

Aboriginal and Torres Strait Islander Employee Working Group (ATSIEWG) Terms of Reference: 2023 - 2024

This Working Group was established in 2022 in direct response to as an action item from the Indigenous Accord 2020-2025:

3.2.3 Council to consider the establishment of an Aboriginal and Torres Strait Islander Employee Working Group to provide advice to council regarding ongoing improvements to ensure the workplace is a culturally safe and supportive environment.

The formation of this Working Group also aligns to Objective 3 of our People and Culture Strategy - Foster a safe and accountable workforce that enables employees to be physically and psychologically safe, valued and respected.

Purpose

Representatives of this working group provide support and are the voice of Aboriginal and Torres Strait Islander employees within the organisation. They gather feedback from their colleagues, relay key information back to the group and engage in meaningful discussion. They will be responsible for providing advice to council regarding ongoing improvements to ensure our workplace is a culturally safe and supportive environment.

This working group will be a form of networking for Aboriginal and Torres Strait Islander employees and a safe place to raise questions.

Matters requiring community consultation (i.e. where consultation is required more broadly than Ipswich City Council Aboriginal and Torres Strait Islander employees) will be handled by the Indigenous Accord Working Group and/or the Traditional Owner Representative Steering Committee (when formed).

Membership

Members are open to nominate themselves by contacting the People and Culture Branch.

Written approval from members supervisor showing support of their membership is required (members to liaise with the Manager, People and Culture and/or Organisational Development Manager if support is not provided from their leader).

New members are welcome to join the working group at any time.

Members must identify as Aboriginal and/or Torres Strait Islander.

Meetings

Meetings will be held on the third Wednesday of every month and conclude no later than 3pm.

Meetings will rotate between 1 Nicholas Street, Riverview Depot, Yamanto Depot and offsite venues to facilitate a less formal 'yarn' style meeting. The group will also consider holding meetings at other locations (e.g. at other Indigenous organisations should an invitation be extended).

In order to ensure the meetings provide an opportunity for the working group to deliver on the intended purpose, guest presenters will be limited to every 2nd meeting, or through consultation with the working group.

Where a decision is required to be made by the working group a quorum of 10 is required, with a 2/3rd majority (or greater) required to carry a decision.

ELT members are to be individually invited to attend meetings on an ad hoc basis.

Chair

Members of the Aboriginal and Torres Strait Islander Employee Working Group will self-nominate who will chair the meetings, with a view that the chair will rotate and provide an opportunity for all to chair

In the absence of the chair, the Organisational Development Manager will chair the meeting.

Organisational Development Manager will provide updates and recommendations to People and Cultural Branch and ELT as required, with the assistance of volunteers from the Working Group.

Volunteers will also be sought for the recording of minutes of the meetings. The chair and minute taker should not be the same person for any meeting.

Expectations

It is expected that members of the Aboriginal and Torres Strait Islander Employee Working Group will:

- Attend all meetings and provide sufficient notice when unable to attend.
- Provide input and feedback on initiatives including organisational development, workplace wellbeing, corporate communication, and employee benefits.
- Share ideas and innovation to improve organisational cultural capability.
- Communicate, engage, and take action to ensure your fellow employees feel informed, heard, and empowered.
- Help others in the organisation to understand how People and Culture can support Indigenous employees.
- Abide by Councils Code of Conduct: <https://ipswichcouncil.sharepoint.com/sites/CS/SitePages/Code-of-Conduct.aspx?web=1>
- Table proposed agenda items (i.e. new ideas or topics for discussion) to People and Culture via the Groups Teams Channel or Group email address
- Understand the endorsed *purpose* and *expectations* of the Group
- Promote where possible and within one's own capabilities, the Ipswich Indigenous Accord 2020 – 2025
- Where possible and within one's own capabilities, commit to providing assistance with sharing the cultural load of fellow Group Members.

If expectations are not being met, membership will be reviewed with the relevant General Manager.