

TEMORA SHIRE COUNCIL



TEMORA

The Friendly Shire

EQUAL EMPLOYMENT OPPORTUNITY MANAGEMENT POLICY AND PLAN 2017/2018

ACTIVE

Review Details

ABOUT THIS RELEASE

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REVIEW

Revision Date	Revision Description		Date approved by Council	General Managers Endorsement
January 2014		1	20 February 2014	GCL
September 2017	Update Staff Profile	2	N/A	GCL

PLANNED REVIEW

Planned Review Date	Revision Description		Review by
September 2020	Review		Human Resources Officer

EQUAL EMPLOYMENT OPPORTUNITY
MANAGEMENT PLAN
(Consisting of Part A - EEO Policy and Part B - EEO Plan)

TEMORA SHIRE COUNCIL

PART A EQUAL EMPLOYMENT OPPORTUNITY POLICY

1 Management

The Mayor, Councillors and Management of the Temora Shire Council believe that prospective employees, employees and contract workers of the Temora Shire Council are entitled to be treated on the basis of their true abilities and merit, and to work in an environment which is free of discrimination and harassment.

The Council recognises that anti-discrimination legislation in its various forms has been introduced to protect individuals from unfair attitudes and practices that may exist within that work environment and society generally and accordingly is committed to achieving Equal Employment Opportunity for all employees as a means of increasing the effectiveness of the Temora Shire Council and recognising the true potential of its employees.

Accordingly, persons are entitled to access employment, promotion, training, transfers and the benefits of employment on the basis of merit, and will be assessed on the basis of their skills, qualifications, abilities, work performance and aptitudes.

Council therefore will act to eliminate and ensure the absence of discrimination in its employment on the grounds of race, sex, marital status, age and physical impairment and furthermore will promote within its workforce equal employment opportunity for women, members of racial minorities and physically handicapped persons.

2 Employees

All employees of the Temora Shire Council have a legal and moral responsibility to treat each other fairly, and are expected to fulfil these responsibilities as a condition of employment.

Where an employee believes that they may have been discriminated against on any of the above grounds, they are encouraged to raise the matter with their supervisor or the appropriate Director.

Employees may also contact their respective Union or the Anti-Discrimination Board on 02 9318 5400.

3 Handling of Complaints

Managers and supervisors are obliged to treat reports of possible discrimination seriously and sympathetically and to investigate them thoroughly, remembering that confidentiality must be maintained at all times. They are also obliged to ensure that no one is disadvantaged or victimised as a result of a discrimination complaint being made or investigated.

When a complaint is made pursuant to this plan the person who receives the complaint is to ensure that the appropriate Director and General Manager are made aware that a complaint has been made.

The results of the investigations shall be reported to the appropriate Director and to the General Manager.

Established breaches of the Temora Shire Council's Equal Employment Opportunity Policy will be met with disciplinary action, and may result in dismissal.

This Equal Employment Opportunity Policy was adopted by a resolution of Council and has the full support of Council and senior management. Council expects that all employees will also give it their full support.

.....
Mayor

.....
General Manager

.....
Date

.....
Date

PROFILE OF COUNCIL'S WORKFORCE – 1 July 2017Total Number of Employees: **149 (Male 74 – Female 75)**

Status	Total	Male	Female
Full-time	70	54	17
Part-time	16	0	15
Casual	59	18	41
Trainees	2	0	2
Apprentices	2	2	0
TSC Sub Total	105	65	40
Pinnacle Services Sub Total	44	9	35
TOTAL	149	74	75

Age Range: Measurement of Council Staff Ages

Age	%	Gender	Full-time	Casual	Part-time	Trainee/App
Under 20	2.68%	4 Male	0	3	0	1
	4.03%	6 Female	0	4	0	2
21-40	16.1%	24 Male	18	5	0	1
	14.09%	21 Female	6	7	8	0
41-65	30.88%	46 Male	36	10	0	0
	32.22%	48 Female	10	30	8	0
Total	100.0%	149	70	59	16	4
Average Age: Males – 44.10 years Females – 45.8 years						

Occupation:

Description	No.	%	Male		Female	
			Full-time	Casual/PT	Full-time	Casual/PT
Administration	14	9.4	2	1	7	4
Trainees/Apprentices	4	2.69	3	0	1	0
Service NSW	2	1.34	0	0	0	2
Tourism	4	2.69	0	0	0	4
Engineering	7	4.7	6	0	1	0
Environmental Services	9	6.04	3	1	1	4
Parks & Gardens	4	2.68	4	0	0	0
Mechanics	3	2.01	3	0	0	0
Blacksmith	0	0	0	0	0	0
Storeman	0	0	0	0	0	0
Garbage	3	2.01	3	0	0	0
Library	3	2.01	0	0	0	3
Outdoor – Roads	28	18.79	27	1	0	0
Recreation Centre	11	7.38	0	5	0	6
Road Safety Officer	1	.68	0	0	1	0
Pinnacle Services	44	29.53	2	7	7	28
Risk Management	1	.67	1	0	0	0
Community Services	4	2.69	1	0	1	2
Caravan Park	2	1.34	0	1	0	1
Information Technology	1	.67	1	0	0	0
Rural Museum	1	.67	1	0	0	0
Cinema	3	2.01	0	1	0	2
TOTALS	149	100.0	57	17	19	56

Miscellaneous

Born Overseas: 4
Aboriginal: Nil
English Speaking: 100%

PART B EQUAL EMPLOYMENT OPPORTUNITY PLAN

CONSIDERATIONS OF FUTURE EMPLOYMENT

How work is organised in Councils Workforce is an important factor in determining what skills workers need. These skills contribute to the Occupational Health and Safety of a Workforce.

Also, the productivity and opportunity costs of replacing large numbers of staff should not be under-estimated. The potential loss of corporate knowledge and experience is much harder to measure.

Temora Shire Council recognises the importance of Age Balance and will endeavour to engage the following practises:

- Ignore popular stereotypes of mature age employees
- Have strategies in place to encourage older workers to remain
- Develop phased retirement and mentoring schemes (and other initiatives which are attractive to older workers)
- Recognises older workers prior learning and experience
- Survey workers about their retirement intentions and work preferences (many older workers may want to change jobs *within* the organisation)
- Support employees to plan for their retirement
- Develop the strengths and skill levels of all staff – regardless of age
- Plan for a balance of youth and experience
- Develop family friendly initiatives and other flexible work arrangements
- Review recruitment practices, including advertising and selection
- Make workplaces safer – introduce changes in technology and workplace design
- Promote healthy living, safe work practices and an ergonomically sound working environment
- Adopt high performance work practices, strive to be an ‘employer of choice’
- Undertake workforce planning to determine current skills and likely future gaps and develop strategies to plan for them.

STRATEGY 1 - Communication and Awareness Raising

OBJECTIVE

To inform all employees, potential employees and the general community at large that the Council is an Equal Opportunity Employer.

SPECIFIC ACTION

- 1 All staff are to be provided with a copy of the EEO Plan.

STRATEGY 2 - Consultation

OBJECTIVE

To ensure the active participation of all employees and relevant unions in the EEO programme.

SPECIFIC ACTION

- 1 Invite comment and input from all Council employees at all levels on initiatives within and resulting from the EEO Management Plan.

STRATEGY 3.1 - Recruitment

OBJECTIVE

To facilitate the participation of women in the workforce in Council occupations where they are currently under represented.

SPECIFIC ACTION

- 1 Job Advertisements to be written in non-discriminatory terms.

STRATEGY 3.2 - Recruitment

OBJECTIVE

To review recruitment policies and practices to ensure that they conform with EEO principles and demonstrate fair practice.

SPECIFIC ACTION

Review current practices and establish formal policies and procedures for all recruitment activities:

STRATEGY 4 - Questioning in Interviews

OBJECTIVE

To encourage applicants for positions to demonstrate an awareness of EEO principles and practices at interview. The level of awareness and knowledge is to be varied according to the level and nature of the position and the number of staff to be supervised.

SPECIFIC ACTION

- 1 Requirements regarding EEO to be included in all advertisements.
- 2 Interview questions to be designed to determine whether applicants understand and can apply EEO principals.

STRATEGY 5 - Appointment, promotion and transfer

OBJECTIVE

To ensure all employees are treated in a fair and consistent manner in relation to employment matters.

SPECIFIC ACTION

- 1 Review all job evaluation/performance appraisals to ensure that it is non-discriminatory in content and administration.

STRATEGY 5.1 - Appointment, promotion and transfer - Higher Grades

OBJECTIVE

Ensure that all employees have equal opportunities to relieve/act at higher grades.

SPECIFIC ACTION

- 1 Constantly review the policy and guidelines on relief/acting in higher positions.

STRATEGY 5.2 - Appointment, promotion and transfer - Disabilities

OBJECTIVE

To identify opportunities for providing positions for people with physical disabilities in Council.

SPECIFIC ACTION

- 1 Identify opportunities for providing positions for people with physical disabilities.

STRATEGY 5.3 - Appointment, promotion and transfer - Career Paths

OBJECTIVE

To ensure that all employees have equal opportunities for promotion and career path development within the Council.

SPECIFIC ACTION

- 1 Identify barriers to people gaining promotion and career path development
- 2 Advertise all advancement opportunities to all staff:

STRATEGY 5.4 - Appointment, promotion and transfer - Part Time

OBJECTIVE

To remove any barriers to part-time positions within the Council.

SPECIFIC ACTION

- 1 Identify occupations and levels where part-time positions are currently available.**

STRATEGY 5.5 - Appointment, promotion and transfer - Under 21 years

OBJECTIVE

To encourage opportunities for full-time and part-time trainee positions within Council for people under 21 years of age.

SPECIFIC ACTION

- 1 Identify opportunities within Council for the employment of trainees and encourage people under 21 years of age to apply for such positions.**
- 2 Commitment by Council to provide traineeship and apprenticeship positions as a social responsibility.**

STRATEGY 6 - Training and development

OBJECTIVE

To ensure staff receives training and developmental opportunities based on policies and procedures which confirm EEO principles.

SPECIFIC ACTION

- 1 Prepare a formal training plan and review this annually.**

STRATEGY 6.1- Training and Development

OBJECTIVE

To ensure that all staff have equal access to information about opportunities and are encouraged to undertake training and education courses both within and external to Council.

SPECIFIC ACTION

- 1 Publicise available training and development courses directly to all staff at all workplaces, clearly identifying who should attend and the objectives of the course.

STRATEGY 7 - Conditions of Service

OBJECTIVE

To review and monitor conditions of service and practices to ensure they conform with EEO principles and demonstrate fair practice.

SPECIFIC ACTION

- 1 Document conditions of service practices and procedures for all categories of employees.
- 2 Evaluate Conditions of Service to ensure non-discriminatory priorities.

STRATEGY 8 - Evaluation and Review of EEO Management Plan

OBJECTIVE

To ensure that this EEO Management Plan addresses current and future needs of the Shire Council and is flexible enough to adapt and respond to changing or unforeseen factors.

SPECIFIC ACTION

- 1 Regularly review progress on implementation and relevance of the Plan.