

	<h1>Equal Employment Opportunity Management Plan</h1> <h2>2014-2018</h2>	
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Equal Employment Opportunity Management Plan 2014-2018

Introduction

The EEO Management Plan 2014 - 2018 establishes a range of strategies to ensure that Council operates within the principles of fairness and equity and has been developed in accordance with the Local Government Act 1993 and the Anti-Discrimination Act 1977.

The EEO Management plan underpins Council's Equity and Diversity policy and procedure and builds on previous efforts to develop a culture that is supportive of these principles. The plan aims to ensure the objectives and strategies are inclusive of the needs of the EEO target group, being women, Aboriginal people and Torres Strait Islanders, people with a disability and people whose first language is not English.

Lake Macquarie City Council (LMCC) is committed to providing a workplace that is free from discrimination, by promoting diversity and fostering an environment where all employees have positive working relationships with other staff. This will be achieved in an environment where everyone is treated fairly and where a culture of mutual respect applies. LMCC aims to ensure that when employment decisions are made, they are based on merit and without discrimination.

In fulfilling this commitment, we will:

- Ensure our policies, procedures and strategies support our commitments to equity, diversity, respect, fairness, and dignity;
- Ensure decisions regarding employees are made based on merit and fairness and not based on characteristics such as sex, marital status, carers' responsibility, pregnancy, race, age, disability, homosexuality or transgender (transsexuality);
- Strive to ensure that no harassment occurs in the workplace and the workplace is free from all forms of discrimination;
- Value and respect every employee and encourage every employee to make full use of their particular skills and abilities;
- Ensure employees are aware of their rights and responsibilities and understand that Council does not condone discriminating or harassing behaviour; and
- Ensure employees have equal access to opportunities and benefits with Council.

Council's Workforce Management Plan and Aboriginal Employment Strategy support the objectives and initiatives identified in the EEO Management Plan 2014 – 2018.

- Additionally Council has in place the following to further support EEO principles "The organisational values: leadership, excellence, innovation, professionalism, relationships, community and balance
- Code of Conduct which includes the requirement to treat others with respect at all times; apply fairness and equity and not harass or discriminate others
- An Equity and Diversity policy and Bullying and Harassment policy that seeks to uphold legislation and provide a guide to all employees of acceptable behaviour and highlights what might constitute harassment, bullying, discrimination and victimisation and work.

Strategy 1 - EEO Data Collection - Planning Diversity

Comprehensive and accurate EEO data is collected to assist in the development of appropriate diversity strategies.

Objective	Actions	Timeframe	Responsibility	KPI's/Milestones
1.1 Continue to develop and implement strategies to monitor the EEO climate and use relevant qualitative information to inform planning and action.	1.1.1 Ensure inclusion of EEO demographic questions in the biennial employee engagement survey.	May 2015 and every following two years	HR Coordinator, WPU	Relevant questions included in survey and results analysed and appropriate action occurs where necessary.
	1.1.2 Encourage staff to provide EEO data as part of induction process.	Ongoing	HR, Supervisor	Form provided to new employee with returned actioned where appropriate.
	1.1.3 Ensure staff feedback and other qualitative data information incorporated into EEO planning.	Ongoing	HR	Relevant qualitative information is collected and demonstrably informs planning and action.
	1.1.4 Review feedback survey and turnover statistics and employ data gathered in planning strategies to remove barriers to the achievement of equity and diversity.	Six monthly commencing July 2014 and ongoing for duration of plan	HR	Mitigate employee exits based on inadequate diversity management or organisational dissatisfaction.
	1.1.5 The EEO climate monitored via the grievance spreadsheet and recorded feedback surveys.	Quarterly review for duration of plan	HR	Relevant qualitative information is collected and demonstrably informs planning and actioned.
	1.1.6 Review reports provided from Employee Assistance Program provider to identify any trends relating to EEO groups or Bullying and Harassment.	Quarterly review for duration of plan	HR	Reports are reviewed and actioned if required.

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	<p>1.1.7 Re-establish list of employees who have identified as Aboriginal and Torres Strait Islanders and non Aboriginal employees who are willing to provide support, career development and/or mentoring to Aboriginal and Torres Strait Islanders employees. Draw on external agencies, such as the Aboriginal Employment Interagency, where appropriate, to provide support.</p>	<p>List re-established by December 2014 and reviewed annually</p>	<p>HR</p>	<p>List developed and support provided as required.</p>
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Strategy 2 - Policies and Planning

Council is committed to the integration of Equity and Diversity into its planning, policy and management framework.

Objective	Actions	Timeframe	Responsibility	KPI's/Milestones
<p>2.1 Ensure all HR policies and procedures comply with and support equity standards.</p>	<p>2.1.1 Human Resource policies and procedures regularly reviewed and comply with equity standards.</p>	<p>Review as part of controlled document process or when legislation changes occur</p>	<p>HR</p>	<p>Policies and procedures reviewed and conform to EEO and diversity principles.</p>
<p>2.2 Policies and practices meet the diverse needs of employees and the Council's business and service goals.</p>	<p>2.2.1 Continue to promote and implement flexible work arrangements to staff.</p>	<p>Ongoing</p>	<p>HR, Dept Managers</p>	<p>Flexible work arrangements are promoted to staff members via Backyard and Lakeline.</p> <p>All applications for flexible work arrangements are considered equitably.</p>
<p>2.3 Equity and Diversity principles are integrated into Council planning where appropriate.</p>	<p>2.3.1 Where appropriate Council's Management Plan and Department Business plans reflect and are considerate of the broader LMCC Equity and Diversity objectives, strategies and outcomes.</p>	<p>Ongoing</p>	<p>HR, Dept Managers</p>	<p>Equity and Diversity objectives and key performance indicators are considered and reflected in relevant plans where appropriate.</p>

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Strategy 3 - Communication and Awareness

Awareness of EEO principles, practices, rights and responsibilities is raised through effective workplace communication and training.

Objective	Actions	Timeframe	Responsibility	KPI's/Milestones
3.1 Maintain employee awareness of EEO and Diversity principles and Council Policies and Procedures.	3.1.1 Place the EEO Management Plan on Council's Intranet, inform staff of the adoption of Council's EEO Management Plan and distribute hardcopies as required.	Annually and ongoing	HR, Communications	Policy and Management Plan are available on the intranet.
	3.1.2 Update management on EEO and diversity legislative issues and other external changes that may affect the work environment.	As required	HR	Management updated on legislative issues by relevant agency at CMT.
	3.1.3 Include EEO and Diversity awareness articles in Lakeline at least 4 times per year.	Quarterly	HR	Articles disseminated in Lakeline four times per year.
3.2 Conduct EEO & Diversity Training.	3.2.1 Develop online training module for EEO for delivery to all staff	April 2015	HR, WPU	Online training module developed and delivered.
	3.2.2 Continue to review all staff training, particularly induction, leadership and management training, to further integrate appropriate content on workforce diversity and equity issues and cultural awareness.	Ongoing	HR, WPU	Training content reflects diversity and equity principals where appropriate.
	3.2.3 Provide targeted cultural awareness training to employees who deal with the community and relevant frontline staff	June 2015	HR, WPU	Training implemented
	3.2.4 Conduct facilitated discussion with employees who have identified as Aboriginal and Torres Strait Islanders on opportunity and structure for internal cultural awareness training.	March 2015	HR, WPU	Discussion occurred and training plan commenced.
	3.2.5 New and existing Contact Officers receive training, development and education relevant to role.	Ongoing	HR, WPU	Training to occur when required.

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Strategy 4 - Diverse Culture

Council values EEO and Diversity and the work environment is free from discrimination and harassment.

Objective	Actions	Timeframe	Responsibility	KPI's/Milestones
4.1 Provide support within the workplace to ensure it is safe and comfortable for all employees and that any grievances are promptly handled and resolved.	4.1.1 Re-establish Contact Officers Network for each working area within Council and provide all Contact Officers with training. Contact Officer network reviewed every two years.	July 2014 and review following 2 years	HR	Contact Officer Network in place and reviewed every 2 years.
	4.1.2 Contact Officers to meet six monthly (or earlier on as needs basis) and address EEO issues within their work area. Trends from data collected via feedback surveys or grievances discussed.	July 2014 and ongoing	HR	Biannually meetings occur.
	4.1.3 Actively promote Contact Officers to all employees via Lakeline articles.	July 2014, ongoing articles six monthly	HR	Contact Officer Network promoted via Lakeline, through workplace posters and team meetings.
4.2 Improve employment access, participation and retention of members of EEO target groups.	4.2.1 Investigate and action, if appropriate, Federal and State Government funding initiatives, which focus on increasing participation rates of people from within the identified target groups in Council.	Ongoing	HR, Dept Managers	Funding applications submitted and programs successfully completed.
	4.2.2 If appropriate, based on data gathered via Action 1.1.4 and 1.1.5, Workforce Planning incorporate appropriate strategies for the employment and retention of employees from EEO groups.	Ongoing	HR, WPU	Workforce plan includes reference to EEO groups.
	4.2.3 Review HR statistics that relate to EEO group, such as diversity of salary level, occupation and pay equity; employment status - full time, part time, temporary, fixed term, casual; take up of flexible work options; participation in training; recruitment/retention; promotion, acting duties, secondments.	Annually December for duration of plan	HR	HR statistics reviewed and appropriate action taken where necessary.
	4.2.4 Human Resources, on a minimum six monthly basis, attend a relevant 'target group' forum, such as the Aboriginal Employment Interagency meeting, to facilitate discussion on employment opportunities with Council.	Attendance at least twice per year for duration of plan	HR	Relevant groups visited at least six monthly.
	4.2.5 Partnership with Disability Agency such as CRS to encourage suitable applicants from their data base to apply for positions LMCC advertises externally and present candidates who match the applicable selection criteria.	August 2014 and for duration of plan	HR	Partnership with agency established

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Strategy 5 - Recruitment & Selection

Council will ensure recruitment and selection practices are fair for all applicants and are consistent with the principles of Equity and Diversity.

Objective	Actions	Timeframe	Responsibility	KPI's/Milestones
5.1 Ensure Council's Recruitment and Selection strategy is inclusive and reflects EEO and Diversity principles.	5.1.1 Ensure all aspects of the recruitment and selection process demonstrate fair practices and a merit based approach.	Ongoing	HR	All policies and procedures conform to EEO and diversity principles.
	5.1.2 Monitor appointments, promotions and transfers to ensure they do not breach EEO principles.	Ongoing	HR	Employee movements monitored and appropriate action taken where necessary.
5.2 EEO and Diversity principles are included in Recruitment and Selection Training for Panel Members.	5.2.1 All staff involved in recruitment and selection trained in merit based selection.	Ongoing and refresher training every 2 years	HR, WPU	Panel members are trained in EEO and diversity principles.
5.3 Encourage diversity of employment opportunity for target groups.	5.3.1 Work with Workforce Planning Unit to source funding opportunities for traineeships/scholarships/training/ cadetships options for target groups.	September 2014 and ongoing	HR, WPU	Funding opportunities actively sourced and acted on.
	Liaise with interest groups, such as Aboriginal Employment Interagency group, to assist in supporting these programs. Exhibit at the Hunter Indigenous Jobs Market Expo	Date of Expo	HR, WPU	Attendance at Expo promotes discussion with Indigenous Community regarding employment opportunities at Council.

Strategy 6 - Implementation, Evaluation and Review

Council's EEO initiatives are effectively implemented, regularly reviewed and evaluated.

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Objective	Actions	Timeframe	Responsibility	KPI's/Milestones
6.1 The EEO Management Plan reflects contemporary EEO approaches.	6.1.1 The objectives of the EEO Management Plan are reviewed at least annually and updated.	June 2014 and annually for the duration of plan	HR	Objectives of the plan are reviewed and updated annually.
	6.1.2 Benchmark EEO Management Plan with best practice plans from other Government agencies and private practice.	June 2014 and annually for the duration of plan	HR	Benchmarking occurs.
6.2 EEO activities are communicated to staff.	6.2.1 Conduct launch and education of EEO Management plan 2014 -2018.	July 2014 and then annually	HR	Plan successfully launched and plan promoted annually. EEO achievements and activities are included in the annual report.
	6.2.2 EEO achievements and activities are included in Council's annual report.	June 2014	HR and General Manager	
6.3 EEO activities are externally reported	6.3.1 Compliance with the NSW <i>Carers (Recognition) Act</i> 2010 detailed in Annual Report.	June 2014	HR	Achievements and activities in relation to compliance with the Act are included in the annual report.

Controlled Document Information

Authorisation Details

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Related Document Information, Standards & References

Related Legislation:	(Legislation) Local Government State Award 2010 NSW Local Government Act 1993 NSW Industrial Relations Act 1996 NSW Anti-Discrimination Act 1977 NSW Occupational Health and Safety Act 2000 Commonwealth Age Discrimination Act 2004 Commonwealth Australian Human Rights Commission Act 1986 Commonwealth Disability Discrimination Act 1992 Commonwealth Racial Discrimination Act 1975 Commonwealth Sex Discrimination Act 1984 Commonwealth Fair Work Act 2009	(Relationship/Context) Clause 3 Anti-Discrimination
Related Policies (Council & Internal):	(Policy Name & TRIM Document No.) Code of Conduct Social Media Policy F2005/01594-02 Bullying and Harassment Policy F2005/01594-02	(Relationship/Context)
Related Procedures, Guidelines, Forms, WHS Modules/PCD's, Risk Assessments, Work Method Statements:	(Document Name & TRIM Document No.)	(Relationship/Context)
Standards COP's & Other References	(Standard, COP or Other References)	(Relationship/Context)

Definitions

Term / Abbreviation	Definition
Nil	

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Version History

Version No	Date Changed	Modified By	Details and Comments
1	19 Dec 2011	K Houlihan	New document; Legislative Requirement
2	2 June 2014	K Houlihan	New document inclusive of revised and new actions for 2014 - 2018