

Equal Employment Opportunity

Management Plan

2011-13

advisory committee



HORNSBY SHIRE COUNCIL IS COMMITTED TO EQUAL EMPLOYMENT OPPORTUNITY.

Hornsby Shire Council (HSC) has an EEO Management Plan which is reviewed every three (3) years.

As part of its commitment to EEO, HSC has also established an EEO Advisory Committee which has amongst its tasks, the responsibility for the implementation of Council's EEO Management Plan. This Plan is a statutory requirement under the *Local Government Act 1993*. Its development, implementation and periodic revision are coordinated by the Human Resources Branch, through the EEO Advisory Committee, on behalf of the General Manager.

HSC's EEO Advisory Committee was initially formed in 1994 and comprises of employees from across the organisation.

Supporting Policies and Determinations

1. HSC's EEO Policy - this public document is available on Council's website
2. HR3.1 Harassment Determination - available on Council's intranet
3. HR3.2 Grievance Handling Determination - available on Council's intranet

1. STATEMENT OF EQUAL EMPLOYMENT OPPORTUNITY

HSC is committed to ensuring that all people are given fair opportunity and treatment in recruitment and employment.

This means decisions are made within activities such as recruitment & selection, appointment, promotions, training and advancements based on the merit of the applicants. Assessment of that merit is based fairly on factors such as experience, skills, qualifications and relevant attributes and will not discriminate on the grounds of irrelevant personal characteristics.

HSC is bound by the following legislation:

- *NSW Anti-Discrimination Act 1977*
- *Federal Racial Discrimination Act 1975*
- *Federal Sex Discrimination Act 1984*
- *Federal Human Rights and Equal Opportunity Commission Act 1986*
- *Federal Disability Act 1992*
- *Federal Age Discrimination Act 2004*

2. THE EQUAL EMPLOYMENT OPPORTUNITY MANAGEMENT PLAN

In accordance with the *Local Government Act 1993*, HSC's EEO Management Plan sets out the desired outcomes, actions to achieve outcomes, who is responsible for the action, and the target date for completion. The Plan also reports on the EEO activities of the previous Plan.

The preparation of this EEO Management Plan has been coordinated by the EEO Coordinator, in consultation with the Manager of Human Resources and the EEO Advisory Committee. This Plan is also reported annually in Hornsby Shire Council's Annual Report.

3. ACHIEVEMENTS FOR 2008 - 2010

Outcomes

- To inform and communicate HSC's commitment to EEO/anti-discrimination principles;
- To improve the awareness and understanding of diversity throughout HSC.

The achievements for 2008 – 2010 are outlined below.

- The Recruitment and Selection Determination has been reviewed and updated, and approved by the General Manager.
- Training and career development was provided for Council staff through the provision of Corporate Induction, Grievance Officer training, EEO and Anti-discrimination and Recruitment and Selection training. In 2008 to 2010, 173 staff attended Corporate Induction, 8 staff were trained as Grievance Officers, all senior managers attended EEO and Antidiscrimination training in 2010, and 77 staff completed Recruitment and Selection training throughout the three years.
- 38 work experience placements were offered between 2008 and 2010 to students interested in a career in local Government.
- Monitoring of exit interviews by the Human Resources Branch for EEO implications, and actioned appropriately where required. Copies of all exit interviews have also been forwarded to the General Manager and relevant Executive Managers, and Branch Managers where requested by the employee.
- Availability of an extensive array of internal and external training courses offered to all employees within Council. Additionally, all training courses offered are non-discriminatory and consistent with EEO principles.
- Distribution of up to date EEO and anti-harassment posters on all staff noticeboards throughout Council.
- Inclusion of 7 EEO articles in Council's staff newsletter.
- Surveying the organisation regarding vital EEO statistics, including the take up rates from staff of EEO/ flexible work practice initiatives such as working from home.
- The launch of a promotional campaign by the new EEO Committee in the second half of 2010.

4. OUTCOMES AND ACTIVITIES FOR 2011 – 2013

The desired outcomes for HSC's current EEO Management Plan 2011 – 2013 are as follows:

- 1 Employment practices such as recruitment, appointment, promotion, disciplinary procedures and terminations are free from unlawful discrimination and are conducted in a fair and just manner.
- 2 Access to development and training activities is based on an objective balance of individual and organisational need and is free from discrimination.
- 3 HSC workplaces are free from harassment and bullying.
- 4 HSC employees are adequately trained and are aware of EEO policies and issues such as diversity and anti-discrimination/harassment.
- 5 HSC actively promotes, supports, educates and encourages EEO and diversity in the organisation.
- 6 The collection and recording of organisation information and statistics to better understand the demographics and needs of employees in relation to EEO and diversity issues.

Outcomes and actions for 2011-2013

1. Employment practices such as recruitment, appointment, promotion, disciplinary procedures and terminations are free from unlawful discrimination and are conducted in a fair and just manner.

Action	Responsibility	Status	Results
Recruitment and Selection training to be made available to all staff involved in staff recruitment.	Human Resources - Learning and Development		
Ensure that EEO and diversity principles are included in Recruitment and Selection training for panel convenors and members.	Human Resources	Ongoing	
Support work experience programs across Council, to provide career opportunities/assistance to young people.	All divisions in conjunction with Human Resources		
Exit interviews are monitored for EEO and diversity implications and reported to ExCo.	Human Resources - Employment Services	Annual report to ExCo	

- 2 Access to development and training activities is based on an objective balance of individual and organisational need and is free from discrimination.

Action	Responsibility	Status	Results
Ensure training is made available to all staff and arrange training in accordance with Council's needs.	Human Resources - Learning and Development		
Monitor internal training courses and materials to ensure they are non-discriminatory and consistent with EEO and diversity principles.	Human Resources - Learning and Development		

3 HSC workplaces are free from harassment and bullying.

Action	Responsibility	Status	Results
Conduct training for all staff on EEO and diversity principles and their responsibilities relating to the appropriate legislation.	Human Resources – Learning and Development		
Communicate EEO and diversity information to all new employees as part of the Corporate Induction program.	Human Resources – Learning and Development	Material to be revisited for diversity inclusions.	
EEO posters and EEO Committee information is displayed throughout Council.	EEO Committee / EEO Coordinator		
Training of Contact Grievance Officers.	Human Resources – Learning and Development		
Publication of current Grievance Officers.	Human Resources – EEO Coordinator		
Communicate EEO and diversity information and promote awareness through articles in “Our Chat”.	Human Resources – EEO Coordinator	Articles in at least 3 of the 4 newsletters each year	
Review the Harassment Determination and Procedures and the Grievance Determination – in accordance with 08/12 HR Strategy.	Human Resources - Employment Services	Re-prioritised to early 2011 due to other HR projects	
All employees are reminded of upcoming EEO Meeting, and invited to speak to their representative if they have any EEO concerns or issues, to be raised at the next Committee Meeting.	EEO Coordinator		

4 HSC employees are appropriately trained and are aware of EEO policies and issues such as diversity and anti discrimination/harassment.

Action	Responsibility	Status	Results
Conduct training for all staff on EEO and diversity principles and their responsibilities relating to the appropriate legislation.	Human Resources – Learning and Development	Rescheduled to second half of 2010 and first quarter of 2011 due to other HR projects	
Communicate EEO and diversity information to all new employees as part of the Corporate Induction program.	Human Resources – Learning and Development	Currently undertaken and ongoing	Ongoing. Any new awareness campaign information to be incorporated into induction.
Involvement in the orientation process through either attendance or brochures.	EEO Committee members / Human Resources	Under discussion with Learning and Development	
Investigate opportunities for EEO and diversity initiatives.	EEO Committee	Ongoing	

5. HSC actively promotes, supports, educates and encourages EEO and diversity in the organisation.

Action	Responsibility	Status	Results
Initiate and foster relationships with funded organisations to assist employees from diverse backgrounds.	Human Resources	To be developed	
Guest speakers to attend EEO Committee meetings to discuss diversity opportunities for best practice.	EEO Committee to seek out opportunities.	2011 to 2013	
Research Awards, government initiatives, grant opportunities to support diversity and EEO.	HR/EEO Committee	To be developed	Initiated application for Bronze Award.
Introduce an annual EEO Week for the week of Harmony Day in March each year. This could involve a daily email on positive stories, case studies, resources within Council etc.	EEO Committee		

6. The collection and recording of organisation information and statistics to better understand the demographics and needs of employees in relation to EEO issues.

Action	Responsibility	Status	Results
Investigate the benefits from collecting information to promote EEO and diversity. This could result in the design and implementation of a survey for Council staff to gain knowledge of EEO and diversity issues. The EEO Committee could then focus on the issues that arise from the survey in EEO Week.	EEO Committee	To be considered for rollout prior to the introduction of EEO Week in March 2011	

5. STATEMENT FROM THE GENERAL MANAGER

I am pleased to endorse HSC's Equal Employment (EEO) Management Plan for 2011 – 2013. The EEO Management Plan reinforces HSC as an EEO employer and highlights the positive steps that are being taken to ensure the absence of unlawful discrimination and harassment in the workplace.

This Plan has been developed in consultation with HSC's EEO Advisory Committee and furthers the work undertaken by this Committee in previous years.

My gratitude is extended to past and present members of the Committee for their commitment to the ideals of EEO.



Robert Ball,
General Manager

21 December 2010
Date



Hornsby Shire Council promotes a workplace which is free from harassment unlawful discrimination and ensures that everyone is treated with dignity and respect.