



# WOLLONDILLY SHIRE COUNCIL EEO - THE BUILDING BLOCKS OF EQUITY IN OUR WORKPLACE

*"WHEN WE WORK TOGETHER WE CAN BUILD ANYTHING"*



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# INTRODUCTION

Wollondilly Shire Council's Equal Employment Opportunity (EEO) Management Plan outlines our commitment to developing and promoting a culture that is supportive of Equal Employment Opportunity (EEO) principles and embraces diversity and inclusion within the workplace.

The EEO Management Plan identifies our strategies and actions over the next four years and the ways in which these strategies and actions shall be communicated and implemented across Council.

This plan supports the actions identified in the Disability Inclusion Action Plan 2017-2021 (DIAP) and the implementation of key strategies, key performance indicators, lines of responsibility, accountability and identified timeframes.

## Equal Employment Opportunity

Council is committed to making our workforce inclusive and reflective of the broader community. An Equal Employment Opportunity (EEO) Survey was recently conducted which revealed that our workforce demographics are changing. We need to embrace diversity and explore opportunities to increase participation with employees with a disability, women in leadership roles and Aboriginal and Torres Strait Island descent. Council has reviewed its EEO Management Plan which has identified specific strategies to achieve these objectives. The plan has been developed in accordance with the requirements of section 344 of the Local Government Act 1993 and supports the Act's objectives to:

- a) Eliminate and ensure the absence of discrimination in employment on grounds of race, sex, marital or domestic status and disability in councils, and
- b) Promote equal employment opportunity for women, members of racial minorities and persons with disabilities in councils

Sections 344-347 of the *Local Government Act (NSW)* 1993 requires that each NSW Council prepares and implements an EEO Management Plan. In accordance with the provisions of the Act the Plan includes:

### **S345 EEO Management Plan**

- a) The devising of policies and programs by which the objects of this Part are to be achieved;*
- b) The communication of those policies and programs to persons within the staff of the Council;*
- c) The collection and recording of appropriate information;*
- d) The review of personnel practices within Council (including recruitment techniques, selection criteria, training and staff development programs, promotion and transfer policies and patterns, and conditions of service) identify any discriminatory practices;*
- e) The setting of goals or targets, where these may reasonably be determined, against which the success of the 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 programs referred to in paragraph (a); and*
- g) The revision and amendment of the plan; and*
- h) The appointment of persons within the Council to implement the provisions referred to in paragraphs (a)-(g).*

In addition, Council has legal obligations under the Anti-Discrimination Act 1977 to ensure the absence of discrimination and harassment in the workplace. Such legislation prohibits discrimination in employment on the grounds of an individual's:

- Race
- Disability
- Carer responsibilities
- Gender
- Age
- Marital or domestic status
- Sexual orientation
- Religion/belief.

## **Council's Disability Inclusion Action Plan (DIAP)**

Council's Disability Inclusion Action Plan (DIAP) is underpinned by The Disability Inclusion Act 2014 and the legislative framework that guides standards, policies, protocols, plans and strategies with regard to disability access and inclusion.

The DIAP aims to remove barriers that prevent people with disability from participating fully within and contributing to the success and the economic and social viability of our community.

Council is committed to supporting increased access to meaningful employment opportunities and to encourage local business and industry employers to employ people with disability.

In addition Council supports the expansion and availability of Tertiary and University educational opportunities for people with disability that enhance access and inclusion in local employment

## **COUNCIL'S VALUES**

Council's vision works in unison with our recently refreshed corporate values. These corporate values underpin how we make decisions and how we will behave when overcoming challenges.

Our corporate values are:

1. **I**ntegrity – we act honestly, always doing the right thing
2. **C**ollaboration – we openly share and partner with others to deliver results
3. **A**ccountability – we own our work and take responsibility for our actions and results
4. **R**espect – we show mutual consideration for others and acknowledge our differences
5. **E**mbrace Innovation – we encourage new ideas, welcome change and continuously improve.

# Who is responsible for Equal Employment Opportunity and diversity at Council?

## **CEO, Directors, Managers, Supervisors and Staff**

- Overall responsibility for the EEO Management Plan
- For understanding and promoting the EEO Management Plan
- For reviewing and evaluating the EEO Management Plan
- For ensuring participation of employees in EEO and diversity activities

## **Employee Relations**

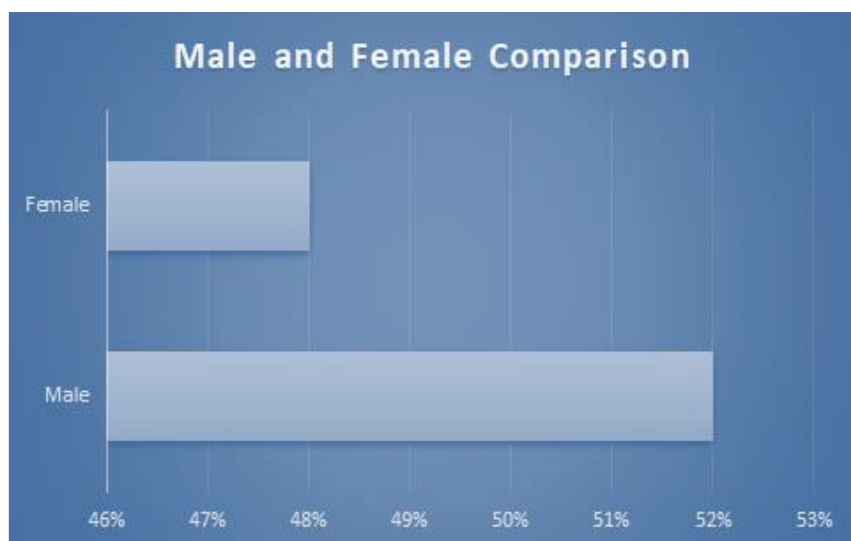
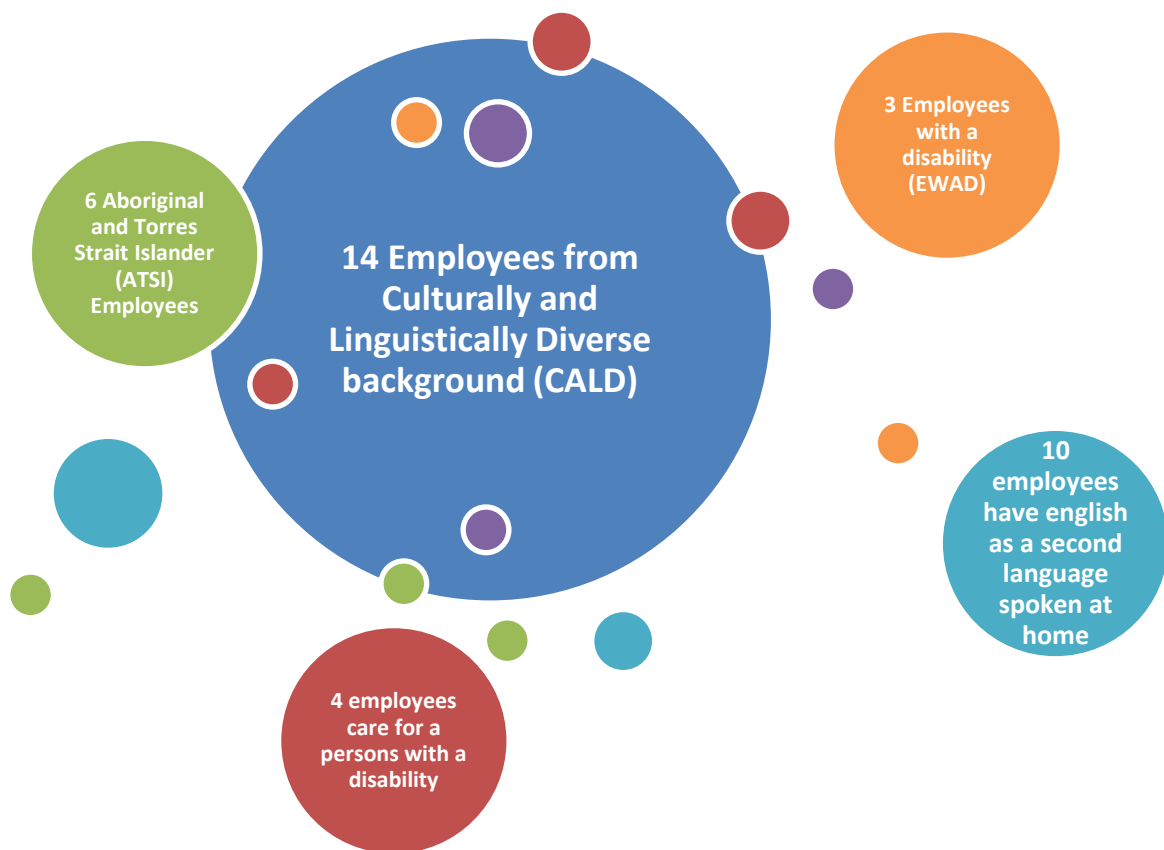
- For developing, implementing and monitoring the EEO Management Plan
- For ensuring annual reporting requirements are met
- For periodically reviewing the EEO Management Plan
- For providing communication to all staff regarding implementation
- For answering any queries concerning the EEO Management Plan

## **All Staff**

- For accepting personal involvement and for being actively involved in the application/implementation of the EEO Management Plan

# CURRENT WORKFORCE DIVERSITY

Wollondilly Shire Council's current diversity of its workforce is outlined below:



# Data Comparison against community profile and industry

| EEO Group                                      | Wollondilly Community Profile (ABS Census 2016 %) | Wollondilly Council 2018% | NSW Public Sector Workforce Profile 2018 | NSW Councils Median |
|--|---|---------------------------|--|---------------------|
| Aboriginal & Torres Strait Islanders           | 3.2   | 2.1%                      | 3.3%                                     | 1.98%               |
| Women  | 50.7%   | 48%                       | 60.5%                                    | 39.59%              |
| People who speak a language other than English | 5.6%  | 3.5%                      | 18.1%                                    | 1.45%               |
| People With a Disability                       | 4.6%  | 1.1%                      | 2.5%                                     | 0.98%               |

## Fast Facts

- There are currently 21 females within leadership positions at Council comprising of 18 at Supervisor level, 2 at Manager level and 1 being on the Executive Leadership Team.

Overall there are 37 supervisor level positions, 11 Managerial positions and 5 Executive Level positions within the organisation.

- There has been a slight decrease in ATSI staff from 7 in 2016 to 6 in 2018.
- The number of employees who indicated they have a disability has decreased from 15 in 2016 to 3 in 2018.
- The percentage of females in the organisation has increased by 3% since 2016. Males have decreased by 4% since 2016.
- The languages our employees speak at home, other than English, include Chinese, Korean, Malaysian, Sri Lankan and Bengali.



# How did we measure against the previous EEO Management Plan?

Council's achievements over the term of the previous plan included:

## **Procedures**

- Recruitment and Selection Procedure: The policy provides for a fair, transparent, and structured selection process where decisions are based on the relative merit of applicants against position specific criteria and organisational values.
- Flexible Working Procedure. This aims to attract and retain employees with carers' responsibilities by offering flexible work options across the organisation where possible.
- Performance Management Procedure was created to ensure it is compliant with anti-discrimination legislation.

## **Recruitment**

- All positions vacant advertisements are reviewed on an ongoing basis and worded appropriately using non-discriminatory language to ensure they are attracting a diverse group of applicants.
- Ezisuite online recruitment system was rolled out in July 2016. Applicants lodge applications online and complete an EEO questionnaire. This allows Council to gather, monitor and report on EEO data.
- Council has appointed 10 Mental Health Contact Officers

## **Training**

- Training in the Prevention of Discrimination and Bullying and Harassment was conducted for all employees.
- A total of 28 employees from Council have been trained in Mental Health First Aid in 2018 with a further 29 employees to undergo training in early 2019.
- Recruitment and Selection training was modified to require panel members to ensure interview techniques and questions did not include discriminatory content and to ensure there were no false barriers to candidate success.

## Programs

- As part of Council's Gender Diversity program a Seminar titled *Raise your Hand – Helping achieve non-discriminatory Diversity* was held on 11 May 2016 to encourage Women to stand as Councillors in the 2016 Local Government Election. A presentation "Getting Women Elected" was developed and delivered by Cr Judith Hannan and Cr Kate Terry, with support from Ally Dench, Executive Director. Guest Speakers included, General Manager of Campbelltown City Council, Lindy Deitz, Fairfield City Councillor, Dai Le and Cr Vicki Scott, President of the NSW Branch of the Australian Local Government Women's Association (ALGWA). The seminar focused on understanding Local Government, campaigning, getting elected and what resources are available to do this. There was also a Question & Answer session with panel members consisting of women with experience in local government.
- Council undertook two (2) Mature Aged Workers Forums to equip staff with information on transitioning to retirement.
- Council launched a transition to retirement procedure and provided flexible working conditions to staff transitioning.
- Provided a comprehensive Mature Workers Guide.
- Raised awareness for Mental Health with staff through RUOK Day, Black Dog Institute and Safe Work Australia initiatives.
- Council hosted the International Women's Breakfast and Men's Health Breakfast.
- Council created two (2) EEO targeted positions consisting of an ATSI Environmental Health Officer and ATSI Trainee in Community Outcomes (Events).

# OUR OBJECTIVES

The strategies and actions within the Wollondilly EEO Management Plan address five key objectives which are:

1. Communication and raising awareness;
2. Recruitment;
3. Diversity in the Workplace;
4. Training and Development;
5. Respectful Behaviours Procedure.

The EEO Management Plan 2019 – 2023 is aligned to the delivery of the Workforce Management Plan, but specifically targeted to EEO and workplace diversity outcomes.

## 1. Communicating and Raising Awareness.

All employees are aware of EEO principles, their rights and responsibilities.

| Key Action to achieve strategy   | Responsibility     | Partners               | Timeframe            |
|--|--------------------|------------------------|----------------------|
| 1.1 All new employees receive a thorough Induction/Orientation including a copy of the EEO Management Plan in the New Employee Onboarding Pack         | Employee Relations | Managers & Supervisors | March 2019 – Ongoing |
| 1.2 Communication plan to launch the new EEO Management Plan ensuring the Plan is also placed on Council's website and locations throughout employees' | Employee Relations | Managers & Supervisors | March/April 2019     |

|   |                               |                        |                      |
|---|-------------------------------|------------------------|----------------------|
| workplace. Copy issued to all operational staff   |                               |                        |                      |
| 1.3 Annually review data and EEO Management Plan outcomes where required  | Employee Relations            | Managers & Supervisors | Ongoing              |
| 1.4 Ensure all employees have access to the EEO Management Plan   | Employee Relations            | All staff              | March 2019 – Ongoing |
| 1.5 Continue to Consult with Council's Staff Consultative Committee on diversity strategies and initiatives                                   | Employee Relations            |                        | Ongoing              |
| 1.6 Review the scope of the Staff Consultative Committee to be more inclusive   | Employee Relations            | All Staff              | July 2020            |
| 1.7 Review Council's Website content to ensure it recognises and promotes Council as an EEO Employer and Bronze Award Status in Gender Equity | Employee Relations            |                        | December 2019        |
| 1.8 Continue to support EEO specific programs and events  | Community Projects and Events | Employee Relations     | Ongoing              |

## 2. Recruitment.

Recruitment, selection and appointment processes are transparent, merit based and are non-discriminatory.

| Key Action to achieve strategy   | Responsibility                | Partners               | Timeframe                                       |
|--|-------------------------------|------------------------|---|
| 2.1 Recruitment practices are regularly reviewed to ensure EEO compliance  | Employee Relations            | Managers & Supervisors | Ongoing   |
| 2.2 Panel members on recruitment rounds must have completed Recruitment and Selection & EEO Training                         | Employee Relations            |                        | Prior to participating in recruitment process   |
| 2.3 EEO principles to be followed throughout the entire recruitment process  | Convenor of recruitment panel | Employee Relations     | At all times during the recruitment process     |
| 2.4 Position advertisements follow EEO principles, include EEO statement and promote Council's Bronze Award in Gender Equity | Employee Relations            | Managers & Supervisors | When advertising positions                      |
| 2.5 Position Descriptions follow EEO principles  | Employee Relations            | Managers & Supervisors | All job descriptions comply with EEO principles |
| 2.6 Professional development   | Managers                      | Employee Relations     | EEO principles are complied with                |

|  |                    |                                       |  |
|--|--------------------|---------------------------------------|--|
| opportunities are offered in accordance with EEO principles  |                    |                                       |  |
| 2.7 Identify further opportunities for EEO identified positions in Council   | Managers           | Employee Relations                    | At vacancy review or available funding opportunities |
| 2.8 Scoping opportunities to partner with Disability organisations to undertake pre-screening and sourcing activities for our recruitment processes. | Employee Relations | Community Projects Officer & Managers | July 2020  |
| 2.9 Employee separations are monitored through exit interviews. Outcomes are evaluated to determine emerging patterns                                | Employee Relations | Managers & Employee Relations         | During Employee separation process                   |

### 3. Diversity in the Workplace.

To provide opportunity for diversity and inclusion in the workplace.

| Key Action to achieve strategy  | Responsibility                              | Partners  | Timeframe     |
|---|---|---|---------------|
| 3.1 Provide work experience opportunities to improve employment prospects for EEO groups  | Managers & Supervisors                      | Employee Relations                              | Ongoing       |
| 3.2 Continue to provide traineeships and apprenticeships  | Managers & Supervisors                      | Employee Relations                              | Annually      |
| 3.3 Auslan Interpreting Services and Hearing Loop accessible to employees and customers   | Managers & Supervisors                      | Community Projects Officer & Employee Relations | Ongoing       |
| 3.4 Improve communication channels and technology in the workplace  | ELT, Manager Corporate Business Improvement | Employee Relations, Managers and Supervisors    | December 2019 |
| 3.5 Identify and implement programs to: <ul style="list-style-type: none"> <li>increase female representation in leadership roles</li> <li>increase the participation rate of employees with</li> </ul> | Employee Relations                          | Leadership Group                                | Ongoing       |

|  |                            |                    |                            |
|--|----------------------------|--------------------|----------------------------|
| a disability at Council,<br><ul style="list-style-type: none"> <li>• increase the participation rate of culturally and linguistically diverse backgrounds</li> <li>• increase the participation rate of employees aged 18 to 25</li> </ul> |                            |                    |                            |
| 3.6 Employees with a disability are encouraged and supported to attend the Inclusion and Access Advisory Committee   | Community Projects Officer | Employee Relations | March 2019                 |
| 3.7 Equity and diversity events are promoted and celebrated.   | ELT, Managers              | Events Team        | Ongoing                    |
| 3.8 Performance management criteria for managers and leaders include the ability to attract and retain a diverse workforce and promote an inclusive work culture.  | Employee Relations         | Leadership Group   | Annually                   |
| 3.9 The EEO climate is monitored   | Employee Relations         | Leadership Group   | Trends reported quarterly. |



|   |  |  |  |
|---|--|--|--|
| via ER statistics, EAP reporting, a grievance register and exit interviews. |  |  |  |
|---|--|--|--|

#### 4. Training and Development.

To review training and development protocols, procedures and practices to ensure they conform with EEO principles and exclude barriers to participation for all employees

| Key Action to achieve strategy  | Responsibility     | Partners   | Timeframe  |
|---|--------------------|--|--|
| 4.1 Include EEO in employee induction and onboarding  | Employee Relations | Community Projects Officer, Managers & Supervisors | Ongoing  |
| 4.2 EEO training to be conducted for all employees, including the option of e-learning when the new Learning Management System (LMS) is implemented | Employee Relations | Community Projects Officer, Managers & Supervisors | December 2019 with e-learning to commence January 2020 |
| 4.3 Ensure all employees are aware of learning and development opportunities by providing access to a training calendar                             | Employee Relations | Managers & Supervisors                             | Ongoing  |
| 4.4 Continue to allow employees to self-nominate for training and development   | Employee Relations | Managers & Supervisors                             | Ongoing  |
| 4.5 Continue to roll out Mental Health First Aid training and refresher training to our Team Leaders and Supervisors                                | Employee Relations | Managers & Supervisors                             | Ongoing  |

|  |                      |                  |  |
|--|----------------------|------------------|--|
| 4.6 Managers and leaders are aware of their EEO responsibilities through issues and initiatives being discussed at the Leadership Group meetings   | Employment Relations | Leadership Group | Annually   |
| 4.7 Develop and implement succession planning and career progression programs (including mentoring and networking opportunities) that: <ul style="list-style-type: none"> <li>• encourage the development of staff in EEO target groups</li> <li>• enhance internal skills and knowledge</li> <li>• provide opportunities through acting roles and secondment to higher duties</li> <li>• promote the take up of leadership positions</li> </ul> | Employee Relations   | All staff        | Succession planning process for targeted positions to be in place by June 2019. Reporting to align with annual report timelines. |

## 5. Respectful Behaviours in the Workplace.

Council's Respectful Behaviours Protocol and Procedure outline an employee's rights and responsibilities in relation to appropriate workplace behaviour. They specifically outline Council's commitment to the prevention of discrimination, harassment and bullying in the workplace and the processes for the resolution of issues and reporting of conduct which is not aligned with this.

| Key Action to achieve strategy             | Responsibility     | Partners  | Timeframe |
|--|--------------------|-----------|-----------|
| 5.1 All employees to undertake training in | Employee Relations | All Staff | Ongoing   |

|  |                    |                   |                   |
|--|--------------------|-------------------|-------------------|
| the Respectful Behaviours Procedure  |                    |                   |                   |
| 5.2 Respectful Behaviours Procedure included in the New Employee Onboarding Pack                                     | Employee Relations |                   | January 2019      |
| 5.3 On-line training to be carried out for new employees through the new LMS   | Employee Relations | All new employees | January 2020      |
| 5.4 Continue to promote awareness of the Respectful Behaviours Procedure located on the Employee Relations Workspace | Employee Relations |                   | Ongoing           |
| 5.5 Conduct a review of all Employee Relations Protocols, Policies and Procedures to ensure EEO Compliance           | Employee Relations |                   | Reviewed Annually |

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