

PERSONNEL – EQUAL EMPLOYMENT OPPORTUNITY (EEO) – *EEO Management Plan*

Administrative Principle

Council will prepare and implement an EEO Management Plan in accordance with the requirements of the Local Government Act 1993.

Objective

To provide an effective plan for the management of EEO within Council and to:

- Embrace an inclusive, fair and equitable workplace that will allow individuals the opportunity to genuinely and effectively compete for employment and training opportunities, free from discriminatory practices.
- Promote equality of opportunity for all employees in line with legislative requirements.
- Develop and maintain a work environment that is open, flexible and supportive of employees.
- Take constructive steps to continuously improve and promote awareness of EEO and hold all staff accountable for the implementation, application and reporting.

Procedures/Practice

The procedures and practice are detailed in the attached document.

References

- Local Government Act 1993
- Anti-Discrimination Act 1977
- Disability Discrimination Act 1992 (Commonwealth)
- Upper Hunter Shire Council Code of Conduct
- Harassment and Workplace Bullying Policy
- Grievance and Dispute Resolution Policy.


This plan replaces that of the same name dated May 2014.

Review Date

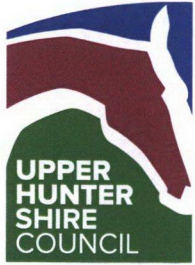
Plan reviews bi-annually by Human Resources.

October 2021 by Human Resources.

Authorised by:


Steve McDonald, General Manager

17 MAY 2019
Date



Upper Hunter Shire Council

Equal Employment Opportunity Management Plan

2019 – 2022



Introduction

Council's Equal Employment Opportunity (EEO) Management Plan has been prepared in accordance with the requirements of the Local Government Act 1993.

Council views EEO as good management practice. The purpose of this plan is to continue to put the appropriate framework into place to encourage a diverse and inclusive workplace and to eliminate discrimination. Also to provide actions to continue to eliminate barriers which exclude EEO target groups from equal employment opportunity.

Aims of Councils EEO Management Plan:

- To ensure that all prospective employees are given equal opportunity when applying for positions at Council.
- To provide all employees with equal opportunity to advance their careers and/or to maximise their potential.
- To facilitate the fair and equitable treatment of all employees by promoting a workplace which is free of unlawful discrimination and harassment as outlined in legislation.
- To promote and encourage diversity and inclusion across the organisation.
- To ensure effective collection and recording of appropriate data and information.
- Set achievable and meaningful EEO goals and targets for the organisation.

Treating people fairly and equitably and recognising that each person can contribute something valuable to the Council will assist employees in realising their full potential whilst also enhancing Council's effectiveness, efficiency and service to the community.

The Anti-Discrimination Act (1977) makes it illegal to discriminate on a number of grounds. Everyone at Council has a responsibility for ensuring compliance with this legislation.

This plan aims to ensure that all people have equal access to jobs, training and promotion which promotes social sustainability. Through this plan the organisation is incorporating the principles of social justice which gives employees protection against discrimination, bullying and harassment which demonstrates good governance and also contributes to the economic wellbeing of the organisation.

The EEO Management Plan is linked to Councils Workforce Management Plan, which should be read in conjunction with this document.

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1. Communication and Raising Awareness

Objective:

1.1 To ensure that all employees are aware of:

- EEO Principles.
- Their responsibilities in relation to EEO principles.
- The existence of the EEO Management Plan, its location and its content.
- Council's non acceptance of bullying, discrimination and harassment in the workplace.

Actions	Target	Responsibility	Performance Indicators	Target Date
Conduct training for managers, coordinators and supervisory staff on EEO (discrimination, bullying and harassment) principles and their extra responsibilities in relation to the appropriate legislation and Council policy, administrative principles and procedures.	Managers, Coordinators and Supervisors	HR	All managers, coordinators and supervisors are trained and demonstrate their understanding of the training. These staff are updated when changes occur in legislation. Online learning module implemented for these staff.	Ongoing. Ongoing. Ongoing.
Conduct training for all non-supervisory employees on EEO (discrimination, bullying and harassment) principles and their responsibilities in relation to the appropriate legislation and Council policy administrative principles and procedures.	Non-supervisory employees	HR	All non-supervisory employees are trained and demonstrate their understanding of the training. Online learning module implemented for new staff and refresher training for existing staff (provided every 2 years).	Ongoing. 2019.
Conduct EEO awareness survey.	All employees	HR	Survey indicates a high level of awareness by employees of EEO principles and practices.	2019 -2020.

Analyse Councils workforce in relation to EEO target groups within the Council.	SMG	HR	Collect appropriate EEO data at appointment stage. EEO statistics collated and reviewed by HR and SMG annually. EEO statistics considered when updating Councils Workforce Management Plan.	Ongoing. Annually. Annually.
Analyse exit survey data to identify any potential EEO issues.	Existing staff	HR	Exit interviews analysed	Ongoing.
Provision of an appropriate Employee Assistance Program (EAP).	All employees	HR	Employees are aware of EAP and how to utilise the services provided. Regular promotion in newsletter. Utilisation of program.	Ongoing. Monitored annually.
Establish Contact Officers throughout Council.	All employees	HR	Contact Officers trained and in place.	2019-2020

2. Consultation

Objective:

2.1 To provide an opportunity for all employees to have input into the development of EEO policies, procedures and plans.

Actions	Target	Responsibility	Performance Indicators	Target Date
Invite comment and input during the development and/or review of EEO policies, procedures and plans via Consultative Committee, newsletters, memo's etc	All employees	HR Directors Managers, Coordinators and Supervisors	Consultative Committee to review, provide feedback and endorse EEO policies, procedures and plans. Opportunities for input provided to all employees via newsletter, intranet etc.	Ongoing. Ongoing.
Managers and supervisors are consulted during the development and/or review of EEO policies, procedures and plans.	Managers, Coordinators and Supervisors	HR	Managers and supervisors endorse EEO policies, procedures and plans and appropriate feedback is incorporated.	Ongoing.
Include EEO and diversity questions in the employee survey.	All employees	HR	Employees given the opportunity to provide feedback and be consulted via the employee opinion survey.	2019-2020.

3. Recruitment and Selection Process

Objective:

- 3.1** To ensure that those employees who are involved in selection panels are trained in, and implement, EEO Principles throughout the recruitment process.
- 3.2** To ensure that those employees who are involved in selection panels comply with Councils Recruitment and Selection Administrative Principle and Procedures.
- 3.3** To include the knowledge and understanding of EEO principles as one of the criteria for appointment to a supervisory position.

Actions	Target	Responsibility	Performance Indicators	Target Date
Ensure that all employees involved in selection panels receive appropriate accredited recruitment and selection training.	Managers, Coordinators and Supervisors involved in selections panels	HR	Managers/Coordinators/Supervisors obtain appropriate recruitment and selection units of competency via formal HR training. All new managers and supervisors trained thereafter and other employees when required.	2019. Ongoing.
Develop selection committee toolkit for use by all staff involved in recruitment and selection	Managers, Coordinators and Supervisors involved in selection panels	HR	Selection Committee toolkit developed and consistently implemented. Relevant new staff are provided the toolkit on appointment as required and educated in its use.	2019. Ongoing.
Ensure that selection panel members follow the identified procedure for recruitment and selection which is designed to include EEO principles.	Selection panel	HR Managers and Supervisors	All relevant documentation completed by selection panel which demonstrates adherence to procedure.	Ongoing.
Random audits and spot check reviews to be undertaken periodically by Manager HR or their delegate.	Managers, Coordinators and Supervisors involved in selection panels	HR	A process for random audits and spot check reviews to be implemented and any required corrective actions recorded and completed.	2020.

4. Appointment, Promotion and Transfer Processes

Objective:

4.1 To ensure that all appointments, promotions and transfers are based on merit and job related criteria.

Actions	Target	Responsibility	Performance Indicators	Target Date
Monitor appointments, promotions and transfers to ensure the process is fair, equitable and non-discriminatory.	All employees	HR	Number of substantiated complaints re non-compliance with EEO principles for appointments, promotions and transfers.	Ongoing.
		Director/Managers/HR	Job descriptions reflect clearly the qualifications, skills and experience required for positions and do not include artificial barriers to recruitment of people in EEO target groups.	Ongoing.
		Managers, Coordinators and Supervisors	Proportion of appointments from EEO target groups.	Ongoing.
Ensure that if/when opportunities for higher duties or secondment positions are available that they are assigned in accordance with EEO principles.	All employees	HR Directors Managers, Coordinators and Supervisors	Number of substantiated complaints re non-compliance with EEO principles for offers of higher duties or secondment positions. Opportunities granted utilising a merit based selection process.	Ongoing. Ongoing
Identify opportunities for multi-skilling and on the job training and development.	All employees	HR Directors Managers, Coordinators and Supervisors	Appropriate multi-skilling and on the job training and development opportunities identified and implemented where appropriate.	Ongoing.
Critically analyse job descriptions as positions become vacant to ensure that "Essential" and "Desirable" criteria are	All potential employees	Managers, Coordinators and	All criteria are critically reviewed prior to advertising a position.	Ongoing.

appropriate to perform the inherent requirements of the job.		Supervisors HR		
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5. Employment Conditions

Objective:

5.1 To ensure that employment conditions comply with EEO principles and are implemented in a fair and equitable manner.

Actions	Target	Responsibility	Performance Indicators	Target Date
Human Resources policies, administrative principles and procedures are developed and reviewed to ensure compliance with EEO principles.	All employees	HR SMG	Required policies, administrative principles and procedures developed and reviewed appropriately. Number of complaints received re human resources policies, administrative principles and procedures in relation to EEO principles.	Ongoing. Ongoing.
Ensure that the recommendations contained in Safe Work Australia's Guide for Preventing and Responding to Workplace Bullying are fully implemented.	All employees	HR SMG Managers, Coordinators and Supervisors All employees	Number of substantiated incidents involving workplace bullying. All recommendations are implemented.	Ongoing. Ongoing.

6. Training and Development Procedures

Objective:

- 6.1 To ensure that all employees receive training and development opportunities based on policies, administrative principles and procedures that conform to EEO principles.
- 6.2 To provide the opportunity for employees to acquire skills relating to the job application process, in relation to internal positions.

Actions	Target	Responsibility	Performance Indicators	Target Date
Prepare a formal organisational training plan and review it annually.	All employees	HR Managers, Coordinators and Supervisors SMG	Organisational training plan developed and reviewed annually.	Annually.
Ensure all employees are aware of Councils Learning and Development administrative principle and have access to information relating to available training and development opportunities.	All employees	HR Managers, Coordinators and Supervisors SMG	Awareness of employees of Councils Learning and Development administrative principle by employee. Feedback from employee survey. Training and development involvement and uptake by employees.	Ongoing. 2019-2020. Ongoing.
Provide refresher training in EEO principles to all employees at least every three years or when changes in legislation occur.	All employees	HR	Training provided and employee participation.	Ongoing, every three years as a minimum.

7. EEO Target Groups

Objective:

- 7.1 To provide opportunities for those who are members of certain EEO target groups (Women, Non English Speaking Background (NESB) Aboriginal and Torres Strait Islander (ATSI) and people with a disability) to improve their skills and employment or promotion prospects.
- 7.2 To offer, where appropriate, traineeship or apprenticeships for those in the EEO target groups.
- 7.3 To provide reasonable adaption/accommodation to employment for people with a disability.
- 7.4 To offer, where appropriate, increased flexibility in employment.
- 7.5 To improve the understanding of the needs and capabilities of people with a disability.
- 7.6 To improve the understanding of the needs and capabilities of persons from a Non English Speaking Background (NESB) and persons identifying as Aboriginal and Torres Strait Islanders (ATSI).

Actions	Target	Responsibility	Performance Indicators	Target Date
Provide opportunities for unpaid work experience placements to enhance the employment opportunities of EEO target groups.	EEO target groups.	HR Managers, Coordinators and Supervisors	Number of work experience placements for target groups.	Ongoing.
Evaluate positions, as they become vacant, for suitability for traineeships, apprenticeships or job re-design for EEO target groups.	EEO target groups.	HR SMG Managers, Coordinators and Supervisors	Evaluation of positions undertaken.	Ongoing.
Evaluate positions, as they become vacant, are suitable for redesign for part-time employment or job-share arrangements, to suit employees who may require increased workplace flexibility.	EEO target groups and	HR SMG Managers, Coordinators and Supervisors	Proportion of part-time or job-share positions.	Ongoing.
Ensure that managers and supervisors are	Managers and	HR	Managers and supervisors are aware of their	Ongoing.

aware and informed of their obligations in relation to EEO target groups.	Supervisors		obligations in relation to EEO target groups.	
Encourage the representation of staff from target groups into positions/workgroups which they are currently under represented in Council e.g. Women in Senior Management roles.	EEO target groups	HR SMG	Potential and existing staff are encouraged to pursue non-traditional roles. Higher representation of target groups in under represented roles.	Ongoing. Ongoing.
Encourage women to undertake development and training activities appropriate to their employment and career progressions within Council.	Women	HR SMG Managers, Coordinators and Supervisors	Number of women undertaking development and training to improve their career progression.	Ongoing.
Review and monitor accessibility to Council workplaces including parking to ensure the elimination of barriers or obstacles.	People with a disability	HR	Access is reviewed on a regular basis. Reasonable modifications are made when required.	Ongoing.