



EQUAL EMPLOYMENT OPPORTUNITY POLICY & PROCEDURE

Adoption Date: 27 August 2019

Review Date: August 2020

Responsible Officer: General Manager

POLICY STATEMENT

WSC Council is committed to a policy of equal employment opportunity, fair practices and non discriminative behavior in the workplace.

OBJECTIVES:

- To ensure that WSC complies with the NSW Local Government Act 1993, relevant industrial requirements and the Anti Discrimination Act 1977.
- To ensure that through Council's Equal Employment Opportunity Management Plan, any discriminatory practices are progressively removed from its policies and procedures and that Council will recognise and encourage employees on the basis of their abilities, aptitude, qualifications and skills.
- To ensure that the workplace is free from discrimination and harassment.

Related WSC Policies

Code of Conduct

Harassment Policy

Recruitment and Selection Policy

Flexible Work Practices Policy

Training Policy

Statutory Requirements

Local Government Act 1993

Local Government State Award 2017

Anti Discrimination Act 1977

Racial Discrimination Act 1975

Sex Discrimination Act 1984

Disability Discrimination Act 1992

1. Equal Employment Opportunity Plan

Actions

The following actions have been identified to ensure that EEO is effective in Council:

Staff Induction, Recruitment and Training:

- EEO training to be incorporated in Councils Training Plan.
- Staff will attend EEO awareness sessions.
- EEO will be included in the Staff Induction program.
- Staff involved in staff recruitment and selection to be given training on staff selection, interview techniques and reporting.

Strategies for communicating EEO Policies and Procedures:

- Information regarding EEO to be included in staff newsletter.
- EEO Policy and EEO Plan to be placed on notice boards.
- EEO included in Staff Induction Manual, Volunteers Policy and Procedures and made available on Council intranet.
- Include a statement in all job advertisements stating that Walgett Shire Council is an EEO employer.
- Human Resources Officer to identify if there is a need for the use of visual aids and implement where necessary.

Regularly review human resources policies and procedures to identify any discriminatory practices:

- Workforce Relations policies and procedures regularly updated.
- Comprehensive training for Human Resources Officer in EEO.
- Internal audit of human resources procedures and practices.

Ensure that the EEO Plan meets objectives:

- Regularly review and update the EEO Plan and include outcomes in the Annual Report.
- Regularly update the EEO Plan in accordance with organisational and human resource needs.

Proactively support employment opportunities for disadvantaged people:

- Promote Councils Flexible Work Practices.
- Identify access barriers for disadvantaged groups and implement ways to overcome them.

Examine all policies and procedure to ensure that they comply with EEO:

- Policies and procedures regularly reviewed and developed in plain English
- Policies and procedures translated into other languages if required

“Appendix A” – Equal Employment Opportunity Plan

2. Strategies

EEO Policy Statement

Objective	Target group/s	Actions	Timeframe	Responsible Officer	Measurement
1. To implement strategies in Walgett Shire Council based on EEO principles	All staff and potential staff	1. Regular revision of the EEO Policy, which includes the following commitments: <ul style="list-style-type: none"> ~ A positive commitment by Council to implement the EEO Management program and incorporate EEO principles into all Council operations; ~ Brief explanation about EEO and the positive benefits it will bring to Council and all Council employees; ~ A statement in relation to Council’s responsibility under the Anti-Discrimination Act; ~ A concise statement of the responsibility of Managers and Supervisors in preventing discrimination and promoting EEO; ~ Ways in which the views of staff will be obtained. 	Complete revision by 15 July 2020	CFO	Policy is revised annually using plain English; non discriminatory language has the endorsement of Council and General Manager; and is translated into languages other than English if appropriate.
		2. Refer EEO Policy to the Executive Team for endorsement.	30 th June 2020	CFO	Policy is referred to Executive Team
		3. Refer EEO Policy to the Consultative Committee for endorsement	30 th May 2020	CFO	Policy is referred to Consultative Committee.

Objective	Target group/s	Actions	Timeframe	Responsible Officer	Measurement
		4. Submit Policy to Council for adoption.	30 th September 2020	CFO	Policy is submitted to Council.
		5. The Human Resource Officer will distribute information to all staff on the Policy by the following: <ul style="list-style-type: none"> ○ memo/circular; ○ with pay advice; ○ Policy to be placed on notice boards; ○ Include in Staff Induction Manual. 	Continuing	HR Officer	Ensure Policy is distributed to all employees and included in the Staff Induction Manual.

EEO Survey

Objective	Target group/s	Actions	Timeframe	Responsible Officer	Measurement
2. Undertake an EEO survey to gather statistical information on the workforce of Council to identify members of EEO groups.	All staff.	Develop and undertake an EEO survey of all staff (or as many as possible) or update and revise every second year.	15 th April 2020	HR Officer	Survey is completed by all staff
		Analyse information received and report to Exec Team and Consultative Committee (CC).	15 th May 2020	HR Officer	Information is collated and reported to Exec Team and CC
		Include information in the Annual EEO Report.	30 th November 2020	HR Officer/CFO	Information is included in Annual Report.

Communication and Awareness

<i>Objective</i>	<i>Target group/s</i>	<i>Actions</i>	<i>Timeframe</i>	<i>Responsible Officer</i>	<i>Measurement</i>
3. To ensure that management and all employees understand the principles of EEO and their responsibilities in relation to them.	All staff	1. Develop EEO awareness for all employees by using a selection of the following: (a) Include segments on EEO in: Job specific induction training; Staff Induction Manual; Generic staff training. (b) Incorporate statement in job advertisements that Council is an EEO employer.	Ongoing	HR Officer	Ensure actions become part of Council's corporate calendar. Check awareness through Employee Survey.
		2. HR Officer to review all Council literature to ensure it conforms to EEO principles.	On-going	HR Officer	Check that all workplaces receive material on EEO.
		3. HR Officer to identify any barriers to staff having access to EEO information in Council (including aspects such as literacy, use of visual aids, status/job type).	On-going	HR Officer	Monitor progress to assess understanding of EEO by Management and Supervisors and progress of EEO implementation.

Recruitment – Policies and Practices

Objective	Target group/s	Actions	Timeframe	Responsible Officer	Measurement
4. To review recruitment policies and practices to ensure that they conform with EEO principles and demonstrate fair practices.	All staff	<ol style="list-style-type: none"> Review and/or establish formal policies and procedures where necessary, based on EEO principles for the following: <ul style="list-style-type: none"> ~ -job descriptions; ~ -job advertisements; ~ -advertising medium; ~ -establishing Selection Committees; ~ -reviewing applications; ~ -interviewing; ~ -pre employment medical examinations; ~ -post selection support; ~ -placement and induction; and ~ -career path planning. Ensure that all advertisements conform to EEO principles and merit based recruitment. HR Officer/Consultant identifies all relevant HR policies and reviews 	Complete, due for review by February 2020	HR Officer in conjunction with CFO	<p>Policies reviewed and updated where necessary</p> <p>Ensure all actions are achieved by the target date.</p> <p>Set specific strategies for implementation, to address and correct any problem areas</p>

EEO Target Groups Representation

Objective	Target group/s	Actions	Timeframe	Responsible Officer	Measurement
5. To encourage an increased representation of EEO groups in positions/areas in which they are currently under represented within Council.	Members of non-English speaking background groups, Aboriginal and physically impaired.	1. Identify positions/areas in which target groups are currently under represented within Council.	December 2019	General Manager and Directors	Increased representation of target groups in identified positions/areas.
		2. Identify access barriers for target groups to these positions/areas.	On-going	HR Officer	Identify barriers and report to management executive
		3. Develop training opportunities to increase the representation of target groups.	On-going	HR Officer	Training plan developed

WSC – Policy – Equal Employment Opportunity

Date	Changes Made	Approved By
	Procedure Developed	Ray Kent - General Manager
July 2019	Revised	Greg Ingham – General Manager
August 2019	Formally Adopted	Council