



EQUAL EMPLOYMENT OPPORTUNITY **MANAGEMENT PLAN** **2023 - 2025**



Acknowledgement of Country

The Shire of Merredin would like to acknowledge the traditional owners of the land in the Shire of Merredin and pay our respects to their Elders past, present and emerging. We acknowledge their continued connection and care for country, their continuing connection to the land and waters around Merredin, and the ongoing contribution they make to this region.

Introduction

The Shire of Merredin is committed to the development of a culture that is supportive of employment equity and diversity. A workplace that is free from discrimination or harassment and where people are treated on the basis of merit.

The Shire of Merredin will, through our Equal Employment Opportunity Management Plan, continue to commit to removing barriers whilst promoting policies and procedures that reflect and respect the diversity of the community.

The purpose of the Shire's Equal Employment Opportunity Management Plan is to address the requirements for Local Government entities in accordance with Section 145 (2) (a)-(h) of the Equal Opportunity Act 1984. These requirements state that the Shire is to develop Equal Employment Opportunity (EEO) and Diversity goals and strategies in key areas to eliminate discrimination in the workplace.

The Shire of Merredin will also commit to the principles of EEO which include:

1. Fair practice in the workplace;
2. Management decisions made without bias;
3. Recognition of and respect for the social and cultural backgrounds of all employees and customers;
4. Employment practices to produce commitments to the job and the delivery of quality strive to the customer;
5. Improving productivity; and
6. Striving to ensure for outcomes in all area of employment.

This Equal Employment Opportunity Management Plan identifies six key areas to promote EEO principles and compliance:

1. Policies and Procedures
2. Communication and Awareness
3. Training and Development
4. Attraction and Retention
5. Harassment and Grievance Procedures
6. Implementation and Evaluation

This plan will provide the Shire with a strategy and mechanism to measure the progress toward achieving the EEO management goals.

Lisa Clack
Chief Executive Officer
Shire of Merredin

Strategy One - Policies and Procedures

Legend E = Existing; P = Proposed; R = Revised

Objective: Council has policies and procedures in place that support EEO principles											
Action		Target Group	Target Date	Responsible Officer	E	P	R	Measure		Monitoring	
										Jan 2024	Jan 2025
1.1	EEO Policy	Council members and Employees	Ongoing	EMCS	✓			1.1.1	EEO Policy (2.28 - Equal Opportunity Employment) is reviewed prior to 31 December 2023 and communicated to all Councillors and staff		
						✓		1.1.2	EEO Policy reviewed every 2 years or in line with changes identified by the Western Australian Equal Opportunity Commission.		
1.2	Implement, Monitor & Review EEO Management Plan	Employees	Ongoing	EMCS		✓		1.2.1	EEO Management Plan implemented actions communicated to all staff		
						✓		1.2.2	Annual monitoring of the EEO Management Plan		
						✓		1.2.3	No complaints are received in relation EEO principles		
1.3	Parental Leave (Paid) Policy	Employees	Ongoing	Executive Management	✓			1.3.1	Equal opportunity, gender equity and cultural safety are recognised within the Policy, with access to paid partner leave and paid parental leave for long-term care orders included.		
1.4	Ensure that all new policies developed conform with EEO principles	Employees	Ongoing	Executive Management	✓			1.4.1	Compliance with EEO standards is considered at policy review and development.		

Strategy Two - Communication and Awareness

Objective: That all employees understand these EEO principles and their rights and responsibilities in the workplace											
Action		Target Group	Target Date	Responsible Officer	E	P	R	Measure		Monitoring	
										Jan 2024	Jan 2025
2.1	The EEO Management Plan, policies and procedures are communicated to all staff	All Employees	Ongoing	Executive Management	✓			2.1.1	All EEO documentation is available on internal data drive		
					✓			2.1.2	Position Descriptions to include EEO Principles		
					✓			2.1.3	All EEO documentation included in induction process		
2.2	All Managers/ Supervisors are aware of their responsibilities at commencement of employment	Managers and Supervisors	Ongoing	Executive Management	✓			2.2.1	All new Managers/Supervisors sign off to confirm their awareness of EEO Management Plan & Policies within one month of commencement		

Strategy Three - Training and Development

Legend E = Existing; P = Proposed; R = Revised

Objective: That all employees understand these EEO principles and their rights and responsibilities in the workplace												
Action		Target Group	Target Date	Responsible Officer	E	P	R	Measure		Monitoring		
										Jan 2024	Jan 2025	
3.1	Provide training and development opportunities for all employees	All Employees	Ongoing	Executive Management		✓		3.1.1	Training identified at annual performance appraisal			
3.2	Publish opportunities to undertake training to all employees	All Employees	Ongoing	Executive Management			✓	3.2.1	Notification of available training through internal memos addressed to staff			
3.3	All Managers and Supervisors are informed of responsibilities in relation to EEO	Managers and Supervisors	Ongoing	CEO Executive Management		✓		3.3.1	All Managers and Supervisors Position Descriptions to include a commitment to EEO			

Strategy Four - Attraction and Retention

Objective: Adopt effective attraction and retention practices												
Action		Target Group	Target Date	Responsible Officer	E	P	R	Measure		Monitoring		
										Jan 2024	Jan 2025	
4.1	Encourage Aboriginal and Torres Strait Islander people and people from diverse backgrounds to apply for positions.	All Employees	Ongoing	CEO Executive Management	✓			4.1.1	Ensure Position Descriptions contains EEO principles and free of any inherent or perceived discriminatory language or conditions			
								4.1.2	Ensure recruitment process allows equal opportunity to all EEO groups			
4.2	Recruitment and selection process is equitable and adheres to selection based on skills, knowledge and experience to the position description	All Employees	Ongoing	CEO Executive Management	✓			4.2.1	Candidate selection process demonstrates that skills, knowledge and experience against Position Descriptions are widely understood and adopted by interview panels.			
4.3	Through research and consultation, develop a list of the different groups, their needs and how the Shire will meet those needs	All Employees	Ongoing	CEO Executive Management		✓		4.3.1	Employee satisfaction survey to be completed			

Strategy Five - Harassment and Grievance Procedures

Legend E = Existing; P = Proposed; R = Revised

Objective: Provide and promote effective grievance policy and procedures											
Action		Target Group	Target Date	Responsible Officer	E	P	R	Measure		Monitoring	
										Jan 2024	Jan 2025
5.1	Review of Policy 2.19: Bullying, Discrimination & Harassment	All Employees	Ongoing	Executive Management			✓	5.1.1	Biennial review of Policy 2.19		
5.2	Review of Policy 2.25: Grievances, Investigations & Resolutions	All Employees	Ongoing	Executive Management			✓	5.2.1	Biennial review of Policy 2.25 and corresponding procedure		
5.3	Review of Policy 2.26: Disciplinary	All Employees	Ongoing	Executive Management			✓	5.3.1	Biennial review of Policy 2.26		
5.4	Provide information to all employees about what constitutes an EEO grievance and the grievance handling process	All Employees	Ongoing	Executive Management			✓	5.4.1	Communicate to all employees of the EEO Management Plan, policies (2.19, 2.25, 2.26) and grievance procedures. Information to be included in the induction manual.		
							✓	5.4.2	Communicate to all employees reviewed amendments to the EEO Management Plan, policies (2.19, 2.25, 2.26) and grievance procedures, as applicable.		
5.5	Provide training in bullying and harassment awareness	All Employees	Ongoing	Executive Management			✓	5.5.1	All employees attend bullying and harassment training awareness as required		

Strategy Six - Implementation and Evaluation

Objective: Successful implementation, evaluation and review of the EEO Management Plan												
Action		Target Group	Target Date	Responsible Officer	E	P	R	Measure		Monitoring		
										Jan 2024	Jan 2025	
6.1	The EEO Management Plan and its policies are communicated to all staff	All Employees	Ongoing	EMCS			✓	6.1.1	All EEO documentation included in induction process			
6.2	The Plan is monitored, reviewed and amended to ensure actions remain relevant to the operations of the Shire	All Employees	Ongoing	EMCS			✓	6.2.1	The reviewed EEO Management Plan is communicated to all staff			
6.3	EEO Management objectives are reviewed	All Employees	Ongoing	EMCS			✓	✓	6.3.1	Changes are communicated to all employees		

	every 2 years									
6.4	Conduct EEO diversity Survey	All Employees	Ongoing	EMCS	✓		6.4.1	EEO Survey to be included as part of the onboarding process		
					✓		6.4.2	Populate Workforce Diversity Profile annually		

Policies and Procedures

Policy 2.28: Equal Opportunity Employment

Purpose

To detail the Shire of Merredin's commitment to Equal Opportunity.

Policy Statement

The Shire recognises its legal obligations under the *Equal Opportunity Act (1984)* to actively promote equal employment opportunity based on merit to ensure that discrimination does not occur on the grounds of gender, marital status, pregnancy, race, disability, religious, political convictions or impairment.

This policy applies to all elected members, employees and contractors to the Shire of Merredin.

Guidelines

1. All offers of employment within the Shire will be directed to providing equal opportunity to prospective employees provided their relevant experience, skills and ability meet the minimum requirements for engagement.
2. All employment training opportunities within the Shire will be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements of such training.
3. All promotional policies and opportunities within the Shire will be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability to meet the minimum requirements of engagement.
4. The equal opportunity goals of the Shire are designed to provide an enjoyable, challenging, involving and harmonious work environment for all staff, where each has the opportunity to progress to the extent of their ability.
5. The Shire of Merredin will not tolerate harassment within its workplace.

Related Policies, Plans & Procedures

Employee Code of Conduct

Code of Conduct - Shared Accommodation

Policy 1.1 Code of Conduct for Council Members, Committee Members and Candidates

Policy 2.19 - Bullying, Discrimination & Harassment

Policy 2.25 - Grievances, Investigations & Resolutions

Policy 2.26 - Disciplinary

(Staff) Policy 1.16 - Grievances, Investigations & Resolution

(Staff) Policy 1.17 – Disciplinary Policy

(Staff) Policy 1.20 – Parental Leave Policy

Shire of Merredin Corporate Business Plan

Workforce Profile Summary

Legend | Tier 1 = CEO; Tier 2 = Executive Manager; Tier 3 = Manager; Tier 4 = Supervisor

Administration Staff

Diversity Group	2020 Actual (%)	2021 Actual (%)	2022 Actual (%)	2023 Actual (%)	2024 Actual (%)	2025 Actual (%)
Head Count	25	22	25	31		
CEO (Women in Management Tier 1)	0%	0%	4%	3.22%		
Executive Manager (Women in Management Tier 2)	4%	4.54%	4%	6.45%		
Manager (Women in Management Tier 3)	8%	9.09%	8%	12.90%		
People from Culturally Diverse Backgrounds	12%	27.27%	12%	9.67%		
Indigenous Australians	8%	9.09%	0%	0%		
People with Disabilities	0%	9.09%	0%	0%		
Mature (Employees over 46)	52%	54.55%	52%	41.94%		
Mature (Employees between the age of 25 & 45)	32%	31.82%	44%	58.06%		
Youth (Employees under 25)	16%	13.63%	4%	0%		

Outdoor Staff

Diversity Group	2020 Actual (%)	2021 Actual (%)	2022 Actual (%)	2023 Actual (%)	2024 Actual (%)	2025 Actual (%)
Head Count	24	30	26	24		
Supervisor (Women in Management Tier 4)	0%	0%	0%	0%		
People from Culturally Diverse Backgrounds	4.16%	3.33%	11.53%	4.15%		
Indigenous Australians	8.33%	6.66%	3.84%	12.50%		
People with Disabilities	0%	3.33%	3.84%	12.50%		
Mature (Employees over 46)	54.16%	60%	57.69%	58.33%		
Mature (Employees between the age of 25 & 45)	20.84%	13.33%	26.92%	25%		
Youth (Employees under 25)	25%	26.66%	15.38%	16.66%		

*Note: some categories in the above tables require self-reporting, therefore figures may be higher than stated