



Gilgandra Shire Council

EQUAL EMPLOYMENT OPPORTUNITY MANAGEMENT PLAN

September 2015

INTRODUCTION

Gilgandra Shire Council recognises the value of its staff and is committed to ensuring that fair practices exist in a workplace that is free from discrimination and harassment.

This commitment is based, in part, on the need to ensure that our organisation complies with equal opportunity laws and the Local Government Act, 1993. We are also committed to providing a safe and healthy working environment for all employees and encouraging good working relationships between employees.

The organisation will endeavour to ensure that in the application of all Human Resource policies, practices and procedures, no discrimination takes place and that all employees enjoy equal access to opportunities within Council.

Management will implement processes and procedures to endeavour to ensure that no sexual, racial or other harassment occurs in the workplace

In recognising the value of staff, we must ensure that our employees have access to quality workplaces where opportunities exist equally on the basis of merit, regardless of individual characteristics or other factors. Employees should have the opportunity to seek personal and career development in a discrimination and harassment free environment and one that recognises the varying requirements of staff.

This EEO Management Plan clearly identifies that all staff are responsible for EEO within Council, particularly those involved in the management and supervision of people. Council is committed to providing necessary information and education to all staff to ensure that the principles of EEO are practiced at all times.

The EEO Management Plan aims to achieve the following:

- Ensure that the Equal Employment Opportunity policy is implemented
- Oversee the content and direction of the equal employment opportunity programs
- Provide staff training on EEO and related issues
- Keep the senior management group up to date with legislative changes and requirements at all times
- Investigate the needs of staff in order to assist them in balancing work and family life

Note: the EEO Management Plan is to be read in conjunction with Council's EEO Policy.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) MANAGEMENT PLAN

OBJECTIVE 1:

Develop broad based organisational strategies to support the EEO Management Plan

GOAL	ACTIVITY	RESPONSIBILITY	WHEN
1.1 Provide support and encouragement for employees to undertake further studies	<ul style="list-style-type: none"> Supervisors to address when developing annual Individual Training Plans Provide opportunities for management training 	Management & Supervisors	<ul style="list-style-type: none"> Ongoing but especially at annual appraisal
1.2 Encourage women to apply for positions in 'non-traditional roles'	<ul style="list-style-type: none"> Explore opportunities for Acting Higher/Relief duties 		<ul style="list-style-type: none"> Ongoing

OBJECTIVE 2:

Ensure policies and programs enable Gilgandra Shire Council to provide a workplace free from discrimination and harassment.

GOAL	ACTIVITY	RESPONSIBILITY	WHEN
2.1 Conduct regular review & develop policies as identified	<ul style="list-style-type: none"> Monitor effectiveness of HR policies and procedures 	Management & HRM	<ul style="list-style-type: none"> February, in conjunction with annual review of policies

OBJECTIVE 3:

Ensure Gilgandra Shire Council's existing policies and programs reflect EEO principles and encourage sound management practices.

GOAL	ACTIVITY	RESPONSIBILITY	WHEN
3.1 Council's Recruitment and Selection strategy is inclusive, particularly in relation to members of designated EEO groups.	<ul style="list-style-type: none">Ensure new supervisory staff and all staff who are required to sit on Interview Panels are briefed and updated as required regarding EEO principles	HR/Interviewing Managers	<ul style="list-style-type: none">Ongoing
3.2 Council's Employee Assistance Program is available to all staff	<ul style="list-style-type: none">Liaise with the program counsellor to monitor issues and implement any required actions	HRM	<ul style="list-style-type: none">Ongoing

OBJECTIVE 4:

Raise the level of awareness and understanding of all staff of EEO principles and practices through effective communication and education.

GOAL	ACTIVITY	RESPONSIBILITY	WHEN
4.1 Highlight policy objectives and role of HR as point of contact for staff	<ul style="list-style-type: none">Address topical issues, including HR's role as point of contact	HRM	<ul style="list-style-type: none">Ongoing
4.2 Gilgandra Shire Council's EEO policies and procedures provide clear instruction and guidance for staff.	<ul style="list-style-type: none">Conduct and document EEO information sessions for new staff on using the EEO policies and procedures as part of induction process	HRM/HRO	<ul style="list-style-type: none">Ongoing

OBJECTIVE 5:

Ensure Gilgandra Shire Council collects and records appropriate information.

GOAL	ACTIVITY	RESPONSIBILITY	WHEN
5.1 Establish and maintain statistics relating to recruitment and termination	<ul style="list-style-type: none">• Compile statistics regularly for annual reporting purposes	HRM/HRO	<ul style="list-style-type: none">• Ongoing

VERSION CONTROL:

1	May 2011	Original document
2	September 2015	Revision and update

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