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| Reference Number: | 2.6 |
| Classification: | Legislative |
| First Issued/Approved: | Council approval not required |
| Review Frequency: | After the general election . every 4 years |
| Last Reviewed: | |
| Next Review Date: | February 2015 |
| Responsible Officer: | Chief Executive Officer |
| Applicable Legislation: | <i>Local Government Act 1999</i> <i>Equal Opportunity Act 1984</i> |
| Relevant Policies: | |
| Related Procedures: | |
| Compliance Standard: | Section 107 Local Government Act 1999 |

PROGRAM OUTLINE

- (a) Goals
- To create an environment that is receptive and supportive to the development and implementation of an EEO program.
 - To develop an EEO program plan that identifies Council's goals, objectives, strategies, and evaluation mechanisms to be updated from time to time and reviewed on an annual basis.
 - To gather information to assist Council to identify EEO objectives that are relevant to Council's vision for human resource management practices.
 - To involve employees, managers and elected members in the process of the identification and implementation of EEO issues where relevant and appropriate.
 - To comply with the provisions of the Local Government Act.
- (b) Objectives (include timeframes)
- To delegate responsibility for EEO issues within Council.
 - To determine an appropriate consultative mechanism to assist in the development and implementation of an EO program that has regard to Council's requirements in relation to human resource management.
 - To undertake a review of all Council's policies, procedures and practices.
 - To collect and analyse relevant data that may assist Council to identify indicators of discriminatory practices in the carrying out of its EEO responsibilities.
- (c) Objectives for next year
- Identify blockages for data collection in system.
 - Maintain collection of this data over time.
 - Determine priorities based on needs.

- Determine strategies to review progress over time.
- (d) Consultation Method: Consultation Strategies / Actions Implemented
- Encourage a greater commitment on the part of every employee to EEO policies and strategies.
 - Improving the effectiveness of Council's decision making progress.
 - Providing proactive representation of the positive effects of change as well as facilitating the smooth introduction of organisational change.
 - Providing a communication channel for EEO matters and concerns.
 - Contributing significantly to the creation of a climate of consensus and cooperation.
 - EEO is developed within a democratic framework in order to encourage its acceptance within the whole Council.
 - Aims of legislation are met and the guidelines of EEO are followed.
- (e) Objectives achieved
- Wider pool of potential employees.
 - Increase in overall status and salary as members are promoted on merit.
 - Increase in the variety of jobs done by all staff.
 - Increase in skills advancement opportunities for all staff.
 - Increase in flexibility and higher levels of service delivery by Council and improved productivity, morale and work place opportunities for all staff.
- (f) Name of the position/person(s) responsible
- Deputy Chief Executive Officer
- (g) Demographic Data (see attached tables)
- That personnel and payroll records are current and accurate.
 - Using surveying methods to supplement Council records.
 - That confidentiality and anonymity has been maintained during the survey process.
 - That the data collected does match the information to complete the tables.
- (h) Program Evaluation (from 1993 onwards):

Objectives

- were they achieved?
- were they realistic?
- were the target groups determined?
- have they affected the pattern of employment?
- have they affected the productivity of staff?

Action

- were they completed?
- were they appropriate to the achievement of objective?
- greater resources than expected?
- were they effective?

Allocation of Responsibility

- was it appropriate?
- employees responsible provided with adequate training?

GUIDELINE REVIEW

This guideline may be amended at any time and will be reviewed at least every four years since its adoption (or latest amendment).