



CITY OF VINCENT

**Equal Employment Opportunity
Management Plan**

2012 – 2014

Adopted December 2011

Introduction

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

JOHN GIORGI, JP
CHIEF EXECUTIVE OFFICER

Definitions

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.

EEO Outcomes 2012 – 2014

1. Outcome – The City values EEO and diversity and the work environment is free from sexual and racial harassment

The organisation has a Management driven planning process to ensure that the workplace is inclusive, diverse and free from all forms of 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, business planning processes and human resources workforce plans.	(a) Develop a Corporate EEO and Diversity Position Statement and communicate to all Managers and employees.	✓		✓	<ul style="list-style-type: none"> Position Statement is endorsed by the CEO. 	CEO Manager Human Resources
	(b) Include EEO related information in the Annual Report			✓		
	(c) EEO and Diversity initiatives included in the City’s Corporate Plan.	✓				
	(d) Future workforce plans to incorporate EEO and Diversity value statements			✓		
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.	✓			<ul style="list-style-type: none"> Policies provided on induction and are available on the City’s Intranet. Number of reported grievances resolved. Annual Performance Reviews. 	Manager Human Resources
	(b) Provide ongoing training for Harassment, EEO, Grievance Procedures and Disability Awareness program for existing and new employees.	✓				
1.3 Performance management criteria for manager’s includes an ability to recruit a diverse workforce and promote an inclusive work culture.	(a) Reinforcement of EEO practices and policies to Managers and Supervisors.	✓			<ul style="list-style-type: none"> Performance reviews to include their ability to recruit in a fair and equitable manner. 	Manager Human Resources
	(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.			✓		

Objectives	Initiatives/Strategies	E	R	P	Measure	Responsible Officer
1.4 EEO and diversity are integrated into business planning processes.	(a) 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 Implementation of strategies within this EEO Management Plan occurs throughout the organisation	(a) The Plan identifies Managers responsible for each outcome/strategy. Manager Human Resources is responsible for monitoring and implementation	✓			<ul style="list-style-type: none"> Responsibilities are clearly identified and implementation of the plan is monitored 	Manager Human Resources
1.6 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. EEO Management Plan is reviewed annually 	CEO Manager Human Resources
1.7 There is an effective Grievance Resolution Process where staff are 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 City’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
1.8 Workplace culture is monitored and assessed to determine that it is inclusive and free from harassment and unlawful discrimination.	(a) 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 employment practices that are biased or discriminate unlawfully against employees or potential employees

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 diversity groups.	(a) Ensure Position Descriptions are free from any inherent or perceived discriminatory language or conditions.	✓			<ul style="list-style-type: none"> Position Descriptions assessed for compliance. 	Manager Human Resources
	(b) Ensure Position Descriptions contains EEO statement.			✓		
	(c) Recruitment process allows equal opportunity to all EEO groups.	✓			<ul style="list-style-type: none"> Number of complaints recorded about the process 	
2.2 Recruitment and selection practices to provide appropriate flexibility for all diversity.	(a) Recruitment and Selection protocol and procedure is equitable and adheres to selection based on skills, knowledge and experience relating to the position description.	✓			<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. City's Manager Human Resources ensures the process is carried out in accordance with the City'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/
	(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.	✓				All Managers & Supervisors
2.3 Mechanisms are in place to identify the needs of diversity groups to operate effectively in the workplace (ie diversity surveys, review of exit interview feedback).	(a) Through research and consultation, develop a list of the different groups, their needs and how the City will meet those needs.			✓	<ul style="list-style-type: none"> Assessment of needs Assessment methods available and feedback encouraged 	Manager Human Resources/ Managers
	(b) Ergonomic job assessments undertaken to meet the diverse requirements to meet different groups when required.	✓				

Objectives	Initiatives/Strategies	E	R	P	Measure	Responsible Officer
2.4 Retention practices are in place to identify, develop and retain staff from all diversity groups. (ie induction processes, working hours and conditions, flexible work options and performance management).	(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) Maintain annual training plan and 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.	(a) 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 – Employment programs and practices recognise and include 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.

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Objectives	Initiatives/Strategies	E	R	P	Measure	Responsible Officer
3.1 Demographic data is systematically collected to monitor and report on progress of all diversity groups	(a) Climate Survey to be carried out at appropriate intervals (b) Report sent annually to EEO Commission	✓			<ul style="list-style-type: none"> Reports created and analysis completed annually 	Manager Human Resources
3.2 Diversity objectives are identified to reflect the City's needs.	(a) Corporate and Business Plans reviewed annually to ensure that objectives are being included and met.	✓			<ul style="list-style-type: none"> Review dates are set and reviews completed. 	All Managers
3.3 Strategies have been developed to improve employment outcomes for: Women in management; Indigenous Australians; people with disabilities; people from culturally diverse backgrounds; youth.	(a) Women in management: Give women opportunities to act in higher positions to increase exposure to senior roles. (b) Allow greater flexibility in Senior Management positions (working hours, working from home etc). (c) Continue to liaise with organisations seeking employment for people with disabilities. (d) Simplify wording in recruitment process to encourage non English participants. (e) Target youth for part-time positions at Beatty Park Leisure Centre with targeted advertising to schools, Colleges, Universities, TAFES.	✓			<ul style="list-style-type: none"> Diversity reports show an increase in Women in Management, as well as increases in employees in the mentioned categories. 	All Managers

4. Outcome – Training and Development - Provide training and development to ensure all employees have equal access relevant to their employment.

Ensure all employees have equal access to training and development opportunities relevant to their employment.

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Objectives	Initiatives/Strategies	E	R	P	Measure	Responsible Officer
4.1 Provide training and development opportunities to employees and the allocation of resources	(a) Include funding in annual budgets. (b) Prepare training programs for each Section and employees	✓			<ul style="list-style-type: none"> • Training and Development Policy reviewed and incorporates EEO principles • Training Strategy (including annual calendar) is prepared and adopted 	Manager Human Resources
4.2 Advertise opportunities to undertake training of all employees	(a) Provide information in staff newsletter and Intranet	✓			<ul style="list-style-type: none"> • Newsletters include details of upcoming training 	Manager Human Resources
4.3 Provide training to appointed Grievance Officers	(a) Provide ongoing training and refresher courses	✓			<ul style="list-style-type: none"> • Training strategy is presented to the consultative committee annually for information and feedback 	Manager Human Resources
4.4 Audit the Training and Development Program to ensure the EEO principles have been maintained	(a) Review each employee's annual performance review (b) Collect data on participation in training across target groups. (c) Examine the contents of in-house training programs to ensure that EEO principles have been maintained	✓		<ul style="list-style-type: none"> ✓ ✓ 	<ul style="list-style-type: none"> • Data is collected and reported to management with relevant actions implemented as directed. • In-house formal training programs are identified and audited for EEO compliance. 	Manager Human Resources

5. Outcome – Maintain a relevant and achievable EEO Management Plan through communication, review/amendment and evaluation

Processes and procedures have been developed to ensure that the Plan is regularly reviewed and amended where necessary to ensure that it is relevant and achievable.

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Objectives	Initiatives/Strategies	E	R	P	Measure	Responsible Officer
5.1 The Plan and its policies and programs are communicated to all staff	(a) All employees are advised of The EEO Plan and policies on induction and are available to all employees via the intranet.	✓			<ul style="list-style-type: none"> EEO Management Plan is communicated to Directors and Section Managers on a regular basis 	Manager Human Resources All Managers Directors
5.2 Each initiative/strategy/task is linked to a measure of success and a timeframe for completion.	(a) EEO Management Plan identifies Managers responsible for each outcome.			✓	<ul style="list-style-type: none"> Matter will be reviewed annually and report to Executive Management Team 	Manager Human Resources
5.3 The Plan is monitored, reviewed and amended to ensure strategies remain relevant to the operations of the City	(a) All responsible officers regularly review and amend the Plan where required.	✓			<ul style="list-style-type: none"> All Managers to monitor and report annually 	Manager Human Resources All Managers
5.4 The Plan and its policies and programs are evaluated to determine the effectiveness of the Plan	(a) Report to measure effectiveness of Plan to be submitted to the CEO.			✓	<ul style="list-style-type: none"> The CEO will review the EEO Management Plan annually 	Manager Human Resources CEO

Date Adopted:	December 2011
Date Reviewed:	
Date Amended:	
Next Review Date:	