



**EQUAL
EMPLOYMENT
OPPORTUNITY
MANAGEMENT
PLAN
P3.0348.3**

EQUAL EMPLOYMENT OPPORTUNITY MANAGEMENT PLAN

DIRECTORATE: Customer and Corporate Strategy

BRANCH: People, Learning and Culture

CATEGORY: 3

1. Context

1.1 To demonstrate Camden Council's commitment to the principles of Equal Employment Opportunity (EEO) and to coordinate and manage EEO practices within Council.

Strategies to deliver EEO practices in this Management Plan are:

- Communication and awareness training
- Compliant recruitment, selection and appointment processes
- Promotion of workforce diversity
- Fair and equitable employment practices
- Review and evaluation of EEO practices.

2. Parent Policy

2.1 This Management Plan is to be read in conjunction with the Equal Employment Opportunity Policy.

3. Statement of Procedures

3.1 Communication and Awareness Training

Objective:	All employees are aware of EEO principles, their rights, and responsibilities.	
	<i>Strategy</i>	<i>All employees are informed, trained, and accountable for EEO</i>
	<i>Strategy</i>	<i>EEO principles are communicated to the community</i>

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Actions	Responsibility	Partnership	Target Date	Performance Measure
All new employees are trained in EEO during onboarding	Employees and Supervisors	People, Learning and Culture branch	Within three months of employee commencing work	All new employees have participated in EEO training
EEO Policy and Management Plan provided to all new starters	People, Learning and Culture branch	Managers	Prior to commencement	EEO Policy and Management Plan are provided to all new starters prior to commencement and are available during the course of employment via the intranet
Develop and implement EEO questionnaire to be completed by new starters	People, Learning and Culture branch	Managers	January 2024	Questionnaire developed and implemented
Employees can participate in decisions regarding EEO via the Consultative Committee	Consultative Committee People, Learning and Culture branch		Ongoing	Consultative Committee consulted on relevant EEO issues
Include EEO responsibilities in position descriptions	Managers People, Learning and Culture branch		Ongoing	EEO responsibilities included in all position descriptions
EEO Activities included in Annual Report	Chief People Officer Manager Corporate Performance and Customer Experience		Annual	Statement of EEO activities included in Annual Report

3.2 Recruitment, Selection and Appointment Processes

Objective:	Recruitment, selection and appointment processes are non-discriminatory	
	<i>Strategy</i>	<i>Recruitment practices are in accordance with EEO principles</i>
	<i>Strategy</i>	<i>Selection and appointment of employees is based on merit</i>

Actions	Responsibility	Partnership	Target Date	Performance Measure
Recruitment practices and policy are reviewed to ensure EEO compliance	People, Learning and Culture	Executive Leadership Group Senior Management Team	In line with Policy review cycle	Review conducted
All employees who participate in selection panels must have completed Recruitment and Selection and EEO Training	People, Learning and Culture		Prior to participating in recruitment process	All panel members have completed Recruitment and Selection and EEO training
EEO Principles to be followed in all aspects of the employment process, including shortlisting, interviews, referee checking, criminal history checking and pre-employment medicals	Chairperson of recruitment panel	People, Learning and Culture branch	At all times during the recruitment process	EEO principles are adhered to in all employment processes

Actions	Responsibility	Partnership	Target Date	Performance Measure
Position descriptions follow EEO principles	Managers	People, Learning and Culture branch	Upon review of position descriptions	All position descriptions comply with EEO principles
Career development opportunities are offered in accordance with EEO principles	Managers	People, Learning and Culture branch	Annually	EEO principles are complied with

3.3 Workforce Diversity

Objective:	To provide the opportunity for diversity in the workforce	
	<i>Strategy</i>	<i>To develop practices to encourage diversity in the workforce</i>
	<i>Strategy</i>	<i>To improve access and participation in the workforce for target groups</i>

Actions	Responsibility	Partnership	Target Date	Performance Measure
Provide work experience opportunities to improve employment prospects for EEO target groups	Senior Management Team	People, Learning and Culture branch	Ongoing	Work experience provided for target groups
Provide traineeships and apprenticeships for EEO target groups	Executive Leadership Group Senior Management Team	People, Learning and Culture branch	Ongoing	Traineeships and apprenticeships are provided

Actions	Responsibility	Partnership	Target Date	Performance Measure
Language interpreter service promoted and accessible to employees and customers	Corporate Performance and Customer Experience branch	Public Affairs branch	Ongoing	Services promoted within Council and the community

3.4 Employment Practices

Objective:	Employment practices are fair, equitable and non-discriminatory	
	<i>Strategy</i>	<i>EEO principles are incorporated into employment practices</i>
	<i>Strategy</i>	<i>Discrimination, bullying and harassment is not tolerated in the workplace</i>

Actions	Responsibility	Partnership	Target Date	Performance Measure
All employment related policies, practices and training are compliant with EEO	People, Learning and Culture branch	Senior Management Team Consultative Committee	Ongoing	Policies comply with EEO principles
Family and carer responsibilities are recognised in accordance with legislation	Managers	People, Learning and Culture branch	Ongoing	Family and carer responsibilities are recognised when appropriate with employee and operational needs
Review Respect and Dignity in the Workplace Policy	People, Learning and Culture branch	Consultative Committee Safety and Risk branch	In line with Policy review cycle	Policy reviewed on time

Actions	Responsibility	Partnership	Target Date	Performance Measure
Council's Respect and Dignity in the Workplace Policy is promoted to all employees	People, Learning and Culture branch	Consultative Committee	Ongoing	All employees complete compulsory training every 2 years All new starters complete Bullying Prevention training

3.5 Implementation and Evaluation

Objective:	EEO Management Plan is implemented, regularly reviewed, and evaluated	
	<i>Strategy</i>	<i>EEO practices are implemented, reviewed, and evaluated</i>
	<i>Strategy</i>	<i>EEO Policy and Management Plan are reviewed and evaluated</i>

Actions	Responsibility	Partnership	Target Date	Performance Measure
Allocate funds to implement EEO strategies	Executive Leadership Group		Annual	Budget resources allocated
Collect and record statistics and other information to develop EEO programs and monitor effectiveness	People, Learning and Culture		Annual	Data collected and reported to ELG
Annually review the EEO Management Plan	People, Learning and Culture	Consultative Committee	In line with the Policy review process	EEO Management Plan reviewed

Actions	Responsibility	Partnership	Target Date	Performance Measure
Report annually on EEO Management Plan and measure against objectives	Chief People Officer	Manager Corporate Performance and Customer Experience	Annual	EEO included in Annual Report
Seek advice from all employees as the part of review process	Consultative Committee			Consultation has occurred
Review and consider amendments to EEO Management Plan	Senior Management Team Executive Leadership Team People, Learning and Culture branch			Amendments made and adopted where appropriate

4. Review

4.1 This Document will be reviewed every 12 months or more frequently as required.

5. Definitions

5.1 The definitions relevant to this Procedure are set out in the Equal Employment Opportunity Policy.

6. Related Materials

6.1 Related Legislation

- *Age Discrimination Act 2004 (Cth)*
- *Anti-Discrimination Act 1977*
- *Australian Human Rights Commission Act 1986 (Cth)*
- *Carer Recognition Act 2010*
- *Disability Discrimination Act 1992 (Cth)*
- *Disability Inclusion Act 2014*
- Local Government (State) Award
- *Local Government Act 1993*

- *Racial Discrimination Act 1975 (Cth)*
- *Sex Discrimination Act 1984 (Cth)*
- *Work Health and Safety Act 2011*
- *Workplace Gender Equality Act 2012 (Cth)*

6.2 Related Policies, Procedures and Other Guidance Material

- Acceptable Use Policy
- Code of Conduct
- Dealing with Unreasonable Customer Conduct Policy
- Disciplinary Policy
- Disciplinary Procedure
- Equal Employment Opportunity Policy
- Family and Domestic Violence Policy
- Flexible Work Hours Policy
- Grievance Handling Policy
- Grievance Handling Procedure
- Health and Wellbeing Policy
- Recruitment and Selection Policy
- Recruitment and Selection Procedure
- Respect and Dignity in the Workplace Policy
- Work Health and Safety Policy
- Working Alone Procedure
- Workplace Surveillance Policy

Approval and Review	
Responsible Branch	People, Learning and Culture
Responsible Manager	Chief People Officer
Date Adopted	17/05/2024
Version	3
EDMS Reference	23/47025
Date of Next Review	31/05/2024

Version Control				
Version	Date Adopted	Approved By	EDMS Ref.	Description
1	21/07/2022	ELG	23/47025	Initial adoption of policy.
2	06/07/2023	Governance	23/47025	New clauses created by the new Procedure Template and minor amendments to date deadlines, inline with the new review cycle.
3	17/05/2024	Governance	23/47025	Editorial amendments.