



**Greater Hume Shire**  

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*simply greater*

**Equal Employment Opportunity**

**POLICY AND MANAGEMENT PLAN 2010/2011**



## 1. A Message From The General Manager

Greater Hume recognises the value of its staff and is committed to ensuring that we provide an excellent work environment that encourages good working relationships between employees.

Greater Hume Shire Council is committed to providing a workplace that is free from discrimination and harassment and provides equal employment opportunities for current and prospective employees.

Greater Hume will ensure that employees have access to a quality environment 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 workplace and one that recognises the varying requirements of staff.

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

Greater Hume Shire Council's firm commitment to Equal Employment Opportunity is reflected in this EEO Policy & Management Plan.

Steven Pinnuck  
**General Manager**

## 2. EEO Policy Statement

Greater Hume Shire Council aims to provide an environment of equal employment opportunity in its workplace. Council believes that EEO creates a more harmonious and productive workplace, which results in better services to the community.

Equal Employment Opportunity at Greater Hume Shire Council is about:

- fair practices in the workplace
- management decisions made without bias
- recognition and respect for the social and cultural backgrounds of all staff and customers
- employment practices which produce staff satisfaction, commitment to the job and the delivery of quality services to ratepayers and residents
- improved productivity by guaranteeing:
  - the person with the most merit is recruited or promoted
  - skilled staff are retained
  - training and development are linked to employee and Council needs
  - an efficient workplace free of discrimination and harassment
  - reduced staff turnover and stress

This plan has been developed taking into consideration the "National Framework for Women in Local Government".

Council will particularly promote EEO for members of EEO target groups:

- Women
- People of Non-English Speaking background, members of racial, ethnic & ethno-religious minority groups
- People of Aboriginal or Torres Strait Islander descent
- People with a disability

Greater Hume Shire Council has a legal obligation to ensure its workplaces are free from discrimination and harassment. The following legislation states these requirements:

- Anti-Discrimination Act (NSW) 1977
- Local Government Act (NSW) 1993 - Section 344
- Race Discrimination Act 1975
- Sex Discrimination Act 1984
- Disability Discrimination Act 1992
- Human Rights and Equal Opportunity Commission Act 1997
- Equal Opportunity for Women in the Workplace Act 1999
- Age Discrimination Act 2004

## 3. Responsibility

The overall responsibility for monitoring the effectiveness of this policy and for implementing an on-going program of action to make the policy fully operational lies with Management. However, Council recognises that EEO is the responsibility of everyone in the Council, and as such will ensure that advice on EEO matters is available on an on-going basis to all staff.

The co-ordination of the EEO function within Council is primarily the responsibility of the Human Resources Section.

## 4. EEO Management Plan Statement

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

Greater Hume Shire values the creation and maintenance of a fair and equal workplace in which individuals have the opportunity to genuinely and effectively compete for employment and training opportunities, free from any real or perceived discriminatory practices.

Council's Plan comprises four key strategies for an effective approach to EEO, as listed:

- Policies and procedures
- Communication and awareness
- Training and development
- Implementation, evaluation and review

These EEO strategies are designed for the basis of future planning and workplace interaction and provide Greater Hume with strategies to measure our progress in relation to EEO.

## 5. Key Result Area 1: Policies And Procedures

**Objective:** All Council policies and procedures conform with EEO principles.

Objective	Action	Responsibility	Frequency/Target Date
Greater Hume's diverse work environment is recognised at all times	When reviewing existing Council policies and procedures ensure they conform with EEO principles and legislation.	Directors/Managers/Supervisors and Team Leaders	Ongoing
	Greater Hume's Code of Conduct is considered in all key business decisions.	Directors/Managers/Supervisors and Team Leaders	Ongoing
Greater Hume's Recruitment and Selection Strategy is inclusive and reflects EEO principles	Reinforce EEO principles through Position Descriptions, Performance Appraisals and Training.	Human Resources/ Directors/Managers/Supervisors and Team Leaders	Ongoing
	Communicate EEO information to new employees as part of the induction process.	Human Resources Officer	Ongoing
	Include statement in all job advertisements that Council is an EEO Employer.	Human Resources Officer	Ongoing
Human Resources Policies and Procedures are consistent with contemporary EEO principles and support other Greater Hume Initiatives	Recruitment and Selection policy clearly outlines procedures for screening, interviewing and appointment which conform with EEO principles.	Human Resources	31 December 2010
	Ensure Council provides all employees with equal access to opportunities for training and development.	Human Resources/ Directors/Managers/Supervisors and Team Leaders	Ongoing
	Review current policy for Higher Duty Pay.	Human Resources	31 December 2010
	Job evaluation and performance appraisal policies, procedures and practices ensure employees are paid fairly and equitably.	Human Resources	31 December 2010

	Exit interview process is undertaken and EEO issues are included  Ensure Grievance Procedure Policy conforms with EEO legislation	Human Resources/ Directors/Managers/Supervisors and Team Leaders Human Resources	Ongoing  31 December 2010
Maintain Greater Hume's Employee Assistance Program	Ensure that access and support is available through the Program for employees requiring assistance	Human Resources	Ongoing

## Key Result Area 2: Communication And Awareness

**Objective:** All managers and employees understand EEO principles and their responsibilities and rights in relation to EEO.

Objective	Action	Responsibility	Frequency/Target Date
Maintain Employee and community awareness of EEO principles and Council Policies and Procedures	Include updated information on EEO in Staff Newsletter on a regular basis.	Human Resources Officer	Annually
	Display posters focusing on EEO principles in all Council workplaces.	Human Resources/Records Department	Ongoing
	Place EEO Management Plan on Councils website and Councils Electronic Document Management System.	Human Resources Officer	Ongoing
Provide appropriate resources to employees so the EEO information, advice and support is available to all	All new managers/supervisors receive a copy of EEO Policy and Management Plan and are briefed as to their responsibilities at their Induction.	Human Resources Officer	Ongoing
Greater Hume Shire's Induction program contains EEO principles	All aspects of EEO are covered in Greater Hume Shire's Induction Program including discrimination, harassment as well as awareness of individual rights and responsibilities.	Human Resources	Ongoing

**Key Result Area 3:**

**Training And Development**

**Objective:** All staff have equal access to, and are encouraged to take advantage of, training and development opportunities relevant to their needs.

Objective	Action	Responsibility	Frequency/Target Date
Council Training Programs to reflect EEO principles	Complete Training and Development Policy and Procedures ensuring they conform with EEO Principles.	Human Resources	30 September 2010
	Review Departmental Training Plans and report inadequacies relating to access to training opportunities for staff.	Human Resources Officer	Ongoing
Employees advised of key EEO principles and their role in the work environment	Copy of the EEO Management Plan to be provided and explained during Council's Induction Program.	Human Resources Officer	Ongoing
Succession planning	Develop succession plans for "organisationally critical positions" within council to provide a continuity plan for the organisation.	Human Resources	31 December 2010
	Managers/supervisors encourage staff to apply for appropriate personal development activities.	Human Resources/ Directors/Managers/Supervisors and Team Leaders	Ongoing

## Key Result Area 4: Implementation, Evaluation And Review

**Objective:** EEO Management Plan is successfully implemented, effectively evaluated, and periodically reviewed.

Objective	Action	Responsibility	Frequency/Target Date
EEO Management Plan is reviewed on a regular basis	Include responsibility for EEO implementation and review in position descriptions of all Managers and Supervisors.	Human Resources	Annually
	EEO Management Plan reviewed and amendments considered by Senior Management periodically, at least biannually.	Human Resources/ Directors/Managers/Supervisors and Team Leaders	Annually
Councils work environment is monitored from an EEO perspective	Staff with particular responsibilities in respect of implementation of the EEO Management Plan are identified and their responsibilities communicated to them.	All Senior Staff	Ongoing
	Sufficient staff time and adequate funds provided annually for training, equipment and initiatives identified in the EEO Management Plan.	MANEX	Annually for inclusion in Management Plan preparation

### POLICY DOCUMENT CONTROL:

EEO Policy & Management Plan 2006/2007	Min 824 Adopted 15 Nov 06
EEO Policy & Management Plan 2010/2011 Revised Edition	Min 2341 Adopted 23 Jun 10