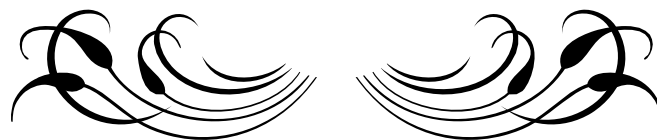




Equal Employment
Opportunity Management
Plan 2010



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FOREWORD

This document is the second Equal Employment Opportunity Management Plan produced for Coffs Harbour City Council and the Council has had in place an Equal Employment Opportunity (EEO) policy since 23 October 1991. This Management Plan reflects the principles and commitment expressed in that policy and the first Equal Employment Opportunity Management Plan.

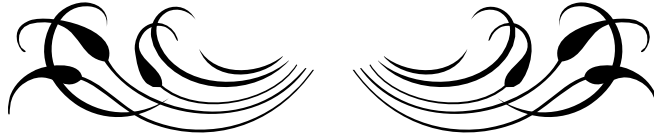
This EEO Management Plan has been compiled in accordance with the provisions of the Local Government Act 1993 and the National Framework for Women in Local Government.

As you will see from reading the Plan, all staff are responsible for EEO within Council. All Directors, Managers and Supervisors have specific EEO responsibilities that will be stated in their job descriptions.

As managers of people we must ensure that our staff are provided with quality workplaces regardless of gender, race, disability or any other factors. Where opportunities exist decisions will be based on merit and all staff should be able to pursue their careers in an environment that is safe and harassment free. EEO is after all just good management practice.

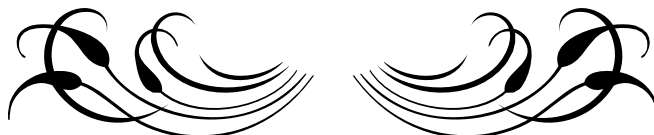
The Plan places onus on all Directors, Managers, Supervisors and staff to ensure its effective implementation.

The successful implementation of the EEO Management Plan will make a positive contribution to the commitment of viewing all employees as valuable resources.



COUNCIL EEO OBJECTIVES.

1. Coffs Harbour City Council will raise the level of awareness of EEO principles and practices for all staff to create an environment of equal employment opportunity and good working relationships.
2. Coffs Harbour City Council will assist staff to achieve job satisfaction through promoting the belief that people are the principal resource.
3. Coffs Harbour City Council will actively promote an environment for all staff that is free of discrimination and harassment.
4. Coffs Harbour City Council will enable all staff to compete equally for all promotions within Council, for which they are qualified, through its commitment to their support, provision of career planning and development advice and assistance.
5. Coffs Harbour City Council will review the EEO Plan and report against performance indicators.



OBJECTIVE ONE.

Coffs Harbour City Council will raise the level of awareness of EEO principles and practices for all staff within Council to create an environment of equal employment opportunity and good working relationships.

Strategy One:

The availability within Council of information and reference material from external sources which addresses Equal Employment Opportunity issues will be publicised. Material will be disseminated through notice boards , email and Intranet.

This will be accomplished by:

- Publicising the existence of the person responsible for co-ordinating Equal Employment Opportunity within Council.
- Identifying the Equal Employment Opportunity informational requirements of those who need access to it.

Target Date / Responsibility:

- Ongoing.
- Managers and Human Resources Branch.
- Ongoing.
- Human Resources Team and Managers/ Supervisors.

Strategy Two:

Directors, Managers and Supervisors to be responsible for Equal Employment Opportunity for staff under their control.

This will be accomplished by:

- The inclusion of Equal Employment Opportunity responsibilities in all job descriptions for those staff with supervisory or managerial responsibilities.
- Ensuring new staff are aware of their EEO rights/responsibilities. Included as part of the Induction Process.

Target Date / Responsibility:

- Ongoing as new positions are created.
- Workplace Relations Officer to ensure EEO is included.
- Ongoing.
- Managers, Supervisors and Human Resources Branch.

Strategy Three:

All supervisory and managerial staff are aware of their responsibility to resolve staff problems in their area. If problems cannot be resolved at this level, grievance procedures are in place to resolve issues related to EEO and/or harassment and staff should be made of aware of such by their supervisors.

This will be accomplished by:

Target Date / Responsibility:

- | | |
|--|---|
| <ul style="list-style-type: none">○ All supervisors and managerial staff taking responsibility for resolution of staff problems at the line management level where possible.
○ The continued use of grievance procedures where appropriate, to manage staff grievances. Communicating the existence of the committee and procedures to all staff. | <ul style="list-style-type: none">○ Ongoing.○ Supervisors and Managers.○ Human Resources branch staff to assist where necessary.
○ Human resources staff to assist as necessary. |
|--|---|

PERFORMANCE INDICATORS FOR OBJECTIVE ONE:

- An increase in the visible presence of Equal Employment Opportunity documentation.

- Grievances are resolved promptly and at the local level wherever possible.

OBJECTIVE TWO:

Council will assist staff to achieve job satisfaction through promoting the belief that people are its principal resource.

Strategy One:

All Council Directors, Managers, Supervisors will have an understanding of the common and separate needs and priorities of staff.

This will be accomplished by:

- Aligning individual needs and priorities with Council's plans and by providing informal feedback and conducting Performance Management Reviews with staff.

Target Date / Responsibility:

- Ongoing
- Directors, Managers, Supervisors.
- Human Resources Branch to ensure adequate advertising of training and development activities.
- Human Resources Branch staff to send out PMR documentation and follow up completion.

Strategy Two:

All staff will have access to and be encouraged to take advantage of training and staff development opportunities that are relevant to their needs.

This will be accomplished by:

- Ensuring that all staff complete Performance Management Reviews (PMR's) as appropriate and that a development plan is formulated when required.

Target Date / Responsibility:

- PMR's to be completed in a timely manner and relevant training/ development activities formulated with staff by Supervisors, Managers, and Directors.
- Corporate 'Workplace Learning and Development Plan' to be formulated each financial year.
- Managers, Supervisors & staff.

- Publicising and actively encouraging Council staff to attend courses appropriate to their and Council needs.
- Ongoing.
- Human Resources Branch to actively publicise development activities on email , Intranet and notice Boards.
- Directors, Managers and Supervisors to support the attendance of staff in development activities.

Strategy Three:

Council will ensure that Human Resources policies and practices support the application of Equal Employment Opportunity principles.

This will be accomplished by:

- Widely publicising current human resource policies to all areas within Council by using notice boards email Intranet and Dataworks where appropriate.
- Encouraging Directors, Managers and Supervisors to ensure that all human resource management policies and practices within Council support the application of Equal Employment Opportunity principles.

Target Date / Responsibility:

- Ongoing.
- Human Resources Branch, Directors, Managers & Supervisors.
- Ongoing.
- Human Resources Branch, Directors, Managers, Supervisors to ensure advice given is current and supports the application of Equal Employment Opportunity principles.
- Human Resources branch staff r to provide advice and assistance as required.

Strategy Four:

Council staff and supervisors will have access to information about their rights, responsibilities and their legislative obligations to ensure that no discriminatory practices develop or are promoted.

This will be accomplished by:

- Making available material within the workplace, in hard copy and on the Intranet,

- Provide advice to Directors, Managers and Supervisors and staff on Equal Employment Opportunity issues.

Target Date / Responsibility:

- Ongoing.
- Human Resources Branch to provide material as required.

- Ongoing.
- Human Resources Branch to provide advice and assistance as required.

Strategy Five:

Committees, including interview committees and all specific committees, will include a requirement for representation from employees in the categories identified in the Equal Employment Opportunity legislation, where practicable.

This will be accomplished by:

- Ensuring that management and staff associations and unions are aware that all committees should include representation from employees in the categories identified in the Equal Employment Opportunity legislation, where practicable.

Target Date / Responsibility:

- Ongoing.
- Management, staff associations and unions. Human Resources Branch staff to assist as required.

Strategy Six:

Human Resource Branch to maintain statistics on attendance at training activities, to be used to review participation rates by employees in the categories identified in the Equal Employment Opportunity legislation.

This will be accomplished by:

- Staff attendance records to be maintained on QSE.

Target Date / Responsibility:

- Ongoing.
- Human Resources Branch Staff to manage QSE. Information Services Branch to assist as required.

PERFORMANCE INDICATORS FOR OBJECTIVE TWO:

- All staff completing PMR's in a timely manner.
- A decrease in the number of complaints made on Equal Employment Opportunity related management practices.
- Use and maintenance of data from QSE as appropriate.

OBJECTIVE THREE:

Council will actively promote an environment for all staff that is free of discrimination and harassment.

Strategy One:

Council will implement policies and practices to eliminate occurrences of harassment, including sexual harassment and unjustified discrimination in the workplace.

This will be accomplished by:

- Providing Equal Employment Opportunity / Bullying and Harassment information as required.
- Conduct training as required.

Target Date / Responsibility:

- Ongoing.
- Human Resources Branch.

Strategy Two:

Council will endeavour to assist employees with carer responsibilities by pursuing management practices that, where practicable, accommodate those responsibilities.

This will be accomplished by:

- Ensuring Directors, Managers and Supervisors are aware of management practices that accommodate the child care and other carer requirements of their staff.
- No reasonable request to be declined.

Target Date / Responsibility:

- Ongoing.
- Human Resources Branch to provide advice and policies as required.
- Directors, Managers and Supervisors to be aware of current practices.

PERFORMANCE INDICATORS FOR OBJECTIVE THREE:

- Decrease in the number of complaints of harassment and unjustified discrimination reported to Council.
- Applications for part time and home based work are assessed in accordance with the policies in a fair and consistent manner,
- Carers leave policy is applied in a fair and consistent manner.

OBJECTIVE FOUR:

Coffs Harbour City Council will enable all members of staff to compete equally for all promotions within Council, for which they are qualified, through its commitment to their support, provision of career and development advice and assistance.

Strategy One:

All staff members will be encouraged to apply for appropriate personal development activities.

This will be accomplished by:

- Actively encouraging all staff to apply for personal development activities.

Target Date / Responsibility:

- Ongoing.
- Directors, Managers, Supervisors to provide support to their staff as part of their responsibility for staff development.
- Human Resources Branch to provide information and advice as necessary.

Strategy Two:

All staff involved in the recruitment and selection of personnel give due and equitable consideration to all applicants including members of Equal Employment Opportunity groups.

This will be accomplished by:

- Ensuring all staff involved in recruitment and selection of personnel be supplied with guidelines regarding selection interviewing prior to being involved in the interview process as required.

Target Date / Responsibility:

- Ongoing.
- Human Resources Branch to distribute guidelines as required.
- All staff involved in the process to seek assistance as necessary.

Strategy Four:

Coffs Harbour City Council maintains a commitment to the recruitment and employment of Aboriginal and Torres Strait Islanders, to a level consistent with the general level employed within the local community.

This will be accomplished by:

- Including in all advertisements for positions within Council, that Council is an Equal Employment Opportunity employer.
- Using the services of the appropriate employment agencies and Aboriginal support groups as necessary.
- Providing guidance for staff selection committees interviewing applicants of Aboriginal & Torres Strait Islander descent.

Target Date / Responsibility:

- Ongoing.
- Managers & Human Resources Branch.
- Ongoing.
- Human Resources Branch.
- Ongoing.
- Human Resources Branch to provide advice and assistance as required.
- All staff involved in interview committees to seek advice as necessary.

Strategy Five:

Coffs Harbour City Council maintains a commitment to the recruitment and employment of people Culturally and Linguistically Diverse backgrounds to a level consistent with the general level employed within the local community.

This will be accomplished by:

- Including in all advertisements for positions within Council, that Council is an Equal Employment Opportunity employer.
- Providing guidance for staff selection committees interviewing applicants from Culturally & Linguistically Diverse Backgrounds.

Target Date / Responsibility:

- Ongoing.
- Managers & Human Resources Branch.
- Ongoing.
- Human Resources Branch to provide advice and assistance as required.
- All staff involved in interview committees to seek advice as

necessary.

Strategy Six:

Coffs Harbour City Council maintains a commitment to the employment of women and supports their involvement in development activities and their pursuit of careers within Council.

This will be accomplished by:

- Strategies take into consideration findings from the Framework for Women in Local Government – The Way Forward paper.
-
- Encouraging women to undertake development activities that are appropriate to their employment and progression within Council.

- Women are encouraged to take up flexible working options on return from maternity leave, and where other family related responsibilities change.

Target Date / Responsibility:

- Ongoing , Human Resources Branch Staff.

- Ongoing.
- Directors, Managers, Supervisors to encourage women to be involved in development activities.
- Women in the Workplace Meetings are held regularly , co-ordinated by Human Resources Branch Staff

- Ongoing.
- Human Resources Branch to provide advice as necessary.
- Directors, Managers and Supervisors to ensure staff are aware of the provisions and be supportive.

PERFORMANCE INDICATORS FOR OBJECTIVE FOUR:

- Maintain a significant number of staff from within all areas of Council applying for development activities.
- Conditions of employment for people with disabilities are maintained to accommodate as far as practicable those requirements that emanate from their particular disabilities and which are ‘reasonable’ to accommodate.
- Maintain employment of people from Aboriginal and Torres Strait Islander descent within Council consistent with the general level employed within the local community.

- Maintain employment of people from Culturally & Linguistically Diverse backgrounds within Council consistent with the general level employed within the local community.
- Women employed within Council are involved in development activities to a level proportional to their numbers in Council.

Notes in Relation to Specific activities Related to the Year of Women in Local Government.

The following activities have been launched as part the YoWILG

- Expressions of Interest were called for membership of a Women's Development Team. The aim of WDT is to co-ordinate these activities aimed at connecting women within Council and supporting and developing their potential.
- A working party is developing a mentoring program for women.
- As part of the two initiatives above the Executive Manager HR&OD, will head up a Women's Portfolio, to manage these activities.

OBJECTIVE FIVE:

Coffs Harbour City Council will review the Equal Employment Opportunity Plan and report against performance indicators.

Strategy One:

The Equal Employment Opportunity Management Plan will be reviewed and outcomes reported.

This will be accomplished by:

- The Equal Employment Opportunity Management Plan is to be reviewed and amended as necessary and reports produced.

Target Date / Responsibility:

- Ongoing
- Executive Manager
Human Resources &
Organisational
Development.

PERFORMANCE INDICATORS FOR OBJECTIVE FIVE:

- An up-to-date and applicable Management Plan, with the relevant reports produced on an annual basis.

