



SHIRE OF SANDSTONE
S E R V E T H E P E O P L E

EQUAL EMPLOYMENT OPPORTUNITY (EEO) MANAGEMENT PLAN

Introduction

Public authorities are obligated to monitor and promote equity and diversity outcomes to ensure an inclusive workplace culture and equal employment opportunity (EEO).

Each authority shall prepare and implement an Equal Employment Opportunity (EEO) Management Plan to achieve the objectives in Part IX (Equal Opportunity in Public Employment) of the Equal Opportunity Act 1984. The EEO Management Plan requirements are based upon Section 145 (2) (a) – (h) of the Equal Opportunity Act 1984, as follows:

145. Preparation and implementation of management plans

- (2) The management plan of an authority shall include provisions relating to –*
- (a) The devising of policies and programmes by which the objects of this Part are to be achieved;*
 - (b) The communication of those policies and programmes to persons within the authority;*
 - (c) The collection and recording of appropriate information;*
 - (d) The review of personnel practices within the authority (including recruitment techniques, selection criteria, training and staff development programmes, promotion and transfer policies and patterns, and conditions of service) with a view to the identification of any discriminatory practices;*
 - (e) The setting of goals or targets, where these may reasonably be determined, against which the success of the management plan in achieving the objects of this Part may be assessed;*
 - (f) The means, other than those referred to in paragraph (e), of evaluating the policies and programmes referred to in paragraph (a);*
 - (g) The revision and amendment of the management plan; and*
 - (h) The appointment of persons within the authority to implement the provisions referred to in paragraphs (a) to (g).*

Purpose

The purpose of this Equal Employment Opportunity (EEO) Management Plan is to comply with the requirements of the Act by identifying and implementing strategies in key areas to eliminate discrimination in the workplace.

The Equal Employment Opportunity (EEO) Management Plan has identified 5 key areas to promote EEO principles and compliance.

1. Policies and Procedures
2. Communication and Awareness
3. Training and Development
4. Harassment and Grievance Procedures
5. Implementation & Evaluation

These EEO key areas will provide Council with a strategy and mechanism to measure our progress in achieving EEO management goals.

Strategy 2 – Communication and Awareness

Objective: That all employees are informed of and understand these EEO principles and their rights and responsibilities in the workplace.

Action	Target Group	Target Date	Responsibility	Performance Indicator
Make available all EEO Management Plan Documents and EEO Policies	All employees	Ongoing	Chief Executive	All EEO documentation is available on the internal F: Drive. All documents are made available in hard copy
All Managers and Supervisors are aware of their responsibilities at commencement of employment	Managers and Supervisors	Ongoing	Chief Executive	All new Managers and Supervisors sign off to confirm their awareness of EEO Management Plans and Policies within one month of commencement.
All aspects of EEO covered in the induction process	New employees	Ongoing	Chief Executive	Ensure all EEO information can be found in the induction handbook. Ensure all policies are communicated as part of the induction process and employees are aware of their obligations.

Strategy 4 – Harassment and Grievance Procedures

Objective: Provide and promote effective grievance policy and procedures.

Action	Target Group	Target Date	Responsibility	Performance Indicator
Review and update grievance policy	Council	Annually as part of Policy/Procedures Review	Chief Executive	Review current grievance policy and cross reference to EEO policy/plan
Provide information to all employees about what constitutes an EEO grievance handling procedure	All employees	Ongoing	Chief Executive	Provide access to all employees of the EEO policy/plan and grievance procedures. Information to be included in the induction handbook
Provide training in bullying and harassment awareness	All employees	Ongoing	Chief Executive	All employees attend bullying and harassment awareness as required

Policies, Procedures, Processes and other Information

The Equal Employment Opportunity Management Plan is to read in conjunction with the following information:

- Equal Employment Opportunity Policy
- Harassment and Grievance Procedures
- Workplace Display Material
- Complaints against Employees
- Equal Employment Opportunity

The Shire of Sandstone is committed to a policy of equal employment opportunity, fair treatment and non-discrimination for all existing and future employees.

All employment practices (recruitment, selection, training and employment, promotion and transfer and all other terms and conditions of service) will be based on the merit of the individual against specific job requirements. Existing and future employees will not be discriminated against in their employment on the grounds of gender, race, disability, age, pregnancy or potential pregnancy, marital status, family status or family responsibility, political or religious conviction, gender history or sexual orientation.

Council will, through its Equal Employment Opportunity Management Plan, ensure any discriminatory practices are progressively removed from its policies and procedures and will recognise and encourage its employees on the basis of their abilities, aptitudes, qualifications and skills, through the implementation and monitoring of effective Human Resources policies and procedures.

The Equal Employment Opportunity (EEO) policy also aims to eliminate all forms of workplace harassment. Council will use the implementation of the EEO policy and plan to create a more productive workplace and will result in better services to the community.

Purposes

The purposes of Council's EEO policy are:

- ✓ To eliminate and ensure the absence of discrimination in employment on the grounds of gender, race, impairment or disability, age, marital status or family status, political or religious conviction, gender history or sexual orientation;
- ✓ To promote equal employment opportunity for women, indigenous Australians, people with disabilities, youth and people from culturally diverse backgrounds or minority groups within Council; and
- ✓ EEO is the principle which ensures that all employees and potential employees are treated equally and fairly, regardless of their gender, race, impairment or disability, age marital or family status, political or religious conviction, sexual orientation or gender history.

Disability harassment is when a person is threatened, abused, offended or excluded because of their disability.

The Shire of Sandstone considers any sexual, racial, disability or other form of harassment as unacceptable behaviour and which will not be tolerated under any circumstances.

Victimisation

Any employee who has made a complaint or is a witness to a complaint in relation to discrimination, harassment or bullying will not be discriminated against or suffer any other disadvantage for having made a complaint in good faith.

Vilification

Vilification generally refers to any act that happens publicly as opposed to privately; and that could incite others to hate, have serious contempt for, to have serious ridicule for you or a group of people because of race, ethnic, religious or national origin, sexual orientation or transgender status (including references to HIV or AIDS status).

Jurisdiction

EEO policies and practices apply to all employees. All employers are obliged to follow non-discriminatory practice in the workplace. Hence, it is Council (as the responsible employer) that is legally accountable for equal opportunity and non-discrimination in employment matters.

Responsibility/Accountability

All Staff:

- Are responsible for upholding the EEO principles outlined in this policy. However it specifically lays with line managers and supervisors to prevent discrimination and to promote equal opportunity in the workplace.
- Have the right to seek advice from the Anti-Discrimination Board.

Manager/Supervisors:

- Are responsible for ensuring that the principles covered in this Policy are upheld by the staff for which they are responsible.
- Are responsible for ensuring equality of employment opportunity is extended to all staff and that no unlawful discrimination occurs in employment practices.
- Ensure that Council's EEO Policy and Plan is implemented within their division.
- Ensure that all staff with supervisory responsibilities are aware of employee's rights and obligations under Council's EEO Policy and relevant legislation.

Policy Statement:

Council is committed to resolving grievances wherever possible through mediation consultation, cooperation and discussion.

All grievances will be handled in the utmost confidentiality. Only the people directly involved will have access to information about the complaint.

- All procedures will be impartial. No assumptions will be made, and no action will be taken until all the relevant information has been collected, investigated and considered.
- Council is committed to ensure that no repercussions or victimisation occurs against anyone who makes a complaint.
- Seeking redress of trivial, frivolous or vexatious issues through a grievance procedure will not be tolerated.
- Complaints will be dealt with in a timely matter.

Responsibilities:

General Manager/Group Managers: for serious and complex grievances which could involve possible fraud, corruption, physical danger or serious misconduct of a senior staff member.

Managers/Supervisors/Team Leaders: In general, all managers/team leaders/supervisors are to be the first point of receipt and will be responsible for the investigation and resolution of all staff grievances.

Human Resource staff: are to provide advice and assistance and where necessary receive and investigate the grievance, particularly if the grievance relates to discrimination, harassment or a personnel/industrial matter.

Using the Grievance Procedure does not eliminate the right of a staff member or Council as an employer in gaining advice or assistance from unions, professional associations or any other external agency.

Grievance Procedures

- In general the grievance should first be discussed with or put in writing to the team leader/supervisor for resolution. This would not apply where the issue directly relates to the activities of the team leader/supervisor.
- The relevant investigator should obtain the facts and clarify issues with the staff member lodging the grievance.
- Where a Contact Officer or investigator believes they cannot handle the grievance objectively or where they lack the power to resolve the particular complaint, they may refer it to the Human Resource Manager.

A person who is subject of a complaint has the right to:

- Be informed verbally of what behaviour they are being accused of;
- Respond to the allegations and cite witnesses if appropriate;
- Fair treatment and procedures; and
- Be heard by an unbiased person.

The person receiving a report/ complaint should:

- Advise the complainant that their complaint will be treated sensitively, confidentially and without victimisation.
- In the case of harassment complaints, establish whether the complainant has advised the alleged harasser that their behaviour is unwelcome.
- In the case of harassment complaints, advise the Human Resource branch that a complaint has been made.
- Ensure that a written report is obtained from the complainant, containing appropriate details, witness reports etc.
- Approach the subject of the complaint or alleged harasser to seek a response to the allegations made about their behaviour. This approach should be made either in the company of the person's supervisor/team leader or a Human Resources Branch representative.
- Conduct a confidential interview and seek reports from any identified witnesses.

Disciplinary Procedures

Should a grievance and its subsequent investigation indicate the need for disciplinary action, the relevant Group Manager is to be advised and Council's Disciplinary Policy and Procedures are to be followed.

In the case of discrimination/harassment complaints the following disciplinary procedure will apply:

If the behaviour is admitted:

- Where the behaviour is admitted and is of a single visually or auditory offensive nature (e.g. sexist/racist poster or language rather than a sexual proposition or a physically threatening approach) then a first disciplinary interview should be conducted and a written warning issued to the harasser together with reinforcement of Council's policy.
- If the behaviour has been admitted and consisted of repeated incidents of physical approaches etc., a first and final warning should be issued.
- The admitted harasser should be cautioned that they should take no action which could be construed a victimisation, as this will lead to further disciplinary action.
- If the harasser is the complainant's immediate supervisor, the harassers' manager must be consulted on any decisions regarding promotion, job rotation etc involving the complainant and the harasser should be offered counselling to avoid further incidents.
- A copy of any disciplinary letters shall be placed on the harasser's file.

Shire of Sandstone



DISABILITY ACCESS AND INCLUSION PLAN 2012 – 2016

Review & Update

Document Status:	Current March 2015
Revision No.	2
Prepared by:	Grace French
Endorsed:	Mia Dohnt Chief Executive Officer
Adopted by Council	
Revision date:	April 2016

Foreword

The Shire of Sandstone engaged consultant in 2015 to undertake a review of the Disability Access Inclusion Plan (2012-2016) to monitor the Shire's compliance with the legislative obligations under the Disability Services Act (1993).

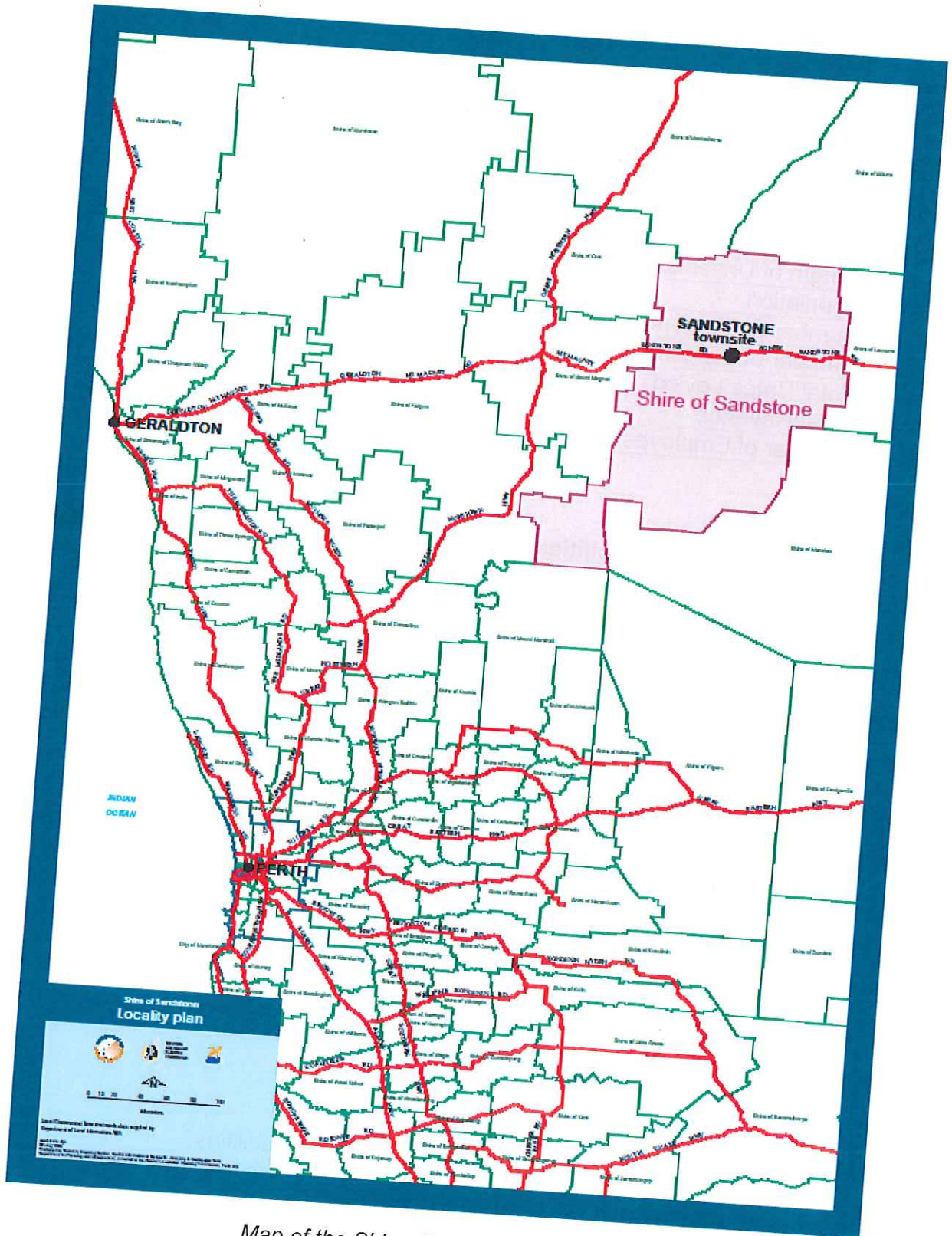
The Shire has been guided by DAIP 2012 in its implementation of improved access and inclusion for all members of the community, especially people with disability and their families and carers.

The updated DAIP 2012-2016 provides a framework for the continuation of that process.

Access Information:

This document provides details of the process the Shire of Sandstone will employ to improve access to all of its facilities and services for people with disabilities in accordance with the outcome areas and standards as stated in the Western Australian Disability Services Act (1993).

If you require this document in an alternative format please phone the Shire of Sandstone on phone 9963 5802, fax 9963 5852 or email reception@sandstone.wa.gov.au



Map of the Shire of Sandstone

Regulatory services

- Planning of road systems, subdivisions and town planning schemes;
- Building approvals for construction, addition or alteration to buildings;
- Ranger services including enforcement of local laws, dog, and litter;
- Heritage preservation;
- Environmental health administration.

General Administration

- The provision of general information to the community, the payment of fees including rates and dog licenses and lodging of complaints;
- Administration, rating and property services;
- Tenders and contract management;
- Human Resources and Technology management.

Process of Government:

- Ordinary and special council meetings, committee meetings, electors meetings and election of councillors.

1.3 People with disabilities in the Shire of Sandstone

Currently there aren't people with disabilities living within the Shire. The previous ABS figures were inconclusive of the number of people with disabilities in the region, however the officers, council and community are aware there are people with disabilities who live in the community and that services are provided to accommodate their needs.

2. Access and Inclusion Policy - Statement for People with Disability, their families and carers

PURPOSE/OBJECTIVE

To ensure that all members of the community regardless of their race, disability, age, religion or education level have equal access to all Council services, information and facilities, in keeping with the Western Australian Disability Services Act 1993 and the Equal Opportunity Act 1984.

POLICY STATEMENT

The Shire of Sandstone recognises that people with disabilities have the same rights and responsibilities as other community members to access services and facilities and to participate in the life of the community.

The Shire of Sandstone is committed to ensuring that the community is accessible and inclusive to all its members and agrees with the essence of the definition provided under the Disability Services Act (1993) which defines disability as a condition that:

- Is attributable to an intellectual, cognitive, neurological, sensory or physical impairment or a combination of those impairments;
- Is permanent'
- May or may not be episodic in nature.

Additionally, the Shire of Sandstone includes people with 'temporary disabilities' in its definition.

Disabilities may result in a person having a substantially reduced capacity for communication, social interaction, learning or mobility and a need for continuing support services in daily life. Some disabilities, such as epilepsy, are hidden, while others, such as cerebral palsy, may be visible.

The Shire aims to achieve accessibility to its services and facilities by people with a disability by:

- Promoting awareness of the needs of people with disabilities;
- Ensuring events are accessible;
- Continuing to develop barrier free, accessible local infrastructure;
- Ensuring public information is accessible;
- Council to provide training on the needs of people with disabilities for staff;
- All public information about council's functions, facilities and services will be communicated in plain English and produced in clear formats with contrasting print.

3.3 Findings of the Consultation

While the review and consultation noted a level of achievement in improving access it also identified a range of barriers that requires redress. These include:

- Processes of Council may not be as accessible as possible;
- Events may not always be held in a manner and location that best facilitates the participation of people with disabilities;
- Staff may be uninformed or lacking in confidence to adequately provide the same level of service to people with disabilities.

The identification of these barriers informed the development of strategies in the Disability Access and Inclusion Plan. The barriers have been prioritised in order of importance, which assists setting timeframes for the completion of strategies to overcome these access barriers.

3.4 Responsibility for Implement the DAIP

Implementation of the DAIP is the responsibility of all areas of the Shire of Sandstone. The Disability Services Act (1993) requires all public authorities to take all practical measures to ensure that the DAIP is implemented by its officers, employees, agents and contractors.

The CEO will inform its agents and contractors of their responsibilities under the DAIP, and will encourage and model best practice in providing accessible and inclusive services to people with disabilities.

3.5 Communication of the Plan to Staff and People with Disabilities

The community has been advised through the local media (newspaper – Bush Telegraph) that copies of the plan are available to the community upon request, and in alternative formats if required. As plans are amended Shire employees and the community will be advised of the availability of updated plans, using the above methods.

3.7 Reporting on the DAIP

The Disability Services Act (1993) sets out the minimum reporting requirements for public authorities in relation to Disability Access and Inclusion Plans.

The Shire of Sandstone will report on the implementation of its DAIP through its annual status report to the Disability Services Commission on or before 3rd July each year, outlining:

- Its progress towards the desired outcomes of its Disability Access and Inclusion Plan;
- The progress of its agendas and contractors towards meeting the seven desired outcomes of the DAIP;
- The strategies used to inform its agents and contractors of its DAIP.

The Shire of Sandstone will also provide information about the implementation of the DAIP in its Annual Report.

STRATEGY	TIMELINE
Ensure people with disability have the best possible access to the shire's buildings, facilities and public spaces.	Ongoing
Ensure that all buildings and facilities meet the access and premises standards and any demonstrated additional need regarding the Premises Standard under the Disability Discrimination Act (1992).	Ongoing
Ensure people with disability have the best possible access to the Shire's parks, reserves, playgrounds and foreshores.	Ongoing
Ensure that ACROD parking meets the needs of people with disabilities in terms of quantity and location for accessible and universal parking bays.	Ongoing
Identify barriers or hazards which may affect people with any type of disability. Undertake universal access repairs, replacements and improvements such as access ways, kerb ramps and tactile ground surface indicators.	Ongoing
Council will ensure that public toilets meet the associated accessibility standards.	Ongoing

4.3 Outcome 3

People with disability receive information from the Shire of Sandstone in a format that will enable them to access the information as readily as other people are able to it.

STRATEGY	TIMELINE
Ensure that all the Shire of Sandstone public information is accessible and is available in alternative formats upon request.	Ongoing
Ensure people with disability are able to access the shire's website and other information communication technology.	Ongoing
Ensure access to library services and collections including alternative format collections and the mobile library service.	Ongoing

STRATEGY	TIMELINE
Ensure that people with disability are actively consulted about the DAIP and any other significant planning processes.	Ongoing
Ensure any meetings held as part of consultations comply with Accessible Events Guidelines.	Ongoing
Ensure information related to any consultation complies with accessible information guidelines.	Ongoing
Seek broad range of views on disability and access issues from the local community.	Ongoing
Commit to ongoing monitoring of the DAIP to ensure implementation and satisfactory outcomes.	Ongoing

4.7 Outcome 7

People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.

STRATEGY	TIMELINE
Review and amend recruitment and employment policies and practices to reflect the diversity of staff, including the ageing workforce and people with disabilities.	Ongoing
Develop an OHS tool to assist with risk management by assessing the safety of workplaces for people with disabilities and identifying risk factors and access barriers.	Ongoing
Liaise with Disability Employment Services to ensure employment within the shire of Sandstone is desirable.	Ongoing
Continue to advertise vacancies within the Disability Employment Services network.	Ongoing