



AUSSIE
tool shed

Aussie Tool Shed Meetings Policy and Procedure

1. Policy

- 1.1. All employees of Aussie Tool Shed are required to attend staff meetings periodically, as advised by their manager.
- 1.2. The purpose of staff meetings includes:
 - 1.2.1. Communication and discussion of management decisions with regard to the operations of the organisation.
 - 1.2.2. Provision of personal support and opportunities for staff development.
 - 1.2.3. Opportunity for staff to discuss any areas of concern relating to their work, their colleagues, management, and the organisation.
- 1.3. As Aussie Tool Shed sites are geographically dispersed, staff will be offered the option of attending virtually.

2. Procedure

- 2.1. Preparing for meetings
 - 2.1.1. A notice of the meeting must be sent out via email at least seven (7) days before scheduled in-store/office meetings, fourteen (14) days before inter-store/office meetings and one month before the AGM. The notice should include a link for those who wish to attend virtually. RSVPs should be at least three (3) days before scheduled in-store/office meetings, seven (7) days before inter-store/office meetings and the AGM.
 - 2.1.2. A standard agenda must be used for all meetings and must be sent out at least seven (7) days before scheduled in-store/office meetings, fourteen (14) days before inter-store/office meetings and one month for the AGM. The agenda must be accompanied by the minutes of the previous meeting and any other relevant documentation where applicable.

- 2.1.3. All staff members are welcome to submit topics of discussion for the agenda. Additional agenda items must be submitted to the Chair two (2) days before the scheduled meeting.
- 2.1.4. The agenda and notice of the meeting must provide adequate information about the business for discussion.
- 2.1.5. Staff training and/or professional development activities may be included in the agenda as required.
- 2.1.6. The venue for the meeting must be the Aussie Tool Shed boardroom or selected from the Approved Local Function Rooms list, which has been assessed as meeting accessibility requirements. The venue must be booked prior to notification of the meeting.
- 2.1.7. The process for booking venues and catering is as follows
- Send an email outlining the details to management for approval
 - Once approved by management, confirm booking with suppliers
 - When all arrangements have been approved and booked, the agenda and meeting invitations may be sent out.
- 2.1.8. Catering for the meeting is as follows:
- 1-2 hours – Tea, Coffee, and biscuits.
 - 2-3 hours – Tea, Coffee, and morning/afternoon tea (e.g. pastries or similar).
 - 3-4 hours – Light meal (e.g., finger food) and morning/afternoon tea as above.
 - 4 hours + - Main meal (e.g., buffet selection of hot and cold dishes) and morning/afternoon tea as above.
 - If catering is to be provided, participants' dietary requirements must be checked.
- 2.1.9. Use the prescribed format of meeting minutes for all meetings.

2.2. Chairing Meetings

- 2.2.1. General meetings will be chaired by the CEO of Aussie Tool Shed. In the absence of the CEO, a manager or department supervisor will be appointed prior to the scheduled meeting.
- 2.2.2. Store or Department managers will chair meetings at store and department levels.
- 2.2.3. Meetings must start and end at the time proposed in the notice of the meeting.

- 2.2.4. A quorum of at least 50% of invited stakeholders must be achieved for AGMs, and any meeting involving voting on matters is included on the agenda. Staff members can propose a motion and must vote for a resolution.
- 2.2.5. The Chair calls for a vote for a resolution. Where a motion is not passed, it will be added as a motion for the next meeting.
- 2.2.6. All motions proposed should be relevant to the business of discussion. The Chair has the right to revoke any motion that is irrelevant or repetitive.
- 2.2.7. The Chair also takes note of major decisions made during the meeting.
- 2.2.8. Staff members have the opportunity to speak to any motion after the Chair opens the floor for an allocated period.
- 2.2.9. All resolutions should be recorded within minutes.

2.3. Minute-taking

- 2.3.1. The minute-taker will be assigned by the Owner, Manager or Chair. Minute-takers must have a copy of the agenda and be briefed prior to the meeting.
- 2.3.2. Motions and resolutions must be documented verbatim by the minute-taker.
- 2.3.3. Upon completion of the meeting, the Chair will review the minutes taken down by the minute taker in reference to the meeting agenda. If necessary, the manager will re-write the minutes to edit by correcting grammar and spelling errors and ensuring they accurately reflect the meeting events. The accuracy of topics discussed, timeframes observed, and outcomes achieved will also be checked.

2.4. Distributing and Storing Meeting Documentation

- 2.4.1. Final copies of the updated Meeting Minutes must be distributed to all staff, including those who were absent, within three (3) days.
- 2.4.2. Documents used in the meeting, including agenda, minutes and other relevant documents, must be kept in accordance with the organisation's record-keeping policies and procedures and relevant legislation.
- 2.4.3. All meeting documentation, such as Meeting Minutes, Meeting Agendas, Meeting Sign-in sheets, or any other documentation used or discussed at the meeting, must be stored electronically in D drive under the context of the meeting. For example, staff meetings must be saved under D:Meetings/Staff/DDMMYY.

3. Legal Requirements

All Aussie Tool Shed meetings must be organised and conducted according to legal requirements. Relevant legislation includes:

- Age Discrimination Act 2004
- Disability Discrimination Act 1992
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Privacy Act 1988