



TSS Aboriginal Employee Network Terms of Reference

The TSS Aboriginal Employee Network (AEN) Terms of Reference provide the expectations, structure and role of the AEN. This is to ensure individuals appropriately engage with and understand their responsibilities as active members.

Background and purpose

In 2019, the AEN was formalised as an initiative under the first TSS Aboriginal Employment Strategy, a whole of State Service approach to improve employment outcomes for Aboriginal people in Tasmania.

Formalising the AEN gave purpose, a voice, and authenticity to the work initiated and progressed under the Aboriginal Employment Strategy.

The AEN is built from a shared understanding and commitment to ensure Aboriginal knowledge, experience and values are respected and central to the work we undertake as a collective.

Role and function (scope of activities)

- Contribute to, and support the development, implementation and progression of a range of initiatives and programs under the TSS Aboriginal Employment Strategy, ensuring work undertaken is collectively Aboriginal informed or Aboriginal led.
- To raise broad issues, barriers and opportunities impacting Aboriginal employment.
- Provide agencies, and more broadly the State Service, advice and guidance that is consistent, ethical and respectful, focusing on improving employment outcomes for Aboriginal people.
- To work together contributing to a range of Cultural and professional initiatives, practices and learning opportunities as well as supporting each other, sharing and celebrating our collective work and achievements.

Membership

Aboriginal people working in the Tasmanian State Service are eligible to be members of the AEN. Membership remains current while employed within the TSS.

New members are welcome and can request membership by email to TSSAboriginalEmploymentStrategy@dpac.tas.gov.au. Membership includes subscription to the TSS Aboriginal Employment Newsletter.

The Senior Consultant, Aboriginal Employment Strategy in the State Service Management Office will Chair the AEN.

Member responsibilities (ways of working)

Engage in AEN business according to the following principles:

- Give respect: Listen, be conscious of the needs of others and different ways of working, show appreciation for the contributions and expertise of others. Respect is reciprocal, and needs to be given and received.
- Be gentle: Give others the benefit of the doubt, approach conversations with kindness.
- To honour: Recognise and show appreciation for the lived experience and expertise of members and stakeholders.

Members are responsible for:

- Participating, contributing to, and supporting the development, implementation and progression of a range of initiatives and programs under the TSS Aboriginal Employment Strategy.
 - Participation is through AEN workshops, Gathering, AEN email and AEN Teams channel.
- Treating all members with respect and valuing difference to ensure equity among all members and cultural safety aligned with:
 - the TSS Code of Conduct (section 9 of the *State Service Act 2000*)
 - the TSS Principles (section 7 of the *State Service Act 2000* and Employment Direction Number 2)
 - work health and safety practices.

Confidentiality

It is expected that discussions held within the AEN are kept confidential within the AEN. Outcomes from any discussions may be minuted and distributed to the AEN.

What the AEN is not about

The AEN is not about:

- Individual member or agency grievances (members should follow the relevant agency grievance procedure if appropriate).
- Pursuit of personal, Aboriginal organisational or Community political agendas.
- Initiating or involvement in behaviours or activities that undermine the integrity or credibility of other members, the AEN or the State Service.

Accountability

The AEN is coordinated by the State Service Management Office. Members are also accountable to their workplace supervisor or manager. For example, seeking relevant approval with your supervisor to attend AEN workshops, Gatherings and undertaking work associated with the AEN or Aboriginal Employment Strategy.

It is expected that all members have a sound understanding of the TSS Aboriginal Employment Strategy, Action Plan and associated reports or documents.

Operations

The AEN will normally meet in person four times a calendar year, generally between 10 am and 4 pm (times may vary). AEN workshops are held in March and September in Launceston, and June and November in Hobart.

The November meeting in Hobart will be the end-of-year Gathering. A workshop agenda will be sent out to the AEN prior to each workshop. Action minutes will be sent to the AEN after each workshop.

Member input, advice, guidance and contributions will be sought through the AEN email list or the AEN Teams channel. Other meetings may be called on an ad hoc basis.

Funding

The AEN is funded by the Aboriginal Employment Strategy. Costs incurred by members to participate in AEN activities (such as travel or accommodation) are the responsibility of a member's agency.

Authority

The AEN does not have any delegated authority.