

TENTERFIELD SHIRE COUNCIL



EQUAL EMPLOYMENT OPPORTUNITY

MANAGEMENT PLAN

2014 - 2018

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1. POLICY STATEMENT

Tenterfield Shire Council aims to adhere to the principles of Equal Employment Opportunity (EEO) at all organisational levels. Council operates on the belief that working within an EEO framework creates a more harmonious and productive workplace, which results in the provision of more effective and efficient services to the community.

Equal Employment Opportunity at Tenterfield Shire Council is about: -

- Fair and equitable practices in the workplace;
- Management decisions made without bias;
- Recognition and respect for the social and cultural backgrounds of all staff and customers;
- Employment practices which produce staff satisfaction, commitment to the job and the delivery of quality services to ratepayers and residents;
- Improved productivity by guaranteeing:
 - The person with the most merit is recruited or promoted while skilled staff are retained;
 - Training and development are linked to employee and Council needs;
 - A competent and productive workplace free of discrimination and harassment;
 - Reduced staff turnover and minimal stress related absences from work.

Council's EEO Management Plan target groups are:

- Women;
- People of Culturally and Linguistically Diverse (CALD) background;
- People of Aboriginal or Torres Strait Islander descent (ATSI);
- People with a physical disability.

2. COUNCIL'S OBLIGATIONS

Tenterfield Shire Council has a legal obligation to ensure its workplaces are free from discrimination and harassment. The following laws state this requirement:

- *Anti-Discrimination Act (NSW) 1977* - the purpose of this Act is to render unlawful racial, sex and other types of discrimination in certain circumstances and to promote equality of opportunity between all persons;

- *Local Government Act (NSW) 1993* - Section 344B of this legislation states that Council is "to promote equal employment opportunity for women, members of racial minorities and persons with disabilities in councils". In accordance with Section 345 of this Act Council is also obliged to "prepare and implement an equal employment opportunity management plan".
- Council also has a moral obligation to ensure staff are not subjected to other forms of harassment. All employees are expected to treat each other with due consideration and mutual respect at all times.

Other Commonwealth laws stating the requirements for EEO in the workplace are:

- *Racial Discrimination Act 1975*
- *Sex Discrimination Act 1984*
- *Disability Discrimination Act 1992*
- *Human Rights and Equal Opportunity Commission Act 1986*
- *Equal Opportunity for Women in the Workplace Act 1999*
- Related Council policies - Anti-Discrimination Policy

3. OBJECTIVES

This EEO Management Plan identifies objectives Council wishes to achieve in 9 Key Result Areas to ensure adherence to EEO principles.

Key Result Areas and objectives:

- 3.1 **Policies and Procedures:** All Council policies and procedures adhere to EEO principles.
- 3.2 **Communication and Awareness Raising:** All managers and employees understand EEO principles and their individual rights and responsibilities in relation to EEO.
- 3.3 **Data Collection:** Comprehensive and accurate EEO statistical data is collected and reported upon on a regular basis.
- 3.4 **HR Practices: Recruitment and Selection** - All recruitment and selection policies, procedures and practices adhere to EEO principles, demonstrating that Council employs the best person for the job based on merit, on every occasion.
- 3.5 **HR Practices: Learning and Development** - All staff have equal access to, and are encouraged to take advantage of, training and development opportunities relevant to their needs.
- 3.6 **HR Practices: Conditions of Service** - All employees are aware of their conditions of service and are treated in a fair and consistent

manner in relation to employment matters.

- 3.7 **Workplace Bullying and Harassment:** Tenterfield Shire Council maintains a steadfast commitment in maintaining a workplace that is free from acts of harassment and discriminatory conduct.
- 3.8 **EEO Target Groups:** Council's staff profile reflects the representation of EEO target groups within the community. Members of EEO target groups have equitable access to opportunities for employment, training and development, promotion, transfer and higher duties.
- 3.9 **Implementation and Evaluation:** EEO Management Plan is successfully implemented, effectively evaluated and reviewed on an annual basis.

4. EEO STAFF CONTACTS

EEO Staff Contacts have a sound knowledge of equal employment opportunity matters, including the handling of EEO grievances. If staff have any enquiries regarding EEO issues they should contact:

- Manager - Human Resources
- General Manager
- Consultative Committee members

5. EEO WORKPLACE CONSULTATION

The discussion forum for EEO will be the Tenterfield Shire Council Staff Consultative Committee.

6. RESPONSIBILITY

The overall responsibility for monitoring the effectiveness of this policy and for implementing an on-going program of action to make the policy fully operational lies with the General Manager and Directors and the Staff Consultative Committee. Council also recognises that EEO is the responsibility of everyone within Council, and as such will ensure that advice on EEO matters is available on an on-going basis to all staff.

The co-ordination of the EEO function within Council is primarily the responsibility of Human Resources.

Human Resources are responsible for:

- The maintenance of EEO statistics
- The distribution and maintenance of the EEO Management Plan
- The provision of EEO information to Management
- Ensuring EEO Management plans are in accordance with the *Local Government Act (NSW) 1993*
- The identification of EEO training to meet Council's EEO goals
- The evaluation of EEO training and recording of statistics
- Ensuring that Council meets its EEO obligations under the *Local Government Act (NSW) 1993*

The General Manager and Directors are responsible for:

- Treating all work colleagues equally and in a non-discriminatory manner;
- Promoting the aims and objectives the EEO Management Plan and associated practices and procedures;
- The identification of EEO needs;
- Consideration of amendments to the EEO Management Plan;
- Ensuring that staff within all departments participate in EEO training as required by legislation;
- Ensuring that Section Managers fulfill their EEO responsibilities;
- Undertaking EEO training provided by Council.

Managers are responsible for:

- Treating all work colleagues equally and in a non-discriminatory manner;
- The identification of departmental EEO needs;
- Consideration of amendments to the EEO Management Plan, and making suggestions where appropriate;
- Ensuring that staff of the department are acting in a non-discriminatory manner, free of harassment;
- Ensuring that all staff treat each other with consideration and respect at all times;
- Ensuring that staff within the respective departments are aware of Council's EEO Plan;

- Ensuring that all new departmental staff have equal access to employment and training opportunities subject to individual, department and corporation priorities;
- Ensuring recruitment and selection procedures within their department/section are non-discriminatory and without bias;
- Ensuring that supervisors and Team Leaders fulfill their responsibilities in regards to EEO;
- Undertaking EEO training provided by Council.

Supervisors and Team Leaders are responsible for:

- Ensuring that all staff treat each other with consideration and respect at all times;
- Treating all work colleagues equally and in a non-discriminatory manner;
- Ensuring that all new staff under their supervision are provided with adequate induction training;
- Ensuring that all staff under their supervision have equal access to employment and training opportunities subject to individual, department and corporate priorities;
- Ensuring that all staff under their supervision treat each other in a non-discriminatory manner, free of harassment;
- Ensuring that all individual employees under their supervision fulfill their responsibilities in regards to EEO;
- Undertaking EEO training provided by Council.

Individual Employees are responsible for:

- Treating all work colleagues equally and in a non-discriminatory manner, and with consideration and respect at all times;
- Promoting harmonious working relationships with other members of staff in all circumstances;
- Completion of EEO surveys and forwarding of these forms to the Human Resources Section;
- Being aware of what to do if they feel harassed;
- Being aware of their rights and responsibilities under the law;
- Being aware of Council's policies in respect of EEO;
- Undertaking EEO training provided by Council.

7. KEY RESULT AREAS

Key Result Area 1: POLICIES AND PROCEDURES

Objective: All Council policies and procedures conform with EEO principles.

Strategies	Responsibility	Key Performance Indicators
Ensure all new HR policies and procedures adhere to EEO principles.	Manager - Human Resources.	<ul style="list-style-type: none"> • All HR policies and procedures adhere to EEO principles. • Minimum complaints are received regarding HR advice not meeting EEO principles. • Council practices, policies, procedures and other documentation reviewed as required. • Any breach of EEO is documented and resolved quickly and effectively in accordance with Council's policy No.4.400
HR advice to General Manager, Directors, Managers, supervisors and staff on Council policies and procedures supports the application of EEO principles.	Manager - Human Resources.	

Key Result Area 2: COMMUNICATION AND AWARENESS RAISING

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

Strategies	Responsibility	Key Performance Indicators
Place EEO Policy and Management Plan on Tenterfield Shire Council web site.	Manager - Human Resources.	<ul style="list-style-type: none"> • Job descriptions of all managers and supervisors include EEO responsibilities. • All staff attend an Induction session within three months of commencement with Council. • Articles on EEO disseminated to Staff at least twice yearly.
EEO responsibilities are included in job descriptions of all managers and supervisors.	General Manager/Directors/Manager - Human Resources.	
Corporate Induction presentation includes information on EEO, Discrimination and Harassment. All staff attend Induction within three months of commencement with Council, and training on bi annual basis for all staff.	Manager - Human Resources.	
Distribute articles on EEO to Staff at least twice a year.	Manager - Human Resources.	
Display posters focusing on EEO principles in all Council workplaces.	Manager - Human Resources.	

Key Result Area 3: DATA COLLECTION

Objective: Comprehensive and accurate EEO statistical data is collected and reported upon.

Strategies	Responsibility	Key Performance Indicator/s
Develop an EEO Survey and survey staff every second year between August and September (2014, 2016, 2018).	Manager - Human Resources.	<ul style="list-style-type: none"> • Response rate to EEO data collection is at least 80 per cent. • EEO breakdown data presented annually in council's annual report. • Data is collected and analysed annually to ensure EEO compliance.
Data on EEO breakdowns compiled annually for comparison with previous year.	Manager - Human Resources.	

Key Result Area 4: HR PRACTICES: RECRUITMENT AND SELECTION

Objective: All recruitment and selection policies, procedures and practices adhere to EEO principles and Council employs the best person for the job, based on merit, on every occasion.

Strategies	Responsibility	Key Performance Indicators
Recruitment, Selection and Appointment Procedure Policies clearly outline procedures for screening, interviewing and appointment which adhere to EEO principles.	Manager - Human Resources.	<ul style="list-style-type: none"> • All advertisements meet specified EEO standards. • All managers, supervisors and other staff likely to be involved in selection committees are trained in Recruitment and Selection. • No complaints of unfair recruitment practices received from panel members or applicants.
All advertisements/Job Information Packs for vacant positions abide by the following:- <ul style="list-style-type: none"> • Brief statement of EEO policy. • Non-discriminatory use of language, occupational titles and graphics. • Accurate statement of duties. • No unnecessary qualifications or pre-requisites. • Essential and desirable selection criteria are related to the position description. 	Manager - Human Resources.	
Selection committees have sufficient skills, are fully aware of, and implement EEO principles.	Selection Panel Convener/Manager - Human Resources.	
All records of interviews are filed with the Manager - Human Resources for the required period of time.	Manager - Human Resources.	

Key Result Area 5: HR PRACTICES: LEARNING AND DEVELOPMENT

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

Strategies	Responsibility	Key Performance Indicators
Learning and Development Policy and Procedures are reviewed on a regular basis.	Manager - Human Resources.	<ul style="list-style-type: none"> • Organisational Training Plan reviewed on a twelve monthly basis. • EEO target groups represented in training. • No complaints received regarding unfair access to training and development opportunities. • Training data base kept up to date.
Review Training Plans and Council's annual training plan.	Manager - Human Resources.	
Managers/supervisors support staff to apply for appropriate professional development activities.	Managers/Supervisors/Team Leaders.	
Monitor the participation rates of EEO target groups in training.	Manager - Human Resources.	

Key Result Area 6: HR PRACTICES: CONDITIONS OF SERVICE

Objective: All employees are aware of their conditions of service and are treated in a fair and consistent manner in relation to employment matters.

Strategies	Responsibility	Key Performance Indicators
All offers of employment include a copy of the Code of Conduct and Position Description. Staff are required to sign an agreement to these conditions of service in accepting employment with Tenterfield Shire Council.	Manager - Human Resources.	<ul style="list-style-type: none"> • All staff receive copy of Code of Conduct and Position Description with letter of employment offer. • Corporate Induction includes EEO, Anti-Discrimination, Bullying and Harassment section. • Corporate Induction Program sign offs kept on personnel files. • All staff exiting the organisation are invited to attend exit interviews. Records and turnover stats kept. • Nil complaints received. • Performance Reviews conducted annually
All new staff attend Induction Program where conditions of service are verbally explained within three months of commencement.	Manager - Human Resources.	
Salary System and performance reviews are carried out fairly and equitably.	Manager - Human Resources Manager/ Consult Committee/Manex.	
Part-time and job-sharing applications are invited and are reviewed and discussed on each application's merit.	Directors/Managers.	
Staff who need assistance or increased flexibility of conditions or hours of work due to caring responsibilities are accommodated as far as practicable.	Directors/Managers.	
Staff who request arrangements to enable them to work from home will adhere to Council's Working from Home Policy.	Departmental Directors/Supervisors.	
Exit interview process is undertaken and EEO issues are included.	Manager - Human Resources	

Key Result Area 7: WORKPLACE BULLYING & HARASSMENT

Strategies	Responsibility	Key Performance Indicators
Implement and review Bullying and Harassment Policy No.4.020	Manager - Human Resources.	<ul style="list-style-type: none"> • All staff are made aware that bullying and harassment is unacceptable in the workplace and will lead to disciplinary action. • All directors, managers, and supervisors attend information sessions and grievance handling training.
Conduct annual information and awareness sessions for staff on Bullying and Harassment Policy.	Manager - Human Resources.	
All directors, managers, and supervisors attend information sessions and grievance handling training.	Manager - Human Resources.	

Key Result Area 8: EEO TARGET GROUPS

Strategies	Responsibility	Key Performance Indicators
<p>Review the percentage of Council staff from EEO target groups i.e. women, people from culturally and linguistically diverse (CALD) backgrounds, people of Aboriginal or Torres Strait Islander descent (ATSI), people with a physical disability, compared with representation in the local community.</p>	<p>Manager - Human Resources.</p>	<ul style="list-style-type: none"> • Council's workforce reflects the diversity of the community in relation to EEO target groups - women, people from culturally and linguistically diverse backgrounds (CALD), people of Aboriginal or Torres Strait Islander descent, people with a physical disability.
<p>Develop strategies to encourage women to apply for identified non-traditional roles where they are currently under-represented. Access federal and state government funding initiatives (e.g. Indigenous Employment Program, Elsa Dixon Aboriginal Employment Program) which focus on increasing the participation of indigenous staff in Council's workforce.</p>	<p>Manager - Human Resources.</p>	<ul style="list-style-type: none"> • Council complies with legislative requirements as specified in the "Disability Discrimination Act" 1992. • No complaints are received regarding inequitable access to opportunities for employment, training and development, promotion, transfer and higher duties from members of EEO target groups.
<p>Assign new CALD and indigenous staff an appropriate "mentor" to assist their integration into the workforce. Review legislative requirements as specified in the "Disability Discrimination Act" 1992. Investigate the need for any alterations or renovations within existing Council buildings and facilities necessary to accommodate the needs of people with disabilities.</p>	<p>Manager - Human Resources.</p>	<ul style="list-style-type: none"> • Work with other agencies to identify and address barriers to target groups gaining employment with Council

Key Result Area 8: EEO TARGET GROUPS - continued

Strategies	Responsibility	Key Performance Indicators
Carry out work site modifications to accommodate the needs of individual employees with physical disabilities where necessary.	Manager - Human Resources/WHS & Risk Management Officer.	

Key Result Area 9: IMPLEMENTATION AND EVALUATION

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

Strategies	Responsibility	Key Performance Indicators
Staff with particular responsibilities in respect of implementation of the EEO Management Plan are identified and their responsibilities communicated to them.	General Manager/Directors. Staff Consultative Committee	<ul style="list-style-type: none"> • All staff with particular responsibilities identified in EEO Management Plan are aware of their responsibilities. • Council's annual Management Plan and Budget identified adequate funds for EEO training. • EEO Management Plan reported on in Council's Annual Report.
Sufficient staff time and adequate funds provided annually for training, equipment and initiatives identified in the EEO Management Plan.	General Manager/Directors.	
Performance against Key Performance Indicators evaluated annually and reported in Council's Annual Report.	Manager - Human Resources.	
EEO Management Plan reviewed and amended annually.	Manager - Human Resources/Manex.	