

Equal Employment Opportunity Management Plan

2014 -2018

Introduction

Campbelltown City Council is committed to promoting a culture that is supportive of Equal Employment Opportunity (EEO) principles in the workplace. As an organisation, Council is committed to the following EEO principles as outlined in the Local Government Act 1993 (section 344):

- to encourage the elimination and absence of discrimination in employment on the grounds of race, sex, marital or domestic status and disability in councils; and
 - A person's sex
 - Gender identity
 - Sexual orientation
 - Intersex status
 - Pregnancy
 - Breastfeeding
 - Race (including colour, nationality, descent, ethnic or ethno-religious background)
 - Age
 - Marital or relationship status
 - Homosexuality
 - Disability
 - Transgender status
 - Carers' responsibilities
 - If a person has an infectious disease.
- to promote EEO for women, members of racial minorities and persons with disabilities as well as mature age workers.

EEO Principles

Campbelltown City Council is dedicated to providing a working environment which is safe, fair and rewarding. This applies to all facets of employment.

To ensure EEO is applied across Council the following principles in the EEO Policy and EEO Management Plan have been adopted

- Promote workplace standards where employees treat each other with respect through ethical behaviour, fairness, transparency and open communication
- Take all reasonable steps to provide a working environment that is free from bullying, harassment, discrimination and victimisation
- Adherence to a transparent, merit based recruitment process that ensure fairness and equity
- Provide training and awareness to employees regarding Council's commitment to the prevention and management of bullying, harassment, discrimination and victimisation in the workplace and monitoring our performance in this area; and

- Provide a confidential grievance process where employees are comfortable and confident to make enquiries and complaints about bullying, harassment, discrimination and victimisation in the workplace.

Council has in place the following to further support the EEO principles

- Council's values: Respect, Integrity, Optimism, Trust and Teamwork
- The Code of Conduct which refers to 'Respect' and the requirement to treat others with respect at all times. This means not using derogatory terms towards others, observing the rights of other people, treating people with courtesy and recognising the different roles others play in Local Government decision making.
- An EEO policy that seeks to uphold all relevant government laws, including federal and state laws and any other applicable legislation or documents

Objectives and Initiatives

The EEO Management Plan 2014-2018 supports the delivery of the Workforce Management Plan and ensures Council is regarded as an outstanding employer. The EEO Management objectives are aligned to the Workforce Management Plan, however are targeted to EEO outcomes.

The EEO objectives are to:

Communicate and raise awareness of EEO responsibilities and obligations

Develop recruitment, selection and development practices that maintain EEO practices

Enhance diversity in the workplace

Create a workplace that is free from bullying, harassment, discrimination and victimisation

Initiative 1

Communicate and raise awareness of EEO responsibilities and obligations

| Initiative | Target Group | Responsibility | Performance Indicators | Target Date |
|--|----------------------|--|---|---|
| All new employees receive a thorough Induction/Orientation including a copy of the EEO policy in the Employment Pack. | All new staff | HR Business Partners Managers/Supervisors | All staff receive employment pack Policies and practices are discussed with new employees during Supervisor Induction | Ongoing in line with Induction Schedule |
| EEO training is provided to all Council employees, including the options of an e-Learning EEO module and face to face training where appropriate | All staff | L&D Officer | All managers and staff have completed training within 6 months of employment Quarterly training status report produced and compliance monitored. | As per the EEO policy |
| EEO Contact Officer Review and Training | EEO Contact Officers | Workplace Capability Coordinator EEO Contact Officers | New Contact Officers are identified and trained in their role. Existing Contact Officers receive refresher training | June 2015 |
| Annually review and amend EEO Management Plan and report in progress and activities in Council's Annual Report. | All staff | Executive Manager Human Resources | Annual review completed and report findings documented in the Annual Report | Annual |
| Ensure that management and all employees have access to the EEO Policy and EEO Management Plan | All staff | Managers HR Business Partners EEO Contact Officers | All policies and procedures are available via the intranet, hard copy or Council's available communication channels. | Ongoing |

Initiative 2

Develop recruitment, selection and development practices that maintain EEO practices

| Initiative | Target Group | Responsibility | Performance Indicators | Target Date |
|--|--|--|--|--|
| Implement revised recruitment and selection strategy, including manager/supervisor education | Managers / Supervisors involved in the recruitment process | HR Coordinator | Recruitment & Selection Strategy in place. Guidelines included in the New Supervisor Induction program | June 2015 |
| Ensure all staff involved with recruitment and selection processes are trained in merit based selection | Staff involved in recruitment and selection processes | L&D Officer | Training conducted for all relevant staff prior to participating on selection panels. | Panel coordinator and line managers trained by December 2015 Process in place to ensure all staff undertake training prior to participating on selection panels by Dec 2015 Online training to be developed by Dec 2015. |
| Review position descriptions to ensure inclusion of EEO responsibilities for all staff and that essential and desirable criteria are non-discriminatory | All staff | HR Business Partners | Job descriptions updated to include EEO responsibilities and non-discriminatory criteria as each new recruitment process is initiated. | Ongoing |
| Provide all employees an opportunity to acquire skills relating to the job application process in order to build confidence and assist with skills development to apply for internal vacancies | Existing staff | All managers /supervisors L&D Officer | Resume Writing and Interview Techniques training offered | Ongoing, and at least annually. |

Initiative 3

Enhance diversity in the workplace

| Initiative | Target Group | Responsibility | Performance Indicators | Target Date |
|---|--|----------------------------------|---|--|
| Review and support the implementation of the Aboriginal Employment Strategy (AES) | Current and potential Indigenous employees | HR Coordinator | AES reviewed and implemented throughout Council and externally to the Aboriginal community and employment providers | July 2015 |
| Identify and implement programs to increase female development across Council into leadership roles. Continue with Springboard and commence with the Spring Ahead program | Current and future female employees | L&D Officer | Programs in place | November 2014 for first program and then ongoing |
| Identify and implement programs to increase the participation rate of employees with a disability at Council specifically in the area of traineeships | Potential employees with a disability | L&D Officer | Programs in place Recruitment and selection processes are tailored for the target group | Annually As required |
| Encourage applications from those aged 18 to 25 years to apply for the following opportunities: Internships, Apprenticeships and Traineeships | Potential employees aged 18 -25 | Workforce Capability Coordinator | Programs in place All ads are advertised online and through social media outlets | Annually As required |
| Identify and implement programs to increase awareness of future work options for mature age workers at Council | Staff aged over 55 | Workforce Capability Coordinator | Retirement Seminar implemented | November 2014 and Annually |

Initiative 4

Promote a workplace that is free from bullying, harassment, victimisation and discrimination

| Initiative | Target Group | Responsibility | Performance Indicators | Target Date |
|--|----------------------|----------------------------------|---|-----------------------|
| Ensure an EEO Contact Officer is appointed and trained for each working area within Council. | All Staff | Workforce Capability Coordinator | Workplace Contact Officer network is in place and relevant training has been provided | Commenced and ongoing |
| EEO Contact Officers to meet on a half-yearly basis and provide support and advice on EEO matters to employees within their work area. | EEO Contact Officers | Workforce Capability Coordinator | Meetings are taking place and Contact Officer network is actively involved in EEO promotion. | Commenced and ongoing |
| Develop a Bullying and Harassment Awareness session for new employees to be utilised at Staff Orientation Day | New staff | L&D Officer | Bullying and Harassment session has been implemented | June 2015 |
| Conduct a review of all HR policies and procedures to ensure EEO compliance. | All staff | HR Project Officer | HR policies and procedures are reviewed when legislation changes occur and/or every 3 years in line with Council policy | Commenced and ongoing |