



Equal Employment Opportunity (EEO) Management Plan 2020 - 2024

Corporate Document
Adopted by: General Manager on
TRIM:



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Equal Employment Opportunity Management Plan

Introduction

The purpose of Ku-ring-gai Council's Equal Employment Opportunity (EEO) Management Plan is to promote diversity and respect. It contains a statement of objectives, actions and target dates to achieve Council's overall strategy for Equal Employment in the workplace.

The 2020-2024 plan proceeds the previous 2016-2020 plan, and continues to address the legislative framework established to ensure Council take appropriate action to eliminate discrimination and promote equal opportunity for persons in designated groups in relation to employment matters.

Our EEO strategic direction is driven by our commitment to Council's vision and values, and the underlying principles of equal employment opportunity (EEO).

Council is committed to ensuring all people are treated equally or similarly, and not disadvantaged by prejudices or bias.

Scope

Workplace EEO and diversity is about valuing every individual regardless of their race, sexual orientation, socio-economic background, ethnicity, age, disability, marital status and religion.

The EEO Management Plan applies to all staff. All staff are expected to adhere to the provisions of EEO and follow non-discriminatory practice at all times in the workplace. Council is an equal opportunity employer and does not accept behaviour or actions that are discriminatory in nature.

Our EEO policy is reviewed in-line with legislative requirements and is accessible to all staff through Council's HPE records management system and through Council's intranet. New and existing employees are educated via various accessible formats on Council's position on EEO.



Equal Employment Opportunity Management Plan

Legislative Framework

Legislation	Purpose
Local Government Act 1993	<ul style="list-style-type: none">- Eliminate and ensure the absence of discrimination in employment on the grounds of race, sex, marital or domestic status and disability in councils- Promote equal employment opportunity for women, members of racial minorities and persons with disabilities in councils
Anti-Discrimination Act (Comm) 1975	<ul style="list-style-type: none">- Prohibit practices made on the basis of race, sex, marital status, physical impairment, intellectual impairment, age, sexuality and religion



Strategies for ensuring EEO in the workplace

Strategy 1

Communication & Awareness of EEO principles and programs

Objective	Actions & Initiatives	Responsibility	Target Date
To ensure that staff understand the EEO principles and the minimum standards of behaviour and responsibilities expected of them	Mandatory completion of the EEO module for all new staff as part of their induction	People & Culture	
	Promote flexible work practices, employee benefits, career opportunities, wellbeing and education programs through our Staff News, digital display screens, intranet and staff announcement emails	People & Culture in consultation with Corporate Communications and Information Management	
	Continue to promote and raise awareness and understanding of EEO principles and best practice across Council using a variety of forums including announcements on Kasey, e-staff newsletters, 360 View, email and briefing sessions	People & Culture in consultation with Corporate Communications	
	Ensure that this document is a living document and allocate and empower the responsible officer(s) to complete the actions of each strategy and achieve stated objectives.	People & Culture in partnership with the officers responsible for the delivery of identified actions and initiatives	
	The Anti-Discrimination and Equal Opportunity Policy, Equity and Diversity, and the Bullying and Harassment policies is embedded into the induction process	People & Culture in partnership with hiring managers	

Strategies for ensuring EEO in the workplace

Strategy 1

Communication & Awareness of EEO principles and programs

Objective	Actions & Initiatives	Responsibility	Target Date
	The Anti-Discrimination and Equal Opportunity Policy, Equity and Diversity, and the Bullying and Harassment policy is included in the contractor induction process	People & Culture in partnership with hiring managers	
	Promote the role of an EEO Contact Officer, and improve organisational awareness of the support available	People & Culture	
To ensure effective and transparent communication with EEO target groups and key stakeholders	Ensure the EEO Committee meet biennially to discuss EEO related matters, review progress of the EEO Management Plan, and publish minutes on HPE Records Manager	EEO Committee/ Contact officers	
	Continue to consult on relevant EEO policy and process matters with the GMD, Joint Consultative Committee and/or relevant Unions	People & Culture in partnership with EEO Committee/ Contact officers	
	Continue to provide EEO progress updates and key achievements in Council's annual report	People & Culture	

Strategic actions for ensuring EEO in the workplace

Strategy 2

Ensuring non-discrimination across all HR associated practices

Objective	Actions & Initiatives	Responsibility	Target Date
To ensure relevant policies and procedures support the application of EEO principles	Ensure all HR policies and processes are mapped, reviewed and accessible on myCouncil from all work desktops and rover connections.	People & Culture in consultation with Information Management	
	Continue to review all HR related policies and procedures to ensure they accurately reflect the EEO principles where required and are updated with the latest EEO standards	People & Culture in partnership with EEO Committee/ Contact officers	
To ensure Workforce Management practices and initiatives adhere to and promote the principles of EEO	Recruitment methodology and selection criteria		
	- The Equity and Diversity policy is made available to all applicants	People & Culture	
	- Ensure alignment with EEO principles as part of a comprehensive review of the recruitment and selection process and associated systems	People & Culture	
	- Embed EEO as part of future recruitment and selection training for new panel members	People & Culture	
	- Advertise positions through additional mediums ensuring maximum reach of diverse candidates	People & Culture	
- Communicate the purpose of pre-functional assessments clearly for candidates as part of the application process.	People & Culture		

Strategic actions for ensuring EEO in the workplace

Strategy 2

Ensuring non-discrimination across all HR associated practices

Objective	Actions & Initiatives	Responsibility	Target Date
	<p>Position evaluations</p> <ul style="list-style-type: none"> - Position evaluations are published on HPE Records Manager and accessible to all staff for transparency - Position evaluation information sessions are presented to the Joint Consultative Committee for educational purposes <p>Promotions and transfers</p> <ul style="list-style-type: none"> - Facilitate job application training for staff who wish to attend including those expressing internal interest in a position <p>Performance management</p> <ul style="list-style-type: none"> - Create guides for supervisors managing staff performance to ensure EEO principles are applied at all times <p>Learning & development</p> <ul style="list-style-type: none"> - Mandatory EEO refresher training is completed by staff annually via Council's learning management system - Extend EEO training and refreshers courses to Councillors to ensure understanding of their EEO obligations 	<p>People & Culture</p> <p>People & Culture</p> <p>People & Culture</p> <p>People & Culture</p> <p>People & Culture</p> <p>People & Culture in consultation with the GMD</p>	

Strategic actions for ensuring EEO in the workplace

Strategy 2

Ensuring non-discrimination across all HR associated practices

Objective	Actions & Initiatives	Responsibility	Target Date
	<p>Learning and Development</p> <ul style="list-style-type: none"> - Review learning & development strategy to ensure they support equal opportunities for staff to develop skills and experience - Ensure there is an EEO component in all training courses <p>Diversity and inclusion</p> <ul style="list-style-type: none"> - Establish a diversity and inclusion strategy to leverage Council's commitment to ensuring a workplace that is free from harassment, bullying and discrimination 	<p>People & Culture</p> <p>People & Culture</p> <p>People & Culture in consultation with the EEO Committee/ Contact Officers</p>	

Strategic actions for ensuring EEO in the workplace

Strategy 2

Ensuring non-discrimination across all HR associated practices

Objective	Actions & Initiatives	Responsibility	Target Date
	Reward & Recognition <ul style="list-style-type: none">- Ensure the new reward and recognition initiative supports equal opportunity for staff to be considered for an award- Provide assistance to staff where required who wish to nominate and assign e-awards, especially those who are less technically savvy and are new to the system	People & Culture People & Culture	

Strategic actions for ensuring EEO in the workplace

Strategy 3

Collection and Recording of Information

Objective	Actions	Responsibility	Target Date
To ensure Council's HPE records management system complies with EEO principles	Review data and record keeping requirements in the context of EEO and address issues that might arise	People & Culture in partnership with Governance and Corporate Strategy	
	Develop guidelines to safeguard confidentiality and EEO principles for access to and use of the HPE records management system	People & Culture in partnership with Governance and Corporate Strategy	
	Establish clear guidelines and policies relating to staff access to their employee file on HPE	People & Culture in partnership with Governance and Corporate Strategy	

EEO Contact Officers

EEO Contact Officer (ECO) is a role designed to provide a first point of contact for staff with enquiries related to discrimination and harassment in the workplace. The ECO is responsible for providing information to staff and statistical data to management in order to prevent, manage and eliminate workplace discrimination and harassment.

The role of the EEO Contact Officer is to:

- Provide information to staff about the Ku-ring-gai Council's policies and procedures related to discrimination, harassment and grievance resolution and where to access support or advice
- Raise awareness within the workplace of the discrimination, harassment and grievance resolution procedures and the role of the EEO Contact Officer
- Model positive behaviours and promote a discrimination free workplace
- Provide confidential and timely statistical data to management to assist in the pro-active management and prevention of discrimination and harassment

Ku-ring-gai Council's EEO Committee Members and Contact Officers

Email: admin.eeo@kmc.nsw.gov.au



Dawn Taylor
Development &
Regulation
Ext. 764



Jacob Sife
Strategy &
Environment
Ext. 819



Sabina Serneels
Community
Ext. 910



Phillip Bui
Corporate
Ext. 619



Amanda McKinney
Operations
Ext. 968



Lyndon Ashe
Operations -
Outdoor



Cheryl Pillai
Corporate
Ext. 716



Measuring progress and setting goals

Measures relating to EEO are included in our Workforce Plan and Resourcing Strategy and Council reports on the following measures:

Revision of the plan

Council will ensure:

- Successful implementation of the EEO Management Plan by the allocation of clear responsibilities and adequate resources
- The EEO Management Plan is revised annually as part of the Annual Reporting process
- The EEO Management Plan is renewed every 4 years in line with legislative requirements

