Introduction;

Equal Employment Opportunity (EEO) aims to eliminate discrimination and harassment from the workplace by ensuring that everyone has fair and equal access to employment, employment conditions and training and promotional opportunities.

Council is committed to ensuring that:

1. No future or current employee receives less favourable treatment on the grounds of:
   - sex;
   - race (including colour, descent, nationality, ethnic and ethno-religious background or national origin);
   - disability (physical, intellectual, mental or psychiatric, whether past, present or future);
   - marital status;
   - pregnancy (including potential pregnancy);
   - transgender;
   - sexual preference or orientation (including homosexuality, lesbianism, bisexuality and heterosexuality);
   - age;
   - family or carers' responsibility;
   - social origin;
   - political belief (including lack of a political belief, and lack of a particular political belief e.g. trade union activity or lack of it); or
   - Religious belief (including lack of a religious belief and/or lack of a particular religious belief).

2. No applicant for employment is disadvantaged by conditions or requirements which are not relevant to performance.

3. Appointments are made on the basis of merit.

4. All employees have equal opportunity to training and career development opportunities.

5. Employees are valued and respected.

6. Progress is made towards the removal of employment barriers for target groups (women, racial minorities and people with disabilities).

This policy applies to all employees of Council.
Objectives;

Discrimination occurs when someone is treated unfairly because they belong to a particular group of people or have a particular characteristic. EEO aims to eliminate discrimination in the workplace.

To ensure EEO Council will

- not tolerate discrimination and harassment in the workplace
- recognise its legal obligations under the NSW Anti-discrimination Act 1977 and other relevant legislation
- Maintain employment practices which are based on merit selection principles including recruitment, selection, training and development, promotion and other conditions of employment.
- Implement a EEO management plan which provides direction and objectives for the organisation.
- Distribute and publicise the EEO Policy and Management plan to all new and existing employees and provide training in EEO to all employees.
- respect social and cultural backgrounds of employees and the community
- Ensure management decisions are made without bias.
- Provide employees with means to resolve grievances.
- Ensure that any person who makes a compliant will be protected against victimisation or harassment.

Responsibilities:

General Manager;

- Ensure the implementation of Council’s EEO policy and EEO Management Plan
- Ensure that all employees and prospective employees are treated fairly
- Monitor the effectiveness of the EEO policy.
- Appoint an EEO Advisor/s
- Adhere to Council’s EEO policy and practices

Directors, Managers & Supervisors

- To reasonably provide a work environment that supports Council’s EEO policy and EEO management plan.
- Ensure acceptable levels of conduct are maintained
- Ensure employees understand what constitutes discrimination and harassment
- Assist and support employees in the resolution of complaints
- Take action without delay to solve problems following Council’s Grievance Handling Procedure.
- Ensure all appointments are based on merit
- Provide opportunities for training and career progression where appropriate.
- Adhere to Council’s EEO policy and practices.
Employees

- Assist management and each other to maintain a workplace that supports Council’s EEO policy and EEO management Plan.
- Understand their personal involvement in EEO processes and undertake any identified training.
- Adhere to Council’s EEO policy and practices.

EEO Co-ordinator

- The Manager Employee Services and Community Engagement has been nominated by the General Manager to develop and implement the EEO Policy and Management Plan, research EEO matters and report accordingly and ensure EEO policy and practice is incorporated into human resource practices.
- Provide information to and support to employees at all levels about workplace discrimination and harassment issues, prevention and resolution and assist in the review of EEO practices.
- Report to General Manager if they believe there is a serious threat to the health and well-being of the person they are assisting.

Consultative Committee

- Assist in the review and implementation of Council’s EEO Management Plan

Contact Officers

- Contact Officers nominated under Council’s Respect and Dignity policy can provide assistance to employees who believe they have experienced a breach of Council’s EEO policy.
**Procedure**;

**Making a complaint**

Employees of Council should refer to Council’s *Grievance Procedure* or *Respect and Dignity policy* to locate the procedure for lodging a complaint.

Assistance can be gained from Contact Officers, Employee ServicesBranch or Supervisors if appropriate.

Employees who become aware of, or suspect breaches of Council’s EEO policy have a responsibility to assist management and each other by;

1. Indicating to the alleged harasser that their behaviour is inappropriate and if it were to continue would be reported formally
2. Bringing the matter to the attention of management, Employee Relations or Contact Officers if the behaviour continues or is of such a serious nature that it must be disclosed
3. Offering support to the individual experiencing the discrimination or harassment
4. Maintaining a professional working environment
5. Keeping confidentiality

* * *

**RELEVANT LEGISLATION:**
- Anti-Discrimination Act 1977
- Local Government Act 1993
- Local Government (State) Award 2014
- Disability Discrimination Act 1992
- Sex Discrimination Act 1984
- Racial Discrimination Act 1975
- Age Discrimination Act 2001

**RELATED POLICIES:**
- Code of Conduct
- Respect and Dignity in the Workplace
- Recruitment and Selection.

**DELEGATIONS:** Y / N

**SUSTAINABILITY ELEMENT:** Y / N

**STAFF TRAINING REQUIRED?** Y / N

**NEXT REVIEW DATE:** 26/02/2017

**PREVIOUS POLICY ADOPTED:**

**MINUTE:**
Equal Employment Opportunity Management Plan
1. EEO POLICY STATEMENT

Equal Opportunity Employment (EEO) aims to eliminate unlawful discrimination and harassment from the workplace and provide assistance to EEO groups to overcome past or present disadvantage. EEO groups include women, members of racial minorities and persons with disabilities.

Objective;

To demonstrate commitment to the principles of Equal Employment Opportunity and to coordinate and manage EEO practices within the Council.

Strategies to deliver EEO practices include;

- Communication and awareness training
- Compliant Recruitment, selection and appointment processes
- Promotion of workforce diversity
- Fair and equitable employment practices
- Review and evaluation of EEO practices.

Council is committed to the following EEO principles;

- Ensuring that no future or current employee receives less favourable treatment on the grounds of age, sex, pregnancy, disability (past, present or future) race, marital status, carers responsibilities, homosexuality or transgender or disadvantage by conditions or requirements which cannot be shown to be relevant to performance.
- Promoting equal employment opportunity for target groups (women, racial minorities and people with disabilities).
- Making appointments on the basis of merit
- Ensuring that employees are valued and respected and provided with development opportunities.

RESPONSIBILITIES

General Manager

Ensure the implementation of Council’s EEO policy and EEO Management Plan.

Managers & supervisors

To reasonably provide a work environment that supports Council’s EEO Policy and EEO Management plan.

Employees & Councillors

To assist management and each other to maintain a workplace that supports Council’s EEO policy and EEO Management Plan.

Equal Employment Opportunity Co-ordinator

Provide information and support to employees at all levels about workplace discrimination and harassment issues, prevention and resolution and assist in the review of EEO practices.

Further detail is contained in Councils EEO Policy 5.27
## 2. COMMUNICATION AND AWARENESS

**Objective:** All employees are aware of EEO principles, their rights and responsibilities.

<table>
<thead>
<tr>
<th>Strategy</th>
<th>EEO principles are communicated to the community</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Actions</th>
<th>Responsibility</th>
<th>Partnership Opportunity</th>
<th>Date for Completion</th>
<th>Performance Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>• All new employees are trained in EEO principles during induction</td>
<td>Employees &amp; Supervisors</td>
<td>Managers &amp; Employee Services</td>
<td>First induction after an employee commences</td>
<td>All new employees have participated in EEO induction sessions.</td>
</tr>
<tr>
<td>• EEO policy sent to all new starters in information packs</td>
<td>Employee Services</td>
<td></td>
<td>Prior to commencement</td>
<td>EEO policy is provided to all new starters prior to commencement</td>
</tr>
<tr>
<td>• Develop and implement EEO Questionnaire to be completed by new starters at induction</td>
<td>Employee Services</td>
<td></td>
<td>June 2015</td>
<td>Questionnaire developed and implemented</td>
</tr>
<tr>
<td>• Identify and report on EEO issues identified in questionnaire</td>
<td>Employee Relations</td>
<td></td>
<td>Quarterly to General Manager after questionnaire completed</td>
<td>Report completed</td>
</tr>
<tr>
<td>• Inform all employees and Councillors of EEO policies, procedures, rights and responsibilities.</td>
<td>ELG., SMT and Employee Services.</td>
<td></td>
<td></td>
<td>Compulsory training conducted</td>
</tr>
<tr>
<td>• Employees are able to participate in decisions regarding EEO via CC Committee.</td>
<td>Consultative Committee</td>
<td></td>
<td>Ongoing</td>
<td>Committee reports on relevant EEO issues.</td>
</tr>
<tr>
<td>• Include EEO responsibilities in job descriptions</td>
<td>Managers &amp; Employee Services</td>
<td></td>
<td>Ongoing</td>
<td>EEO Responsibilities included in all Job descriptions</td>
</tr>
<tr>
<td>• EEO activities included in Annual report</td>
<td>Manager Employee Services and Community Engagement</td>
<td></td>
<td>Annually</td>
<td>Statement of EEO activities included in Annual Report.</td>
</tr>
</tbody>
</table>
### Objective: Recruitment, selection and appointment processes are non-discriminatory

<table>
<thead>
<tr>
<th>Strategy</th>
<th>Recruitment practices are in accordance with EEO principles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strategy</td>
<td>Selection and appointment of employees are based on merit</td>
</tr>
</tbody>
</table>

#### Actions:

<table>
<thead>
<tr>
<th>Actions</th>
<th>Responsibility</th>
<th>Partnership Opportunity</th>
<th>Date for Completion</th>
<th>Performance Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Recruitment practices and policy are reviewed to ensure EEO compliance</td>
<td>Employee Services</td>
<td>ELG, SMT</td>
<td>Dec 2014</td>
<td>Review conducted</td>
</tr>
<tr>
<td>• All employees who participate on selection panels must have completed R &amp; S training and EEO training</td>
<td>Employee Services and Managers</td>
<td></td>
<td>Prior to participating in recruitment process.</td>
<td>All panel members have completed approved training.</td>
</tr>
<tr>
<td>• EEO principles to be followed in all aspects of the employment process including, short listing, interviews, referee checking and pre-employment medicals.</td>
<td>Chairperson of recruitment panel</td>
<td>Employee Services</td>
<td>At all times during the recruitment processes</td>
<td>EEO principles are adhered to in all employment processes.</td>
</tr>
<tr>
<td>• Position advertisements follow EEO principles</td>
<td>Employee Services</td>
<td>Managers</td>
<td>When advertising positions</td>
<td>All position advertisements comply with EEO principles</td>
</tr>
<tr>
<td>• Position descriptions follow EEO principles</td>
<td>Managers</td>
<td>Employee Services</td>
<td>Upon review of Position descriptions</td>
<td>All job descriptions comply with EEO principles</td>
</tr>
<tr>
<td>• Career development opportunities are offered in accordance with EEO principles</td>
<td>Managers</td>
<td>Employee Services</td>
<td>Annually</td>
<td>EEO principles are complied with.</td>
</tr>
</tbody>
</table>
## 4. WORKFORCE DIVERSITY

<table>
<thead>
<tr>
<th>Objective:</th>
<th>To provide opportunity for diversity in the workforce</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strategy</td>
<td>To develop practices to encourage diversity in the workforce</td>
</tr>
<tr>
<td>Strategy</td>
<td>To improve access and participation in the workforce for target groups</td>
</tr>
</tbody>
</table>

### Actions: 1.1.1 & 1.1.2

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Partnership Opportunity</th>
<th>Date for Completion</th>
<th>Performance Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>• Provide work experience opportunities to improve employment prospects for EEO groups</strong></td>
<td>SMT</td>
<td>Employee Services</td>
<td>Ongoing</td>
</tr>
<tr>
<td><strong>• Provide traineeships and apprenticeships</strong></td>
<td>ELG, SMT</td>
<td>Employee Services</td>
<td>Ongoing</td>
</tr>
<tr>
<td><strong>• Identify positions in Council that require diversity to meet customer service needs</strong></td>
<td>SMT</td>
<td>Employee Services</td>
<td>December 2015</td>
</tr>
<tr>
<td><strong>• Language interpreter service promoted and accessible to employees and customers.</strong></td>
<td>Customer Service Branch</td>
<td>Communications Branch</td>
<td>TBA</td>
</tr>
</tbody>
</table>
## 5. EMPLOYMENT PRACTICES

**Objective:** Employment practices are fair, equitable and non-discriminatory

<table>
<thead>
<tr>
<th>Strategy</th>
<th>EEO principles are incorporated into employment practices</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strategy</td>
<td>Discrimination, bullying and harassment is not tolerated in the workplace</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Actions</th>
<th>Responsibility</th>
<th>Partnership Opportunity</th>
<th>Date for Completion</th>
<th>Performance Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>• All employment related policies, practices and training are compliant with EEO principles</td>
<td>Employee Services</td>
<td>SMT &amp; Consultative Committee</td>
<td>Policies comply with EEO principles</td>
<td></td>
</tr>
<tr>
<td>• Family and carer responsibilities are recognised in accordance with legislation</td>
<td>Managers</td>
<td>Employee Services</td>
<td>Ongoing</td>
<td>Family and carer responsibilities are recognised when appropriate with employee and operational needs –</td>
</tr>
<tr>
<td>• Review Respect and Dignity in the Workplace Policy</td>
<td>Consultative Committee, Corporate Safety Team</td>
<td>Employee Services</td>
<td>March 2015</td>
<td>Policy reviewed</td>
</tr>
<tr>
<td>• Councils Respect and Dignity policy is promoted to all employees</td>
<td>Employee Services</td>
<td>Consultative Committee</td>
<td>All employees attend Respect and dignity training every two years.</td>
<td></td>
</tr>
</tbody>
</table>
## 6. IMPLEMENTATION AND EVALUATION

**Objective:** EEO management plan is implemented and regularly reviewed and evaluated.

<table>
<thead>
<tr>
<th>Actions: 1.1.1 &amp; 1.1.2</th>
<th>Responsibility</th>
<th>Partnership Opportunity</th>
<th>Date for Completion</th>
<th>Performance Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allocate funds to implement EEO strategies</td>
<td>ELG</td>
<td></td>
<td>Annually</td>
<td>Budget resources allocated.</td>
</tr>
<tr>
<td>Ensure all Contact Officers are trained in their role for grievance proceedings.</td>
<td>Employee Services</td>
<td></td>
<td>June 2015</td>
<td>All EEO Contact Officers are trained.</td>
</tr>
<tr>
<td>Collect and record statistical and other information to develop EEO programs and monitor effectiveness</td>
<td>Employee Services</td>
<td></td>
<td>Annually</td>
<td>Data collected and reported on.</td>
</tr>
<tr>
<td>Annually review the EEO Management Plan</td>
<td>Employee Services</td>
<td>Consultative Committee</td>
<td>Annually</td>
<td>EEO Management Plan reviewed.</td>
</tr>
<tr>
<td>Report annually to Council on EEO Mgt Plan.</td>
<td>Manager Employee and Community Relations</td>
<td></td>
<td>Annually</td>
<td>Report complete</td>
</tr>
<tr>
<td>Seek advice from all employees as part of review process</td>
<td>Consultative Committee</td>
<td></td>
<td></td>
<td>Consultation has occurred</td>
</tr>
<tr>
<td>Consultative Committee, SMT and Council to consider adopting amendments to EEO Mgt Plan.</td>
<td>EEO &amp; Consultative Committee, SMT, Employee Relations</td>
<td></td>
<td></td>
<td>Amendments made and adopted where appropriate.</td>
</tr>
</tbody>
</table>