

Equal Employment Opportunity Management Plan



Acknowledgement of Country

Glen Innes Severn Council acknowledges and pays respect to the Ngarabul people as the traditional custodians of this land, their elders past, present and emerging and to Torres Strait Islander people and all First Nations people.

Equal Employment Opportunity Policy

Glen Innes Severn Council is committed to providing a workplace that is free of harassment and discrimination and removing barriers that impede access to equal employment opportunities. To achieve this Council will, through its EEO Management Plan and Program, ensure that:

- All current and future staff are given equal opportunity when applying for employment, promotion and training.
- Personnel, recruitment and training procedures are free from discriminatory practices.
- Staff are selected on their merits and the skills required for the job, regardless of their age, pregnancy, race, sex, colour, marital status, physical or intellectual disability, sexual preference, transgender status, or responsibilities as a carer.
- Council policies and practices are continuously reviewed to eliminate any discrimination.
- As far as is practicable, reasonable accommodations are made to remove physical barriers to employment.

Equal Employment Opportunity Program

Glen Innes Severn Council will:

- Fulfil its social responsibility toward employees and the community.
- Recognise its legal obligations under the *Anti-Discrimination Act 1977*.
- Encourage active participation of all employees in the equal opportunity planning and implementation process.
- Review selection criteria and procedures to maintain a system in which individuals are selected, promoted and treated solely on their merit and abilities, relative to the requirements of the job.
- Seek to give all employees equal opportunity and encouragement to progress within the organisation by implementing an EEO Management Plan.
- Distribute and publicise the EEO Policy Statement and EEO Management Plan throughout the organisation and elsewhere, as appropriate.
- Provide all employees with training opportunities that may improve their prospects for advancement within the organisation, and which will enhance employees' understanding of the need for an EEO Program.
- Develop, implement, and review an EEO Action Plan, to ensure the implementation of EEO principles throughout the organisation.

Roles and Responsibilities

The General Manager has overall responsibility for monitoring the effectiveness of the EEO Policy and EEO Management Plan.

Employees are responsible for supporting the implementation of EEO principles and practices within the workplace.

Managers, supervisors and employees involved in recruitment, employee administration or training, are responsible for ensuring that the EEO Policy and EEO Management Plan are implemented within their areas of responsibility.

Legislation And Supporting Documents

Relevant Legislation, Regulations and Industry Standards include:

- Local Government (State) Award 2023
- Local Government Act 1993
- Anti-Discrimination Act 1977

Relevant Council Policies and Procedures include:

- Equal Employment Opportunity (EEO) Policy
- Glen Innes Severn Council Code of Conduct for Council Staff
- Grievance Resolution Procedures
- Higher Grade / Learning Opportunity Policy
- Internal Recruitment Appeals Policy
- Job Vacancy – Review and Redesign Policy
- Lateral Transfer Policy
- Promotion Policy
- Recruitment and Selection Policy
- Salary System Progression Rules
- Skills Assessment / Performance Appraisal Policy
- Study Incentives Policy
- Training and Development Policy
- Workplace Discrimination and Bullying / Harassment Policy

Communication and Awareness Raising

- All management and employees understand EEO principles, their responsibilities in relation to them, and the EEO Management Plan and its implementation.
- All levels of management personnel involved in EEO implementation have a sound understanding of EEO and their responsibilities.

Actions

- Conduct EEO awareness training for staff. **(Bi-annually)**
- Include information on EEO principles in employee handbooks, recruitment packs and other relevant Council policies and publications.
- Identify barriers that prevent or limit equal access to Council information and ensure that all employees have equal access.
- Conduct training for supervisors in bullying / harassment, dealing with grievances, and implementing EEO in the workplace. **(2025/2026)**
- Provide regular cross cultural awareness training with all levels of management within Council. **(Bi-annually)**
- Conduct regular progress meetings between senior management, those responsible for implementing EEO, and the EEO Committee (Staff Consultative Committee).
- Include knowledge of EEO as a requirement in all job specifications at supervisor level and above.

Consultation

- Employees and their representatives actively participate in decision making about the EEO Program.

Actions

- Invite comment and input from employees regarding implementation of the EEO Program through the EEO Committee.
- Publicise progress reports / minutes of EEO Committee and invite comment from all staff, relevant unions and industry representatives.
- Email minutes of meetings to all staff and include as a standard agenda item at all team meetings.
- Prepare and publicise the EEO Annual Report.

Recruitment and Selection

- Recruitment and selection policies and practices conform with EEO principles and demonstrate fair practice.
- Selection panel members and other staff involved in recruitment recommendations or decisions are aware of EEO principles.

Actions

- Review practices and procedures and establish formal policies based on EEO principles, in areas such as recruitment advertising, selection panel membership, shortlisting and interviewing applicants, conflicts of interest, placement and induction, and career path planning.
- Note Council's commitment to EEO in all recruitment ads by including the statement "Council is an EEO employer" in all advertisements.
- Ensure that all appointment decisions are justified and documented on merit-based grounds.
- Provide appropriate training to all employees who participate in selection panels, in merit-based selection principles and practices. **(2024/2025)**
- Convene selection panels that remove discriminatory practices and support merit-based recruitment outcomes.

Access

- Where practicable, Council premises and facilities are accessible to employees with physical disabilities.

Actions

- Assess and make minor work site modifications to accommodate the needs of individual employees who have a physical disability.
- Provide employees with disabilities with appropriate access to Council buildings and equipment, as required.
- Include access for people with physical disabilities in all new design plans for staff accommodation.

Promotion and Transfer

- Promotion and transfer policies and practices conform with EEO principles and demonstrate fair practice.
- All staff have equal opportunities to relieve / act at a higher grade.

Actions

- Review performance appraisal and job evaluation procedures to ensure that they are non-discriminatory and applied consistently.
 - Review current policies / guidelines on acting in higher positions to ensure that such arrangements are based on merit or the development needs of employees.
 - Ensure that all long-term positions are advertised in such a manner as to support merit-based appointment.
 - Identify strategies to increase mobility of employees who have limited career paths through career path planning, multi-skilling, etc. **(Annually)**
 - Monitor training / development to ensure that all employees have equal access to skills development and promotion opportunities. **(Annually)**
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Training and Development

- Training and development practices conform with EEO principles and increase staff participation in training opportunities.

Actions

- Review in-house and external training to ensure it is non-discriminatory and consistent with EEO principles and that resources are fairly allocated.
- Establish a formal training policy / plan for all Council staff. **(Annually)**
- Make career path planning and counselling available to all employees and ensure that all employees have equal access to training and development.
- Ensure that information for selection of participants for training / development is consistent with EEO principles.
- Ensure eligibility requirements for training are appropriate / job-related and that nomination and screening procedures do not disadvantage any group of employees.
- Provide opportunities for employees to self-nominate for appropriate training and development courses.
- Ensure that procedures for rehabilitation / retraining within Council are fair and do not disadvantage any group.
- Review criteria for placement of employees in management courses to ensure that there is equal access to such training. **(Annually)**

Conditions of Employment

- Conditions of service demonstrate fair practice and conform with EEO principles.

Actions

- Inform all employees of conditions of service through the provision of appropriate information during induction.
 - Review current practices for allowances and benefits, Work Health and Safety, rehabilitation, part-time work, maternity leave, flexible hours / leave arrangements to ensure EEO compliance.
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Harassment and Grievance Procedures

- An accessible and effective Grievance Resolution Procedure is in place.
- The workplace is free of discrimination and harassment.

Actions

- Develop and distribute a Grievance Resolution Policy Procedure to all employees. **(Review in November 2025)**
 - Develop an effective Workplace Discrimination and Bullying / Harassment Policy to ensure that all employees are aware that bullying and harassment is unacceptable and that instances of such behaviour may lead to disciplinary and/or legal action. **(Review in June 2026)**
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Record Keeping

- Council's Personnel Records system complies with EEO principles.

Actions

- Develop guidelines to safeguard confidentiality of access to Personnel Records System.

Implementation and Evaluation

- The EEO Management Plan and EEO Program have defined responsibilities and are adequately resourced.

Actions

- Determine which employees should have responsibilities in relation to the effective implementation of the EEO Management Plan. **(Annually)**
- Include responsibility for EEO implementation in job descriptions of all directors, managers and supervisors.
- Allocate sufficient staff and other resources to undertake actions outlined in the EEO Management Plan. **(Annually)**
- Source suitable resources to assist with the implementation of specific aspects of the EEO Management Plan as required. **(Annually)**

Variation And Review

The Equal Employment Opportunity Management Plan will be reviewed every three years, or earlier if deemed necessary, to ensure that it meets the requirements of legislation and the needs of Council.

The term of the Plan does not expire on the review date, but will continue in force until superseded, rescinded or varied either by legislation or a new resolution of Council.

Appendix A

Document Control/Authorisation

Responsible Officer:		Manager of Administration and Human Resources			
Reviewed By:		Manex, SCC			
Review Due Date:		August 2028			
Version Number:		8			
Document Number:		NA			
Versions:	Date:	Resolution No:	Description of Amendments:	Author / Editor:	Approved / Adopted By:
8	02/08/2024	NA	Plan updated and reformatted to conform with current template and style guide. Contents table added. Action plan reviewed and updated as required.	MAHR	General Manager
7	25/07/2019	10.07/19	Definition of discrimination updated in line with legislation. Names and target dates changed where required. Updates to staff induction information. Minor changes to actions relating to the National Framework for Women in Local Government.	MAHR	Council
6	26/06/2014	15.06/14	Minor changes to wording, policy names and action dates. Review period changed to three years. Inclusion of statistics, checklist and other information from The Way Forward report from the National Framework for Women in Local Government.	MAHR	Council
5	20/12/2012	7.12/12	Minor alterations to target dates, references to legislation, and policy titles.	MAHR	Council
4	24/11/2011	13.11/11	Changes to action plan target dates only.	MAHR	Council

EQUAL EMPLOYMENT OPPORTUNITY MANAGEMENT PLAN

3	25/11/2010	9.11/10	Minor changes to reflect current EEO wording and updates to target dates.	MAHR	Council
2	17/12/2009	8.12/09	Induction periods updated, changes made to training delivery, distribution of Staff Consultative Committee minutes updated, recruitment ad wording changed, target dates updated.	MAHR	Council
1	28/06/2007	29.06/07	Plan updated following amalgamation of the former Glen Innes Municipal and Severn Shire Councils in 2004.	MAHR	Council