network priorities and outcomes to the Australian Government Leadership Network WA;
- Attend national forum of IAPSEN chairs to exchange information, discuss regional issues and provide regional perspectives on Indigenous employment in the APS;
- Ensure that all secretariat functions are completed including agendas, the taking of minutes, business correspondence and finalisations of all actions;
- Act as spokesperson for the Network and promote Network initiatives and achievements at relevant forums;
- Promote the WA IAPSEN to regional staff in WA and encourage membership in the regions;
- Liaise with the Australian Public Service Commission on the coordination of the Executive Committee and the Network.

Deputy Chair

- Assist the Chairperson with the organisation of Committee meetings to ensure effective leadership of the Executive Committee;
- Promote the WA IAPSEN to regional staff in WA and encourage membership in the regions;
- Assist the Chairperson with other responsibilities as needed.

Individual Executive Committee members

- Be genuinely interested in the IAPSEN and the outcomes being pursued;
- Prior to each Executive meeting ensure all pre reading and preparation is completed;
- Provide feedback to all IAPSEN representatives in your agency after every meeting;
- Meet as required to set the agendas for future forums;
- Advise the Chair prior to the Executive meeting that a proxy will be attending the meeting if the member is unable to attend.

Meetings and Activities

Meetings of the network are to be held bi-monthly, unless otherwise determined by the Committee. Video conferences with regional staff are to be held 2-4 times a year at major events/meetings with guest speakers.

Format of meetings

30 minute talk from guest speaker, 15 minute networking, followed by a 45 minute meeting of the Executive Committee, unless otherwise determined by the Committee. Each meeting is to be hosted by a different agency that is represented on the Network.

Events and Activities will be organised by the Executive Committee throughout the year that further the aims of the WA IAPSEN. This may include social activities and seminars. The organisation of these events and activities will be undertaken by a project group.

Relationship with the Australian Public Service Commission

The Commission is committed to providing appropriate secretariat and administrative support to the WA IAPSEN, as well as resources for events and other purposes, which may include funding for network events and meetings.

The secretariat role may include:

- Liaising with the Chair or other designated members of the network and designated host to help arrange IAPSEN meetings;
- Taking and disseminating records of outcome of IAPSEN and IAPSEN executive meetings;
- Maintaining up to date IAPSEN membership lists and contact details;
- Advising members of upcoming IAPSEN events.

The Commission will facilitate relationships within the Network, between the Network, Commonwealth and State Agencies and other Networks supported by the Commission.