



Equal Employment
Opportunity
Management Plan

2014-2016

HORNSBY SHIRE COUNCIL IS COMMITTED TO EQUAL EMPLOYMENT OPPORTUNITY

Hornsby Shire Council (HSC) has an EEO Advisory Committee and an EEO Management Plan which is reviewed annually by the Committee.

As part of its commitment to EEO, HSC has established an EEO Advisory Committee and has developed and implemented an EEO Management Plan. The Plan is a statutory requirement under the *Local Government Act 1993*. Its 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 Equal Employment Opportunity Determination (Trim Reference No. F2010/00025) - this public document is available on Council's website
2. HSC's Bullying and Harassment Determination - (Trim Reference No. F2010/00025)
3. Grievance Handling Determination - (Trim Reference No. 2010/00025)

For more information on these determinations, please refer to HSC's intranet site - under 'Staff Handbook - Equal Employment Opportunity'.

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*
- *Carer's Recognition Act 2010*

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 General Manager's EEO Advisory Committee representative in consultation with the Manager, Human Resources and the EEO Advisory Committee. This Plan is also reported annually in Hornsby Shire Council's Annual Report.

3. OUTCOMES AND ACTIVITIES FOR 2011-2013

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 2011-2013 are outlined below

- The Recruitment and Selection Determination has been reviewed by Employment Services with suggested changes made, including a section on disability employment. This is due to be sent to Exco for consideration in early 2014.
- Training and career development was provided for Council staff through the provision of Corporate Induction, Grievance Officer training, and Recruitment and Selection training. In 2011-2013, 139 staff attended Corporate Induction, 8 staff were trained as Grievance Officers, and 77 staff completed Recruitment and Selection training throughout the three years.
- The Learning and Development Team has progressed in the development of an e-learning module related to EEO for all staff. This is anticipated to be rolled out in 2014.
- 37 work experience placements were offered between 2011 and 2013 to students interested in a career in local Government.
- Development of a working relationship with several disability employment agencies which has also resulted in the offering of three fixed term work experience placements for clients with an intellectual disability.
- 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, Manager, Human Resources, relevant Divisional 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.
- EEO Advisory Committee training provided to all new EEO Advisory Committee members in August 2012.

4. OUTCOMES AND ACTIVITIES FOR 2014-2016

The desired outcomes for HSC's current EEO Management Plan 2014-2016 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 review of organisational information and statistics to identify potential EEO issues within the organisation and gauge level of understanding of EEO issues.

Outcomes and actions for 2014-2016

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.**

Responsibilities of Human Resources

Action	Responsibility	Status	Results
Recruitment and Selection training to be made available to all staff involved in staff recruitment.	Learning and Development	Ongoing	
Ensure that EEO and diversity principles continue to remain in Recruitment and Selection training for panel convenors and members.	Learning and Development	Ongoing	
Exit interviews are monitored for EEO and diversity implications and reported to relevant Exco members.	Employment Services	Ongoing	

Responsibilities of the EEO Advisory Committee

Action	Responsibility	Status	Results
Campaign to encourage staff from EEO target groups to participate in recruitment and selection training where interested, to provide an understanding of the processes, and to act on recruitment panels where possible.	EEO Advisory Committee		

Combined Responsibilities of the Human Resources Branch and the EEO Advisory Committee

Action	Responsibility	Status	Results
EEO Advisory Committee to be provided with adequate information and training regarding HR practices such as Recruitment and Selection, Training etc., so the Committee has an understanding of how these processes are carried out and EEO related decisions made.	EEO Coordinator	Consideration to be given to presenting one topic at each meeting.	
Council's determinations and Award provisions relating to flexible work practices are communicated and accessible by all staff. EEO Advisory Committee members attending staff induction to inform new employees about the possibility of accessing flexible work arrangements and where information regarding these policies can be accessed (i.e. refer staff to the intranet's information sheet.)	EEO Advisory Committee	Information sheet to be developed by HR, then EEO Advisory Committee to implement.	

Responsibilities of Management

Action	Responsibility	Status	Results
Support work experience programs across Council, to provide career opportunities/assistance to persons interested in a career in local government.	All Divisions in conjunction with Human Resources	Ongoing	

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

Responsibilities of Human Resources

Action	Responsibility	Status	Results
Ensure training is made available to all staff where applicable, and arrange training in accordance with Council's needs and it's policies and determinations.	Learning and Development	Ongoing	
Monitor internal training courses and materials to ensure they are non-discriminatory and consistent with EEO and diversity principles.	Learning and Development	Ongoing	
Investigate the development of an Interview Skills course, to be offered to internal staff to assist them to secure alternative internal job opportunities as they arise.	Learning and Development	Liaise with Learning and Development about the possibility/ feasibility of a program	

Responsibilities of the EEO Advisory Committee

Action	Responsibility	Status	Results
Conduct an organisation wide survey to ascertain: - the true awareness and availability of training courses across all groups of Council; and - equal access to training for all staff	EEO Advisory Committee in conjunction with Learning and Development	Survey to be conducted by end of this plan	

Combined Responsibilities of the Human Resources Branch and the EEO Advisory Committee

Action	Responsibility	Status	Results

Responsibilities of Management

Action	Responsibility	Status	Results
Ensure staff are informed of training opportunities related to their role.	All Managers		

3. HSC workplaces are free from harassment and bullying.*Responsibilities of Human Resources*

Action	Responsibility	Status	Results
Training of Contact Grievance Officers as required.	Learning and Development	As required	
Publication of current Contact Grievance Officers.	Employment Services	As required	
Monitor work place grievances and disputes to identify and appropriately action any issues or trends in relation to equity and diversity.	Employment Services	Ongoing	
Conduct training for all staff on EEO and diversity principles and their responsibilities relating to appropriate legislation.	Learning and Development		

Responsibilities of the EEO Advisory Committee

Action	Responsibility	Status	Results
EEO posters and EEO Committee information is displayed throughout Council.	EEO Coordinator	Updated as required	
Communicate EEO and diversity information and promote awareness through articles in "Our Chat"	All Committee Members	Articles in at least 3 of the 4 editions per year.	
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 or Chairperson		

Combined Responsibilities of the Human Resources Branch and the EEO Advisory Committee

Action	Responsibility	Status	Results
Communicate EEO information to all new employees as part of the Corporate Induction program.	Learning and Development/ EEO Committee members		

Responsibilities of Management

Action	Responsibility	Status	Results
Ensure staff are informed of training opportunities related to their role.	All Managers	Ongoing	
Monitor workplace grievances and disputes to identify and appropriately action any issues or trends in relation to equity and diversity.	All Managers	Ongoing	

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

Responsibilities of Human Resources

Action	Responsibility	Status	Results
Conduct training for all staff and management on EEO and diversity principles and their responsibilities relating to the appropriate legislation.	Learning and Development	2014	
Communicate EEO information to all new employees as part of the Corporate Induction program.	Learning and Development	Currently undertaken and ongoing	Ongoing. Any new awareness campaign information to be incorporated into induction.

Responsibilities of the EEO Advisory Committee

Action	Responsibility	Status	Results
Attendance at staff orientation during morning tea to introduce the existence of, and give a face to the Committee.	All Committee members	Ongoing	
Provide an EEO advisory service to staff and management as required.	All Committee members	Ongoing	
Promote network of Contact Grievance Officers.	All Committee members	Ongoing	
EEO Posters and EEO Committee information is displayed throughout Council.	All Committee members		

Combined Responsibilities of the Human Resources Branch and the EEO Advisory Committee

Action	Responsibility	Status	Results

Responsibilities of Management

Action	Responsibility	Status	Results
Attend EEO and Diversity Management training as offered by Learning and Development, and implement EEO principles in each Division as opportunities arise.	All Managers and Supervisors		

5. HSC actively promotes, supports, educates and encourages EEO and diversity in the organisation.*Responsibilities of Human Resources*

Action	Responsibility	Status	Results
Initiate and foster relationships with funded organisations to assist employees from diverse backgrounds.	Employment Services		
A determination to be developed regarding Working From Home, to offer flexibility and work life balance to staff.	Employment Services	This is already 90% complete, and will be sent to Exco for review shortly (ideally by the end of 2013)	
Update Contact Grievance Officers on relevant legislation, policy and determination changes relating to EEO principles as they occur.	Employment Services		

Responsibilities of the EEO Advisory Committee

Action	Responsibility	Status	Results
Guest speakers to attend EEO Committee meetings to discuss diversity opportunities for best practice.	EEO Committee to seek out opportunities		
Consideration to be given to the introduction of an annual EEO Week for the week of Harmony Day in March each year. This week could involve a daily email on positive stories, case studies, laws relating to EEO issues and bullying, resources within Council etc.	EEO Advisory Committee		

Combined Responsibilities of the Human Resources Branch and the EEO Advisory Committee

Action	Responsibility	Status	Results
Research Awards, Government initiatives, and grant opportunities to support diversity and EEO.	Employment Services and EEO Advisory Committee		
A summary sheet to be prepared for staff, outlining flexible work arrangements that may be available to staff.	Employment Services and EEO Advisory Committee	2014	
Keep abreast of current legislation as well as Council's policies / determinations relating to EEO, diversity and bullying related issues and inform staff of key changes to these documents where appropriate.	Employment Services, EEO Advisory Committee and HR Manager (through relevant Local Government network meetings etc.)		

Responsibilities of Management

Action	Responsibility	Status	Results

6. The collection and review of organisation information and statistics to identify potential EEO issues within the organisation and gauge level of understanding of EEO issues.

Responsibilities of Human Resources

Action	Responsibility	Status	Results
Examine cases where harassment is given as the reason for resignation (from exit interviews, resignation letters).	Employment Services		

Combined Responsibilities of Human Resources and EEO Advisory Committee

Action	Responsibility	Status	Results
Investigate the possibility of monitoring training courses by numbers attending and feedback received as it relates to EEO principles.	Learning and Development and EEO Advisory Committee		

5. STATEMENT FROM THE GENERAL MANAGER

I am pleased to endorse HSC's Equal Employment Opportunity (EEO) Management Plan for 2014-2016. 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, and the proactive steps being taken to promote EEO and diversity awareness and principles.

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.

A handwritten signature in black ink, appearing to be 'S. Phillips', written in a cursive style.

Scott Phillips
General Manager

1 January 2014

