



- *Respect for people*
- *Integrity and excellent performance*
- *Professional, quality service*
- *Open, accountable communication*

## **Equal Employment Opportunity (EEO) Management Plan 2010 - 2011**

## **Our commitment to Equal Employment Opportunity**

Woollahra Municipal Council is committed to ensuring our workplace is free of discrimination and harassment. Council is dedicated to providing a pleasant working environment and encouraging good working relationships between all employees.

A well managed diverse workforce will equip the organisation to meet future challenges in a competent and innovative manner.

The Council will endeavour to ensure that in the application of all Council policies, practices and procedures, no discrimination takes place, diversity is encouraged, and that all employees enjoy equal access to opportunities within the Council. All recruitment, selection and employment decisions will be based on the individual merit of applicants and employees.

## **What Is Equal Employment Opportunity?**

Equal Employment Opportunity (EEO) is a positive way of describing the absence of discrimination in the workplace. This means that employment decisions, including recruitment, selection, opportunities and employment conditions, will not be made on the basis of irrelevant characteristics such as a person's age, sex, marital status, race, colour, pregnancy, sexuality, religion, political belief, impairment or disability or association with a person(s) having such characteristics. Basing decisions on these characteristics is both unfair and unlawful.

In order to ensure EEO, employment decisions at Council are made on the basis of individual merit of the employee or applicant on such attributes as skills, knowledge and experience and recognising that having a diverse workforce can enhance the performance of the Council.

EEO also means the absence of harassment in the workplace. Under Federal and State legislation, unlawful harassment occurs when someone is made to feel intimidated, insulted or humiliated because of their race, colour, national or ethnic

origin, sex, disability, or sexual preference. It can also happen if someone is working in a 'hostile' or intimidating environment. This is often described as workplace bullying.

### **Objective of the EEO Plan**

The objective of the Council implementing this plan is to have

- A diverse and skilled workforce.
- A workplace culture displaying fair workplace practices and behaviours
- Improved employment access and participation by EEO groups

### **Equal Employment Opportunity Activities**

To meet the objectives we will carry out the following activities

1. Prepare, implement and maintain policies, procedures and practices that are consistent with EEO principles, legislation and guidelines.
2. Provide training and guidance to all staff on Council's EEO objectives and requirements, as well as employee responsibilities with regard to EEO.
3. Maintain a workplace culture that is consistent with EEO principles, supports appropriate workplace conduct and eliminates workplace bullying.

The tasks required in each of these activities are as follows;

1. Prepare implement and maintain policies, procedures and practices that are consistent with EEO principles, legislation and guidelines.
  - a. Review and update the following policies and procedures
    - i. Recruitment, selection and promotion
    - ii. Induction process
    - iii. Conditions of employment

- iv. Flexible work options
  - v. Grievances
  - vi. Training and development opportunities
  - vii. Performance management systems
  - viii. Organisational restructuring processes
2. Provide training and guidance to all staff on Council's EEO objectives and requirements, as well as employee responsibilities with regard to EEO
- a. provide training to new staff during the induction
  - b. provide refresher training to all staff on a biannual basis
  - c. provide training to managers and supervisors on the implementation of EEO policies, procedures and practice
3. Maintain a workplace culture that is consistent with EEO principles, supports appropriate workplace conduct and eliminates workplace bullying.
- a. Recruit and train EEO contact officers
  - b. Receive feedback from EEO contact officer each quarter
  - c. Actively respond to EEO issue in the workplace
  - d. Report annually on
    - i. The distribution of EEO groups in the organisation
    - ii. The effectiveness of recruitment and promotion practices
    - iii. EEO issues arising such as grievances
  - e. Assess annual the effectiveness of related EEO policies
  - f. Develop annual action plans for improving EEO outcomes

**Activity 1.** Prepare implement and maintain policies, procedures and practices that are consistent with EEO principles, legislation and guidelines.

Task	Current Issues	Actions Required	Timing	Responsibility
Review and update the following policies and procedures i. Recruitment, selection and promotion ii. Induction process iii. Conditions of employment iv. Flexible work options v. Grievances vi. Training and development opportunities vii. Performance management systems viii. Organisational restructuring processes ix. Acting appointments to higher grade positions x. Language use	Legislative changes have to be integrated into all practices.  By incorporating EEO principles including diversity we can become an employer of choice. This will assist to retain and attract staff in an era of skilled labour shortage.	Annual review our EEO Policy  Annually review all the policies in the following order 1. grievances 2. conditions of employment 3. inductions process 4. flexible work options 5. training and development 6. organisational restructuring 7. performance management 8. recruitment and selection 9. acting appointments to higher grades 10. Language use	May 2010  Complete 1 to 5 by December 2010.  Remainder by 31 June 2011.	Manager OD &HR  Manager OD&HR  Manager OD&HR

**Activity 2** Provide training and guidance to all staff on Council's EEO objectives and requirements, as well as employee responsibilities with regard to EEO

Task	Current Issues	Actions Required	Timing	Responsibility
i. Provide training to new staff during the induction	EEO principle are part of the current formal induction process	Continue to provide as part of the induction process	Ongoing	
ii. Provide refresher training to all staff on a biannual basis	<p>Workplace harassment, discrimination and bullying can occur between staff members and between staff members and supervisors. Ensuring that our workplaces are free from harassment, discrimination and bullying requires that we regularly inform and train our staff in EEO principles so that when and if it occurs they can recognise it and take the necessary action to eliminate it.</p> <p>Staff can sometimes confuse the legitimate actions and responsibilities of supervisors and management as being harassment or bullying</p>	<p>Conduct refresher training for all staff that has more than 1 years service.</p> <p>Include EEO subject matter in the HR Newsletter at least twice per year as a major theme.</p>	<p>31 December 2009</p> <p>At least 2 editions in 12 months</p>	<p>Manager OD&amp;HR</p> <p>Manager OD&amp;HR</p>
iii. Provide training to managers and supervisors on the implementation of EEO policies, procedures and practice	<p>Managers and supervisor have special responsibility for implementing EEO principles.</p> <p>We need to ensure supervisors and managers are aware of the issues surrounding bullying and have the skills and knowledge to eliminate it from the workplace.</p>	<p>Conduct refresher presentations at WMC business lunches</p> <p>Training for senior employees who would sit on selection panels to include EEO refresher</p>	<p>1 per year</p> <p>2 programs per year</p>	<p>Manager OD&amp;HR</p> <p>Manager OD&amp;HR</p>

**Activity 3** Maintain a workplace culture that is consistent with EEO principles, supports appropriate workplace conduct and eliminates workplace bullying.

Task	Current Issues	Actions Required	Timing	Responsibility
i. Recruit and train EEO contact officers	As staff leave the organisation we need to recruit contact officers so as to have a reasonable distribution of contact officers around the organisation.	Establish guidelines for recruiting contact officers  Recruit new contact officers	Ongoing	Manager OD&HR
ii. Receive feedback from EEO contact officer each quarter	Quarterly meetings are held with contact officer to keep their skills and knowledge current and to receive feedback on number and nature of contact made to them	Convene and hold meetings	Ongoing quarterly meetings	Manager OD&HR
iii. Actively respond to EEO issues in the workplace	Where issue arise we need to respond and investigate where necessary	As issue arise	Ongoing	Manager OD&HR
iv. Report annually on a. The distribution of EEO groups in the organisation b. The effectiveness of recruitment and promotion practices c. EEO issues arising such as grievances.	To assist in assessing the effectiveness of our EEO activities we need both baseline data and current conditions. Sources of data include <ul style="list-style-type: none"><li>• Current demographic profile</li><li>• EEO complaints</li><li>• staff turnover and absenteeism statistics</li><li>• exit interviews</li><li>• feedback from</li></ul>	Annual reporting to Manex	Ongoing	Manager OD&HR
v. Assess annually the effectiveness of related EEO policies.	The effectiveness of current practices and performance needs to be assessed	Assess performance and identify gaps	Include as agenda item for annual HR Workshop	Manager OD&HR
vi. Develop annual action plans for improving EEO outcomes	This plan need to review and a new plan prepared for incorporation in the councils draft plan	Prepare plan for 2011 - 2012 year	February 2011	Manager OD&HR