

Foreword

Bland Shire Council is firmly committed to a policy of equal employment opportunity (EEO).

Equal Employment Opportunity (EEO) is about making sure that workplaces are free from all forms of unlawful discrimination and harassment and providing programs to assist members of EEO groups to overcome past or present disadvantage.

Section 344 and 345 of the Local Government Act 1993 places certain obligations on Council to eliminate discrimination in employment and promote equal employment opportunity for minority and disadvantaged groups in addition to implementing an EEO Management Plan.

In line with this commitment, an EEO Management Plan has been developed containing positive steps to identify and eliminate discriminatory practices.

Directors, Managers and Supervisors are entrusted to ensure all staff are provided with an environment where opportunities exist on the basis of merit, regardless of age, sex, pregnancy, disability, race, marital status, carers responsibilities homosexuality or transgender.

All staff should be able to pursue their careers in an environment that is safe and harassment free.

Successful implementation of the EEO Management Plan will make a positive contribution to the commitment of viewing all employees as valuable resources.

Ray Smith
General Manager

Introduction

Objectives

The EEO Management Plan is designed to implement workforce practices and strategies that review, monitor and improve the integration of policies, procedures and actions that will enhance equality in the workplace by eliminating discrimination and harassment.

Council is committed to raising the level of awareness of EEO principles and practices for all staff to create an environment of equal employment opportunity and good working relationships. A number of key objectives have been proposed for Council's EEO Management Plan. For each objective Council has identified specific strategies to achieve the objective, allocated officers responsible for the implementation of these strategies and performance indicators for their implementation. The objectives of the EEO Management Plan are:

- Bland Shire Council policies, procedures and programs are consistent with EEO principles and provide a work environment that is free from discrimination and harassment
- All staff are aware of the EEO principles and practices through effective communication of rights and responsibilities in relation to EEO.
- Training and development opportunities are provided for all employees relevant to position and organisational requirements.
- Employment practices such as recruitment, appointment, promotion, disciplinary procedures and terminations are free from unlawful discrimination and are conducted in a fair and just manner.
- Grievance and dispute handling procedures are reflective of EEO considerations.
- EEO initiatives are effectively implemented, regularly reviewed and evaluated.

1 Policies and Procedures

Bland Shire Council policies, procedures and programs are consistent with EEO principles and provide a work environment that is free from discrimination and harassment.

ACTIONS	RESPONSIBILITY	PERFORMANCE INDICATOR
1.1 Keep abreast of current legislation as well as Council's policies relating to EEO and inform staff of key changes to these documents where appropriate. Ensure Council's Policies and Procedures follow current EEO legislation and the Local Government Act.	Human Resources, EEO Committee, Consultative Committee	Policies and Procedures are reviewed and updated if required.
1.2 Invite comment and input during the development and drafting of the EEO Management Plan	Human Resources, EEO Committee	Minutes of the Consultative Committee meetings Quarterly EEO articles in the Thursday Thoughts

2 Communication and Awareness

All staff are aware of the EEO principles and practices through effective communication of rights and responsibilities in relation to EEO.

ACTIONS	RESPONSIBILITY	PERFORMANCE INDICATOR
2.1 Consideration to be given to the introduction of an annual EEO Week for the week of Harmony Day in March each year.	Chair, EEO Committee	Daily email on positive stories, case studies, laws relating to EEO issues, bullying, Thursday Thoughts and resources within Council etc
2.2 EEO Policy, Management Plan and changes to EEO legislation are communicated to all staff	Human Resources	Provide employees with access to the EEO Management Plan.
2.3 Conduct an EEO and Employee Engagement Survey to assess staff attitudes and gather EEO statistics	EEO Committee, Human Resources	Survey Conducted bi-annually
2.4 Share EEO Committee minutes with all employees	EEO Committee	Meeting minutes on notice boards, sent via e-mail and agenda item on Consultative Committee agenda
2.5 EEO data part of Annual Report	Human Resources, EA	EEO data in Annual report

3 Training and Development

Training and development opportunities are provided for all employees relevant to position and organisational requirements.

ACTIONS	RESPONSIBILITY	PERFORMANCE INDICATOR
3.1 Ensure eligibility requirements for training are appropriate/ job-related and that nomination and screening procedures do not disadvantage any group of employees	Human Resources	Procedures comply with EEO principles
3.2 Continue regular training on the prevention of workplace bullying and harassment and handling of EEO issues	Human Resources	Refresher Training

4 Recruitment, Promotion, Transfer and Separation:

Employment practices such as recruitment, appointment, promotion, disciplinary procedures and terminations are free from unlawful discrimination and are conducted in a fair and just manner.

ACTIONS	RESPONSIBILITY	PERFORMANCE INDICATOR
4.1 Examine cases where harassment is given as the reason for resignation (from exit interviews, resignation letters).	Human Resources	Reported to EEO Committee
4.2 Include knowledge and understanding of EEO principles as one of the criteria for appointment to a position	Human Resources	EEO knowledge/ understanding is part of selection criteria
4.3 Monitor appointments, promotions, transfers and succession planning to ensure the process is transparent, consistent and in line with EEO principles	Human Resources, Supervisors	Inform supervisors of the procedures. Follow procedures

5 Grievance Handling

Grievance and dispute handling procedures are reflective of EEO considerations.

ACTIONS	RESPONSIBILITY	PERFORMANCE INDICATOR
5.1 Staff know where and how to lodge a grievance or EEO related issue	Chair, EEO Committee	Information on notice boards, in InfoXpert and Thursday Thoughts
5.2 Grievance process ensures fair procedure, understanding and confidentiality to all employees	EEO Committee, Supervisors	Regular revision and information on the Grievance Procedure

6 Implementation, Evaluation and Review

EEO initiatives are effectively implemented, regularly reviewed and evaluated.

ACTIONS	RESPONSIBILITY	PERFORMANCE INDICATOR
6.1 EEO Management Plan and its policies and procedures are evaluated to determine the effectiveness of the Plan.	Chair, EEO Committee	Feedback from EEO survey
6.2 Monitor workplace grievances and harassment allegations to identify and appropriately action any issues or trends in relation to equity and diversity	Human Resources	Reports provided to EEO Committee, Manex
6.3 Address issues identified in EEO and Employee Engagement Survey	Chair, EEO Committee	Develop action plan and implement changes/ improvements
6.4 Review and update EEO Management plan to reflect any changes	EEO Committee	Changes to the Plan
6.5 Seek comment and advise from all employees as part of the review process	EEO Committee, Staff	Comments are welcomed. Staff comments are part of the Meeting agenda.