



TOWN OF VINCENT

Equal Employment Opportunity Management Plan

2008-2011

Prepared August 2008

Introduction

The Town of Vincent is committed to a policy of equal employment opportunity, fair treatment and non-discrimination for all existing and future employees.

The purpose of the Town's Equal Employment Opportunity Management Plan is to address the requirements for Local Government entities in accordance with Section 145 of the Equal Opportunity Act 1984. These requirements state that the Town is to develop EEO and Diversity goals and strategies based on three main outcomes, as well as a time frame in which they are to be achieved and how we will measure their achievement.

The outcomes are to ensure:

- Our workplace is accountable and free from harassment.
- Our workplace is free from unlawful discrimination.
- The Town has strategies for EEO groups to increase the participation in our workplace.

In order to achieve these outcomes, this Plan outlines strategies that will ensure that we:

- are open, fair and equal in our recruitment, promotions and learning and development opportunities to ensure that all groups are given an equal opportunity and diversity is fostered;
- implement and review the strategies outlined in this management plan; and
- meet all obligations outlined in the Equal Opportunity Act 1984.

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

- Fair practice in the workplace
 - Management decisions made without bias
 - Recognition of and respect for the social and cultural backgrounds of all staff, Council Members and customers
 - Employment practices to produce commitments to the job and the delivery of quality service to the customer
 - Improving productivity by ensuring:
 - The best person is recruited/promoted
 - Skilled staff are retrained
 - Training and development are linked to employee, customer and the Town's needs
 - Workplace is efficient and free of harassment and discrimination
 - Striving to ensure fair outcomes in all areas of employment, including:
 - Recruitment
 - Training and development
 - Promotion and transfer
 - Supervision and management of employees
 - Access to information
 - Conditions of employment
 - Access to Employee Assistance Program
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Equal Employment Opportunity means that people are employed, trained, promoted and paid according to their merit rather than the basis of their sex, race, religious belief, ethnicity, disability, marital status, age or sexual preference.

Discrimination is treating someone unfairly due to their race, sex, marital status, pregnancy, impairment, religious or political conviction, age, family responsibility or family status. These grounds may change as legislation is amended.

Harassment is defined as any unwelcome, offensive comment or action relating to the grounds of discrimination. It is behaviour towards another employee that is offending, humiliating or intimidating. It shall not be condoned and if necessary, disciplinary action shall be taken.

On behalf of the Town of Vincent, I hereby commit to the EEO strategies outlined within this Equal Employment Opportunity Management Plan.

JOHN GIORGI, JP
CHIEF EXECUTIVE OFFICER

EEO Outcomes 2008 – 2011

1. Outcome – Workplace is accountable and free from harassment

The organisation has a Management driven planning process to ensure that the workplace is inclusive, diverse and free from harassment inclusion and harassment. This process is communicated effectively to all employees as well as recording and monitoring any incidents of harassment and unlawful discrimination for follow up action.

P = Proposed, E = Existing, R = Reviewed

Objectives	Initiatives/Strategies	E	R	P	Measure	Responsible Officer
1.1 Equal Employment Opportunity (EEO) and Diversity values are incorporated into corporate values and human resource plans.	(a) Develop a Corporate EEO and Diversity Position Statement and communicate to all Managers and employees. (b) Include EEO related information in the Annual Report (c) EEO and Diversity initiatives included in the Town's Corporate Plan.			✓ ✓ ✓	<ul style="list-style-type: none"> Position Statement is endorsed by the CEO. Future workforce plans incorporate EEO and Diversity value statements. 	CEO Manager Human Resources
1.2 A positive, inclusive and harassment free workplace culture is communicated and promoted within the organisation.	(a) EEO, Harassment and Bullying Policies and Grievance procedures provided to all current and new employees. (b) Provide ongoing training for Harassment, EEO, Grievance Procedures and Disability Awareness program for existing and new employees.	✓		✓	<ul style="list-style-type: none"> Policies provided on induction and are available on the Town's Intranet. Number of reported grievances resolved. Annual Performance Reviews. 	Manager Human Resources
1.3 Manager's performance management includes capacity to recruit a diverse workforce and promote an inclusive work culture.	(a) Reinforcement of EEO practices and policies to Managers and Supervisors. (b) Include responsibility for EEO implementation and review in position descriptions for all Managers and Supervisors. (c) Managers to demonstrate that they have taken into consideration needs of diverse workgroups in job design and recruiting.			✓ ✓ ✓	<ul style="list-style-type: none"> Performance reviews to include their ability to recruit in a fair and equitable manner. 	Manager Human Resources

Objectives	Initiatives/Strategies	E	R	P	Measure	Responsible Officer
1.4 EEO and diversity are integrated into business planning processes.	Incorporate EEO and Diversity objectives into Business plan templates and Protocols.			✓	<ul style="list-style-type: none"> Business planning process includes EEO and Diversity. 	All Managers
1.5 Responsibility and accountability occurs for the implementation of the EEO Management Plan.	(a) The CEO to endorse the EEO Management Plan (b) The Plan identifies Managers responsible for each outcome. Manager Human Resources responsible for monitoring and implementation.			✓ ✓	<ul style="list-style-type: none"> Plan is endorsed by the CEO. Responsibilities are clearly identified and implementation of the plan is monitored. 	CEO Manager Human Resources
1.6 There is an effective Grievance Resolution Process where people feel able to raise concerns and issues.	(a) Grievance process ensuring fair procedure, understanding and confidentiality is developed and communicated to all new employees at induction, as well as given to all employees on induction. (b) Include questions on the Town's Grievance Process in the Exit Interview Survey.	✓		✓	<ul style="list-style-type: none"> 100% employees are aware of the Grievance Process and given clear information and guidelines. 	Manager Human Resources
1.7 Workplace is monitored and assessed to determine that it is inclusive and free from harassment and unlawful discrimination.	Determine if any grievances relate to these areas.	✓			<ul style="list-style-type: none"> All reported grievances are recorded in a confidential database by Manager Human Resources 	Grievance Officers/ Manager Human Resources

2. Outcome – Workplaces are free from unlawful discrimination

Ensure all groups have equal access to job and career paths by having a recruitment and selection processes that is free from discrimination as well as job design that allows a diverse workforce to work in an environment free from discrimination.

Legend

P = Proposed, E = Existing, R = Reviewed

Objectives	Initiatives/Strategies	E	R	P	Measure	Responsible Officer
2.1 Organisational structure and job design provide career paths for all EEO groups.	(a) Ensure Position Descriptions are free from any inherent or perceived discriminatory language or conditions. (b) Ensure Position Descriptions contains EEO statement. (c) Recruitment process allows equal opportunity to all EEO groups.	✓			<ul style="list-style-type: none"> Position Descriptions assessed for compliance. Number of complaints recorded about the process 	Manager Human Resources
2.2 Recruitment and selection practices to provide appropriate flexibility to all EEO groups and are based on skills, talents and business needs.	(a) Recruitment and Selection protocol and procedure is equitable and adheres to selection based on skills, knowledge and experience relating to the position description. (b) Flexible work arrangements exist including flexible hours, job sharing and part time roles. (c) The recruitment process is and continued to be communicated clearly to Managers/Supervisors.	✓			<ul style="list-style-type: none"> Candidate selection process demonstrates that skills, knowledge and experience against the Position Description are widely understood and adopted by all interview panels. Town's Manager Human Resources ensures the process is carried out in accordance with the Town's procedures Frequency of instances where flexible work practices are available. Managers/Supervisors participate in recruitment process in conjunction with Manager Human Resources 	Manager Human Resources/ All Managers & Supervisors
2.3 Mechanisms are in place to identify the diverse needs of EEO groups to operate effectively in the workplace.	(a) Through research and consultation, develop a list of the different groups, their needs and how the Town will meet those needs. (b) Ergonomic job assessments undertaken to meet the diverse requirements to meet different groups when required.			✓	<ul style="list-style-type: none"> Assessment of needs Assessment methods available and feedback 	Manager Human Resources/Managers

Objectives	Initiatives/Strategies	E	R	P	Measure	Responsible Officer
2.4 Retention practices are in place to identify, develop and retain staff from all EEO groups.	(a) Develop a set of retention measures for EEO categories to complement existing retention measures. (b) From retention reports, identify any areas for improvement and incorporate into future EEO Planning. (c) Flexible work practices in place to ensure all groups of employees achieve work life balance. (d) Develop an annual training plan and maintain a database of training records including names of employees, course title, date attended			✓ ✓ ✓ ✓	<ul style="list-style-type: none"> • Measures are relevant and specify EEO groups. • Reports created and analysis completed. • Frequency of instances where flexible work practices are available. 	All Managers
2.5 Workplace is monitored and assessed to ensure that it contributes positively to attracting and retaining a diverse workforce.	Monitor through diversity questionnaire given to all new employees and Climate Survey.	✓			<ul style="list-style-type: none"> • Surveys include data relating to a diverse workforce. 	Manager Human Resources

3. Outcome – Strategies for EEO groups to achieve workforce diversity

Strategies are developed to proactively increase the representation of specific groups within the workforce, women in management, Indigenous Australians, people with disabilities, people from diverse backgrounds and youth.

Legend

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Objectives	Initiatives/Strategies	E	R	P	Measure	Responsible Officer
3.1 Diversity objectives are identified to define workforce profile and included in Business Plans.	3.1.1 Corporate and Business Plans reviewed annually to ensure that objectives are being included and met.	✓			• Review dates are set and reviews completed.	All Managers
3.2 Strategies have been established to improve diversity in: Women in management; Indigenous Australians; people with disabilities; people from culturally diverse backgrounds; youth.	3.2.1 Women in management: Give women opportunities to act in higher positions to increase exposure to senior roles.	✓			• Diversity reports show an increase in Women in Management, as well as increases in employees in the mentioned categories.	All Managers
	3.2.2 Allow greater flexibility in Senior Management positions (working hours, working from home etc).	✓				
	3.2.3 Continue to liaise with organisations seeking employment for people with disabilities.	✓				
	3.2.4 Simplify wording in recruitment process to encourage non English participants.			✓		
	3.2.5 Target youth for part-time positions at Beatty Park Leisure Centre with targeted advertising to schools, Colleges, Universities, TAFES.			✓		
3.3 Demographic data is systematically collected to monitor and report on progress of all EEO groups.	3.3.1 Climate Survey to be carried out at appropriate intervals	✓				Manager Human Resources