

Equal Employment Opportunity Management Plan

2021 - 2024



Version Control

Version	Date	Reason/Comments	Name/Position
2.1	May 2021	Review in accordance with legislation requirements	Manager People and Culture



40 cherry street • po box 450 • ballina nsw 2478
t 1300 864 444 • e council@ballina.nsw.gov.au

ballina.nsw.gov.au

Table of Contents

Strategy 1.....	1
Policy and Program	1
Strategy 2.....	3
Communication and Awareness Raising	3
Strategy 3.....	4
Consultation	4
Strategy 4.....	5
Recruitment	5
Strategy 5.....	7
Promotion and Transfer	7
Strategy 6.....	8
Training and Development.....	8
Strategy 7.....	11
Harassment and Grievance Procedures.....	11
Strategy 8.....	13
Implementation	13

Strategy 1

Policy and Program

Action Code	Action Name	Responsible Officer	Performance Indicators	Status	Progress	Comments
ST1 Policy and Program	Review Council's Equal Employment Opportunity Policy and plan in line with legislative requirements	Manager People and Culture	<ul style="list-style-type: none"> EEO Policy and Plan are reviewed through a consultative process Number of staff who provide feedback Number of suggestions and changes made as a result of feedback received EEO Policy continues to meet best practice standards and current legislative requirements for local government 			Policy and Plan is due to be reviewed in 2023 and reported to Council in 2024

Implementation Task	Officer	Due Date	Progress
Consult with key external stakeholders (e.g. Anti-Discrimination Board) on content	Manager People and Culture	2023	
Council's Consultative Committee is requested to review and provide comments on the Policy	Manager People and Culture	2023	
Presentation of Policy to Council's Management Team	Manager People and Culture	2023	
Reviewed Policy is distributed to all staff for comment	Manager People and Culture	2023	

Action Code	Action Name	Responsible Officer	Performance Indicators	Status	Progress	Comments
ST1 Policy and Program	Submit reviewed Policy and Plan to Council for adoption	General Manager	<ul style="list-style-type: none"> Councillors have a high level of awareness and ownership of policy and plan Council adopts EEO Policy and commits to its implementation through the adopted EEO Management Plan 			Policy is due to be reported to Council in 2024

Implementation Task	Officer	Due Date	Progress
Adoption of policy and plan by Council	General Manager	2024	

Strategy 2

Communication and Awareness Raising

Action Code	Action Name	Responsible Officer	Performance Indicators	Status	Progress	Comments on achievement
ST2 Communication and Awareness Raising	Communications delivered on EEO Policy and Plan and related issues in line with EEO Communications Strategy	Manager People and Culture	<ul style="list-style-type: none"> That the community and staff remain informed about progress of the EEO management plan, and achievement of planned outcomes Record and report on data from staff surveys relating to attitudes on Council's approaches to EEO 			

Implementation Task	Officer	Due Date	Progress
Launch EEO Policy and Management Plan involving key stakeholders	Manager People and Culture	Ongoing	
General Manager, Director and/or Manager People and Culture to meet with relevant groups as required to discuss new EEO Policy and Management Plan	Manager People and Culture	Ongoing	
EEO Policy and Management Plan prominent in Council's Annual Report	Manager People and Culture	Annually	
EEO issues and legislative changes are incorporated into communications / circulars from senior management	Manager People and Culture	Annually	
Employee handbooks reviewed	Manager People and Culture	Annually	
EEO training (supervisors, selection panel members and all staff)	Manager People and Culture	Ongoing	

Strategy 3

Consultation

Action Code	Action Name	Responsible Officer	Performance Indicators	Status	Progress	Comments
ST3 Consultation	Report on implementation of the new EEO Management Plan annually via Council's Annual Report	Manager People and Culture	<ul style="list-style-type: none"> EEO Management Plan adopted by Council Council staff aware of the EEO Management Plan Achievement of targets in EEO Management Plan 			

Implementation Task	Officer	Due Date	Progress
Evaluate implementation through data collection and staff surveys and regular Executive reporting	Manager People and Culture	Annually	
EEO Plan implementation reported in Council's Annual Report	Manager People and Culture	Annually	

Strategy 4

Recruitment

Action Code	Action Name	Responsible Officer	Performance Indicators	Status	Progress	Comments
ST4 Recruitment	Implement employment strategies which achieve the employment goals for each EEO target group: <ul style="list-style-type: none"> Gender Aboriginal / Torres Strait Islander (ATSI) Disability 	Manager People and Culture	<ul style="list-style-type: none"> Endorsed strategy for employee with disability to transition into open employment Funding granted for EEO target roles Completed review of recruitment procedure Percentage of panel members trained 			

Implementation Task	Officer	Due Date	Progress
Clear strategy to support the integration of employees with a disability to transition into the open employment workforce	Manager People and Culture	Annually	
Pursue funding opportunities to expand the targeted employment of EEO target groups, including traineeship programs	Manager People and Culture	Annually	
Consider the barriers and opportunities for all target groups when recruiting new positions	Manager People and Culture	Ongoing	
Recruitment panel members receive training on Council's EEO policies and practices	Manager People and Culture	Ongoing	

Action Code	Action Name	Responsible Officer	Performance Indicators	Status	Progress	Comments
ST4 Recruitment	Review all People and Culture procedures and practices to ensure they reflect EEO principles for each target group <ul style="list-style-type: none"> • Gender • ATSI • Disability 	Manager People and Culture	<ul style="list-style-type: none"> • Procedures meet the needs of all people in a non-discriminatory manner • Selection and pre-employment requirements align with legislative requirements 			

Implementation Task	Officer	Due Date	Progress
Staff Consultative Committee requested to review procedures and provide comments in relation to EEO issues	Manager People and Culture	Ongoing	
Recruitment and Selection procedure reviewed when due or when legislation changes to ensure it is fully compliant with relevant legislation	Manager People and Culture	Ongoing	

Strategy 5

Promotion and Transfer

Action Code	Action Name	Responsible Officer	Performance Indicators	Status	Progress	Comments
ST5 Promotion and Transfer	Analyse workplace trends to identify areas of growth and increased mobility in Council and provide work experience and training opportunities to support target groups ability to compete for positions in these areas	Manager People and Culture	Identified opportunities are conveyed to management and consultative committee			

Implementation Task	Officer	Due Date	Progress
Implement regular agenda item for Staff Consultative Committee meetings to review trends and identify opportunities for training opportunities for EEO target groups	Manager People and Culture	Annually	

Strategy 6

Training and Development

Action Code	Action Name	Responsible Officer	Performance Indicators	Status	Progress	Comments
ST6 Training and Development	Ensure career path planning and career counselling is available for all employees	Manager People and Culture and Section Managers	Information provided to performance reviewers on career development issues and maximising staff potential			

Implementation Task	Officer	Due Date	Progress
Supervisory Staff to attend training on career planning, identification of career development and maximising staff potential	Manager People and Culture		

Action Code	Action Name	Responsible Officer	Performance Indicators	Status	Progress	Comments
ST6 Training and Development	Examine present provision of training and development opportunities for all staff and the allocation of resources to ensure they reflect EEO principles and promote equal employment opportunities for each target group	Manager People and Culture	The provision of training to target groups and all staff is reviewed annually and reported to the Executive Team			

Implementation Task	Officer	Due Date	Progress
Identify and respond to barriers for accessing training and development opportunities including travel policies, reimbursement of expenses and location of training	Manager People and Culture	Ongoing	
Staff Consultative Committee requested to review Corporate Training Plan annually for EEO barriers or opportunities	Manager People and Culture	Annually	
Ensure that all training service providers are made aware of and support Council's EEO and Anti-Discrimination Policy principles	Manager People and Culture	Ongoing	

Action Code	Action Name	Responsible Officer	Performance Indicators	Status	Progress	Comments
ST6 Training and Development	Monitor the participation rate of EEO target groups in training programs	Manager People and Culture	Information entered on training database (PULSE)			

Implementation Task	Officer	Due Date	Progress
Statistics/accurate records are maintained of attendance at all training by self-identified members of EEO target groups	Manager People and Culture	Ongoing	

Strategy 7

Harassment and Grievance Procedures

Action Code	Action Name	Responsible Officer	Performance Indicators	Status	Progress	Comments
ST7 Harassment and Grievance Procedures	Conduct seminars and education sessions to explain anti-discrimination legislation and ensure all employees aware of their obligations and know that harassment is unacceptable and illegal behaviour and that instances of such behaviour may lead to disciplinary action	Manager People and Culture	Education provided to all staff			

Implementation Task	Officer	Due Date	Progress
In-house training sessions for whole of Council staff every three years	Manager People and Culture	Ongoing	

Action Code	Action Name	Responsible Officer	Performance Indicators	Status	Progress	Comments
ST7 Harassment and Grievance Procedures	Conduct training for all identified grievance handlers / supervisors	Manager People and Culture	Percentage of grievance handlers / supervisors who have completed training.			

Implementation Task	Officer	Due Date	Progress
Supervisors and above to receive training every three years regarding basic listening skills, legislation and Councils relevant policies and procedures	Manager People and Culture	Ongoing	

Action Code	Action Name	Responsible Officer	Performance Indicators	Status	Progress	Comments
ST7 Harassment and Grievance Procedures	Promotion of Council's bullying and harassment procedures amongst all staff	Manager People and Culture	<ul style="list-style-type: none"> • Provided on infonet • Written all staff updates • Induction training • Regular Ongoing training 			

Implementation Task	Officer	Due Date	Progress
Provision of current procedure on Infonet	Manager People and Culture	Ongoing	
Written all staff updates	Manager People and Culture	Annually	
Induction training for all new starters	Manager People and Culture	Ongoing	
Regular training for all staff	Manager People and Culture	Annually	

Strategy 8

Implementation

Action Code	Action Name	Responsible Officer	Performance Indicators	Status	Progress	Comments
ST8 Implementation	Include responsibility for EEO implementation in position statements of all staff	Manager People and Culture	EEO element implemented into all position statements			

Implementation Task	Officer	Due Date	Progress
Review position statements annually to include EEO program	Manager People and Culture	Ongoing	

Action Code	Action Name	Responsible Officer	Performance Indicators	Status	Progress	Comments
ST8 Implementation	Incorporate EEO Management Plan actions into Council's reporting processes and allocate appropriate budget and staff to support successful implementation	General Manager	<ul style="list-style-type: none"> Inclusion in Pulse Strategic Management Plans Module with quarterly reporting requirement Allocation of budget resources 			

Implementation Task	Officer	Due Date	Progress
When Council's Delivery Plan is reviewed annually ensure EEO action plan is included so there is an allocation of budget resources to implement identified actions	General Manager	Annually	