

TERMS OF REFERENCE ABORIGINAL & TORRES STRAIT ISLANDER GROUP

Vision

Aboriginal & Torres Strait Islander members are respected, valued and equally represented in their workplace, union and beyond.

Mission

The Aboriginal & Torres Strait Islander Group will organise, inspire and empower Aboriginal & Torres Strait Islander members to influence policy.

Values

Equality, fairness, collectivism, accessibility, accountability and transparency.

Purpose

Advise the Branch Council on matters which affect Aboriginal & Torres Strait Islander Membership

TERMS OF REFERENCE ABORIGINAL & TORRES STRAIT ISLANDER GROUP

1. Aboriginal & Torres Strait Islander Group

The Aboriginal & Torres Strait Islander Group is an Advisory Council of the CPSU/CSA convened under Rule 17 of the CPSU - SPSF Group - Western Australian Branch. These rules are in addition to the federal rules of CPSU, the Community and Public Sector Union and shall apply to the Western Australian Branch so far as they are not in conflict with the federal rules.

2. Establishment

Rule 17.1 states that the CPSU/CSA Branch Council may establish advisory bodies, including:

- a. Councils established on an occupational, geographic, industry, agency or other basis*
- b. Conferences*

The Aboriginal & Torres Strait Islander Group is established to represent the interests of Aboriginal & Torres Strait Islander members.

3. Role

- 1) To act as a mechanism for providing specialist advice to the Branch Council on issues affecting Aboriginal & Torres Strait Islander members; and
- 2) To provide a link between union structures in order to support the exchange of information in taking forward the union's equality and campaigning agendas.

4. Regulation

Rule 17.2 states that: Advisory bodies shall comply with the rules, standing orders and their Terms of Reference.

5. CPSU SPSF Rules

The Advisory Body shall comply with the rules of the Branch at all times and a copy of the relevant rules shall be made available to members upon request.

1) Standing Orders

Rule 35 part [a]—states, in relation to, Standing Orders that the Branch Council shall adopt Standing Orders governing the conduct of all meetings in the Branch. The Standing Orders of the Branch Council are also to be observed for Advisory Council meetings.

TERMS OF REFERENCE ABORIGINAL & TORRES STRAIT ISLANDER GROUP

2) Direction of Branch Executive and Branch Council – Reporting Form

Rule 35 part [b] states that, the Advisory Council shall be subject to direction by, and accountable to, the Branch Executive and Branch Council.

2a. The Advisory Council shall report on activities in the form found at appendix I of this document at meetings of the Branch Council.

3) Direction of Branch Executive and Branch Council – Reporting Frequency

Rule 35 part [c] and [d] states that, the Advisory Council shall promptly and accurately report on their activities and advice to the Branch Council and the Advisory Council shall provide written reports for presentation to the Branch Council when required.

3a. The Advisory Council shall report at each Branch Council meeting on activities in the form found at appendix I of this document.

4) Branch Policy

Rule 18.1 States the Branch Council may determine Branch Policy. This is to be read with Rule 18.2 which states that Advisory Councils and other bodies may be authorised by Branch Council to develop policy proposals, but any such proposal will not become Branch Policy unless adopted by Branch Council.

6. Composition

The membership of this Advisory Council shall be determined by the Branch Council.

The membership of the Aboriginal & Torres Strait Islander Group shall be open to all CPSU/CSA members who identify as Aboriginal & Torres Strait Islander, or otherwise determined by Aboriginal & Torres Strait Islander Group.

7. Election of Conveners

The Aboriginal & Torres Strait Islander Group shall have two Conveners who are elected in accordance with other internal elections undertaken.

The following procedures shall be observed in April of each year:

- a. The Branch Returning Officer shall fix a time and date for the closing of nominations and shall notify same to the members constituting the Advisory Council for which the election is being held.
- b. Nominations shall be lodged with the Branch Returning Officer.
- c. Should a ballot be necessary, that ballot shall take place at the May Advisory Council meeting.
- d. Any member of the Advisory Council who is unable to be present at the holding of the ballot may apply to the Branch Returning Officer for a ballot paper and may deliver or post such ballot paper so as to reach the Branch Returning Officer prior to the closing of the ballot.

TERMS OF REFERENCE ABORIGINAL & TORRES STRAIT ISLANDER GROUP

- e. At the conclusion of the counting of the votes, the Branch Returning Officer shall declare the successful candidate[s] elected at the meeting at which the ballot is held if possible and if not, as soon thereafter as practicable.
- f. Should an Advisory Council be constituted in the six [6] months after the April election date, Council shall endorse two [2] Conveners on the recommendation of the Advisory Council and those Conveners shall hold office until the following April. The person so appointed shall cease to act when the position is filled pursuant to section 7a – e.

8. Role of Conveners

- a. The Conveners shall serve as the organisers and administrators of meetings;
- b. The Conveners shall carry out the preliminary and follow up tasks for meetings and activities;
- c. The Conveners shall ensure that the membership of the Advisory Council is open to all eligible members;
- d. The Conveners shall act as chairpersons at meetings of the Advisory Council.
- e. Eligibility for the Convenor position is open to all members of the Aboriginal & Torres Strait Islander Group
- f. Conveners shall be administrators of Facebook groups created and maintained by the CPSU/CSA and shall act in accordance with any policies of the Branch Council relating to social media.

9. Meetings of the Aboriginal & Torres Strait Islander Group

The Aboriginal & Torres Strait Islander Group shall meet monthly with at least seven (7) days' notice given to members.

10. Annual Event

In order to ensure that the Aboriginal & Torres Strait Islander Group provides a mechanism for consulting and involving members, it is agreed that:

- a. An annual event is to be provided for membership;
- b. The annual event is organised by the Aboriginal & Torres Strait Islander Group;
- c. Approval for the programme, arrangements, target audience and budget will be subject to prior approval by the Branch Council; and
- d. The annual event will not be motion based but should involve educational, campaigning and organising activities; briefings and workshops; and part policy discussion. The Branch Council should receive a report of the event together with any recommendations arising from it.

11. Resourcing

Resourcing of the Aboriginal & Torres Strait Islander Group shall be determined by the Branch Secretary.

**TERMS OF REFERENCE
ABORIGINAL & TORRES STRAIT ISLANDER GROUP**

Appendix I

Item		Membership Comments
Branch Advisory Council Meeting report	Report on items from most recent meeting.	Please detail how many members or potential members are likely to be reached or impacted in a positive way by each item reported.
Annual Event	Please detail ideas that the Advisory Council has for the annual event, what resources may be required. If the event has recently been undertaken, please undertake to review success and suggestions for next event.	Please detail how many members or potential members are likely to be reached by this event and any publicity about this event.
Current membership	What is the current membership of the group	What are the predictions for growth in the next month?
General items / Policy Items		