



WEDDIN SHIRE COUNCIL

DOCUMENT NUMBER: 16.1.2

EQUAL EMPLOYMENT OPPORTUNITY MANAGEMENT PLAN

Reviewed: 16 February 2017

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1. Communication and Awareness Raising

Objective

To inform all employees, potential employees and the general community at large that the Council is an Equal Employment Opportunity Employer.

Target Group

- All Council employees

Specific Action

1. The EEO statement is to be included in all job advertisements. "The Weddin Shire Council is an equal employment opportunity employer."
2. Review all literature to ensure it conforms with EEO principles.
3. All Directors are to be provided with a copy of the EEO Management Plan.
4. Segments on EEO are to be included in appropriate employee training programs (eg, Supervisor training).

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5. Make available a copy of Councils EEO Management Plan and EEO Policy to all staff on request.
6. An EEO report is to be included in Council's Annual Report to the community.

Target Date

Continuing process.

Responsibility

- General Manager
- Directors

Evaluation

1. Ensure that the Policy Statement is available to all employees and that the community of the Weddin Shire is aware of Council's commitment via the appropriate mediums.
2. Review the Policy and Management Plan as stipulated.
3. Ensure all Specific Actions have been taken.

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2. Consultation

Objective

To ensure the active participation of management, all employees and relevant unions in the EEO Management Plan.

Target Group

- Management
- All employees
- Relevant unions

Specific Action

1. Invite comment and input from all relevant unions via the Consultative Committee.
2. Receive comment and input from all Council employees at all levels on initiatives within and/or resulting from the EEO Management Plan.
3. Identify EEO potential problem areas via Consultative Committee.

Target Date

Continuing process.

Responsibility

- Consultative Committee

Evaluation

1. Check that all Specific Actions are completed.
2. Evaluate feedback from process.

3. Recruitment

Objective

To review recruitment and selection practices and procedures to ensure that they conform with EEO principles and demonstrate fair practices.

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Target Group

- General Manager
- Directors
- Selection Panels

Specific Action

1. Review all current practices and establish policies and procedures for the following:
 - Advertising a position.
 - The job advertisement.
 - Enquiries.
 - Job Description/Information Package.
 - Selection Panels.
 - Short Listing.
 - Interviewing.
 - Undertake background check.
 - Selection and appointment.
 - Interview Summary Report.
 - Medical examination.
 - Placement and induction.
 - Career information/training programme.

Target Date

Continuing process.

Responsibility

- General Manager.
- Directors.

Evaluation

1. Check that all Specific Actions are completed.
2. Evaluate all practices and procedures for EEO commitment and nondiscriminatory impact.
3. Ensure all recruitment practices and procedures are documented.
4. Monitor Selection Panel compliance with EEO principles.

4. Appointment, Promotion and Transfer

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Objective

To ensure all employees are treated in a fair and consistent manner in relation to employment matters.

Target Group

- All employees.

Specific Action

1. Review current practices and procedures for appointment, promotion, transfer and career mobility.
2. Identify when appropriate opportunities arise for job multi-skilling and job redesign and ensure they meet the needs of employees, as well as the needs of the employer.
3. Review all job evaluation/performance appraisal procedures to ensure that they are non-discriminatory in content and administration.

Target Date

Ongoing.

Responsibility

- General Manager.
- Directors.
- Consultative Committee

Evaluation

1. Check that all relevant Specific Actions are completed.
2. Ensure all policies and procedures are examined for EEO commitment and non-discriminatory impact.
3. Ensure all appointment, promotion, transfer and career mobility procedures are documented and are readily available.

5. Training and Development

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Objective

To ensure staff receive training and developmental opportunities based on policies and procedures which confirm EEO principles.

Target Group

- All employees.

Specific Action

1. In consultation with the employee prepare a formal training plan that incorporates EEO principles and review annually.
2. Offer access to and encourage participation in training courses and education support to allow staff to reach their full potential.
3. Include in the staff induction booklet Council's commitment to EEO principles.
4. Ensure access to training courses is consistent with EEO principles.
5. Ensure that in-house and external training courses are non-discriminatory and consistent with Council's EEO policy.

Target Date

Ongoing.

Responsibility

- Directors

Evaluation

1. Policies reviewed.
2. Course content monitored.
3. Check that all Specific Actions are completed.

6. Conditions of Service

Objective

To review and monitor conditions of service and practices to ensure they conform with EEO principles and demonstrate fair practice.

Target Group

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- All employees.

Specific Action

1. Document conditions of service for all categories of employees.
2. Examine requirements and entitlements of temporary, casual, part-time and permanent employment to ensure they do not discriminate against a particular group or type of employee.
3. Ensure travel, accommodation, and overtime requirements are administered in a fair and equitable manner.
4. Ensure leave without pay, short/emergency leave provisions and study leave are administered in a fair and equitable manner.
5. Ensure staff are familiar with disciplinary and counselling procedures as documented in the Award and the Staff Induction Booklet.
6. Ensure all employees are informed of their conditions of service.
7. Ensure all relevant allowances, expenses, benefits and entitlements are available to all employees.
8. Check that all new policies and procedures adhere to EEO principles and are documented.
9. Ensure all new employees are provided with a Staff Induction Booklet, and an OH&S Booklet on commencement of employment with the Council.

Target Date

Ongoing.

Responsibility

- General Manager
- Directors

Evaluation

1. Check that all relevant Specific Actions are completed.
2. EEO report to staff and community annually.
3. Check that all new employees are made aware of the EEO Management Plan.

7. Grievance Procedures

Objective

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To encourage and maintain a harmonious work environment by introducing an effective mechanism for the resolution of grievances, accessible to all staff.

Target Group

All staff

Specific Action

1. Develop a policy for dealing with grievances, in consultation with management and unions. This guideline is the first step towards establishing an effective grievance resolution system.
2. Distribution of policy via notice boards and Council publications. All supervisors to be issued with a copy.
3. Appropriate training of nominated staff and managers.
4. Ensure grievance policy is included in induction booklet.

Target Date

Ongoing.

Responsibility

- General Manager. □ Directors
- Supervisors.

Evaluation

1. Monitor number of complaints; departments; types of grievances and number resolved and unresolved.
2. Check that all Specific Actions are completed.

8. Implementation

Objective

To ensure successful implementation of the Equal Opportunity Management Plan by the allocation of clear responsibilities and adequate resources.

Target Group

- General Manager
- Directors

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- Supervisors

Specific Action

1. Include responsibility for Equal Employment Opportunity implementation in job descriptions of all Managers and Supervisors.
2. Include effective implementation of Equal Employment Opportunity as a criteria of job evaluation schemes/performance appraisal/performance contracts.
3. Participate in any employment programmes appropriate to the implementation of strategies in the Equal Employment Opportunity Management Plan.

Target Date

Ongoing.

Responsibility

- General Manager.
- Directors

Evaluation

1. Check that the Specific Actions are completed.
2. Evaluate feedback from process.

9. Evaluation and Review

Objective

To ensure that this EEO Management Plan addresses current and future needs of Weddin Shire Council and is flexible enough to adapt and respond to changing or unforeseen factors.

Target Group

- All employees.

Specific Action

1. Regularly review progress on implementation and relevance of the Plan.
2. Develop a reporting format to enable the issues of an annual progress report.

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3. Publish an annual report on the progress made during the year on implementing the Plan; on new issues arising from grievance procedures; and repeating essential information of EEO policy, practices and procedures.

Target Date

- Ongoing.
- Annual Report every 12 months.

Responsibility

- General Manager
- Directors
- EEO Officer

Evaluation

1. Reviews held regularly and issues identified.
2. Report format adequately reflects results.
3. Annual Report published.
4. Check that all Specific Actions are completed.

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10. Non – compliance

Non-compliance with this Management Plan may render an employee liable for disciplinary action.

11. Review and Amendment

- This plan shall be reviewed by September 2021 and thereafter at four (4) yearly intervals, to ensure it meets all statutory requirements and the needs of Council.
- This document may be amended or cancelled by Council at any time without prior notice or obligation to any employee.

12. Adoption

- This plan commences as from the date of adoption by Council, being 20 August 2009 and replaces any previous Plan.

13. History

Version	Details
14.1.22	Adopted 1994
15.5.1	Adopted 20 August 2009
16.1.1	Reviewed 21 February 2013
16.1.2	Reviewed 16 February 2017