

Shire of Quairading

Equal Employment Opportunity Management Plan

Creating a workplace that is equitable and diverse

Authority name: **SHIRE OF QUAIRADING**

EEO outcomes to be achieved during the period of the Plan

Existing	To be reviewed	Proposed	Tick box indicates my authority has: <ul style="list-style-type: none"> • <u>existing</u> initiatives in place • initiatives in place that need <u>to be reviewed</u> • <u>proposed</u> initiatives that are yet to be developed.
Outcome 1:			The organisation values EEO and diversity and the work environment is free from sexual and racial harassment
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Equal employment opportunity (EEO) and diversity principles are incorporated into corporate values, business planning processes and human resource workforce plans.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A positive, inclusive and harassment-free workplace culture is communicated and promoted within the organisation.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Managers and leaders are aware of their EEO responsibilities.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Performance management criteria for managers and leaders include the ability to attract and retain a diverse workforce and promote an inclusive work culture.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Implementation of strategies within this Plan occurs throughout the organisation.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	There is an effective grievance resolution process where staff are able to raise concerns and issues.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Workplace culture is monitored and assessed to determine that it is inclusive and free from harassment and unlawful discrimination.
Outcome 2:			Workplaces are free from employment practices that are biased or discriminate unlawfully against employees or potential employees
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Organisational structure and job design provide career paths for all diversity groups.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Recruitment and selection practices provide equal opportunity and flexibility for all employees and potential employees.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mechanisms are in place to identify the needs of diversity groups to operate effectively in the workplace. (e.g. diversity surveys, review of exit interview feedback).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Retention practices are in place to identify, develop and retain staff from all diversity groups (e.g. induction processes, training and development opportunities, working hours and conditions, flexible work options and performance management).
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The organisation monitors and assesses employment practices to ensure they contribute positively to attracting and retaining a diverse workforce.

Outcome 3: Employment programs and practices recognise and include strategies for EEO groups to achieve workforce diversity

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Demographic data is systematically collected to monitor and report on progress of all diversity groups.						
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Diversity objectives are identified to define the workforce profile suited to the agency's business needs.						
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Strategies are developed and implemented to attract, retain and provide career development opportunities for the diversity groups:</p> <table border="0"> <tr> <td><input type="checkbox"/> Women in management</td> <td><input type="checkbox"/> People from culturally diverse backgrounds</td> </tr> <tr> <td><input type="checkbox"/> Aboriginal Australians</td> <td><input type="checkbox"/> Youth</td> </tr> <tr> <td><input type="checkbox"/> People with disability</td> <td><input type="checkbox"/> Other (please specify):</td> </tr> </table> <p>(Different organisations have different priorities according to their existing diversity profile and service delivery. The priorities for the organisation may not necessarily cover all diversity groups).</p>	<input type="checkbox"/> Women in management	<input type="checkbox"/> People from culturally diverse backgrounds	<input type="checkbox"/> Aboriginal Australians	<input type="checkbox"/> Youth	<input type="checkbox"/> People with disability	<input type="checkbox"/> Other (please specify):
<input type="checkbox"/> Women in management	<input type="checkbox"/> People from culturally diverse backgrounds								
<input type="checkbox"/> Aboriginal Australians	<input type="checkbox"/> Youth								
<input type="checkbox"/> People with disability	<input type="checkbox"/> Other (please specify):								

Outcome 4: Maintain a relevant and achievable EEO Management Plan through communication, review/amendment and evaluation.

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Plan and its policies and programs are communicated to all staff.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Each initiative/strategy/task is linked to a measure of success and a timeframe for completion.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The Plan is monitored, reviewed and amended to ensure strategies remain relevant to the operations of the organisation.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The Plan and its policies and programs are evaluated to determine the effectiveness of the Plan.

CEO leadership statement

It is with pleasure I present to you the Shire of Quairading EEO Management Plan.

This EEO Management Plan has been developed in accordance with Part IX of the *Equal Opportunity Act 1984* and is aligned with the Director of Equal Opportunity in Public Employment's 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 translates 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 Plan is a live document that we will continue to develop and build on for our future success.

I encourage all staff to embrace equity and diversity within the organisation. We value EEO/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 ongoing commitment and involvement from all staff in implementing this EEO Management Plan.

Name:	CEO Graeme A Fardon	Signature:		Date:	19/03/2021
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