

# Kyogle Council

## Equal Employment Opportunity Management Plan



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## **1 TITLE**

This policy may be cited as the Kyogle Council Equal Employment Opportunity (EEO) Policy and Management Plan.

## **2 OBJECTS**

**2.1 Section 344 of the Local Government Act 1993 (the Act) outlines the following objects;**

(1) The objects of this Part are:

(a) to eliminate and ensure the absence of discrimination in employment on the grounds of race, sex, marital or domestic status and disability in councils, and

(b) to promote equal employment opportunity for women, members of racial minorities and persons with disabilities in councils.

## **3 S.345 Preparation and implementation of EEO management plans**

(1) A council must prepare and implement an equal employment opportunity management plan in order to achieve the objects of this Part.

(2) The plan is to include provisions relating to:

(a) the devising of policies and programs by which the objects of this Part are to be achieved, and

(b) the communication of those policies and programs to persons within the staff of the council, and

(c) the collection and recording of appropriate information, and

(d) the review of personnel practices within the council (including recruitment techniques, selection criteria, training and staff development programs, promotion and transfer policies and patterns, and conditions of service) with a view to the identification of any discriminatory practices, and

(e) the setting of goals or targets, where these may reasonably be determined, against which the success of the plan in achieving the objects of this Part may be assessed, and

(f) the means, other than those referred to in paragraph (e), of evaluating the policies and programs referred to in paragraph (a), and

(g) the revision and amendment of the plan, and

(h) the appointment of persons within the council to implement the provisions referred to in paragraphs (a)–(g).

(3) An equal employment opportunity management plan may include provisions, other than those referred to in subsection (2), that are not inconsistent with the objects of this Part.

(4) A council may, from time to time, amend its equal employment opportunity management plan.

## **4 VALIDITY**

This policy and management plan is effective from draft policy adoption date.

## 5 PURPOSE

5.1 The purpose of Kyogle Council's EEO Policy and Management Plan is to:

- (i) Demonstrate to staff and the community the commitment by management and the Council to Equal Employment Opportunity;
- (ii) To ensure there is an understanding of Equal Employment Opportunity principles and to keep all staff informed of issues relating to the Equal Employment Opportunity Management Plan.
- (iii) To ensure that the policies, procedures and practices of Kyogle Council promote the principles of Equal Employment Opportunity.
- (iv) To ensure that all people have a right to be considered for a job, training opportunity, or other benefit for which a person is skilled or qualified.
- (v) Implement practices that ensure staff selections must be accurate, fair, accountable, systematic and based solely on merit.
- (vi) Make staff aware that they are obliged to follow non-discriminatory practice and maintain a workplace free from discrimination.
- (vii) Establish that Kyogle Council is a responsible employer, which is legally accountable for discrimination in employment matters.

5.2 Candidates and employees are treated equally, irrespective of differences in race, sex, religion, nationality or other factors. Council will particularly promote EEO for members of the following EEO target groups:

- Women;
- People of non-English speaking background, members of racial, ethnic and ethno-religious minority groups;
- People of Aboriginal or Torres Strait Islander decent; and
- People with disability.

5.3 Kyogle Council has a legal obligation to ensure its workplaces are free from discrimination and harassment. The following legislation states these requirements and is the legislative framework from which this EEO Policy and Management Plan has been derived:

- *Anti-Discrimination Act (NSW) 1977;*
- *Local Government Act (NSW) 1993 – Section 344;*
- *Racial Discrimination Act 1975;*
- *Sex Discrimination Act 1984;*
- *Disability Discrimination Act 1992;*
- *Australian Human Rights Commission Act 1986*
- *Workplace Gender Equality Act 2012;* and
- *Age Discrimination Act 2004.*

## 6 RESPONSIBILITY

6.1 Responsibility for the implementation of the EEO Management Plan rests with the General Manager.

6.2 The coordination of the EEO function within Council is primarily the responsibility of the Human Resources Manager.

- 6.3 The overall responsibility for monitoring the effectiveness of this policy and for implementing an ongoing program of action to make the policy fully operational lies with Management. However, Council recognises that EEO is the responsibility of everyone in the Council, and as such will ensure that advice on EEO matters is available on an ongoing basis to all staff.
- 6.4 The Manager Corporate Services is available to provide staff an alternative point of contact to discuss, seek advice and raise any concerns in regards to Equal Employment Opportunity matters.
- 6.5 The Consultative Committee and Human Resources Manager will monitor the execution of the EEO Management Plan and will report on the progress of the identified strategies within the EEO Management Plan to the General Manager and Council annually.
- 6.6 The evaluation of the EEO Management Plan is a continual process. The plan may be amended at any time and should be reviewed annually. The EEO Management Plan will be reviewed in conjunction with the Consultative Committee, Human Resources and Senior Management.

## **7 EEO MANAGEMENT PLAN STATEMENT**

- 7.1 The Equal Employment Opportunity Management Plan aims to demonstrate a commitment by Council and staff to provide a work environment that accepts the principles of equal employment opportunities and avoids discrimination.
- 7.2 Kyogle Council is wholly committed to the principles of Equal Employment Opportunity and providing a workplace in which people are treated with fairness, dignity and respect.
- 7.3 In all policies and practices of the Council there shall be no discrimination relating to age, sex, marital status, parenthood, carers' responsibilities, race, colour, national origin, physical or mental impairment, religious or political affiliation.

## **8 EEO MANAGEMENT PLAN**

- 8.1 Council's Plan comprises of four (4) key strategies for an effective approach to EEO as listed:
  - (a) Policies and Procedures
  - (b) Communication and awareness;
  - (c) Training and Development; and
  - (d) Implementation, evaluation and review.
- 8.2 These EEO strategies are designed for the basis of future planning and workplace interaction and provide Council with strategies to measure our progress in relation to EEO.
- 8.3 The EEO Management Plan outlines four key result areas and the action plan to implement the objectives of the Plan.

## 9 KEY RESULT AREA 1: POLICIES AND PROCEDURES

**Objective: All Council policies and procedures align to EEO Principles.**

Objective	Action	Responsibility	Frequency / Target Date
Kyogle Council's diverse work environment is recognised at all times	<ul style="list-style-type: none"> <li>When reviewing existing Council policies and procedures, ensure they align to EEO principles and legislation.</li> <li>Kyogle Councils Code of Conduct is considered in all key business decisions.</li> </ul>	Human Resources  General Manager, Directors	Ongoing
Human Resources policies and procedures are consistent with contemporary EEO principles and support other Kyogle Council initiatives.	<ul style="list-style-type: none"> <li>Recruitment and selection procedure clearly outlines procedures for screening, interviewing and appointment which align to EEO principles.</li> <li>Job evaluation and performance appraisal policies, procedures and practices ensure employees are paid fairly and equitably.</li> <li>Exit interview process is undertaken and EEO issues are included.</li> <li>Ensure Council provides all employees with equal access to opportunities for training and development.</li> <li>Ensure grievance procedure policy aligns to EEO legislation.</li> </ul>	Human Resources  Human Resources  Human Resources  Human Resources, General Manager, Directors, Managers, Overseers.	Ongoing
Kyogle Councils recruitment and selection strategy is inclusive and reflects EEO principles.	<ul style="list-style-type: none"> <li>Include a statement in all job advertisements that Council is an EEO employer.</li> <li>Ensure that those who convene interview panels are aware of, and implement EEO principles throughout the recruitment process and comply with Kyogle Councils recruitment and selection procedures.</li> </ul>	Human Resources  Human Resources	Ongoing  Ongoing

<p>Kyogle Councils recruitment and selection strategy is inclusive and reflects EEO principles (<i>Cont.</i>)</p>	<ul style="list-style-type: none"> <li>• Monitor all recruitment, appointments, promotions and transfers are accurate, fair, accountable, systematic and based solely on merit.</li> <li>• Communicate all EEO information to new employees as part of the orientation and induction process.</li> <li>• Reinforce EEO principles through position descriptions, performance appraisals and training.</li> <li>• Ensure that if/when opportunities to act in higher positions are available that they are assigned in accordance with EEO principles.</li> </ul>	<p>Human Resources</p> <p>Human Resources</p> <p>Human Resources, General Manager, Directors, Managers, Overseers.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
<p>Include knowledge and understanding of EEO principles as one of the criteria for appointment to a supervisory position.</p>	<ul style="list-style-type: none"> <li>• Ensure interviews for management and supervisory positions include questions relating to EEO responsibilities and applicants are able to demonstrate knowledge and/or understanding of EEO principles.</li> </ul>	<p>Human Resources</p>	<p>Ongoing</p>
<p>Ensure that all employees who are injured at work and unable to return to their pre-injury duties are assessed for suitable duties in accordance with their abilities.</p>	<ul style="list-style-type: none"> <li>• Ensure that the suitable duties offered to the employee are appropriate and based on the worker's capacity for work while recovering from an injury and are not demeaning or token.</li> </ul>	<p>Human Resources, Risk and Safety Co-Ordinator</p>	<p>Ongoing</p>
<p><b>Performance Measure</b></p>	<ul style="list-style-type: none"> <li>• Nil complaints arising from non-compliance with Council EEO Policy and related procedures.</li> </ul>		
<p><b>Program Manager</b></p>	<p>Human Resources Manager</p>		
<p><b>Review</b></p>	<p>September 2018</p>		

## 10 KEY RESULT AREA 2: COMMUNICATION AND AWARENESS

**Objective: All managers and employees understand EEO principles and their responsibilities and rights in relation to EEO.**

Objective	Action	Responsibility	Frequency / Target Date
Maintain employee and community awareness of EEO principles and Council policies and procedures.	<ul style="list-style-type: none"> <li>• Include updated information on EEO in staff communications on a regular basis.</li> <li>• Display posters focusing on EEO principles in all Council workplaces.</li> <li>• Place EEO Management Plan on Councils website.</li> </ul>	Human Resources	Regularly
Provide appropriate resources to employees so the EEO information, advice and support is available to all.	<ul style="list-style-type: none"> <li>• All managers, supervisors receive a copy of EEO Policy and Management Plan and are briefed as to their responsibilities.</li> </ul>	Human Resources	Ongoing
Conduct training for all staff on EEO principles and their responsibilities relating to appropriate legislation	<ul style="list-style-type: none"> <li>• Staff inductions include awareness of EEO principles.</li> <li>• Managers updated when changes occur to legislation.</li> <li>• Managers / Supervisors to keep staff updated when changes occur to the legislation.</li> </ul>	Human Resources	Ongoing
Kyogle Council induction program contain EEO principles.	<ul style="list-style-type: none"> <li>• All aspects of EEO are covered in Kyogle Council's induction program including discrimination, harassment as well as awareness of individual employee rights and responsibilities.</li> </ul>	Human Resources	Ongoing
<b>Performance Measure</b>	<ul style="list-style-type: none"> <li>• Articles of interest or issues surrounding EEO is discussed and included in the minutes of the Consultative Committee and monthly MANEX / Manager meetings.</li> </ul>		
<b>Program Manager</b>	Human Resources Manager		
<b>Review</b>	September 2018		

## 11 KEY RESULT AREA 3: TRAINING AND DEVELOPMENT

**Objective:** All staff to have access to, and are encouraged to take advantage of training and development opportunities relevant to their needs, and those of Council.

Objective	Action	Responsibility	Frequency / Target Date
Council training programs to reflect EEO principles.	<ul style="list-style-type: none"> <li>• Training policy and procedures ensuring they align to EEO principles.</li> <li>• Ensure relevant training opportunities are in line with EEO principles.</li> <li>• Examine in-house and external training courses and materials to ensure they are non-discriminatory and consistent with EEO principles.</li> </ul>	Human Resources  Risk and Safety Co-Ordinator	Ongoing
Employees advised of key EEO principles and their role in the work environment.	<ul style="list-style-type: none"> <li>• Copy of EEO Management Plan to be provided and explained during Council's orientation and induction programs.</li> </ul>	Human Resources, General Manager, Directors, Managers, Overseers.	Ongoing
Succession planning	<ul style="list-style-type: none"> <li>• Develop succession plans for organisationally critical positions within Council to provide a continuity plan for the organisation.</li> <li>• Managers and supervisors to encourage staff to apply for appropriate personal development activities.</li> </ul>	Human Resources  General Manager, Directors, Managers Overseers.	Ongoing  Ongoing
<b>Performance Measure</b>	<ul style="list-style-type: none"> <li>• Training opportunities, courses and materials are available equally to relevant staff and are all non-discriminatory.</li> <li>• Nil complaints arising from non-compliance with Council EEO related policies and procedures.</li> </ul>		
<b>Program Manager</b>	Human Resources Manager		
<b>Review</b>	September 2018		

## 12 KEY RESULT AREA 4: IMPLEMENTATION, EVALUATION AND REVIEW

**Objective: EEO Management Plan is successfully implemented, effectively evaluated and periodically reviewed.**

Objective	Action	Responsibility	Frequency / Target Date
EEO Management Plan is reviewed on a regular basis.	<ul style="list-style-type: none"> <li>• Include responsibilities for EEO implementation and review in position descriptions of all managers and supervisors.</li> <li>• EEO Management Plan reviewed and amendments considered by Senior Management periodically, at least biannually.</li> </ul>	Human Resources  Human Resources, General Manager, Directors	Biannually
Council work environment is monitored from an EEO perspective.	<ul style="list-style-type: none"> <li>• Staff with responsibilities relating to the implementation and management of the EEO Management Plan are identified and their responsibilities are communicated to them.</li> <li>• Sufficient staff time and adequate funds provided annually for training and initiatives identified in the EEO Management Plan.</li> </ul>	Human Resources, General Manager, Directors, Overseers.  MANEX	Ongoing  Annually for inclusion in Management Plan preparation.
<b>Performance Measure</b>	<ul style="list-style-type: none"> <li>• Training opportunities, courses and materials are available equally to relevant staff and are all non-discriminatory.</li> <li>• Nil complaints arising from non-compliance with Council EEO related policies and procedures.</li> </ul>		
<b>Program Manager</b>	Human Resources Manager		
<b>Review</b>	September 2018		

### 13 RELATED COUNCIL POLICIES

- Code of Conduct
- Employee Benefits Policy
- Workforce Management Plan