



Equal Employment Opportunity

Management Plan

2018 - 2023



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Council is committed to developing a workplace culture that is inclusive, respectful and promotes diversity and embraces the unique skills and qualities of the workforce.

Introduction

Carrathool Shire Council is committed to developing a workplace culture that is inclusive, respectful and promotes diversity and embraces the unique skills and qualities of the workforce. As an organisation, Council is committed to the following EEO Principles as outlined in the *Local Government Act 1993* (section 344):

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

The EEO Management Plan underpins Council's Equal Employment Opportunity Policy and, as required under the *Local Government Act 1993*, outlines the:

- a. devising of policies and programs by which the above-mentioned principles are to be achieved;
- b. communication of those policies and programs to persons within the staff of the Council;
- c. collection and recording of appropriate information;
- d. 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;
- e. 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;
- f. means, other than those referred to in paragraph (e), of evaluating the policies and programs referred to in paragraph (a);
- g. revision and amendment of the plan; and
- h. appointment of persons within the Council to implement the provisions referred to in paragraphs (a)-(g).

Supporting strategies

Council's Workforce Management Plan supports the objectives and initiatives identified in the Equal Employment Opportunity (EEO) Management Plan 2018 - 2023.



Equal Employment Opportunity Principles

Carrathool Shire Council recognises the potential negative impact of harassment, bullying, victimisation and discrimination on all employees in the workplace. Council is dedicated to providing a working environment which is fair, safe, challenging and rewarding. This applies to all aspects of employment.

To ensure EEO is applied across the organisation, Council has adopted the following principles in its EEO Policy and EEO Management Plan:

- Adhere to a transparent, merit based recruitment process that ensures fairness and equity;
- Take all reasonable steps to provide a working environment that is free from harassment, bullying, victimisation and discrimination;
- Provide training and awareness to all employees about the organisation's commitment to the prevention and management of harassment, bullying, victimisation and discrimination in the workplace, and monitoring of performance in this area;
- Promote workplace standards where employees treat each other with respect through ethical behaviour, fairness, transparency and open communication; and
- Provide a confidential grievance process where employees are comfortable and confident to make enquiries and complaints about harassment, bullying, victimisation and discrimination in the workplace.

Council has in place the following to further support the EEO principles:

- The organisational values: **Respect, Service, Integrity, Teamwork and Sustainability.**
- The Code of Conduct which refers to 'respect' and the requirement to 'treat others with respect at all times. This means not using derogatory terms towards others, observing the rights of other people, treating people with courtesy and recognising the different roles others play in local government decision-making';
- An EEO policy that seeks to uphold all relevant government laws, including federal and state laws and any other applicable legislation or documents.
- Providing those who work at Council, including councillors, with a guide of what represents acceptable behaviour, and highlights what may constitute harassment, bullying, discrimination and victimisation at work.

Objectives and Initiatives

The EEO Management Plan 2018-.2023 supports the delivery of the Workforce Management Plan and supports Council in being regarded as an employer of choice. The EEO Management Plan objectives are aligned to those of the Workforce Management Plan but are targeted to EEO outcomes.

The EEO objectives are to:

- Develop recruitment, selection, development and career progression practices for EEO target groups;
- Raise awareness at all levels of EEO responsibilities and obligations;
- Enhance and grow diversity in the workplace; and
- Create a workplace that is free of bullying, harassment, victimisation and discrimination.

The objectives are informed by staff feedback.

Feedback from staff via a Staff Focus Group in 2016 and from surveys carried out at Council's Staff Health Wellbeing and Training Day (KickStart) identified the following

- Respect for all employees;
- Fairness in selection and placement decisions;
- Fairness of staff appraisals;
- Fairness of training and development opportunities;
- Employee involvement in decisions that impact on them with clear lines of communication; and
- Fairness in access to acting in higher duties where applicable.

In 2018, the Consultative Committee (which also acts as Council's EEO Committee) integrated EEO statistics into the Consultative Committee agenda for consideration on an ongoing basis. The statistics assist with the analysis of Council's EEO objectives..

Figures as at 30/06/18

EEO Groups	No. of Staff	% of Staff
Aboriginal/Torres Strait Islander staff	11	9.57%
Staff from a non-English speaking background (NESB)	5	4.35%
Staff with a physical or intellectual disability	0	0%
Women	49.85	43.35%
Total Staff	115	

Objective One



Attracting & retaining staff.

Investing in the capabilities of our people.

Planning for our future workforce needs.

Cooperation, respect, excellence & wellbeing.

1. Develop recruitment, selection, development and career progression practices for EEO target groups

Develop and implement recruitment, selection, succession planning and career progression initiatives that are consistent with the principles of equity and diversity and increase representation of EEO target groups at Council between 2018-23.

Initiative	Target Group	Responsibility	Performance Indicator(s)	Target Date
Ensure all staff involved with recruitment and selection processes are trained in merit based selection.	Staff involved in recruitment and selection processes.	HR Coordinator.	Training conducted for all relevant staff prior to participating on selection panels.	Panel Coordinators applicable staff trained prior to participating on selection panels. Process in place to ensure all staff undertake training prior to participating on selection panels by June 2019. Online training program in place by June 2019.
Review position descriptions to ensure inclusion of EEO responsibilities for all staff and that essential and desirable criteria are non-discriminatory.	All staff.	HR Coordinator & Officer.	Job descriptions updated to include EEO responsibilities and non-discriminatory criteria as each new recruitment process is initiated.	Integrated with the position description review underway across Council where positions are moving to standardised position descriptions. To be completed by June 2019.
Develop and implement initiatives that encourage a diverse range of applicants to apply for council positions.	Potential employees	HR Coordinator.	Initiatives developed and being actioned.	June 2019.
Develop and implement succession planning and career progression programs that encourage the development of staff in EEO target groups to take up more senior positions.	All staff.	HR Coordinator	Program to be implemented Measure and report on success rate of program on an annual basis when implemented.	Targeted positions identified by June 2019. Training plans for targeted positions by June 2019. Succession planning process for targeted positions to be in place by June 2019. Reporting to align with annual report timelines.

Objective Two



2. Employment Raise awareness of EEO responsibilities and obligations

Develop and implement effective workplace communication and training programs to raise awareness of EEO principles, practices, rights and obligations across Council during the 2018-2023 period.

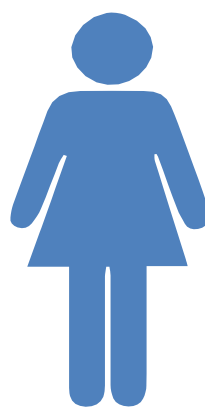
Initiative	Target Group	Responsibility	Performance Indicator(s)	Target Date
Workplace Communication				
Develop a communication plan to launch the revised EEO Management Plan and other applicable plans, ensuring it is also placed on the Carrathool Shire Council website, intranet and make copies of the plan available to Union representatives and outdoor staff.	Community. Union representatives. All staff.	HR Coordinat or	All staff have been advised of the adoption of the EEO Management Plan. EEO Management Plan is available on internet and intranet and hardcopies distributed as required.	December 2018.
EEO Training Programs				
High level overview of Council's EEO Policy and the EEO Management Plan are included in Council's induction/on-boarding program.	All new employees.	HR Coordinator	EEO rights and obligations and key priorities within the EEO Management Plan are included in induction and on-boarding materials.	December 2018.
EEO training is provided to all staff, and volunteers, including the options of an e-learning EEO module and face-to-face training where appropriate.	All staff. Volunteers.	HR Coordinator	All managers and staff have undergone EEO awareness training within the past 18 months. Annual training status report to be produced and compliance monitored.	All staff and as per the policy. Volunteers to be trained by 2019. Part of the HR annual report to Consultative Committee.
Provide directors, managers and supervisors with training, coaching and support tools to enable them to effectively manage the EEO grievance process.	All directors managers and supervisors	HR Coordinator	Training provided to all directors, managers & supervisors. Support tools in place.	Commenced and ongoing. September 2019.

Objective Three



Gender Split as at 30 June 2018

56.65%



43.35%

Council is committed to increasing the level of diversity in the workforce.

3. Enhance diversity in the workplace

Develop and implement strategies and programs to improve and increase the level of diversity in Council's workforce.

Initiative	Target Group	Responsibility	Performance Indicator(s)	Target Date
Identify and implement programs to increase female development across Council into leadership roles.	Current and potential female employees.	HR Coordinator.	Programs in place. Participation rate improving.	December 2019. Annually.
Identify and implement programs to increase the participation rate of employees with a disability at Council.	Potential employees with a disability.	HR Coordinator.	Programs in place. Participation rate improving. Recruitment and selection practices are tailored for the target group.	December 2018. Annually. As required.
Identify and implement programs to increase the participation rate of employees from culturally diverse backgrounds at Council.	Potential employees from culturally diverse backgrounds.	HR Coordinator.	Programs in place. Participation rate improves on an annual basis. Recruitment and selection processes are tailored for the target group.	December 2019. Annually. As required.
Identify and implement programs to increase the participation rate of employees aged 18 to 25 at Council.	Potential employees aged 18-25.	HR Coordinator	Programs in place Participation rate improving. Recruitment and selection processes are tailored for the target group.	December 2019. Annually. As required.
The EEO climate is monitored via HR statistics, EAP reporting, a grievance register and exit interviews.	All staff.	HR Coordinator.	Grievance database to be established. Trends reported annually. Reports are reviewed and relevant programs designed and implemented if required.	June 2019. Part of the HR quarterly report. As required.

Objective Four



4. Create a workplace that is free of bullying, harassment, victimisation and discrimination

Develop and implement initiatives to provide a workplace that is free of bullying, harassment, victimisation and discrimination and that promptly and effectively deals with any grievances that arise.

Initiative	Target Group	Responsibility	Performance Indicator(s)	Target Date
Appoint a Workplace Contact Officer for each working area within Council and provide all contact officers with training.	All staff.		Workplace Contact Officer network in place and training provided.	Commenced and ongoing.
Workplace Contact Officers to meet on a quarterly basis and provide support and advice on EEO matters to employees within their work area.	Workplace Contact Officers.		Quarterly meetings are taking place and WCO network is actively involved in EEO decision making	January 2019
Actively promote the Workplace Contact Officer network to all staff at Council and review network every two years.	All staff. Workplace Contact Officers.	HR	Workplace Contact Officer network promoted on intranet, through workplace posters and team meetings.	January 2019 Review Jan 2021.
Develop a bullying and harassment awareness campaign for council employees.	All staff.	HR	Bullying and harassment awareness campaign has been implemented.	June 2019.
Conduct a review of the Grievance Handling Policy and procedures and actively promote to all staff.	All staff.	HR	Grievance Handling Policy and procedures are updated and staff are aware of their location.	June 2019
Conduct a review of HR policies and procedures to ensure compliance with EEO legislation.	All staff.	HR	HR policies and procedures are reviewed when legislation changes occur.	Commenced and ongoing.
Conduct a review of flexible work arrangements and related policies to ensure they suitably cater for employees with carers responsibilities.	Staff with carers responsibilities.	HR	Flexible work arrangements cater for employees with carers responsibilities.	March 2019

Achievements

Between 2016-2018 the following progress was made towards meeting the objectives.

Develop recruitment, selection, and career progression practices

Recruitment Policy & Procedure review

The Recruitment Policy and Procedure was reviewed to ensure it complied with the provisions of the *Local Government Act 1993* in the areas of 'merit based selection' and EEO principles.

Position advertisements

All job advertisements now include a standard EEO statement and are written in plain English.

Enhance diversity in the workplace

Annual report

EEO achievements and activities are included in the annual report.

EEO data

This is collected at the commencement of employment and informs Council's EEO management.

Create a workplace that is free of bullying, harassment and discrimination

EEO Policy

Council's EEO Policy has been reviewed and endorsed by Council's Management Executive Team.

Organisation values

During 2016, Council engaged with staff to develop and implement an updated set of values. The values are **Respect, Service, Integrity, Teamwork and Sustainability**. These values underpin the EEO Management Plan