

CONSTITUTION

AUTHORISATION

POLICY TYPE: <i>(Council or Operational)</i>	Operational
POLICY LOCATION: <i>(eg. Corporate, Engineering, etc.)</i>	Human Resources
RESPONSIBLE OFFICER: <i>(by position title)</i>	EEO Committee
AUTHORISED BY: <i>(GM or Director Title)</i>	Manex
DATE ADOPTED:	16 June 2022
ADOPTED BY: <i>(Manex or Council)</i>	Manex
MINUTE NO: <i>(If required)</i>	
REVIEW DUE DATE: <i>(Four years unless statutorily required sooner)</i>	April 2024
REVISION NUMBER:	5

DOCUMENT HISTORY

VERSION NO.	DATE	DESCRIPTION OF AMENDMENTS <i>Include names of former policies that this policy will replace if applicable</i>	AMENDED BY <i>(Where required)</i>
1	1 July 2014		
2	September 2016		
3	15 May 2019		
4	2 April 2020		

REVIEW OF THIS CONSTITUTION

This constitution will be reviewed within two (2) years from the date of adoption or as required in the event of legislative changes. The constitution may also be changed as a result of other amendment that are to the advantage that Council and in the spirit of this constitution. Any amendment must be endorsed by the committee and approval of the General Manager.

1. **Name:**

The committee shall be known as the Bland Shire Council Equal Employment Opportunity Committee.

2. **Purpose:**

The purpose of the EEO Committee is to work as a team to establish a forum which will:

- a) Ensure the absence of discrimination and harassment in employment and in the provision of Council services; and
- b) Promote Equal Employment Opportunity for women, members of racial minorities, people with a disability and all staff of Council.

3. **Functions:**

The functions of the EEO Committee will include but will not be restricted to the following:

- a) To assist with overseeing the implementation of the EEO Management Plan;
- b) To assist with overseeing the development of a structured training and education program that will assist in educating employees about EEO and harassment;
- c) To assist with the development of an EEO survey of Council every two (2) years;
- d) To facilitate and promote policies and procedures that create an environment where access to recruitment, training and promotion is equal to all;
- e) To promote an awareness of harassment and Equal Employment Opportunity within Council and develop and facilitate a number of strategies to reduce the likelihood of harassment occurring;
- f) To act as trained EEO Contact Officers in areas of harassment and discrimination in relation to recruitment, training, promotion and the workplace;
- g) To assist with measuring the achievements of the EEO Management Plan;
- h) To assist with the revision and amendment of the EEO Management Plan and its objectives;
- i) To establish channels of communication to report to the organisation and community on the EEO Management Plan and EEO achievements.

4. **Scope:**

The EEO Committee will represent all levels of the workforce and shall make recommendations to Manex consistent with the functions outlined in this constitution.

However it will not consider matters outside the above functions unless referred to the Committee through the Human Resources Coordinator or by the General Manager.

5. **Committee Membership:**

Representation

The EEO Committee will be comprised of the following as a minimum requirement but not limited to:

- a) Two (2) members representing the Outdoor Workforce/depot
- b) One (1) member representing offsite Community Services
- c) One (1) member representing Council's Administration Office
- d) One (1) staff representative
- e) General Manager
- f) Human Resources Coordinator (EEO Coordinator)

The EEO Committee shall comprise of Male and Female representatives.

Election of Members

Elections or expressions of interest for membership of the EEO Committee will be considered every two (2) years or sooner if necessary.

Absenteeism

An EEO Committee member that does not satisfy attendance to Committee meetings will be requested to explain their absence to the Committee. This will happen after three unexplained absences.

Removal from Office

A representative will cease to be a member of the Committee if that representative:

- a) Resigns from the Committee;
- b) Ceases to be an employee of Council;
- c) Is removed by the membership who they are elected to represent;
- d) Change in work area or location.

Any vacancy on the EEO Committee, where possible will be filled without delay.

6. Office Bearers:

A Chairperson and Deputy Chairperson shall be elected by the Committee for a period of two (2) years.

A Secretary shall be appointed by the Employer.

Duties of Office Bearers

Chairperson:

- Convene meeting
- Chair meeting
- Ensure quorum
- Confirm minutes
- Notify vacancies
- Ensure active participation and lead meeting
- Allow all members to put their point of view
- To act as spokesperson for the Committee unless delegated otherwise by the Committee.

Deputy Chairperson:

- To act as Chairperson in the absence of the elected Chairperson
- To assist the Chairperson, Secretary and Committee as required.

Secretary:

- Record and prepare minutes
- Distribute minutes after Chairperson's verification
- Prepare and distribute agenda (in consultation with the Chairperson)
- Prepare the meeting room
- All other administrative duties
- To assist in publicising the work of the Committee.

7. Meeting Procedures:

Meetings shall be held quarterly, Sub-Committees on alternate months or at such other intervals that shall be determined by the Committee as the need dictates. Special meetings may be called by the Chairperson, with at least 24 hours notice, for matters requiring attention.

Meeting times should be determined by the Committee. However, it is not expected that meetings will continue for more than on (1) hour in duration, in normal circumstances.

A quorum shall consist of at least half of the EEO Committee plus one.

Minutes shall be kept of all EEO Committee meetings and confirmed at subsequent meetings. The minutes shall be posted on nominated notice boards within one (1) week of each meeting. The minutes shall include:

1. Record attendance
2. Receive apologies
3. Confirmation of minutes of previous meeting
4. Business arising from minutes
5. Correspondence and matters arising from correspondence
6. Standing reports
7. Agenda items
8. General business
9. Agenda items for next meeting
10. Date of next meeting
11. Close of meeting

Two (2) weeks before the scheduled meeting the Secretary will contact all EEO Committee Representatives to call for any agenda items. The Secretary will coordinate the presentation of the Agenda and distribute to all EEO Committee Representatives at least five (5) working days prior to each meeting. The agenda shall be compiled from management and employee requests and shall relate to any or all matters referred to in the functions.

Decisions shall be made based on a general consensus.

Potential problems should be identified and resolved at the Committee level. Failing this, the matter should then be referred to the General Manager for decision.

8. Sub-Committees:

The Committee may establish Sub-Committees and task groups, to investigate and report on various matters, as deemed necessary.

These shall include, but not be limited to:

- a) Policy/Procedures Development and Review Sub-Committee
- b) Workplace Implementation/Training and Education Sub-Committee

The Sub-Committees shall comprise of nominated EEO Committee members and such other employees deemed appropriate for the purpose.

The EEO Committee may recommend the composition of Sub-Committees and to co-opt others with particular experience and knowledge.

9. Support Services:

Council will provide the following support services for the Committee and for individual members in the pursuit of their duties and appoint and coordinate:

- a) Venue and facilities
- b) Clerical assistance
- c) Stationery, printing and photocopying facilities
- d) Employee representatives shall be given reasonable opportunity during work hours to fulfil their obligations as Committee Members and EEO Contact Officers.

10. Training:

The EEO Committee members will be provided with appropriate training to enable them to effectively participate within the Committee and act as EEO Contact Officers.

11. Changing the Constitution:

The constitution may be amended at any regular meeting that has an attendance of at least 75% of membership, provided that notice of such proposed amendment shall have been given in writing to each member at least ten (10) days before such meeting.

12. Relationship to Community Strategic Plan:

This Constitution supports Council's Delivery Program Strategy 12.3 Develop, implement and monitor HR programs to solidify Council's reputation as an employer of choice.

13. Related Council Policy/Procedure:

- Bland Shire Council EEO Management Plan
- Bland Shire Council EEO Policy
- Bland Shire Council EEO Procedure