



Burwood Council

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EQUAL EMPLOYMENT OPPORTUNITY MANAGEMENT PLAN 2013-2017

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Forward by General Manager

Burwood Council's Equal Employment Opportunity (EEO) Management Plan has been compiled in accordance with the provisions of the *Local Government Act 1993* and the National Framework for Women in Local Government and other relevant legislation.

As you will see from reading the Plan, all employees are responsible for EEO within Council. All layers of management have specific EEO responsibilities that are included in their position description.

As General Manager, I am primarily responsible for the development and implementation of the Plan. More importantly, I am to ensure that it is understood by employees and is being satisfactorily interpreted and applied throughout the organisation.

We must all ensure that we are provided with a quality workplace regardless of gender, race, disability or any other factors. According to our EEO Management Plan decisions will be based on merit and all employees should be able to pursue their careers in an environment that is safe and harassment free.

The Plan places an onus on all employees to ensure its effective implementation.

The successful implementation of the EEO Management Plan will make a positive contribution to the commitment of viewing all employees as valuable resources and promoting the objectives of the Plan.

Michael McMahon
GENERAL MANAGER

Burwood Council EEO Objectives

1. To raise the level of awareness of Equal Employment Opportunity (EEO) principles and practices for all employees to create an environment of equal opportunity and good working relationships.
2. To assist employees to achieve job satisfaction through promoting the belief that people are the principal resource.
3. To actively promote an environment for all employees that is free of discrimination, bullying and harassment.
4. To enable all employees to compete equally for all promotions within Council, for which they are qualified, through its commitment to their support, provision of career planning and development advice and assistance.

Background

The intention of this Equal Employment Opportunity (EEO) Management Plan is to mitigate the impact of and strive to ensure the absence of discrimination in employment on the grounds of race (colour, nationality, ethnic or ethno-religious background), sex, age, pregnancy, sexual preference, transgender, disability (physical and intellectual impairment), marital status, political opinion, social origin, religion or carer's responsibility.

EEO aims to ensure that everyone is treated fairly. EEO does not give certain groups unfair advantage over others. It aims to ensure that all people are treated the same. The objective of EEO is the elimination of unfair discrimination which is the practice of making distinctions between individuals or groups so as to disadvantage some and advantage others.

The concept of equity and fairness encompasses all facets of employment from applying for a position, promotion or transfer, access to training and development, to equity in the provision of benefits to employees throughout their employment.

This Plan is developed in accordance with the provisions of relevant anti-discrimination/equal opportunity legislation, as well as the *Local Government Act 1993* which stipulates that all Local Government Authorities are to implement an Equal Employment Opportunity Management Plan.

Definitions

EEO is a positive way of describing the absence of discrimination in the workplace. This means that employment decisions are not made on the basis of characteristics such as a person's sex, religion, race, marital status and so on. Basing employment decisions on such characteristics is unfair, poor management and also unlawful under Federal and State equal employment laws.

EEO also means the absence of harassment in the workplace. Unlawful harassment can be based on any of the prohibited grounds of discrimination, but is commonly sexual or racial in nature.

Harassment is any form of behaviour that is unwelcome and, which offends, humiliates or intimidates someone.

Scope

The EEO Management Plan is applicable to all employees of Council, including casuals, as well as potential applicants for employment.

Responsibilities for EEO

Executive Responsibilities

- Ensure the effective implementation and direction of the EEO Management Plan and compliance with requirements of the *Local Government Act 1993* and all other EEO and Anti-Discrimination legislation
- Modelling the desired behaviour of EEO

Managers/Supervisors/Team Leaders Responsibilities

- Ensure the effective implementation of the EEO Management Plan
- Ensure that all work practices and behaviours are fair in the workplace
- Provide all employees with equal access to fair, prompt and confidential processes to deal with complaints and grievances

Employee Responsibilities

- Recognise and respect the talents and skills of other employees
- Respect social differences among employees
- Treat all people fairly and without prejudice
- Immediately report all forms of discrimination to their Executive member, Manager or Organisation Development

Organisation Development Responsibilities

- Ensure the EEO Management Plan is revised every four years
- Provide up to date training on EEO legislation and related issues
- Provide all employees with equal opportunity to apply for available jobs
- Keep all employees updated on legislative changes and requirements

Actions and Implementation Plan

The following tables detail the objectives, actions and performance targets for the effective implementation of the EEO Management Plan.

CONSULTATION					
Objective	Actions	Target	Responsibility	Performance Indicators	Target Date
Ensure employees are represented in the development of the EEO Management Plan	Invite comment and input during the development and drafting of the EEO Management Plan via the Consultative Committee and Policy, Corporate Practice and Procedures Panel	All employees	Organisation Development	Minutes of the Policy, Corporate Practice and Procedures Panel and Consultative Committee meetings Quarterly EEO articles in the Fuse	Every four years

COMMUNICATION AND AWARENESS					
Objective	Actions	Target	Responsibility	Performance Indicators	Target Date
Ensure that management and all employees are aware of the EEO Management Plan	Conduct EEO Awareness refresher training for all employees	All employees	Executive Managers Organisation Development	Refresher training conducted	Every two years
	Promote EEO, anti-discrimination and/or anti-harassment via the Fuse	All employees	Organisation Development	Four articles placed in The Fuse per year	Quarterly
	Provide employees with access to the EEO Management Plan	All employees	Managers Organisation Development	EEO Management Plan available at each work site, on the website and TRIM.	Ongoing

RECRUITMENT AND SELECTION					
Objective	Actions	Target	Responsibility	Performance Indicators	Target Date
To ensure that Recruitment and Selection Corporate Practice and Procedures to ensure they conform to EEO principles and demonstrate fair practice	Review the Recruitment and Selection Corporate Practice and Procedures	All employees	Organisation Development	Revised Corporate Practice and Procedures communicated to all employees	December 2013
	Ensure that no discriminatory based language is included in recruitment advertisements and correspondence	Applicants for vacant positions	Organisation Development	No discriminatory based language is included in recruitment advertisements, information and correspondence	Commenced and ongoing
	Ensure that all appointment decisions are justified and documented on merit based grounds	Selection panel members	Executive Selection Panels Organisation Development	All files maintained on appointment actions are reviewed, filed in TRIM, with reasons for appointment clearly set out	Commenced and ongoing
	Ensure selection panel members have participated in merit based and behavioural interviewing training that incorporates EEO principles	Selection panel members	Organisation Development	Merit based and behavioural interviewing training conducted for all selection panel members	October 2013 then every two years
	Review the content of letters of offer	All employees	Organisation Development	The Revised letters of offer are consistent and equitable across jobs and employees	July 2013 then annually

INDUCTION					
Objective	Actions	Target	Responsibility	Performance Indicators	Target Date
Ensure that all new employees are aware of the EEO Management Plan	Conduct EEO Awareness Information sessions for all new employees as part of the Induction Program	All new employees	Organisation Development	Induction Program includes EEO awareness training	July 2013 and ongoing
	Conduct Cultural Awareness Information sessions for all new employees Induction Program	All new employees	Organisation Development	Induction Program includes cultural awareness training	July 2013 and ongoing

RELIEVING AND HIGHER DUTIES					
Objective	Actions	Target	Responsibility	Performance Indicators	Target Date
To ensure that the Relieving and Higher Duties Corporate Practice and procedures are adhered to	Develop and implement Relieving and Higher Duties Corporate Practice and Procedures	All employees	Organisation Development	Updated Corporate Practice and Procedures communicated to all employees	October 2013 (following on from finalisation of Salary and Benefits Review)
	Ensure that if/when opportunities to relieve in higher positions are available that such arrangements are based on merit and in accordance with EEO principles	All employees	Executive Managers Organisation Development	No substantiated complaints regarding non compliance with EEO principles and higher duties corporate practice	Reviewed against practice twice per year in December and June

CONDITIONS OF EMPLOYMENT					
Objective	Actions	Target	Responsibility	Performance Indicators	Target Date
To ensure that the Employee Handbook which summarises conditions of employment that demonstrate fair practice and conform with EEO principles	Inform all employees of conditions of employment at Induction	All employees	Organisation Development	Induction Program attendance list	July 2013 and ongoing
	Organisation Development Corporate Practices and Procedures are developed and reviewed to ensure compliance with EEO principles	All employees	Organisation Development	Corporate Practices and Procedures are reviewed in accordance with Corporate Practice register timetable or as required	Commenced and ongoing

TRAINING AND DEVELOPMENT					
Objective	Actions	Target	Responsibility	Performance Indicators	Target Date
To provide training and development opportunities for staff	Individual Training and Development Plans are developed for all new employees	New employees	Managers, Supervisors and Team Leaders Organisation Development	Individual Training and Development Plans completed within three months weeks of an employee commencing in a role	Audit the compliance through reviewing ten employee commencements
	Individual training needs identified in annual performance appraisals	All employees	Executive, Managers, Supervisors, Team Leaders and Organisation Development	Annual Performance Review incorporates individual training needs and completed within six weeks of Annual Performance Review	In accordance with Annual Performance Review Procedures and an Annual Compliance Audit conducted by Organisation Development
	Examine in-house and external training courses and materials to ensure they are non discriminatory and consistent with EEO principles	All employees	Organisation Development	Courses and materials are non discriminatory No breaches of EEO principles	Commenced and ongoing
	Ensure information for the selection of participants for training is consistent with EEO principles	All employees	Organisation Development	Information complies with EEO requirements	Commenced and ongoing

TRAINING AND DEVELOPMENT					
Objective	Actions	Target	Responsibility	Performance Indicators	Target Date
	Ensure eligibility requirements for training are appropriate/ job-related and that nomination and screening procedures do not disadvantage any group of employees	All employees	Organisation Development	Procedures comply with EEO principles	Commenced and ongoing
	Support the professional development of all employees by considering all applications on merit	All employees	Executive Managers Organisation Development	Training and Development Corporate Practice Number of approved professional development applications	On approval of Training and Development Corporate Practice and ongoing
To ensure that all required employees are given an opportunity to acquire skills to undertake internal recruitment	Offer job application skills training for internal recruitment	All employees	Organisation Development	Informal training offered	Commenced and ongoing as required

FLEXIBLE WORK PRACTICES					
Objective	Actions	Target	Responsibility	Performance Indicators	Target Date
To ensure strategies are in place to assist employees with their work/life balance	Review flexible work arrangements as part of the Salary and Benefits Review	All employees	Executive Organisation Development	Revised Flexible Working Corporate Practice and Procedures	October 2013 (following on from finalisation of the Salary and Benefits Review) To be reviewed through employees survey questions about adequacy of flexible work practices every two years

BULLYING, HARRASSMENT AND GRIEVANCE PROCEDURES					
Objective	Actions	Target	Responsibility	Performance Indicators	Target Date
To maintain effective bullying, grievance and harassment procedures for employees	Ensure all employees understand Council's Discrimination, Harassment, Bullying Corporate Practice and Grievance Procedures	All employees	Executive Managers Organisation Development	Corporate Practice communicated to all employees at induction Regular mandatory training for all employees	Commenced and ongoing Mandatory program conducted every two years

ACCESS TO COUNCIL PREMISES					
Objective	Actions	Target	Responsibility	Performance Indicators	Target Date
To ensure that our premises and facilities are accessible to employees with physical disabilities	Assess and make minor work site modifications to accommodate the needs of employees who have a physical disability	Employees with physical disabilities	Senior Manager Assets, Property and Building and Work Health and Safety Coordinator	Needs identified and accommodated, as required	Assess adequacy of work environment of employees with physical disabilities every six months
	Include access for people with physical disabilities in all new design plans for employees accommodation	Employees with physical disabilities	Senior Manager Assets, Property and Building and Work Health and Safety Coordinator	Disabled access provided in line with relevant regulations and building codes	Commenced and ongoing as required

IMPLEMENTATION, EVALUATION AND MONITORING					
Objective	Actions	Target	Responsibility	Performance Indicators	Target Date
To ensure successful management of the EEO Management Plan through the allocation of clear responsibilities and adequate resources	Include responsibility for EEO management in Council's Management, Delivery and Operational Plans	Executive Managers and other layers of management Team Leaders and Co-ordinators	General Manager Executive Managers Organisation Development	Divisional Plans include reference to EEO	Include in Annual Performance Management Plans for General Manager, Deputy General Managers, Executive Team and all other management layers

Related information/Legislation

- *Local Government Act 1993*
- Discrimination, Harassment and Bullying Corporate Practice and Grievance Procedures
- Recruitment and Selection Corporate Practice
- Training and Development Corporate Practice

Review

This EEO Management Plan will be reviewed every four years.

Contact

Manager Organisation Development on 9911 9813