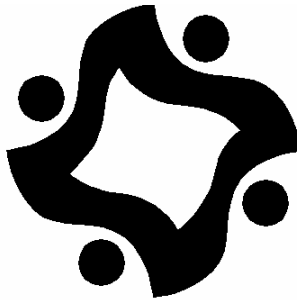


HOLROYD CITY COUNCIL



Holroyd City
Built Around People

EQUAL EMPLOYMENT OPPORTUNITY MANAGEMENT PLAN 2010

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1. LEGISLATIVE REQUIREMENTS

The purpose of Council's EEO Management Plan is:

- (i) to eliminate and ensure the absence of discrimination or harassment in employment on the grounds of race, sex, marital status and disability.
- (ii) to promote equal employment opportunity for woman, members of racial minorities and persons with disabilities. These grounds are specified within the NSW Local Government Act, which obliges Council to develop EEO Management Plans.

The EEO Management Plan provides action programs for designated groups to ensure their access to equal employment opportunity.

The EEO Policy applies to all staff, as all staff are obliged to follow non-discriminatory practice in the workplace. Council, being the responsible employer, is legally accountable for discrimination in employment matters.

2. DEFINITION OF TERMS

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

Equal Employment Opportunity (EEO) - describes programs designed to ensure that all workers are given an equal chance when they apply for employment, promotion or training.

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.

3. PROFILE OF COUNCIL RESIDENTS

The following information has been extracted from the 2006 Census of Population for the local government area of Holroyd.

Key statistics	2006		
	Num	%	NSW %
Males	44,401	49.5	49.3
Females	45,364	50.5	50.7
Total population	89,765	100.0	100.0
Australian citizens	72,860	81.2	85.8
Australian citizens aged 18+	Not yet available		
Indigenous population	734	0.8	2.1
Institutional population	Not yet available		

Age structure	2006		
	Num	%	NSW %
Infants 0 to 4 years	6,589	7.3	6.4
Children 5 to 17 years	15,346	17.1	17.5
Adults 18 to 64 years	56,917	63.4	62.2
Mature adults 65 to 84 years	9,693	10.8	12.1
Senior citizens 85 years and over	1,219	1.4	1.7

Birthplace	2006		
	Num	%	NSW %
Australia	47,614	53.0	69.0
Overseas born	35,352	39.4	23.8
Mainly English speaking countries	4,223	4.7	6.9
Non-English speaking backgrounds	31,129	34.7	16.8

Proficiency in English (overseas born)			
	2006		
	Num	%	NSW %
Speaks English only	7,515	21.3	40.3
Speaks English well or very well	22,201	62.8	46.2
Not Fluent in English	5,265	14.9	12.5

Religion			
	2006		
	Num	%	NSW %
Christian Total	58,927	65.6	67.7
Non Christian Total	16,134	18.0	8.0
No Religion	7,254	8.1	14.3

Labour force			
	2006		
	Num	%	NSW %
Total employed		Not yet available	
Total unemployed		Not yet available	
Total labour force		Not yet available	

Education			
	2006		
	Num	%	NSW %
Attending pre-school or primary school	8,669	9.7	10.1
Attending secondary school	5,574	6.2	6.7
Attending a tertiary institution	5,417	6.0	6.1

Families			
	2006		
	Num	%	NSW %
Couple without child(ren)	7,177	30.4	36.0
Couple with child(ren)	11,724	49.6	46.2
One parent family	4,206	17.8	16.1

Household income (gross weekly) (a)	2006		
	Num	%	NSW %
Less than \$350	4,594	14.9	14.9
\$350 to \$999	9,108	29.6	27.7
\$1,000 and over	13,680	44.4	46.2
Housing tenure (a)	2006		
	Num	%	NSW %
Owned	9,762	31.7	34.8
Purchasing	8,882	28.9	31.9
Renting	10,934	35.5	29.5
Dwelling structure (a)	2006		
	Num	%	NSW %
Separate house	20,015	65.0	71.4
Semi-detached	3,382	11.0	9.7
Flat, apartment	7,255	23.6	17.7

4. DATA COLLECTION

An Employee Information Survey is carried out to: -

- (i) provide information needed to up date the EEO Management Plan and
- (ii) provide base line data against which progress may be measured.

The following specific actions are carried out: -

- 1. Staff will be provided with information regarding the reasons for conducting an Employee Information Survey.
- 2. Staff will be made aware that the Survey was confidential and voluntary.
- 3. The survey will be conducted and arrangements made for processing of information.
- 4. The statistics will be analysed to obtain: -
 - (a) estimates of the size of EEO groups in the organisation
 - (b) assessment of patterns of employment of EEO groups in the organisation
 - (c) the experience and perceptions of EEO group members regarding employment and career opportunities.

TARGET DATES

- 1 - 4 Employee Survey to be conducted as required. Data collected to be assessed and EEO Management Plan to be updated accordingly.
- 4 – b,c To be completed pending IT Review

RESPONSIBILITY

Manager Human Resources

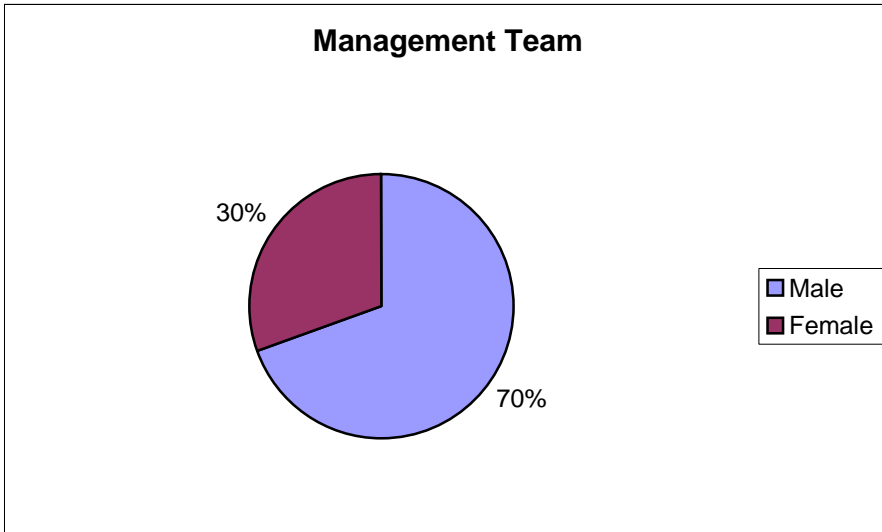
5. PROFILE OF COUNCIL STAFF

EEO Survey to be conducted during 2004/2005

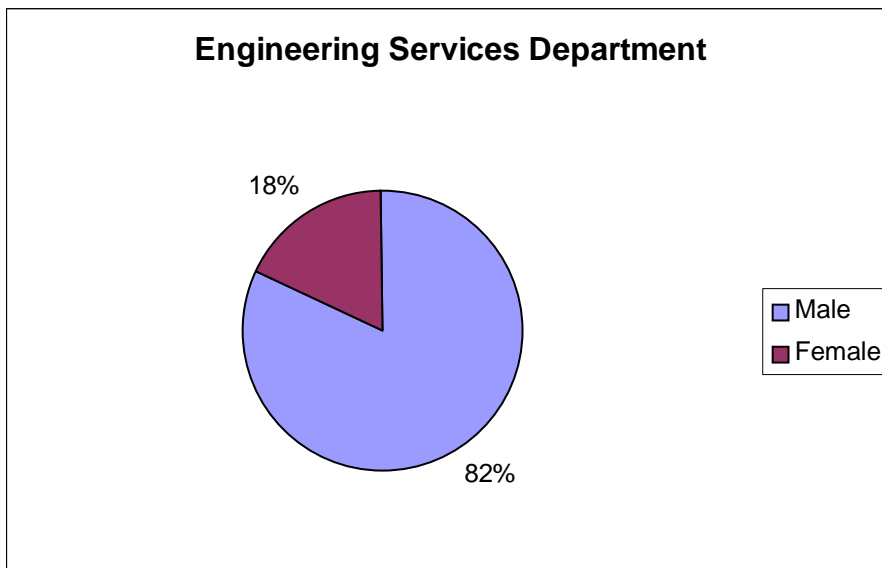
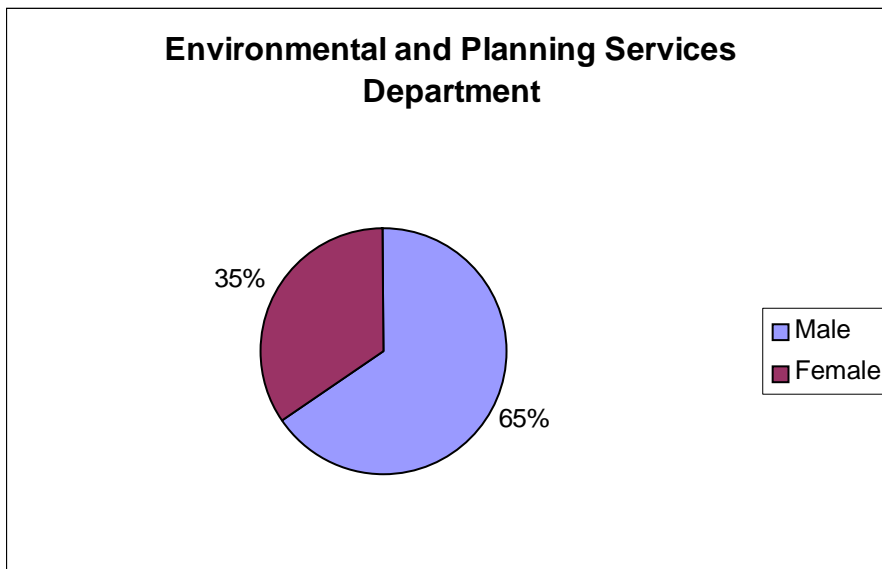
As one of the designated action programs, an EEO Survey was conducted in June 2005. After receiving 58 responses, with a response rate of 15%, the survey results help to indicate the following:

- the percentage (%) of women in Council's Management Team
- the percentage (%) of women in each of the 5 departments within Council
- the age of employees within the following groups per department:
 - 13 – 17 yrs
 - 18 – 24 yrs
 - 25 – 54 yrs
 - 55 – 64 yrs
 - 65 + yrs
- Country in which staff are born
- What language staff first spoke as a child (English and other)
- What language other than English, they still speak

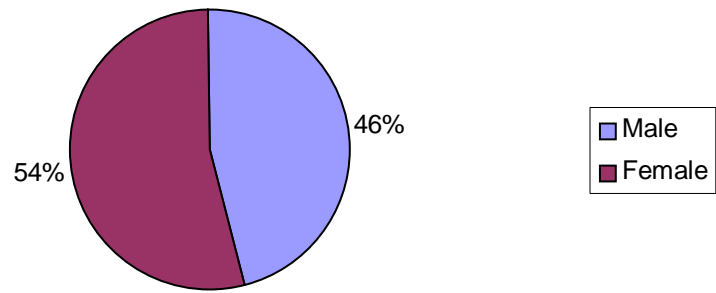
Male / Female within Management Team at HCC:



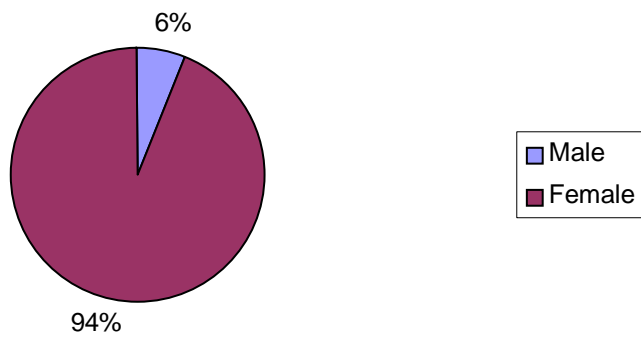
Male / Female within each Department:



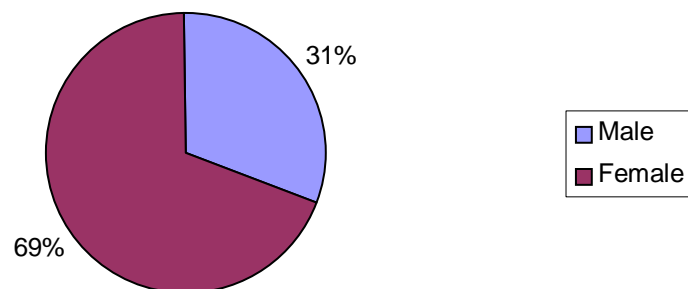
Corporate and Financial Services Department



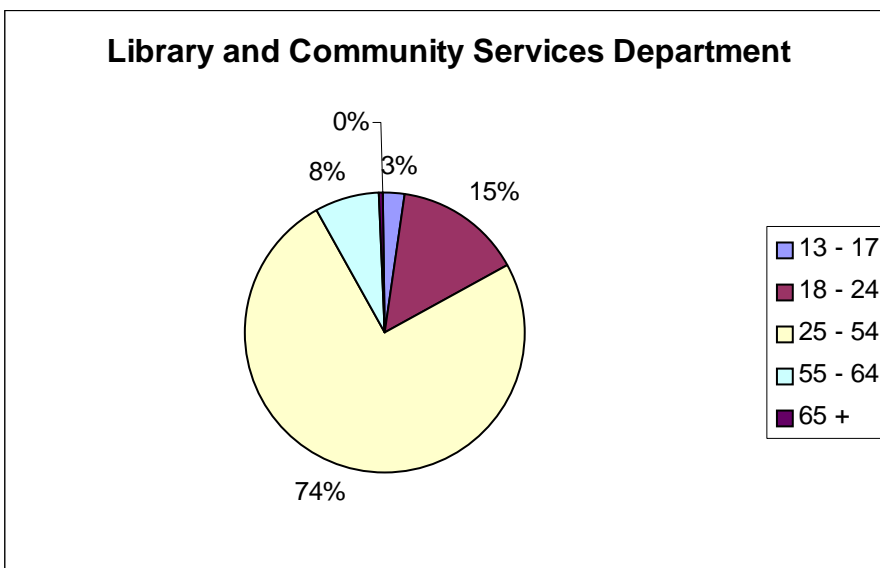
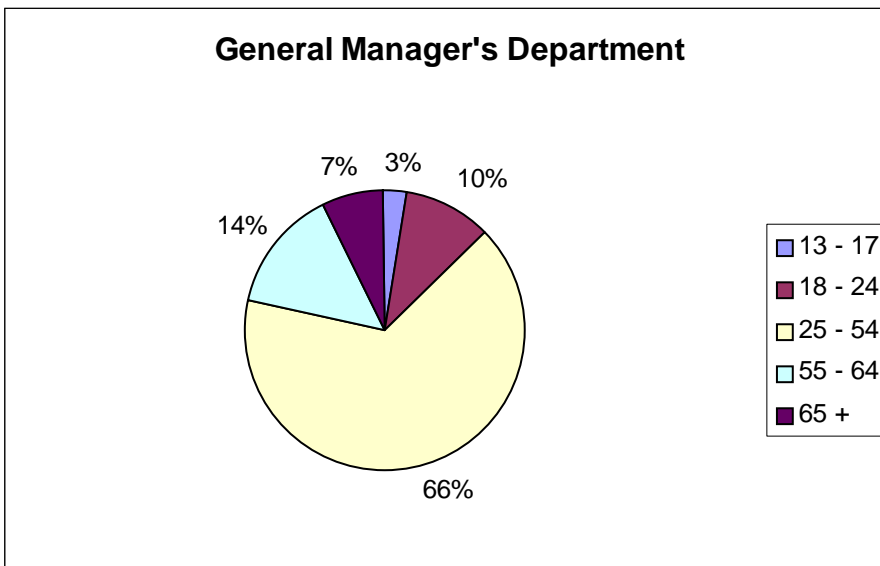
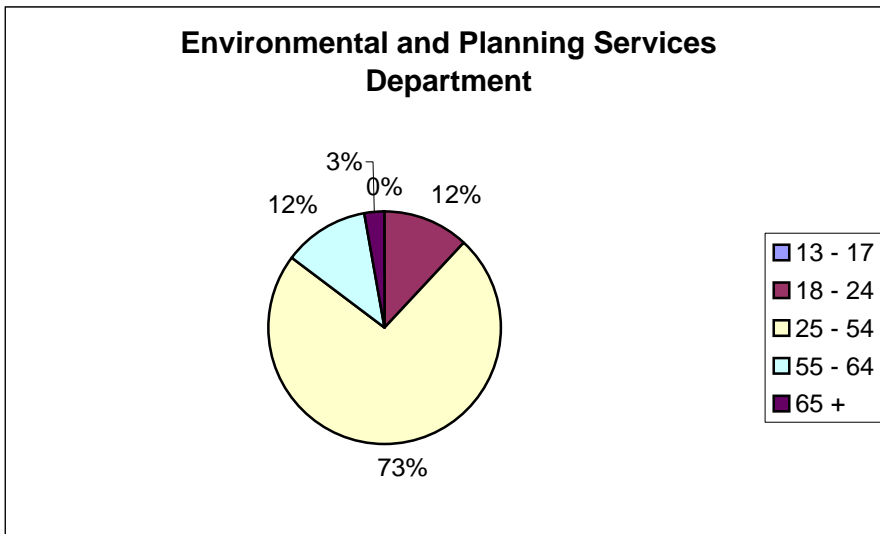
Library and Community Services Department



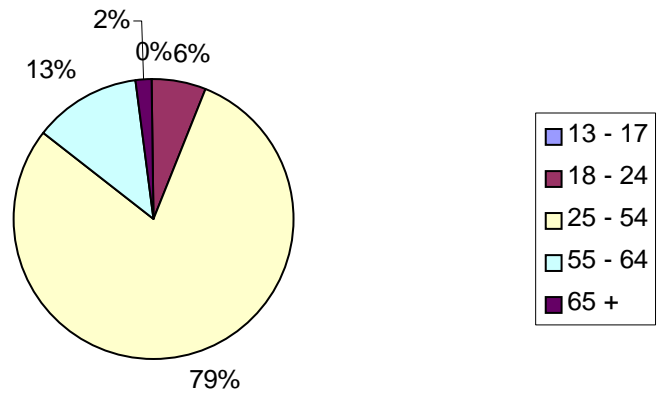
General Manager's Department



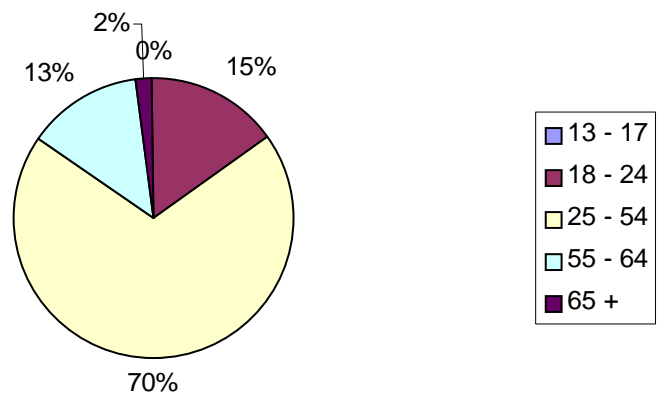
Age of staff within each Department:



Corporate and Financial Services Department



Engineering Services Department



Country of Birth:

Of the 58 responses received, 48 people were born in Australia. Other birthplaces include:

- Afghanistan
- Philippines
- Singapore
- Croatia
- Scotland
- Chile
- Iraq
- Malta
- Cyprus
- Fiji Islands

Language First Spoken by staff as a Child:

Of the 58 responses received, 46 people first spoke English as a child. Other languages first spoken by staff include:

- Maltese
- Spanish
- Macedonian
- Slovenian
- Italian
- Hindi
- Dari
- Tagalog Bisayan Dialect
- Armenian
 - Turkish
 - Lithuanian
 - Cantonese

Language other than English still spoken by staff:

Of the 58 responses received, other languages still spoken by staff include:

- Cantonese
- Italian
- Hindi
- Maori
- Spanish
- Arabic
- Slovenian
- Macedonian
- Lebanese
- Fijian
- Urdu
- Dari
- Tagalog Bisayan Dialect
- Maltese
- Croatian
- Turkish

6. POLICY STATEMENT

POLICY

The Council is committed to providing a work environment free of discrimination for all current and potential employees. In order to ensure this aim is achieved the following procedures have been implemented to ensure any grievances are dealt with efficiently and effectively.

The principles of Equal Employment Opportunity have been will ensure that all present and future prospective employees are treated equitably and fairly, regardless of their:

- Race (including colour, nationality, and ethnic or national origin)
- Age
- Sex
- Marital Status
- Religion
- Political Beliefs
- Sexuality
- Disability (include HIV status)
- Carers' Responsibilities

This Council is firmly committed to ensuring that people with equal skills and qualifications have an equal chance of obtaining a position and advancing with Council based on merit. Positive steps are being taken to ensure that each employee is selected, assessed and treated fairly and equally throughout their employment and that discriminatory practices are non existent in all Council functions.

Council's EEO Management Plan encompasses these areas:

- Communication & Awareness
- Recruitment
- Selection Committee
- EEO Awareness of Job Applications
- Appointment and Transfer
- Training and Staff Development
- Higher Duties
- Grievance Procedures
- Conditions of Service
- Access to Council premises
- Allocation of Responsibilities & Resources
- Evaluation

7. STRATEGY

To this end Council will:

1. Devise policies and programs by which the objects of Section 345 of the Local Government Act will be achieved.
2. Communicate those policies and programs to all staff within Council, through their Induction training, Employee Handbook and Intranet site.
3. Collect and record appropriate information.
4. Review personnel practices within the Council (including recruitment techniques, selection criteria, training and staff development programs, transfer policies and patterns, and conditions of service) with a view to the identification of any discriminatory practices.
5. Set goals against which the success of the plan can be assessed.
6. Involve the Consultative Committee in an advisory capacity in reviewing and monitoring the EEO Plan as necessary.
7. Appoint persons within the Council to implement the above.

SECTION 2 - STRATEGIES

1. COMMUNICATION AND AWARENESS RAISING

OBJECTIVE

To ensure that management and all employees understand EEO principles and their responsibilities in relation to them and the EEO Management Plan, and to develop strategies for communicating these policies and programs to staff and the community.

TARGET GROUP

1. All Council employees
2. All potential employees
3. The community at large

SPECIFIC ACTION

1. Continue to inform Council employees and the general community of Council's EEO Policy and Programs (e.g. poster, pamphlets in Council run public places, articles in Council newsletter to residents, article in Annual Report, regular Staff newsletters.)
2. Ensure there are no barriers to all staff having access to information in Council.
3. Review all Council literature to ensure it conforms to EEO principles.
4. Ensure EEO statement is included in all job advertisements
5. Include segments on EEO in appropriate employee induction and training programs.
6. Provide staff with access to a copy of the EEO Management Plan.

TARGET DATES

- 1-4 Review annually
- 5. Ongoing
- 6. Ongoing as new employees start

RESPONSIBILITY

- 1-2. Manager Human Resources
- 3. Manager Human Resources/Director Library & Community Services/Customer Service Team Leader
- 4 Manager Human Resources
- 5. Manager Human Resources/Training Provider
- 6. Manager Human Resources

2. STAFF POLICIES AND PRACTICES

2.1 RECRUITMENT

OBJECTIVE

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

TARGET GROUP

All employees, applicants for Council positions and members of EEO target groups.

SPECIFIC ACTION

1. Review current practices, policies and procedures based on EEO principles for each of the following recruitment steps:

- * the advertisement
- * where and when to advertise
- * selection tests
- * inquiries and information kits
- * establishing the selection committee
- * shortlisting
- * interviewing
- * medical examination
- * reference checking
- * salary assessment
- * placement and induction
- * career information

TARGET DATES

1. Ongoing

RESPONSIBILITY

Manager Human Resources

2.2 SELECTION COMMITTEE

OBJECTIVE

To ensure that Selection Committee members have sufficient skills and are fully aware of, and implement, the principles of equal employment opportunity.

TARGET GROUP

All employees serving as members of Selection Committees.

SPECIFIC ACTION

1. Review training courses for selection and questioning techniques to ensure the inclusion of EEO principles.
2. Ensure that employees who participate in selection committees have attended appropriate selection techniques training courses.
3. Ensure as a minimum that the selection committee be comprised of one female and one male where there are female applicants being interviewed.

TARGET DATES

1. Review each year.
2. Ongoing.
3. Monitor

RESPONSIBILITY

Manager Human Resources

2.3 EEO AWARENESS OF JOB APPLICANTS

OBJECTIVE

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

TARGET GROUP

All relevant job applicants

SPECIFIC ACTION

1. (a) Requirements regarding EEO be included in all advertisements. To be an essential skill for supervisory and training positions.

(b) Make available appropriate EEO material to all applicants.
2. That interview questions be designed to determine whether applicants understand and can apply EEO principles.

TARGET DATE

1-2 Ongoing

RESPONSIBILITY

Manager Human Resources

2.4 APPOINTMENT AND TRANSFER

OBJECTIVE

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

TARGET GROUP

All employees.

SPECIFIC ACTION

1. Review current practices, develop and establish formal policies and procedures based on EEO principles for appointment, transfer and career mobility.
2. Identify opportunities for multi-skilling and job re-design.
3. Review job evaluation/performance appraisal systems and ensure that they are non-discriminatory in content and administration.

TARGET DATES

1. Review annually.
2. Ongoing
3. Review annually.

RESPONSIBILITY

Manager Human Resources

2.5 TRAINING AND STAFF DEVELOPMENT

OBJECTIVE

To review training and development policies and practices to ensure they conform with EEO principles and to increase participation in staff training and development opportunity by EEO target group members.

TARGET GROUP

All employees.

SPECIFIC ACTION

Training Courses

1. Review and/or develop formal training policy for all Council staff.
2. Examine present provision of training and development opportunities for all staff, and the allocation of resources.
3. Develop and conduct training for supervisors on:
 - * harassment and dealing with grievances;
 - * cross cultural awareness training;
 - * implementing EEO in the workplace.

Employee Needs

4. Examine availability of career development training opportunities for all employees and specialised career development planning for EEO target group members.
5. Ensure career path planning and career counselling is available for all employees.
6. Ensure all employees are aware of all training and development courses offered.

Selection

7. Check that information for selection of participants (for training and development courses) is consistent with EEO principles and promotes EEO awareness.

Eligibility

8. Ensure eligibility requirements for training courses are minimal and essential.
9. Ensure that nomination and screening procedures for training courses do not disadvantage any group of employees.

Access

10. Provide opportunities for employees to self-nominate for training courses.
11. Monitor the participation rates of EEO target groups in training programs.

Redeployment and Retraining

12. Ensure procedures for redeployment and retraining within Council are administered fairly and do not disadvantage any group or type of employee.

TARGET DATES

- 1-2 Review annually.
3. Ongoing
- 4-5 Review annually.
- 6-12 Review annually.

RESPONSIBILITY

Manager Human Resources

2.6 HIGHER DUTIES

OBJECTIVE

Ensure that all employees, where possible and practical, have equal opportunities to relieve/act at higher grades.

TARGET GROUP

All employees.

SPECIFIC ACTION

1. Ensure that the policy and guidelines for relief/acting in higher positions meets the EEO principles.

These include: -

- * the need to ensure that arrangements are based on merit or the developmental needs of employees;
 - * the need to advertise any long term position and call for expressions of interest;
 - * the need to develop appropriate acting/relief rosters to ensure equitable access for all appropriate employees for short term acting/relief opportunities.
2. Monitor and evaluate acting/relief opportunities and examine the participation of EEO target group members.

TARGET DATES

1. Annually
2. Ongoing.

RESPONSIBILITY

Manager Human Resources

2.7 GRIEVANCE PROCEDURES

OBJECTIVE

To promote and implement an accessible and effective grievance policy and procedure.

TARGET GROUP

All employees

SPECIFIC ACTION

1. Issue a Grievance Policy to all new employees and publicise widely.
2. Translate summary into major community languages used by Council staff and distribute to relevant employees.
3. Conduct training programs for all identified grievance officers/supervisors. Programme to include basic discrimination legislation, harassment and details related to grievance policy and procedure.
4. Statements of duties for employees who have responsibility for dealing with grievances to include this responsibility.

TARGET DATE

1. Ongoing
2. Within 2004/05 year.
3. Ongoing
4. Upon successful completion of training programme.

RESPONSIBILITY

- 1-2 Manager Human Resources
3. Manager Human Resources/Training Provider
4. Manager Human Resources

2.8 CONDITIONS OF SERVICE

OBJECTIVE

To review conditions of service policies and practices to ensure they conform with EEO principles.

TARGET GROUP

All staff

SPECIFIC ACTION

1. Review current practices and conditions and establish formal policies and procedures based on EEO principles for each of the following:
 - * tenure
 - * part-time work
 - * allowances and benefits
 - * parental leave (maternity/adoption/paternity)
 - * child care
 - * occupational health and safety
 - * rehabilitation

TARGET DATES

Review annually.

RESPONSIBILITY

Manager Human Resources

2.9 ACCESS TO COUNCIL PREMISES

OBJECTIVE

To ensure that Council premises and facilities are accessible to people with a disability.

TARGET GROUP

People with a disability.

SPECIFIC ACTION

1. Review the legislative requirements as specified in the “Disability Discrimination Act 1992”.
2. Implement the strategies outlined in the Access Policy and Action Plan (APAP).
3. Develop priorities, schedule and budget for APAP strategies.
4. Assess and make minor work site modifications to accommodate the needs of individual employees who have a disability as required.

TARGET DATES

- | | |
|----------|------------------|
| 1, 2 & 4 | Ongoing. |
| 3 | Review annually. |

RESPONSIBILITY

1. APAP Implementation Committee
2. Senior Management Team
3. Senior Management Team
4. Senior Management Team

3. IMPLEMENTATION AND EVALUATION

3.1 ALLOCATION OF RESPONSIBILITIES AND RESOURCES

OBJECTIVE

To ensure successful implementation and ongoing review of the EEO Management Plan by the allocation of clear responsibilities and adequate resources.

TARGET GROUP

Senior Management and staff with responsibility for EEO.

SPECIFIC ACTION

1. Examine which staff should have particular responsibilities in relation to the implementation of the EEO program.
2. Include responsibility for EEO implementation in position statements for all Managers and Supervisors.
3. Include effective implementation of EEO as a criteria of job evaluation schemes/performance appraisal/performance contracts.
4. Allocate sufficient staff and provide adequate funds annually for training, equipment and initiatives identified in the Management Plan.
5. Allocate responsibility to specific employees to assist with the implementation of various aspects of the plan as necessary.
6. Participate in any employment programs appropriate to the implementation of strategies in the EEO Management Plan e.g. Technical Jobs for Women etc.

TARGET DATES

1-6 Ongoing.

RESPONSIBILITY

1. General Manager
- 2-3 Manager Human Resources
- 4-5. General Manager
6. Manager Human Resources

3.2 EVALUATION OF MANAGEMENT PLAN

OBJECTIVE

To evaluate the policies and programs of the EEO Management Plan.

TARGET GROUP

All staff

SPECIFIC ACTION

1. Annually review and amend the EEO Management Plan as appropriate. Regularly report to Council and management about progress of monitoring mechanisms and other activities undertaken to implement strategies. These progress reports to be included in Council's Annual Report.
2. Seek comment and advice from the Consultative Committee and employees as part of the review process.
3. Council and Senior Management to consider and adopt amendments to the EEO Management Plan.
4. Publish in the Annual Report and Management Plan the progress made during the year on implementing the EEO Management Plan; on special projects and achievements for the year; on new issues arising from grievance procedures; on plans for the coming year; on relevant statistical changes; and repeating essential information on EEO policies and procedures.

TARGET DATES

1. Ongoing
2. Review annually
3. After annual review of the EEO Management Plan
4. Annually

RESPONSIBILITY

Manager Human Resources