



CCSP22 Equal Opportunity and Diversity Management Planning

23 January 2013

Objective

The purpose of this policy is to provide a strategic focus to maximise human resource potential and enhance productivity to meet core business goals. The specific objectives are:

- To maximise the potential of all councillors and staff in order that the Council can better meet its core business goals.
- To maintain satisfactory staff morale and commitment by fostering mutual trust in all matters employment related.
- To ensure that all Council workplaces are free from all forms of unlawful discrimination and harassment.
- To ensure that all human resource policies and practices give all staff (or those seeking employment with the Council) a “fair go” and are afforded equal opportunity, procedural fairness and natural justice.
- To ensure staff have access to relevant training and development; and
- That the Council promotes a workplace culture that displays fair workplace practices and behaviours.

Strategy

The Shire of Augusta-Margaret River is committed to and promotes the principle of equal opportunity for all staff and those seeking employment with the Shire. The Council accepts that it has a responsibility to create an environment free from discrimination and harassment. In achieving this objective, the Shire will continue to develop policies, practices and guidelines consistent with the principles of equity, fair play and ethical conduct. Diversity management strategies demonstrate the Council’s commitment to both the spirit and intent of anti-

discrimination and equal opportunity.

The State *Equal Opportunity Act 1984*, *Criminal Code (Chapter XI)* and *Spent Convictions Act 1988* legislation and Commonwealth *Human Rights and Equal Opportunity Commission Act 1986*, *Racial Discrimination Act 1975*, *Sex Discrimination Act 1984*, *Disability Discrimination Act 1992*, *Age Discrimination Act 2004*, *Fair Work Act 2009*, *Gender Equality Act 2012*, render workplace discrimination and harassment (and other circumstances) unlawful on the following grounds:

- Race or racial vilification
- Colour
- National or ethnic origin
- Gender
- Sexual orientation
- Mental status
- Religious or political conviction
- Physical and/or intellectual impairment
- Age
- Marital status
- Pregnancy and/or potential pregnancy
- Family responsibilities
- Disability
- Spent convictions
- Sexual History

Under the State *Equal Opportunity Act 1984* (and its subsequent amendments), it is the responsibility of Local Government to prepare and implement an equal employment opportunity management plan in order to achieve the objects of the Act.

The legislation prescribes (Part IX – Division 3) that each management plan includes certain provisions, which detail the following:

- Policies and programs to achieve the objects of the Act;

- The means of communicating these policies and programmes to employees;
- The means of collecting and recording appropriate information;
- The review of human resource practices within the Council (including recruitment techniques, selection criteria, training and staff development programmes, promotion and transfer policies and patterns, and conditions of service) with a view to the identification to any discriminatory practices;
- Goals and targets against which the success of the management plan in achieving the objects of the Act can be assessed;
- A means of revising and amending the management plan; and
- The appointment of people within the Council to implement the provision of the management plan.

Separate EEO Management Plans are no longer required to be submitted by the Council to the Director of Equal Opportunity in Public Employment. Instead EEO/Diversity plans can be integrated into strategic, human resource or other corporate plans. The Commonwealth *Fair Work Act 2009* incorporates anti-discrimination protection for employees, based on Australia's international obligations.

Application

In order to assure that the Equal Opportunity and Diversity Management Planning is effectively implemented, the following roles and responsibilities apply:

Council

- Sets overall policy directing Council in terms of diversity management.
- Compliance with legislative requirements relating to EEO and anti-discrimination legislation.
- Formation of community feedback mechanisms such as the Disability Access and Inclusion Plan.

Chief Executive Officer

- Ensures that Diversity Management and EEO policies and procedures are communicated, embedded and adhered to throughout the organisation.
- Ensures that EEO and diversity outcomes are included in business planning.

- Supports and signs the Diversity Management Plan and ensures that relevant policies and achievements are communicated to all staff under CEO endorsement.
- Sets measurable EEO and diversity accountabilities for executive managers and evaluates progress at regular executive meetings.

The Policy is to be reviewed every three years.

Adopted by Council Date: 23 January 2013 - OM1301/6

Last reviewed Date: 27 August 2009
