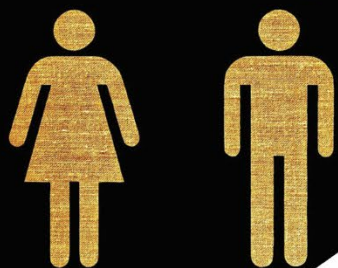


Equal Employment Opportunity Management Plan 2018-2020



Equality



SHIRE OF
MERREDIN
INNOVATING THE WHEATBELT



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; where people are treated on the basis of merit.

The Shire of Merredin will, through the Equal Employment Opportunity Plan, facilitate the identification and removal of 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 had identified six key areas to promote EEO principles and compliance:

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

These EEO key areas will provide Council with a strategy and mechanism to measure the progress in achieving EEO management goals.

Strategy One

1. 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 2019	Jan 2020
1.1	Develop EEO Policy	Council	March 2018	DCEO		✓		1.1.1	EEO Policy developed in consultation, adopted and communicated to all staff		
						✓		1.1.2	Biennial review EEO Policy		
1.2	Implement, Monitor & Review EEO Management Plan	Council	Ongoing	DCEO			✓	1.2.1	EEO Management Plan implemented actions communicated to all staff		
						✓		1.2.2	Annually monitoring of the EEO Management Plan		
						✓		1.2.3	No complaints are received in relation EEO principles		
1.3	Ensure that all new policies developed conform with EEO principles	Council	Ongoing	DCEO		✓		1.3.1	Policies comply with EEO standards, communicated to staff and equitable access is provided to all staff		

Strategy Two

2. Communication and Awareness

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 2019	Jan 2020
2.1	The EEO Management Plan, policies and procedures are communicated to all staff	All Employees	Ongoing	Executive Management SFO		✓		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

3. 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 2019	Jan 2020
3.1	Provide training and development opportunities for all employees	All Employees	Ongoing	Executive Management		✓		3.1.1	Training identified in Corporate Training & Development Plan to incorporate EEO principles		
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

4. Attraction and Retention

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

Objective: Adopt effective attraction and retention practices

Action		Target Group	Target Date	Responsible Officer	E	P	R	Measure		Monitoring	
										Jan 2019	Jan 2020
4.1	Organisation structure and job design provide clear pathways for all diversity groups	All Employees	Ongoing	CEO Executive Management		✓		4.1.1	Ensure Position Descriptions contains EEP 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	Assessment of needs		

Strategy Five

5. 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 2019	Jan 2020
5.1	Review of Policy 2.19: Bullying, Discrimination & Harassment	All Employees	Ongoing	DCEO			✓	5.1.1	Biennial review of Policy 2.19		
5.2	Review of Policy 2.25: Grievances, Investigations & Resolutions	All Employees	Ongoing	DCEO			✓	5.2.1	Biennial review of Policy 2.25 and corresponding procedure		
5.3	Review of Policy 2.26: Disciplinary	All Employees	Ongoing	DCEO			✓	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	DCEO		✓		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.		
4.5	Provide training in bullying and harassment awareness	All Employees		DCEO		✓		5.5.2	All employees attend bullying and harassment training awareness as required		

Strategy Six

6. Implementation and Evaluation

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

Objective: Successful implementation, evaluation and review of the EEO Management Plan

Action		Target Group	Target Date	Responsible Officer	E	P	R	Measure		Monitoring	
										Jan 2019	Jan 2020
6.1	The EEO Management Plan and its policies are communicated to all staff	All Employees	Ongoing	Executive Management SFO		✓		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	DCEO			✓	6.2.1	The reviewed EEO Management Plan is communicated to all staff		
6.3	EEO Management objectives and are reviewed every 2 years	All Employees	Ongoing	DCEO			✓	6.3.1	Changes are communicated to all employees		
6.4	Conduct EEO diversity Survey	All Employees	Ongoing	DCEO	✓			6.4.1	EEO Survey to be included in induction process		
						✓		6.4.2	Populate Workforce Diversity Profile annually		

Policies and Procedures

Policy: Equal Opportunity

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 & Procedures

Code of Conduct

Policy 2.19 - Bullying, Discrimination & Harassment

Policy 2.25 - Grievances, Investigations & Resolutions

Policy 2.26 - Disciplinary

Grievances, Investigations & Resolutions Procedure

Workforce Profile Summary

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

Administration Staff						
Diversity Group	2017 Actual (%)	2018 Actual (%)	2019 Actual (%)	2020 Actual (%)	2021 Actual (%)	2022 Actual (%)
CEO (Women in Management Tier 1)	0%					
Executive Manager (Women in Management Tier 2)	25%					
Manager (Women in Management Tier 3)	75%					
People from Culturally Diverse Backgrounds	29%					
Indigenous Australians	0%					
People with Disabilities	4.16%					
Mature (Employees over 46)	66%					
Mature (Employees between the age of 25 & 45)	33%					
Youth (Employees under 25)	0%					

Outdoor Staff						
Diversity Group	2017 Actual (%)	2018 Actual (%)	2019 Actual (%)	2020 Actual (%)	2021 Actual (%)	2022 Actual (%)
Supervisor (Women in Management Tier 4)	0					
People from Culturally Diverse Backgrounds	7.69%					
Indigenous Australians	26.92%					
People with Disabilities	11.53%					
Mature (Employees over 46)	65.38%					
Mature (Employees between the age of 25 & 45)	34.61%					
Youth (Employees under 25)	11.53%					