



# Equal Employment Opportunity Management Plan

2017-2019

# 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 People and Culture 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 (HPRM Reference No. D02416574) - this public document is available on Council's website
2. HSC's Bullying and Harassment Determination - (HPRM Reference No. POL00379)
3. Grievance Handling Determination - (HPRM Reference No. POL00328)

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, People and Culture and the EEO Advisory Committee. This Plan is also reported annually in Hornsby Shire Council's Annual Report.

## 3. OUTCOMES AND ACHIEVEMENTS FOR 2014 -2016

### 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 2014-2016 are outlined below

- The Recruitment and Selection Determination was reviewed by Employment Services with suggested changes made, including a section on disability employment. These changes were incorporated by Exco in 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 2014-2016, 166 staff attended Corporate Induction, 1 staff member was trained as a Contact Grievance Officer (in addition to the existing team of 7 Contact Grievance Officers), and 40 staff completed Recruitment Convenor training throughout the three years.
- The Learning and Development Team has rolled out an Equal Employment Opportunity e-learning module to all existing staff in 2014, as well as to all new employees joining Council. In addition, 94 staff received training called "Can't You Take a Joke?" in 2016.
- 44 work experience placements were offered between 2014 and 2016 to students interested in a career in Local Government.
- Successful participation in three annual Taste of Harmony events in conjunction with Harmony Week to highlight and celebrate workplace diversity.
- Monitoring of exit interviews by the People and Culture Branch for EEO implications, and actioned when required. Copies of all exit interviews have also been forwarded to the General Manager, Manager, People and Culture, 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 9 EEO articles in Council's staff newsletter.
- EEO Advisory Committee training provided to all new EEO Advisory Committee members in August 2014.

## 4. OUTCOMES AND ACTIVITIES FOR 2017-2019

The desired outcomes for HSC's current EEO Management Plan 2017-2019 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 2017-2019

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 recruitment panel convenors, and any other staff sitting on recruitment panels as desired.	Learning and Development	Ongoing	
Ensure that EEO and diversity principles continue to remain in Recruitment Convenor 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 for appropriate action.	Employment Services	Ongoing	
EEO Advisory Committee to be provided with adequate information and training regarding HR practices such as Recruitment and Selection, so the Committee has an understanding of how these processes are carried out and EEO related decisions made.	EEO Coordinator	As required	

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 People and Culture	Ongoing	
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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 where applicable, and arrange training in accordance with Council's needs and its 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, in the event that a Council amalgamation transpires.	Learning and Development	Liaise with Learning and Development about the possibility/ feasibility of a program <u>if required</u>	
Ensure staff are informed of training opportunities related to their role.	All Managers	Ongoing	

3. HSC workplaces are free from harassment and bullying.

Action	Responsibility	Status	Results
Training of Contact Grievance Officers as required.	Learning and Development	As required	
Publication of current Contact Grievance Officers.	Employment Services	Ongoing	
Monitor workplace grievances and disputes to identify and appropriately action any issues or trends in relation to equity and diversity.	Employment Services and All Managers	Ongoing	
Roll out refresher training in 2017 for all staff on EEO and diversity principles and their responsibilities relating to appropriate legislation.	Learning and Development	To be completed in the first half of 2017	
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 75% of publications 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	Ongoing	

Communicate EEO information to all new employees as part of the Corporate Induction program	Learning and Development/ EEO Committee members	Ongoing	
Ensure staff are informed of training opportunities related to their role.	All Managers	Ongoing	

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 and management on EEO and diversity principles and their responsibilities relating to the appropriate legislation.	Learning and Development	Refresher training to be rolled out in the first quarter of 2017	
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	Ongoing	
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	Refresher training to be rolled out in the first half of 2017.	

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

Action	Responsibility	Status	Results
Update Contact Grievance Officers on relevant legislation, policy and determination changes relating to EEO principles as they occur.	Employment Services / P&C Manager	Ongoing	
Guest speakers to attend EEO Committee meetings to discuss diversity opportunities for best practice.	EEO Committee to seek out opportunities where available		
Organising of a Taste of Harmony event for the week of Harmony Day in March each year.	EEO Advisory Committee		
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 P&C Manager (through relevant Local Government network meetings etc.)	Ongoing	

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.

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

# 5. STATEMENT FROM THE GENERAL MANAGER

I am pleased to endorse HSC's Equal Employment Opportunity (EEO) Management Plan for 2017-2019. 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 read 'R. Stephens', followed by a horizontal line extending to the right.

**Robert Stephens**  
Acting General Manager

1 January 2017

