

AUBURN COUNCIL <i>many cultures one community</i>		
TRIM NO: T 015489/2006	REVISION:	PAGE: 1 of 4
RESPONSIBLE UNIT: HUMAN RESOURCES		
REFERENCE: PERSONNEL POLICY AND PROCEDURE QUALITY MANUAL	SECTION: EQUAL EMPLOYMENT OPPORTUNITY	
DATE APPROVED: 07/02/06	AUTHOR: MANAGER HUMAN RESOURCES	AUTHORISATION: GENERAL MANAGER
TITLE: 1.1 EQUAL EMPLOYMENT OPPORTUNITY		

POLICY

Through the development and implementation of an EEO Management Plan, Council will continue to ensure that employment, training and staff development opportunities are based on merit. This will increase the opportunity for greater efficiency for the Council, greater benefits and job satisfaction for individual employees and better service to the community.

The purpose of this policy is:

- 1 To eliminate discrimination or harassment in employment on the grounds of race, sex, marital status, physical impairment, intellectual impairment, homosexuality, compulsory age retirement, carers responsibilities and transgender (transexuality).
- 2 To promote equal employment opportunity for women, members of racial minorities and physically handicapped persons.

The Manager of Human Resources will oversee the development, implementation and review of the Management Plan. He/she will not be the sole person with responsibility for the Management Plan. This will also rest with all Directors, Managers, Supervisors, and staff as identified in the Practice Document.

Council's EEO Co-Coordinator is the Human Resources Manager. Employee representatives will be invited to discuss issues arising from the implementation of the plan.

AUBURN COUNCIL <i>many cultures one community</i>		
TRIM NO: T 015489/2006	REVISION:	PAGE: 2 of 4
RESPONSIBLE UNIT: HUMAN RESOURCES		
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PRACTICE

Eligibility

The EEO Policy provides for the development of programs to ensure equal employment opportunity.

The EEO Policy applies to all staff, as all staff are obliged to follow non-discriminatory practices in the workplace.

Responsibility/Accountability

- * All Staff:
 - a are responsible for upholding EEO principles outlined in this policy, however, specific responsibility lies with the Directors, Line Managers and Supervisors to prevent discrimination and promote equal opportunity in the workplace;
 - b have the right to seek advice from the Anti-Discrimination Board.
- * The EEO Co-Coordinator will:
 - a develop and review EEO policies and programs including guidelines and best practice standards;
 - b consult with management about the EEO Policy and program and review its implementation;
 - c work with Management, employee representatives and staff to develop and implement the EEO Policy including guidelines and best practice standards;
 - d research EEO matters and keep the General Manager and Management informed of developments;
 - e provide statistical data and other human resource information to allow Council to develop and monitor its EEO program;
 - f integrate the EEO Policy and practices into human resource management practices and Council programs;
 - g advise on grievance handling procedures;
 - h review Human Resources policies and procedures;
 - i ensure that duty statements of all staff with management or supervisory responsibilities reflect their EEO responsibilities and accountabilities.

AUBURN COUNCIL <i>many cultures one community</i>		
TRIM NO: T 015489/2006	REVISION:	PAGE: 3 of 4
RESPONSIBLE UNIT: HUMAN RESOURCES		
REFERENCE: PERSONNEL POLICY AND PROCEDURE QUALITY MANUAL	SECTION: EQUAL EMPLOYMENT OPPORTUNITY	
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TITLE		
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- * The Training Officer will:
 - a in consultation with the EEO Co-Coordinator, program EEO awareness training and other training for EEO groups.

- * Department Directors will:
 - a allocate funds for EEO training activities;
 - b ensure the EEO Policy and plan are implemented within their Department;
 - c ensure that all staff with supervisory responsibilities are aware of staff's rights and obligations under Council's EEO Policy, and under legislation.

- * The General Manager will:
 - a implement the Council's Equal Employment Opportunity Management Plan;
 - b ensure all staff comply with Council's EEO Policy and with legal obligations under relevant legislation;
 - c ensure that management audits of the EEO program are undertaken on a regular basis.

AUBURN COUNCIL <i>many cultures one community</i>		
TRIM NO: T 015489/2006	REVISION:	PAGE: 4 of 4
RESPONSIBLE UNIT: HUMAN RESOURCES		
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PROCEDURE

In keeping with this policy, Council will implement and monitor an EEO Management Plan which will contain positive steps to identify and eliminate discriminatory practices.

The plan will include:

- 1 The identification of policies and programs which will achieve the objectives of the EEO policy.
- 2 Strategies for communicating Council's policies and programs to staff.
- 3 Undertaking an EEO survey, collecting and recording statistical or other information that may be needed to develop EEO programs and monitor their effectiveness.
- 4 A review of Human Resources policies and practices to identify any discriminatory practices.
- 5 Setting goals and targets to measure the success of the plan in achieving the objectives of the EEO policy.
- 6 Determining means to evaluate policies and programs developed under the EEO policy.
- 7 Regular review and update of the EEO Management Plan.
- 8 The appointment of staff to implement the provisions of the EEO Management Plan.

Implementation

- 1 Council's EEO Policy will be available to staff.
- 2 Baseline information will be collected on EEO groups.
- 3 EEO awareness training will be incorporated into management and supervision training. EEO will be included in the Induction Program for new staff and existing staff will be informed of their rights and obligations in respect of EEO.
- 4 Council will take steps to ensure application of EEO principles by all workplace panels.
- 5 Staff participating in staff selection panels will be given training on EEO principles and requirements and recruitment and selection techniques.
- 6 The EEO Policy and Management Plan will be reviewed annually and revised strategies and goals will be set where necessary.