

## GENERAL MANAGER PRACTICE NOTE

### LEADERSHIP

Effective from:	1 April 2016
Contact officer:	Manager Organisational Development
Next review date:	January 2017
File Reference:	104/7
Related Policies/Local Laws/Legislation:	Equal Employment Opportunity Procedure Local Government Act 1993 No. 30 and Regulation Local Government (State) Award Privacy and Personal Information Act 1998 (NSW) Health Records and Information Privacy Act 2002 Government Information (Public Access) Act 2009 State Records Act 1998 State Records Regulation 2010 State Records - Retention and Disposal Authority – Local Government Records (GA39) Code of Conduct Statement of Ethics Council Recruitment and Selection Policy and Any other legislation that may apply
Related Documents:	Access to Personal File Form Grievance Policy and Procedure Disciplinary Policy and Procedure Workplace Health and Safety Management System Recruitment Policy and Procedure NSW Anti-Discrimination Act 1977 Local Government Act 1993

### OBJECTIVES

The object of this policy is:

- To eliminate discrimination or harassment in employment on the grounds of race, sex, marital status, physical disability, intellectual disability, homosexuality, compulsory age retirement, carer's responsibilities and transgender (transsexuality).
- To promote equal employment opportunity for women, members of racial minorities and persons with a disability.



## POLICY STATEMENT

Through the development and implementation of an Equal Employment Opportunity (EEO) Management Plan, Wingecarribee Shire Council will continue to ensure that employment, training and staff development opportunities are based on merit. This will increase the opportunity for greater efficiency for the Council, greater benefits and job satisfaction for individual employees and better service to the community.

Council's EEO Coordinator is the Manager Organisational Development. Employee representatives will be invited to discuss issues arising from the implementation of the Equal Employment Opportunity (EEO) Management Plan.

## SCOPE

This policy applies to all Wingecarribee Shire Council employees.

## DEFINITIONS

**EEO** – employment policies and practices that are based upon the principles of merit. Equal Employment Opportunity is about:-

- Fair practices in the workplace;
- Management decisions being made without bias;
- Recognition and respect for the social and cultural backgrounds of all staff and customers;
- Employment practices which provide staff satisfaction, commitment to the job and the delivery of quality services to customers, and
- Improving productivity by guaranteeing that:-
  - The best person is recruited and/or promoted
  - Skilled staff are retained
  - Training and development is linked to employee needs and customer needs; and
  - The workplace is efficient and free of harassment and discrimination



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## RESPONSIBILITIES

Position	Responsibility
General Manager	<p>To lead staff (either directly or through delegated authority) in their understanding of and compliance with this Policy and Guidelines.</p> <p>To approve resources to develop, implement and review this Policy and Guidelines.</p> <p>To exercise discretion to vary the policy and procedures as thought appropriate.</p> <p>Implement the Council's Equal Employment Opportunity Management Plan;</p> <p>Ensure all staff comply with Council's EEO Policy and with legal obligations under relevant legislation;</p> <p>Ensure that management audits of the EEO program are undertaken on a regular basis.</p>
Deputy General Managers	<p>To communicate, implement and comply with this Policy and related Guidelines.</p> <p>Allocate funds for EEO training activities;</p> <p>Ensure the EEO Policy and plan are implemented within their Division;</p> <p>Ensure that all staff with supervisory responsibilities are aware of staff's rights and obligations under Council's EEO Policy, and under legislation.</p>
Manager Organisational Development	<p>Facilitate the provision of regular training to all Council officials on their role and responsibilities in relation to this Policy, Guidelines and related procedures.</p>
EEO Co-Coordinator (a staff member of Organisational Development)	<p>Develop and review EEO policies and programs including guidelines and best practice standards</p> <p>Consult with Management about the EEO policy and program and review its implementation</p> <p>Work with management, employee representatives and staff to develop and implement the EEO policy including guidelines and best practice standards</p>



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Position	Responsibility
	<p>Research EEO matters and keep the General Manager and Management informed of developments</p> <p>Provide statistical data and other human resource information to allow Council to develop and monitor its EEO program</p> <p>Integrate the EEO policy and practices into human resource management practices and Council programs</p> <p>Advise on grievance handling procedures</p> <p>Review Organisational Development policies and procedures</p> <p>Ensure that the position descriptions of all staff with management or supervisory responsibilities reflect their EEO responsibilities and accountabilities.</p>
Organisational Development	In consultation with the EEO Co-Coordinator, program EEO awareness training and other training for EEO groups.
Group Managers, Managers and Coordinators	<p>To implement this Policy, Guidelines and related procedures.</p> <p>To lead staff in their understanding of, and compliance with, this Policy and Guidelines</p>
Employees	To ensure that they comply with the requirements of the policy and procedures.
Information Technology Manager	To assist with the development of systems to support staff access to this Policy, Guidelines and related information. To ensure IT requirements are available to facilitate compliance with the Act.
All Council officials	<p>To comply with this Policy, Guidelines and related procedures.</p> <p>Are responsible for upholding EEO principles outlined in this policy, however, specific responsibility lies with the Deputy General Managers, Managers and Coordinators to prevent discrimination and promote equal opportunity in the workplace;</p> <p>Have the right to seek advice from the Anti-Discrimination Board.</p>

## CONSULTATION:

Adopted by the Consultative Committee 31 March 2016.



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**APPROVED BY:**



Ann Prendergast  
**GENERAL MANAGER**

**1 April 2016**



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