

Lithgow City Council



Equal Employment Opportunity

MANAGEMENT PLAN

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Introduction

Lithgow City Council is committed to a policy of equal employment opportunity, fair treatment and non-discrimination for all existing and future employees.

The NSW Local Government Act 1993 (Sections 344-345) requires Council's to prepare and implement an Equal Employment Opportunity (EEO) Management Plan. The objectives of the EEO Management Plan are to;

- a) to eliminate and ensure the absence of discrimination in employment on the grounds of race, sex, marital status and disability in councils, and
- b) to promote equal employment opportunity for women, members of racial minorities and persons with disabilities in councils.

Anti-discrimination legislation is the establishment of laws that require employers to provide a discrimination free workplace for their employees, and is central to the development of equitable employment practices.

Equal Employment Opportunity means that people are employed, trained, promoted and paid according to their merit rather than on the basis of their sex, race, ethnicity, disability, marital status, age or sexual preference.

Lithgow City Council has developed an EEO Policy and Plan which ensures that Council has a positive program to identify and eliminate discrimination, where it exists. The EEO Policy demonstrates Lithgow City Council's Management and Organisation commitment to EEO principles and to keep staff informed of issues relating to Council's EEO Plan.

Equal Employment Opportunity Management Plan

AIM

The Equal Employment Opportunity Management Plan aims to demonstrate a commitment by council and staff to provide a work environment that accepts the principles of equal employment opportunity and avoids discrimination.

1. EQUAL EMPLOYMENT OPPORTUNITY POLICY

1.1 Objective :

To address all EEO, discriminatory and harassment issues existing in Lithgow Council, with the intent to eliminate discrimination and harassment on the basis of sex, age, marital status, religion, race, language, sexual preference, pregnancy, physical or intellectual disability, through training and active reinforcement of EEO principles.

Policy :

Lithgow Council is committed to the principles of EEO, which are:

- fair practice in the workplace
- management decisions made without bias
- recognition of and respect for the social and cultural backgrounds of all staff, councillors and customers
- employment practices to produce commitments to the job and the delivery of quality service to the customer
- improving productivity by ensuring:
 - the best person is recruited/promoted
 - skilled staff are retained
 - training and development are linked to employee, customer and Council needs
 - workplace is efficient and free of harassment and discrimination
- striving to ensure fair outcomes in all areas of employment, including:
 - recruitment
 - training and development
 - promotion and transfer
 - supervision and management of staff
 - access to information

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- conditions of employment
- access to Employee Assistance Program

Policy :

That to be effective, Lithgow City Council requires the active participation of all staff/supervisors and managers, with commitment to the following principles:

- **staff have the right :**
 - to the opportunity for promotion on merit
 - of access to all appropriate benefits and conditions
 - to be free of harassment at work
 - to have their complaints treated in confidence, without prejudice to their employment, and be advised of outcome
- **staff have the responsibility :**
 - to work to full capacity
 - to recognise the skills and talents of other staff
 - to respect the social and cultural diversity among fellow staff and customers
- **supervisors/managers have the added responsibility of :**
 - treat staff complaints confidentially and follow up using grievance procedures defined in HR Management Plan
 - ensure implementation of EEO policies and defined HR procedures so that:
 - workplace is free of all forms of harassment
 - staff are adequately informed to assist them carrying out their duties
 - all staff have equal opportunity to
 - increase skills and competencies to meet work demands
 - attend training courses in accord with Training Plan and Study Policy
 - act in higher duties where skills are appropriate
 - participate in job rotation/redesign
 - apply for available jobs
 - ensure communication of Annual Management Plan and EEO Plan/Policies

2. COMMUNICATION OF POLICIES AND PROGRAMS

2.1 Objective

To ensure all management and employees gain understanding of EEO Principles and their responsibilities in relation to the EEO Management Plan and its implementation.

2.2 Goals/Actions

- 2.2.1 Communicate EEO principles and plans through staff newsletters
- 2.2.2 Communicate EEO information to new employees as part of the induction process
- 2.2.3 Reinforce EEO principles through Position Descriptions, Performance Appraisals and training.
- 2.2.4 Include statement in all job advertisements that Council is an EEO Employer.
- 2.2.5 Place the EEO Management Plan on Council's website, staff noticeboards and make available for all staff
- 2.2.6 Include EEO statistics/outcomes in the Annual Report
- 2.2.7 Inform the community as appropriate
- 2.2.8 Identify barriers to all staff having access to information in Council (including aspects such as literacy, use of visual aids, status/type of job etc)
- 2.2.9 Develop an EEO survey for completion.
- 2.2.10 Provide training in EEO and harassment/discrimination prevention.

2.3 Responsibility

- Organisational Development Unit staff
- General Manager

3. COLLECTION AND RECORDING OF APPROPRIATE INFORMATION

3.1 Objective

To ensure that relevant information in relation to EEO is collected and recorded for the ongoing development of EEO programs and to monitor the effectiveness of the current EEO Policy and Plan in the workplace.

3.2 Goals/Actions

- 3.2.1 Record employment information on commencement or termination with Council ensuring the confidentiality of all employees is maintained.
- 3.2.2 Derive information from the EEO survey including records relating to physical environment/workplace accessibility and amenities, employment profile, EEO groups/salaries/positions.
- 3.2.3 Undertake performance appraisals on an annual basis to collect employee training needs or additional skills requirements
- 3.2.4 Develop an annual training plan.
- 3.2.5 Maintain database of training records including names of employees, training course title, date attended.

3.3 Responsibility

- Organisational Development Unit staff
- General Manager
- Group Managers
- Division Managers
- Supervisors

4. REVIEW OF PERSONNEL PRACTICES

4.1 Objective

To review personnel practices to ensure they conform with EEO Principles and are free of discriminatory activities.

4.2 Recruitment and Selection

Goals/Actions

- 4.2.1 Review staff policies relating to recruitment techniques and selection criteria on an annual basis.
- 4.2.2 Ensure advertisements for vacant positions contain an EEO statement, use non discriminatory language, provide an accurate statement of duties, contain no unnecessary qualifications or pre-requisites, that essential and desirable criteria are related to the position.
- 4.2.3 Review of application forms to ensure that only position related information is requested.

4.3 Training and Staff Development Programs

Goals/Actions

- 4.3.1 Review training and development policies to ensure they conform with EEO Principles
- 4.3.2 Develop succession plans for all positions within council to provide a plan for career paths.
- 4.3.3 Develop an annual training plan
- 4.3.4 Inform all staff of Council's training policy.
- 4.3.5 Provide training for Supervisors in recruitment and selection processes.

4.4 Promotion and Transfer

Goals/Actions

- 4.4.1 Review current practices and where necessary amend/develop formal policies and procedures based on EEO principles for promotion and transfer.
- 4.4.2 Review procedures for acting in Higher Grade positions
- 4.4.3 Develop staff awareness of career path opportunities in conjunction with succession plan for current position.
- 4.4.4 Advertise vacant positions internally where there are suitably qualified applicants to apply.
- 4.4.5 Monitor training and staff development to ensure that EEO groups have equal access to skills development and promotional opportunities.

4.5 Conditions of Service

Goals/Actions

- 4.5.1 All new employees attend induction course and receive information on conditions of service including information on Harassment Prevention, Discrimination, Bullying, grievance handling.
- 4.5.2 To review grievance handling procedures for dealing with Harrassment.
- 4.5.3 Provide training sessions for staff on Harassment Prevention.
- 4.5.4 Ensure that current practices, conditions, policies and procedures are based on EEO principles for tenure, part time work, exit interviews, allowance and benefits, parental leave, OHS and rehabilitation.

4.6 Responsibility

- Organisational Development Unit staff
- General Manager
- Group Managers
- Divisional Managers
- Supervisors
- Gangers/Team Leaders

5. Implementation, Evaluation and Review

5.1 Objective

To ensure successful implementation of the EEO Management Plan by the allocation of clear responsibilities and adequate resources and to ensure policies and programs are evaluated effectively and reviewed annually..

5.2 Goals/Actions

- 5.2.1 Include responsibility for EEO implementation and review in position descriptions of all Managers and Supervisors
- 5.2.2 Examine which staff have particular responsibilities in relation to the effective implementation of the Management Plan and ensure completion
- 5.2.3 Annually review and amend the EEO Management Plan as appropriate.
- 5.2.4 Provide for comment for all employees as part of the review process through the consultative committee meetings.
- 5.2.5 Include EEO related information in the Annual Report
- 5.2.6 Compare the outcomes in the EEO Annual Report to the objectives in the Plan as a method to evaluate success and to indicate where amendments are required.
- 5.2.7 Prepare a report to the General Manager on EEO annual results including recruitment statistics, promotion and training statistics including participation levels, cost and activity areas.
- 5.2.8 Review practices to ensure employees' confidentiality in access and use of personnel records annually.

5.3 Responsibility

- Organisational Development Unit staff
- General Manager
- Group Managers
- Divisional Managers
- Supervisors