

**Uralla Shire Council**

**Equal Employment Opportunity (EEO) Management Plan**

**2018 – 2020**



## Leadership statement

It is with pleasure I present to you the Uralla Shire Council Equal Employment Opportunity (EEO) Management Plan 2018– 2020.

The EEO Management Plan 2018-2020 is designed to enable the Council to build on and improve its performance in supporting a diverse and broadly representative workforce. The Plan has been developed in accordance with Part 4 Equal employment opportunity of the Local Government Act, 1993 to:

- (a) eliminate and ensure the absence of discrimination in employment on the grounds of race, sex, marital or domestic status and disability in councils, and
- (b) promote equal employment opportunity for women, members of racial minorities and persons with disabilities in councils.

The EEO Management Plan provides a foundation for our goal of supporting a working environment that values diversity and promotes fairness and inclusion. An inclusive workplace provides a quality working environment for staff and helps ensure our organisation is a great place to work and contributes to our community.

I look forward to ongoing commitment and involvement from all staff in implementing this EEO Management Plan.

Leader's  
name:

Andrew Hopkins

Leader's  
signature:



Date:

12.9.2018

Initiative	Action	By Whom	Target date	Progress
Develop and implement an EEO Policy	Prepare an EEO Policy for Council.	HR	Sept 2018	
EEO Policy communicated to all staff	Circulate EEO Policy via email and staff newsletter and place on the agenda at the Staff Consultative Committee	HR	Sept 2018	
Managers and supervisors are made aware of their EEO responsibilities.	Communicate responsibilities at the next scheduled Coordination Group Meeting.	HR	Nov 2018	
Performance management criteria for managers and supervisors to include a demonstrated ability to promote a fair and non-discriminatory work culture.	Incorporate demonstrated ability to promote a fair and non-discriminatory work culture into the new HR Pulse e-performance system.	HR	May 2019	
New employees to be provided with a copy of the EEO policy and Preventing & Responding to Workplace Bullying policy as part of the induction program.	Include a copy of the EEO Management Policy and Preventing & Responding to Workplace Bullying Policy in the induction pack for new recruits.	HR	Oct 2018	

Initiative	Action	By whom	Target date	Progress
Recruitment and selection practices provide equal opportunity and flexibility for all employees and potential employees.	Review the Recruitment & Selection policy.	HR	June 2019	
Succession planning practices provide equal opportunity for all employees.	Management Policy - Succession Planning is implemented.	Directors/Managers/ Supervisors	Jan 2019	
Human resource management policies, procedures and position descriptions are reviewed for both direct and indirect bias and potential barriers.	Develop a performance management policy to reflect the requirements of the new HR Pulse e-performance system.  Position descriptions reviewed on a progressive basis as required.	HR	May 2019  Ongoing	
There is an effective grievance resolution process where people feel able to raise concerns and issues.	Communicate the Management Policy – Staff Grievance to the Staff Consultative Committee followed by all staff through email and staff newsletter.	HR	Nov 2019	
Employee terminations are monitored through exit interviews. Outcomes are evaluated to determine and address emerging patterns and reported to the Executive Team quarterly.	For each employee resigning from Council an exit interview is to be offered.	HR	July 2018	
	Quarterly report to be provided to the Executive Team.	HR	Oct 2018	

Initiative	Action	By whom	Target date	Progress
The EEO Plan is communicated to all staff.	Copies are provided to each manager and supervisor and posted on noticeboards.	HR	Oct 2018	
The Plan is monitored and progress reported to the Executive Team.	Report on progress against Plan actions to be completed.	HR	June 2019	
Review the Plan and amend to ensure initiatives remain relevant.	A review of the Plan and a final report on progress against actions is completed.	HR	June 2020	
The Plan initiatives are evaluated to determine the effectiveness of the Plan.	Evaluation undertaken and a report provided to the Executive Team.	HR	June 2020	