



**EQUAL EMPLOYMENT
OPPORTUNITY AND
DIVERSITY
MANAGEMENT PLAN**

Revision No:	New Document
Resolution No:	
Issue Date:	
Review Date:	

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INTRODUCTION

The Bunbury-Harvey Regional Council (BHRC) is committed to having a diverse and inclusive workforce with a collection of skills, experiences and perspectives that is reflective of the community we live in.

BHRC embraces its obligation under the *Equal Opportunity Act 1984* to prepare and implement an Equal Employment Opportunity (EEO) and Diversity Management Plan.

EEO is part of good management practices as it operates on the principle of merit rather than personal characteristics when making employment decisions. Diversity encompasses acceptance and respect and encourages tolerance for people of all backgrounds.

At BHRC we recognize that each employee's unique experiences, perspectives, and viewpoints across our organisation are critical to engage and inspire all our staff. We value diversity and respect and are committed to working towards integrating the principles of EEO and diversity and to ensure that the work environment is free from harassment and discrimination.

We hope to create an environment where we are a workforce that fosters inclusiveness and embraces the diversity of its people such as differences in cultural backgrounds, race, ethnicity, disability, age, gender identity or sexual orientation. Therefore, our goal is to foster an environment to ensure that our workplace is free from discrimination and that all employees and potential employees are treated fairly and equitably in regard to opportunities for employment, promotion and employee benefits.

The purpose of this EEO and Diversity Management Plan is to:

- ensure that we, as an organisation maintain a reputation for being equitable, fair and non-discriminatory in our employment practices;
- maximize the potential of our workforce by selecting candidates based solely on their skills and merit when being considered for employment and development opportunities';
- embrace a workplace culture that promotes equality, fairness and diversity;
- investigate reasonable options towards a staffing profile that is reflective of our community demographic; and
- Meet our legal requirements under anti-discrimination legislation.

BHRC has a legal obligation under both Federal and State legislation to ensure the absence of discrimination in the workplace and this plan has been specifically developed to address these obligations.

Key legislation relating to EEO and Diversity:

- | | |
|---|---|
| ✓ <i>Equal Opportunity Act 1994</i> | ✓ <i>Equal Opportunity Act 1984</i> |
| ✓ <i>Racial Discrimination Act 1975</i> | ✓ <i>Local Government Act 1995</i> |
| ✓ <i>Sex Discrimination Act 1984</i> | ✓ <i>Local Government (Administration) Regulations 1996</i> |
| ✓ <i>Disability Discrimination Act 2009</i> | ✓ <i>Anti-Discrimination Act 1991</i> |
| ✓ <i>Human Rights & Equal Opportunity Commission Act 1986</i> | ✓ <i>Occupational Safety and Health Act 1984</i> |
| ✓ <i>Equal Opportunity in Public Employment (EOPE) Act 1992</i> | ✓ <i>Industrial Relations Act 1999</i> |
| | ✓ <i>Crime and Misconduct Act 2001</i> |

MESSAGE FROM THE CEO

This EEO and Diversity Management Plan was been developed in accordance with Part IX of the *Equal Opportunity Act 1984* and is aligned with the Director of Equal Opportunity in Public Employments EEO and Diversity Outcome Standards Framework.

An inclusive and accepting workplace has benefits for all employees. A diverse workforce will attract and retain quality employees, which translated into effective business decisions and effective service delivery.

Our Plan is the foundation for a working environment free from harassment and discrimination. Through the implementation of this Plan we will strive to build a workforce and supporting organisational culture that reflects the diversity of the greater community. Our EEO and Diversity Plan is a live document that we will continue to develop and build on for our future success.

I encourage all staff to embrace equality and diversity within the organisation. We value EEO and diversity and aim to ensure that the work environment is free from racial and sexual harassment and that employment practices are not biased or discriminate unlawfully against employees or potential employees. Our employment programs and practices recognise and include strategies for EEO groups to achieve workforce diversity.

I look forward to the ongoing commitment and involvement from all staff in implementing this EEO and Diversity Management Plan.

Tony Battersby
Chief Executive Officer



1st August 2018

OBJECTIVES

The action plan below identifies the initiatives required of the EEO plan and corresponding actions to ensure that BHRC maintains compliance to the plan. The key initiatives are:

1. Maintain a relevant and achievable EEO and Diversity Management Plan
2. Employment programs and practices recognise EEO and Diversity
3. Implementation and Evaluation
4. Improve employee understanding of working with people from diverse backgrounds

CORPORATE GOALS

The intention of this EEO and Diversity Management Plan includes contributing to the BHRC values of the Strategic Waste Management Plan 2018 - 2022.

We value diversity and respect and are committed to work towards integrating the principles of Equal Employment Opportunity and ensure that the work environment is free from harassment and discrimination. We value and respect all members of our community.

EQUAL EMPLOYMENT OPPORTUNITY

Equal Employment Opportunity is a positive way of describing the absence of discrimination in employment practises. Therefore all employees enjoy equal opportunities for employment, promotion and employee benefits without fear of discrimination.

Employment practises include:

- Recruitment and selection;
- Training;
- Job evaluation;
- Promotion or higher duties;
- Performance appraisal;
- Access to information;
- Conditions of employment; and
- Termination.

These practises will be conducted in accordance to the BHRC Enterprise Agreement and Fair Work practises. Decisions will be made without bias. Social and cultural backgrounds of all staff will be acknowledged and respected and any instances of discrimination must be promptly and effectively managed.

The combined effect of anti-discrimination laws means that you must not treat any employee or applicant unfairly or harass them because of:

- Age;
- Breastfeeding;
- Family responsibility;
- Family status;
- Fines enforcement registrar's website;
- Gender;
- Impairment;
- Marital status;
- Political conviction;
- Pregnancy;
- Race;
- Racial harassment;
- Religious conviction;
- Sex;
- Sexual harassment;
- Sexual orientation;
- assumed sexual orientation; and
- Spent conviction.

This Plan intends to ensure staff members are provided with employment opportunities where appointments are based on merit and are without bias. It also aims to ensure that employees are aware of their rights and are fully informed about the process of what to do if they become the victim of discrimination.

DIVERSITY

BHRC values diversity in the workplace and aims to create a work environment that respects and includes difference. Diversity is about taking into account the differences between people and groups of people and placing a positive value on those differences and understanding that each person is unique and recognising our individual differences.

PROFILE & PRIORITIES

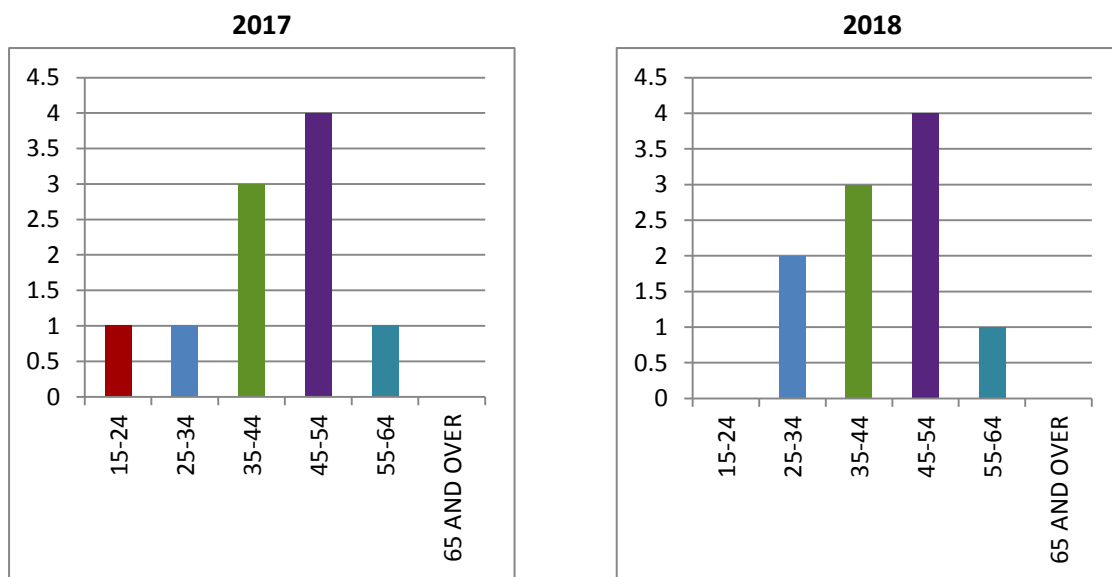
BHRC is an equal opportunity employer and encourages applications from a diverse range of people and demonstrates this commitment by promoting diversity, inclusion and equal opportunities in employment and development.

All recruitment selection and promotional processes are open, competitive and based on merit.

BHRC currently employs 19 staff including:

PERMANENT FULL TIME	17
CASUAL	2

AGE OF THE WORKFORCE

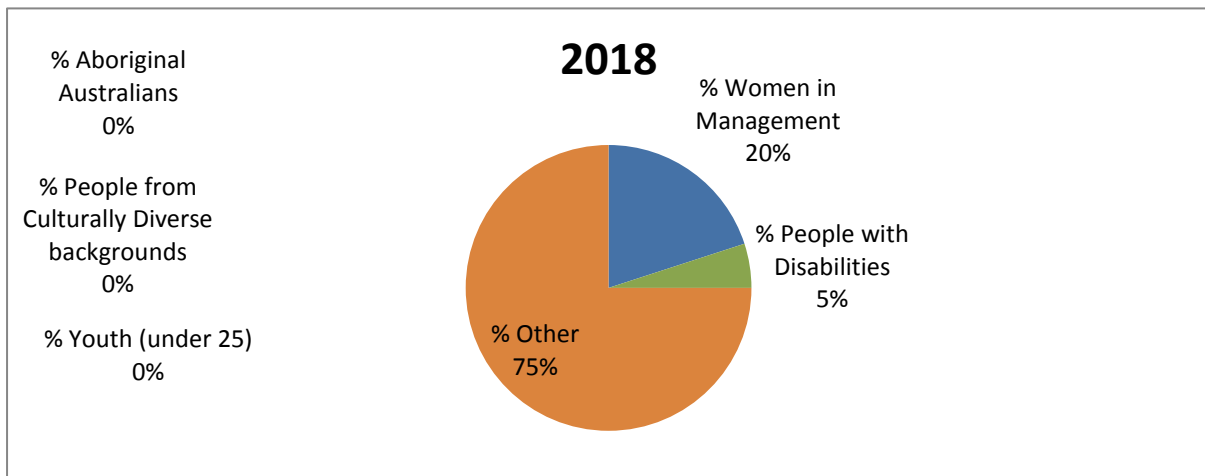
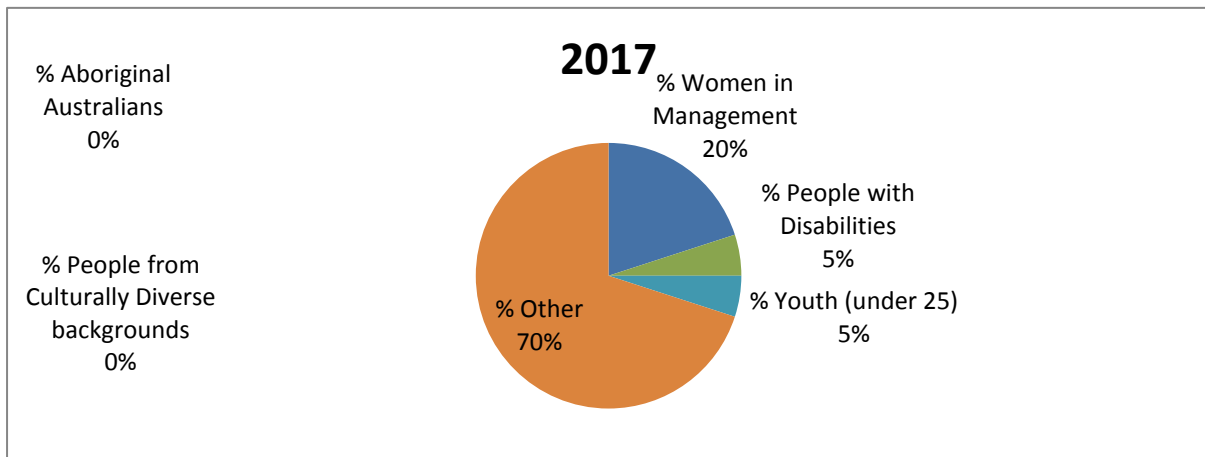


An anonymous and voluntary survey was issued prior to finalising this plan with the intent of determining the percentages of each target group as outlined in the *Director of Equal Opportunity in Public Employments EEO and Diversity Outcome Standards Framework*.

The target groups are:

- Women in Management
- Aboriginal Australians
- People with Disabilities
- People from diverse backgrounds
- Youth (*under 25*)

Of the 19 surveys issued, 10 were completed and returned. Results of the target group were:



EVALUATION

1. EEO & Diversity processes are in plain English and use non-discriminatory language while displaying a positive commitment that is endorsed by the CEO. *Currently we have no need to translate into language other than English.*
2. All Policies and Procedures are made available to all employees and are part of the New Employee Induction program.
3. Accurate and up to date information is reported in the EEO Annual Report.
4. Recruitment processes meet legal obligations and EEO principles.
5. Training and development activities are equally available to all employees based on merit.

See: EEO Action Plan overleaf

REVIEW

This Equal Employment Opportunity and Diversity Management Plan will be reviewed every 2 years or earlier if circumstances change.

REFERENCES

- *Local Government Act 1995*
- *Equal Opportunity Act 1984*
- *Public Sector Commission*

FURTHER INFORMATION

- *BHRC Code of Conduct*
- *Procedure QMS006 Harassment, Discrimination and Equal Opportunity.*
- *Procedure QMS007 Complaints Management*

EEO ACTION PLAN

OBJECTIVE 1: Maintain a relevant and achievable EEO and Diversity Management Plan

INITIATIVE	ACTION	RESPONSIBILITY	TIMEFRAME
Ensure management and staff understand EEO principles and their responsibilities in relation to the EEO Management Plan and its implementation	<ul style="list-style-type: none"> EEO & Diversity Management Plan is accessible to all staff. Managers and Supervisors receive a copy of the EEO & Diversity Plan. 	CEO/Compliance Officer	One month after EEO & Diversity Management is endorsed and implemented.
	<ul style="list-style-type: none"> EEO is referenced in all job descriptions. 	Human Resources Officer	2018
Ensure employees are aware of the BHRC no tolerance position on discrimination, bullying and harassment.	<ul style="list-style-type: none"> All staffs have access to the Harassment, Discrimination and Equal Opportunity Procedure. 	Compliance Officer	Completed
Ensure all staffs have access to information regarding EEO, Diversity and Harassment and Discrimination.	<ul style="list-style-type: none"> All staffs have access to the EEO, Diversity and Harassment and Discrimination. 	Compliance Officer	One month after EEO & Diversity Management is endorsed and implemented.
Review of EEO Management Plan.	<ul style="list-style-type: none"> Review Biannually 	Compliance Officer	Ongoing

OBJECTIVE 2: Employment programs and practices recognise EEO and Diversity

INITIATIVE	ACTION	RESPONSIBILITY	TIMEFRAME
Ensure all Council HR policies and procedures comply with EEO principles	<ul style="list-style-type: none"> Implement HR policies and procedures to ensure compliance with EEO principles. 	Human Resources Officer	2018
Ensure all recruitment and selection policies, procedures and activities comply with EEO principles.	<ul style="list-style-type: none"> Recruitment and Selection Interview Guides to comply with EEO principles. 	CEO/Human Resources Officer	
Ensure all appointments, promotions, transfers and higher duties opportunities are based on merit.	<ul style="list-style-type: none"> Position descriptions to conform to EEO principles. 	CEO/Human Resources Officer	
Ensure that training complies with EEO principles.	<ul style="list-style-type: none"> Update Training Matrix as required. 	Human Resources Officer	
Include knowledge and understanding of EEO principles as one of the criteria for appointment to a supervisory position.	<ul style="list-style-type: none"> Update Position Description. 	Human Resources Officer	

OBJECTIVE 3: Implementation and Evaluation

INITIATIVE	ACTION	RESPONSIBILITY	TIMEFRAME
Collect appropriate EEO data to ensure ongoing monitoring and compliance.	• Compliance with Public Sector Reporting requirements	CEO	Annually
	• Review Complaints received.	Compliance Officer	Annually
Ensure all staffs have access to Policies and Procedures.	• Follow Document Control Procedures.	Compliance Officer	Completed
Employee terminations are monitored.	• Exit interviews conducted and monitored to determine emerging patters.	CEO	As required
Ensure successful implementation of EEO & Diversity plan	• Bi-Annual review and amend the EEO Management Plan as appropriate.	CEO/Compliance Officer	Bi-Annually
The Plan is monitored, reviewed and amended to ensure strategies remain relevant.	• Responsible officers regularly review and amend the Plan where required.	CEO/Compliance Officer	As required

OBJECTIVE 4: Improve employee understanding of working with people from diverse backgrounds

INITIATIVE	ACTION	RESPONSIBILITY	TIMEFRAME
Improve employee understanding of working with people from diverse backgrounds.	• Promote diversity days –International Women’s day, Harmony day, National Reconciliation Week, NAIDOC week, International Day of Tolerance and International Day of People with Disability.	Compliance Officer	Annually
	• Promotional material displayed in staff room.		
Monitor Target Groups.	• Completed Diversity Survey Questionnaire.	CEO/Compliance Officer	Annually
	• Compliance with Public Sector Reporting requirements.	CEO	Annually
Encourage diversity in the workforce.	• Compliance with Recruitment & Selection Criteria.	CEO/Human Resources	2018