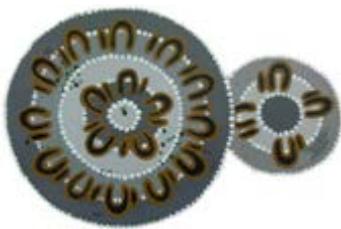


WORKPLACE GENDER EQUALITY STANDING ORDERS 2012



Ensuring Equality for Everyone



1. WORKPLACE GENDER EQUALITY STANDING ORDERS

Legislative requirements:

The Workplace Gender Equality Committee was formed in accordance with the Workplace Gender Equality Act. This Act requires organizations with over 100 employees to have such a committee.

This Act is concerned with all staff employed within the Diocese and requires that they and any unions or industrial organizations to which they belong, be consulted on the development and implementation of the Workplace Gender Equality program.

2. DEFINITIONS

In these standing orders the Bishop's Nominee means the person appointed by the Bishop to be his representative on the Workplace Gender Equality Committee.

The Committee refers to the Workplace Gender Equality Committee.

Diocese means the Diocese of the Catholic Church of Wagga Wagga.

CSO means the Catholic Schools Office of the Diocese of Wagga Wagga.

3. FUNCTION AND AUTHORITY

The Committee shall be deemed to have the authority necessary to carry out any function authorized in these Standing Orders.

- a) The Committee will ensure that it provides opportunities for the formation of Committee members, taking time off to investigate, seek out, explore, and reflect upon the ethos of the Committee and its place within the Diocesan community.
- b) Committee meetings should set aside a portion of time to enable members to reflect upon reference documents or to be involved in some form of discernment experience.

4. PURPOSE AND ACCOUNTABILITY

In accordance with Legislative requirements the Workplace Gender Equality Program will include:

- The collection of data and preparation of a workplace profile for the reporting period.
- Analysing issues related to equal opportunity for women and prioritising them.
- The areas analysed include:
 - Recruitment and selection
 - Promotion, transfer and termination
 - Training and development
 - Work organization
 - Conditions of service
 - Sex based harassment
 - Pregnancy, potential pregnancy and breastfeeding

- Planning actions to address these issues
- Evaluating the actions taken.
- In examining the above areas, it can be seen that there is only one area that is to be analysed under the legislation that does not directly impact on the male employees within an organization, and that is the seventh area, pregnancy, potential pregnancy and breastfeeding.

The Committee shall carry out the following functions in pursuit of its object:

- a) Advise, support and consult with the Bishop, the Director of Schools and the Employee Services Manager in the matter of the implementation of the Act. Submit compliance reports as necessary to the appropriate state bodies.
- b) Plan for the present and future operation of the committee in consultation with the Bishop/Nominee.
- c) The Committee shall be consultative in order to access a greater number of employees across the Diocese. As such, it will disseminate information about the committee's current issues to staff and organisations in the Diocesan community. To facilitate this, twice yearly meetings will be held with the managers of Centacare and the Diocesan Provident Fund. The Bishop's secretary shall be utilized for Diocesan communication.
- d) Advise the Bishop with respect to the work the committee undertakes.
- e) All policies written by the Workplace Gender Equality Committee need to be approved.

5. MEMBERSHIP OF THE WORKPLACE GENDER EQUALITY COMMITTEE

Criteria for membership of the Committee shall be –

Personal Qualities

- a) a clear understanding of the mission of the Diocese of Wagga Wagga, this would assist with the purpose and direction of their contributions to the committee.
- b) a deep interest in the welfare of all staff.
- c) a desire to give service to the Diocese of Wagga Wagga.
- d) a keenness to promote Workplace Gender Equality for all.
- e) an ability to work co-operatively and constructively with other members of the Committee.
- f) knowledge, skills or interest in a specific reporting area ie Harassment, Training, Work Structure

Legal Eligibility

- a) Employed within the Diocese of Wagga Wagga.

Ideally the Committee shall comprise: -

- a. The Bishop's nominee or his representative as the chairperson
 - b. A leadership representative
 - c. A teacher representative (Full time)
 - d. A teacher representative (Part time)
 - e. IEU representative
 - f. CSO representative
 - g. Two support staff – (support or maintenance and outdoor)
 - h. Diocesan representative – All Diocesan staff employed outside school environments.
 - i. Ex-officio - Employee Services Officer - Catholic Schools Office
- b) When circumstances warrant it the Bishop may appoint, after consultation with other members of the committee, up to two additional members for a nominated period, at his discretion.
- c) Membership of the Committee shall be for a period of three years with respect to nominated and appointed members with no more than two committee members changing at one time.
- d) The Bishop's nominee will be appointed for a period of three years, with an option of a further three years after consultation between the two parties. The Bishop's nominee shall not serve for more than six consecutive years. Such a person may be re-nominated after a minimum break of one year out of office.
- e) Should a position of a member of the committee become vacant, the committee shall have the power to appoint, with the approval of the Bishop, the replacement until the next nomination of members.
- f) Any retiring member may be re-nominated or re-elected, provided not more than six consecutive years have been served in one term of Office. Such a person may be re-nominated after a minimum break of one year out of office.
- g) The place of any nominated or appointed member who shall be absent from three consecutive meetings of the committee without sufficient reason shall be deemed to have been vacated. The committee shall notify such member of loss of membership and shall appoint, with approval of the bishop, a replacement until the next Committee appointments.
- h) At the meeting held Term 3 any member of the committee who is eligible under these standing orders to retire shall declare this.
- i) Appointment shall be confirmed at the final meeting to be held each year. A copy of the standing orders will be provided to all new members on appointment to the committee.
- j) These standing orders shall be reviewed at the first meeting to be held each year.

6. MEETINGS AND PROCEDURES OF THE WORKPLACE GENDER EQUALITY COMMITTEE.

- a) Committee members shall be appointed to their respective positions by the Bishop of Wagga Wagga.
- b) Regular meetings of the Committee shall be held normally once each school term. Special meetings may be held as often as is deemed necessary. A schedule of meetings for the following year will be determined at the final meeting of the preceding year.
- c) Special meetings of the Committee shall be held when called by the Chairperson or when requested by an ex-officio member or any three members of the Committee.
- d) Any meeting may be cancelled by the chair person if there is insufficient business.
- e) A simple majority of members shall constitute a quorum, provided the Chairperson is present, has approved the meeting or is reasonably deemed to have approved it. No meeting may be held without a quorum.
- f) In the absence of the Chairperson, members shall elect an acting Chairperson to preside over the meeting.
- g) All members (including the Chairperson) shall have equal voting rights. In the case of a voting deadlock the motion will be considered to have been lost.
- h) Notice of meetings shall normally be given by circulation of an agenda providing at least three working days notice. Members wishing to place an item on the agenda shall provide the Employee Services Officer with notice at least seven days prior to the meeting.
- i) Minutes of all meetings of the Committee shall be taken by the Employee Services Officer. One copy of the minutes shall be given to the Bishop, the Director of Schools and the Employee Services Manager. A copy shall be inserted in the Employee Services Officer's file that is passed to his or her successor in office.
- j) All written communications from the Committee shall be made with the knowledge and approval of the Committee.
- k) The Workplace Gender Equality Committee is required to work within the spirit of the Standing Orders. In the event of any dispute or uncertainty clarification and advice can be sought from the Director of Schools or the Bishop of Wagga Wagga.

7. WORKING PARTIES OF THE WORKPLACE GENDER EQUALITY COMMITTEE

- a) The Workplace Gender Equality Committee is empowered to appoint working parties, as it deems necessary.
- b) Membership of working parties is not confined to members of the Workplace Gender Equality Committee; however, at least one Committee member is required to serve on each special working party.
- c) The duties of any working party shall be clearly defined by the Workplace Gender Equality Committee and a specific date shall be set for the completion of the tasks assigned to the working party.
- d) As soon as the working party's specific task is completed, or even earlier if the Workplace Gender Equality Committee so determines, the working party is dissolved.

8. FINANCIAL MANAGEMENT

- a) The Committee is responsible to the Diocese of Wagga Wagga and the Catholic Schools Office for financial accountability, and as such is required to submit the budget to the Finance and Resources Manager, account for and administer all expenditure for the Committee.
- b) The committee is funded on a pro rata agreement by the represented Diocesan areas on the committee.
- c) The Committee does not have the authority to undertake any financial commitment involving expenditure beyond the limits of its known annual budget.
- d) Regarding recurrent expenditure, the Committee is required to operate within its budget, which must be established at the commencement of each calendar year or as soon thereafter as possible.

9. POLICY FORMATION

- a) Although the Committee has no authority in the internal operations of the Diocese of Wagga Wagga or the Catholic Schools Office, it is a legitimate function of the Committee to reflect the expectations of the employee community to the Bishop of Wagga Wagga and the Director of Schools.
- b) In exercising this advisory function members are required to be mindful of the responsibility that belongs to the Bishop of Wagga Wagga and the Director of Schools to make final decisions on all such matters as relating to the operation of these areas.

10. REVIEW

These standing orders are to be reviewed 12 months from the date at which they were adopted.

Date adopted: 2006

Date reviewed: March 2012