



Equal Employment Opportunity

MANAGEMENT PLAN

Dated: 9th of June 2010

Equal Employment Opportunity Management Plan

TABLE OF CONTENTS

INTRODUCTION	2
AIM.....	3
EQUAL EMPLOYMENT OPPORTUNITY POLICY	4
COMMUNICATION OF POLICIES AND PROGRAMS.....	9
Objective	9
Communication of Policies & Programs: Actions & Responsibilities	9
COLLECTION AND RECORDING OF APPROPRIATE INFORMATION	10
Objective	10
Information Collection & Recording: Actions & Responsibilities.....	10
REVIEW OF PERSONNEL PRACTICES	11
Objective	11
Recruitment & Selection: Actions & Responsibilities.....	11
Training & Development Programs: Actions & Responsibilities.....	11
Promotion and Transfer: Actions & Responsibilities	11
Promotion and Transfer: Conditions of Service	12
IMPLEMENTATION, EVALUATION AND REVIEW	13
Objective	13
Implementation, Evaluation & Review: Actions & Responsibilities	13

INTRODUCTION

Maranoa Regional Council is committed to a policy of equal employment opportunity, fair treatment and non-discrimination for all existing and future employees.

The Queensland Local Government Act 1993, section 1137B (1) (2) requires Councils to prepare and implement an Equal Employment Opportunity (EEO) Management Plan. The Local Government Act 2009 (the replacement Act) section 13 (3) (b)(i) requires Councils to place responsibility on Chief Executive Officers to manage Local Government in a way that encourages Local Government employees to promote Equal Employment Opportunities.

Anti-discrimination legislation requires employers to provide a discrimination free workplace for their employees, and is central to the development of equitable employment practices.

Equal Employment Opportunity means that people are employed, trained, promoted and paid according to their merit rather than on the basis of their sex, race, ethnicity, disability, marital status, age or sexual preference.

Maranoa Regional Council has developed an Equal Employment Opportunity Policy and Plan which ensures that Council has a positive program to identify and eliminate discrimination, where it exists within the workplace.

The Equal Employment Opportunity Policy demonstrates Maranoa Regional Council's Management and Organisation commitment to EEO principles and to keep staff informed of issues relating to Council's Equal Employment Opportunity Management

Plan.


Stuart Randle

Chief Executive Officer

AIM

The Equal Employment Opportunity Management Plan aims to demonstrate a commitment by Maranoa Regional Council and its management, employees, volunteers and contractors to provide a work environment that accepts the principles of Equal Employment Opportunity.

The aim of the Equal Employment Opportunity Management Plan is to avoid discrimination by requiring employees, volunteers, contractors and customers to ensure that all employees, volunteers, contractors and customers of Maranoa Regional Council are treated fairly and equitably.

MARANOA REGIONAL COUNCIL

POLICY STATEMENT

TITLE: EQUAL EMPLOYMENT OPPORTUNITY POLICY

Category:	Strategic
Endorsed by Council on:	<i>(Ordinary Meeting Date)</i>
Responsible Department:	Human Resources
Reference No.:	<i>(To be inserted by Governance Division after Policy is endorsed).</i>

POLICY PURPOSE

The purpose of this policy is to address all Equal Employment Opportunity and discriminatory issues existing within Maranoa Regional Council, with the intent to eliminate discrimination and harassment on the basis of sex, age, marital status, religion, race, language, sexual preference, pregnancy, physical or intellectual disability, through training and active reinforcement of Equal Employment Opportunity principles.

POLICY SCOPE

This policy shall apply to all Councillors, management staff, office and field employees, contractors and volunteers of Maranoa Regional Council

DEFINITIONS

Anti-Discrimination Legislation is the establishment of laws that require employers to provide a discrimination free workplace for their employees, and is central to the development of equitable employment practices.

Council Maranoa Regional Council

Customers Any person who accesses a Council service or product or obtains or seeks to obtain information or support from a Council employee, volunteer or contractor.

Equal Employment Opportunity means that people are employed, trained, promoted and paid according to their merit rather than on the basis of their sex, race, ethnicity, disability, marital status, age or sexual preference.

EEO has the same meaning as Equal Employment Opportunity

EEO Management Plan means a statement of objectives, actions and targets to achieve Council's overall strategy for Equal Employment in the workplace.

Merit means assessing each person's skills and abilities against the needs of the job, and disregarding personal characteristics which are irrelevant to the job.

POLICY

Policy Principles

Council is committed to the principles of EEO, which are:

- fair practice in the workplace
- management decisions made without bias
- recognition of and respect for the social and cultural backgrounds of all Councillors, employees, volunteers, contractors and customers
- employment practices that produce commitment 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 retained;
 - training and development are linked to employee, customer and Council needs; and
 - the 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 staff;
 - access to information;
 - conditions of employment; and
 - access to the Employee Assistance Program.

Rights

To be effective, Council requires the active participation of all Councillors, managers, supervisors, employees, volunteers, contractors and customers with commitment to the following rights:

All Council employees have the right:

- to the opportunity for promotion based on merit;
- to access all appropriate benefits and conditions;
- to be free of discriminatory harassment at work;
- to have their complaints treated in line with Council policy, without prejudice to their employment, and to be advised of the outcome.

Responsibilities

Councillors, employees, volunteers, and contractors have a responsibility to:

- work to full capacity;
- recognise the skills and talents of other employees; and
- respect the social and cultural diversity among Councillors, fellow employees, volunteers and customers of Council.

Managers and Supervisors have the added responsibility of:

- treating complaints in line with Council policies and following up using Council's Counselling and Disciplinary Policy;
- ensure implementation of EEO policies and other Council policies and procedures so that:
 - the workplace is free of all forms of harassment;
 - their staff are adequately informed to assist them to carry out their duties; and
 - all staff have equal opportunity to:
 - increase skills and competencies to meet work demands;
 - attend training courses in accordance with Council's Training & Development Policy;
 - act in higher duties where the Employee's skills are appropriate;
 - participate in job rotation/redesign; and
 - apply for available jobs.
- ensure the communication of EEO Management Plan/Policies.

RELATED POLICIES AND LEGISLATION

This policy complements other legislation and where it is silent on matters referred to in the following legislation such matters must be followed in accordance with the legislation.

- Age Discrimination Act 2004 (Commonwealth)
- Australian Human Rights Commission Act 1986 (Commonwealth)
- Disability Discrimination Act (Commonwealth)
- Racial Discrimination Act 1975 (Commonwealth)
- Sex Discrimination Act 1984 (Commonwealth)
- Local Government Act 1993 (Qld)
- Local Government Act 2009 (Qld)
- Public Service Ethics Act 1994 (Qld)
- Workplace Health and Safety Act 1995 (Qld)
- Right to Information Act 2009 (Qld)
- Information Privacy Act 2009 (Qld)
- Anti-Discrimination Act 1991 (Qld)
- Justice and Other Legislation Amendment Act 2007 (Qld)

This policy should read in conjunction with the following Council Policies.

- Human Resource Policy
- Prevention of Workplace Harassment & Bullying Policy
- Employee Code of Conduct
- Employee Confidentiality Agreement Policy
- Training & Development Policy
- Workplace Health & Safety Policy

COMMUNICATION

This policy, after adoption by Council, will be communicated as per the appropriate sections of the Equal Employment Opportunity Management Plan.

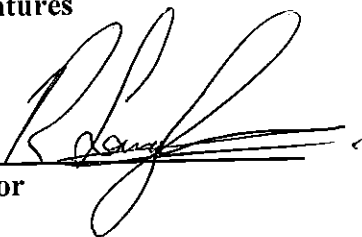
POLICY REVIEW

This policy will be reviewed as per the appropriate sections of the Equal Employment Opportunity Management Plan.

Version control:

Version	Reason/ Trigger	Change (Y/N)	Endorsed/ Reviewed by	Date DD/MM/YYYY
1.0	Create new	N/A		

Signatures



Mayor



Chief Executive Officer

Date: 22-6-10

Date: 15-6-2010

COMMUNICATION OF POLICIES AND PROGRAMS

Objective

To ensure all management and employees gain understanding of EEO Principles and their responsibilities in relation to the EEO Management Plan and its implementation.

Communication of Policies & Programs: Actions & Responsibilities

Action	Responsibility
Communicate EEO information to new employees as part of the induction process.	Human Resources Manager
Reinforce EEO principles through Position Descriptions, Performance Appraisals and training	Human Resources Manager
Reinforce EEO principles through Performance Appraisals	All Managers & Supervisors
Include statement in all job advertisements that Council is an EEO Employer	Human Resources Manager
Include EEO statistics/outcomes in the Annual Report	Human Resources Manager
Place the EEO Management Plan on Council's secure website and otherwise make available for all staff	Human Resources Manager
Place the EEO Management Plan on Council's recruitment website.	Human Resources Manager
Place the EEO Management Plan on Council's staff noticeboards.	All Managers & Supervisors
Inform the community as appropriate.	Chief Executive Officer
Identify barriers to all staff having access to information in Council.	Corporate Communications Officer
Ensure EEO data collection is conducted at time of recruitment and with Council's Annual Staff Survey	Human Resources Manager
Communicate EEO principles and plans through staff communication channels.	Human Resources Manager & Corporate Communications Officer
Provide training in EEO and harassment/discrimination prevention.	Human Resources Manager

COLLECTION AND RECORDING OF APPROPRIATE INFORMATION

Objective

In compliance with the Right to Information Act 2009 and Information Privacy Act 2009 ensure that relevant information in relation to EEO is collected and recorded for the ongoing development of EEO programs and to monitor the effectiveness of the current EEO Management Plan in the workplace.

Information Collection & Recording: Actions & Responsibilities

Action	Responsibility
Record employment information on commencement or termination with Council ensuring confidentiality of all employees is maintained.	Human Resources Manager
Derive information from the EEO collection methods including records relating to physical environment/workplace accessibility and amenities, employment profile, EEO groups/salaries/positions.	Human Resources Manager
Undertake performance appraisals on a regular basis, as a minimum on an annual basis, to collect employee training needs or additional skill requirements.	All Managers & Supervisors
Develop an annual training plan.	Human Resources Manager
Maintain a database of training records including names of employees, training course title, date attended.	Human Resources Manager

REVIEW OF PERSONNEL PRACTICES

Objective

To review Council's personnel practices to ensure they conform to EEO Principles and are free of discriminatory activities.

Recruitment & Selection: Actions & Responsibilities

Action	Responsibility
Review staff policies relating to recruitment techniques and selection criteria on an annual basis.	Human Resources Manager
Ensure advertisements for vacant positions contain an EEO statement, use non discriminatory language and provide accurate duties that contain no unnecessary qualifications or pre-requisites. Ensure that essential and desirable criteria are related to the position.	Human Resources Manager
Review of application forms to ensure that only position related information is requested.	Human Resources Manager

Training & Development Programs: Actions & Responsibilities

Action	Responsibility
Review training and development policies to ensure they conform with EEO Principles.	Human Resources Manager
Develop succession plans for all positions within council to provide a plan for career paths.	Directors, Senior Managers, Human Resources Manager
Inform all staff of Council's training policies.	Human Resources Manager
Provide training for Supervisors in recruitment and selection processes.	Human Resources Manager

Promotion and Transfer: Actions & Responsibilities

Action	Responsibility
Review current practices and where necessary amend/develop formal policies and procedures based on EEO principles for promotion and transfer.	Human Resources Manager

Review procedures for acting in Higher Level positions.	Directors, Senior Managers Human Resources Manager
Develop staff awareness of career path opportunities in conjunction with succession plan for current position.	Directors, Senior Managers, Supervisors, Gangers/Team Leaders
Advertise vacant positions internally where there are suitably qualified applicants to apply.	Human Resources Manager
Monitor training and staff development to ensure that EEO groups have equal access to skills development and promotional opportunities.	Human Resources Manager

Promotion and Transfer: Conditions of Service

Action	Responsibility
All new employees to attend induction training and receive information on Harassment Prevention, Discrimination, Bullying, grievance handling.	Human Resources Manager
Ensure that policies and procedures are based on EEO principles for part time work, exit interviews, allowance and benefits, paternity leave, WH&S and rehabilitation.	Human Resources Manager
Ensure that current workplace HR practices are based on EEO principles.	Directors, Senior Managers, Supervisors, Gangers/Team Leaders

IMPLEMENTATION, EVALUATION AND REVIEW

Objective

To ensure successful implementation of the Equal Employment Opportunity Management Plan by the allocation of clear responsibilities and adequate resources and to ensure policies and programs are evaluated effectively and reviewed annually.

Implementation, Evaluation & Review: Actions & Responsibilities

Action	Responsibility
Include responsibility for EEO implementation and review in position descriptions of all Directors, Senior Managers and Supervisors.	Human Resources Manager
Examine which employees have particular responsibilities in relation to the effective implementation of the EEO Management Plan and ensure completion.	Chief Executive Officer
Annually review and amend the EEO Management Plan as appropriate.	EEO Committee, Chief Executive Officer, Directors, Human Resources Manager and other Senior Managers.
Provide for comment for all employees as part of the review process through the EEO Committee.	EEO Committee
Include EEO related information in the Annual Report.	Human Resources Manager
Prepare an annual EEO Report and compare the outcomes in the EEO Management Plan to the objectives in the EEO Management Plan as a method to evaluate success and to indicate where amendments are required.	Human Resources Manager
Prepare an annual report to the Chief Executive Officer on EEO including recruitment statistics, promotion and training statistics including participation levels, cost and activity areas.	Human Resources Manager
Review practices to ensure employees' confidentiality in access and use of personnel records annually.	Human Resources Manager