



# EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY & MANAGEMENT PLAN

Approval Date: 13 March 2013

Review Date: 13 March 2015

Responsible Officer: Human Resources Manager

---

## Purpose

Coonamble Shire Council aims to provide an environment of equal employment opportunity in its workplace. Council believes that Equal Employment Opportunity creates a more harmonious and productive workplace, which results in better service provision to the community.

## 1. Principles

Equal Employment Opportunity at Coonamble Shire Council is based on the following principles:

- Fair practices in the workplace
- Management decisions made without bias
- Recognition and respect for the social and cultural backgrounds of all staff and customers
- Improved productivity by ensuring the person with the most merit is recruited or promoted, skilled staff are retained, training and development are linked to employee and Council needs, an efficient workplace free of discrimination and harassment and reduced staff turnover

## 2. Policy Statement

EEO is a positive way of describing the absence of discrimination in the workplace. This means that employment decisions are not made on the basis of irrelevant characteristics, such as person's sex, race, marital status, pregnancy, disability, age, homosexuality and transgender. Basing employment decisions on such characteristics is unfair, bad management and also unlawful under Federal and State Equal Opportunity Laws.

In order to ensure EEO principles are followed, employment decisions must be made on the basis of the individual merit of employees and applicants against the selection criteria for the vacancy.

EEO also means the absence of harassment in the workplace. Unlawful harassment can be based on any of the prohibited grounds of discrimination, but is commonly sexual or racial in nature. Harassment is any form of behaviour that is unwelcome, which is based on one of the prohibited grounds and which offends, humiliates or intimidates any person.

### **3. EEO Management Plan Statement**

The Equal 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.

Coonamble Shire Council values the creation and maintenance of a fair and equal workplace in which individuals have the opportunity to genuinely and effectively compete for employment and training opportunities, free from any real or perceived discriminatory practices.

Council's Plan comprises four key strategies for an effective approach to EEO, as follows:

- Policies and procedures
- Communication and awareness
- Training and development
- Implementation, evaluation and review

### **4. Responsibility**

The overall responsibility for implementation and monitoring of this policy and plan lies with Management. However, all employees of Council have a responsibility in the practical application of the policy. For EEO to be effectively implemented in Council there must be a commitment from all Directors, Managers, Supervisors and employees for ensuring that this policy is followed and promoted. As EEO is the responsibility of all staff, Council will ensure that advice on EEO matters is available on an on-going basis to all staff.

### **5. Related policies**

- Workplace Bullying and Harassment Policy
- Recruitment and Selection Procedures.

### **6. Legislative Provisions**

- Local Government Act 1993
- NSW Anti-Discrimination Act 1977
- NSW Industrial Relations Act 1996
- Occupational Health and Safety Act 2000
- NSW Disability Discrimination Act 1992
- Local Government (State) Award 2014
- Federal Racial Discrimination Act 1975
- Federal Sex Discrimination Act 1984
- Federal Human Rights and Equal Opportunity Commission Act 1997
- Equal Opportunity for Women in the Workplace Act 1999
- Age Discrimination Act 2004

# Equal Employment Opportunity (EEO) Management Plan

## Key strategy 1: Policies and procedures

Objective: All policies and procedures conform with EEO principles

Action	Responsibility	Timeframe / Frequency	Measurement
1.1 Ensure review of Council policies and procedures is undertaken within an EEO framework	Directors, Managers and Supervisors	Ongoing	Policies and procedures conform with EEO principles
1.2 Ensure position descriptions, recruitment advertising, performance appraisals and training reflect EEO principles	Human Resources Manager	Ongoing	Recruitment procedures conform with EEO principles
1.3 Communicate EEO information to new employees, as part of their induction process	Directors, Managers and Supervisors	Ongoing	New employees receive EEO information during induction
1.4 Recruitment and selection policy clearly outlines procedures for screening, interviewing and appointment which conform with EEO principles	Human Resources Manager	On-going	Recruitment & selection policy developed, reflecting EEO principles
1.5 Provide all employees with equal access to opportunities for training and development	Directors, Managers and Supervisors	Ongoing	Employees access training and development opportunities equally

Action	Responsibility	Timeframe / Frequency	Measurement
1.6 Job evaluation and performance appraisal policies, procedures and practices ensure employees are paid fairly and equitably	Human Resources Manager	Dec 2015	Policies and procedures developed, reflecting EEO principles
1.7 Ensure access is available through the Employee Assistance Program for employees requiring assistance	Human Resources Manager	Ongoing	Employees are aware of, and have access to EAP

### Key strategy 2: Communication and awareness

Objective: All staff understands EEO principles and their responsibilities and rights in relation to EEO

Action	Responsibility	Timeframe	Measurement
2.1 Include updated information / posters on EEO on staff notice boards	Human Resources Manager	Ongoing	Current information displayed
2.2 All new managers / supervisors receive a copy of EEO Policy and Management Plan and are briefed as to their responsibilities at their induction	Human Resources, Directors, Managers, Supervisors	Ongoing	New managers/supervisors are briefed on EEO Policy & Management Plan as part of their induction
2.3 All aspects of EEO are covered in Coonamble Shire's new staff induction program	Human Resources Manager, Directors, Managers, Supervisors	On-going	Staff induction package includes information on all aspects of EEO.

### Key strategy 3: Training & Development

Objective: All staff have equal access to training and development opportunities relevant to their needs

Action	Responsibility	Timeframe	Measurement
3.1 Complete training and development policy and procedures ensuring they conform with EEO principles	Human Resources Manager	Dec 2015	Training & Development policy and procedures developed, reflecting EEO principles
3.2 Ensure staff responsible for approving training are aware and adhering to EEO principles	Human Resources Manager, Directors, Managers, Supervisors	Ongoing	Training & Development policy and procedures are communicated to staff responsible for approving training

### Key strategy 4: Implementation, Evaluation and Review

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

Action	Responsibility	Timeframe	Measurement
4.1 Staff with specific responsibilities in relation to the implementation of the EEO Management Plan are identified and their responsibilities communicated to them	Human Resources Manager	On-going	Relevant staff are aware of their responsibilities in relation to implementation of the EEO Management Plan
4.2 Implementation of EEO Management Plan monitored	Human Resources Manager	Bi Annually	Implementation monitored and progress reported

4.3 EEO Management Plan reviewed and amendments considered periodically	Human Resources Manager	Annually	EEO Management Plan reviewed and amendments made, if appropriate
---	-------------------------	----------	--

**Policy & Management Plan Review History**

Date	Changes Made	Approved By
10/10/2007	Policy developed and adopted	General Manager
October 2011	Policy reviewed and amended	General Manager
9/11/2011	Adopted by Council	Min No 9490
February 2012	Policy reviewed and amended	General Manager
13/3/2013	Adopted by Council	Min No 0387
May 2014	Policy reviewed and amended	General Manager