

TENTERFIELD SHIRE COUNCIL



EQUAL EMPLOYMENT OPPORTUNITY

MANAGEMENT PLAN

2020 - 2024

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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)* - 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)* - 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*
- *Sex Discrimination Act*
- *Disability Discrimination Act*
- *Human Rights and Equal Opportunity Commission Act*
- *Equal Opportunity for Women in the Workplace Act*
- Related Council policies - Employee Relations Policy

3. OBJECTIVES

This EEO Management Plan identifies objectives Council wishes to achieve in 9 Key Result Areas to ensure adherence to EEO principles, they are:

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.
- 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 - HR & Workforce Development & Safety

- Chief Executive
- Consultative Committee members

5. EEO WORKPLACE CONSULTATION

The discussion forum for EEO will be the Management Team, and 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 HR & Workforce Development & Safety.

HR & Workforce Development & Safety 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)*
- 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)*

The Chief Executive and Chief/Director and Managers 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 Supervisors and Team Leaders fulfill their EEO responsibilities;
- Undertaking EEO training provided by Council.
- 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;

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 HR & Workforce Development & Safety 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.