

# Equal Employment Opportunity Management Plan

2022-25



# Acknowledgment of country



We acknowledge the traditional owners and custodians of this country and their continuing connection to the land through culture and community. We pay our respects to Elders past, present and future.

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## Collaboration

*We enjoy working together to deliver for our community*

## Adaptability

*We are ready for change and willing to embrace a new situation*

## Integrity

*We are committed to maintain high ethics and standards*

## Respect

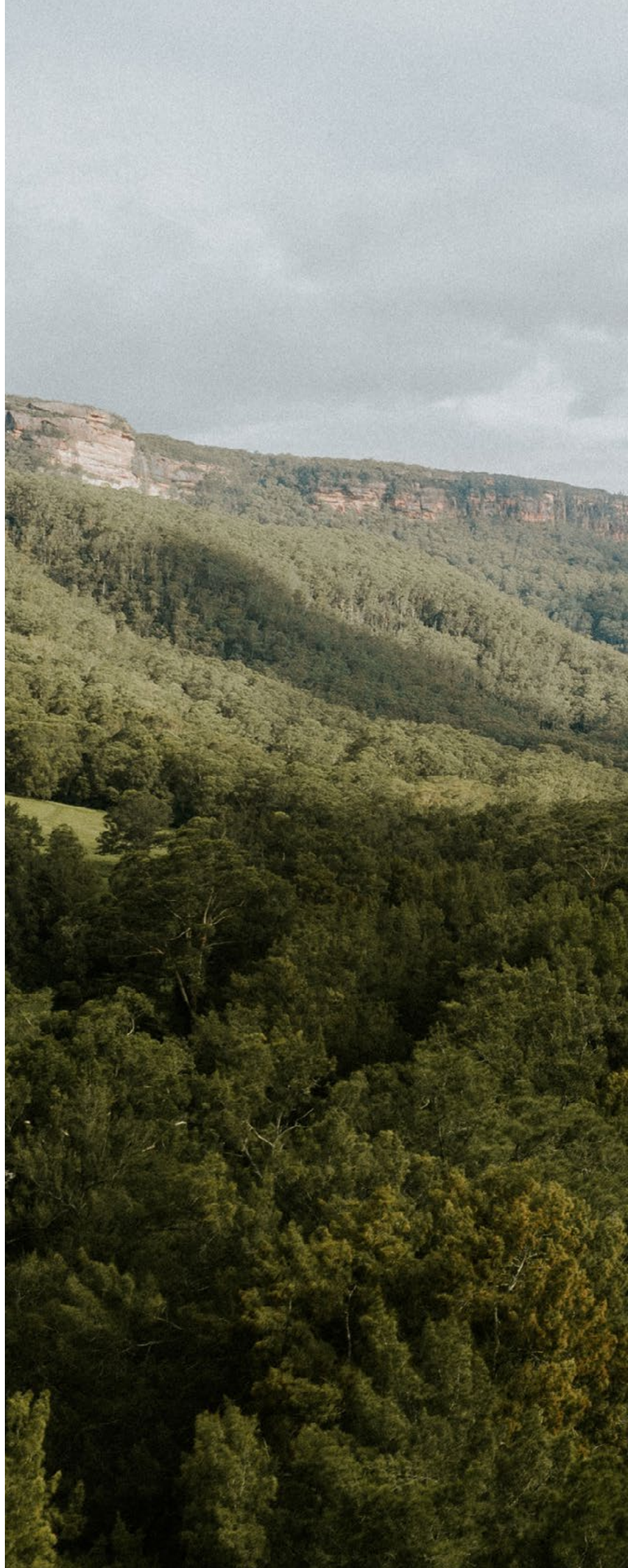
*We are mindful of and care about the feelings, wishes and rights of others*

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**Values are the fundamental beliefs of a person or organisation.**

These principles guide behaviour and help organisations to determine if they are on the right path and fulfilling their goals by creating an unwavering guide for all to follow.

**Shoalhaven City Council has chosen four Core Values:** Council's Core Values are reflected throughout the Code of Conduct.



# Our vision for the future

“We will work together in Shoalhaven to foster a safe & attractive community for people to live, work, stay & play; where sustainable growth, development & environmental protection are managed to provide a unique & relaxed lifestyle”



# Chief Executive Officer **message**

**Shoalhaven City Council (SCC) is committed to providing an inclusive workplace culture that values the diversity of our local community and one that is responsive to their needs.**

We will achieve this by having a workplace culture which provides equity of access to employment opportunity to improve the diversity of Councils workforce.

Council aims to create a diverse and skilled workforce that will have the capabilities to deliver quality services to our community and to build on what has already been accomplished.

Councils values of Respect, Integrity, Adaptability and Collaboration, are underpinned throughout this document. It is my aim to provide a workplace which is free from discrimination, harassment and bullying and one that is safe for all employees, contractors, customers and agents.

**Stephen Dunshea**  
*Chief Executive Officer*

# Purpose

## **Council has legal obligations under the *Anti-Discrimination Act 1977*, and the *Local Government Act (NSW) 1993* to ensure the absence of discrimination and harassment in the workplace.**

This legislation prohibits discrimination in employment on the grounds of an individual's:

- sex
- age
- gender identity
- sexuality
- marital, relationship or domestic status
- pregnancy or breastfeeding
- carers' responsibilities
- religion
- race, colour, national extraction
- social origin
- disability
- political affiliation or opinion
- union affiliation
- HIV/AIDS status
- an association with someone who has, or is assumed to have, one of these characteristics

It is also against the law to treat someone unfavourably because you assume they have a personal characteristic or may have it at some time in the future.

The objectives of the Local Government Act (NSW) 1993, Section 344 states that Council's must:

- a. eliminate and ensure the absence of discrimination in employment on the 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.

This Act requires that Councils have an Equal Employment Management Plan, which meets the following provisions:

1. A council must prepare and implement an equal

employment opportunity management plan in order to achieve the objectives of this Part.

2. The plan is to include provisions relating to:
  - a. the devising of policies and programs by which the objects of this Part are to be achieved, and
  - b. the communication of those policies and programs to persons within the staff of the council, and
  - c. the collection and recording of appropriate information, and
  - d. the review of personnel practices within the Council (including recruitment techniques, selection criteria, training and staff development programs, promotion and transfer policies and patterns, and conditions of service) with a view to the identification of any discriminatory practices, and
  - 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, and
  - 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).

Council is committed to Equal Employment Opportunity (EEO) not only to comply with legislation but to work towards a positive and discrimination free workplace and organisational culture which reflects our corporate values of Respect, Integrity, Adaptability and Collaboration.

Through the implementation of this plan we aim to provide the following benefits to staff and the local community:

- Job satisfaction through the use of skills and the acquisition of new skills
- A workforce which is responsive to community needs and one which reflects the demographics of the local community
- A workplace where harassment and bullying is not tolerated

- A workplace where the best person is appointed to a vacant position based on Merit
- A workplace which is responsive to the learning and development needs of its employees

## Who is Responsible for Equal Employment Opportunity at Council?

All staff employed at Council are required to adhere to and promote equal employment opportunity within our workplace. Listed below are the specific responsibilities of our staff based on the positions they hold within Council.

### Chief Executive Officer

The Chief Executive Officer is responsible for ensuring the Council has in place policies and practices which support the principles of equal employment opportunity.

The **Chief Executive Officer** will:

- Ensure that the Equal Employment Opportunity Plan is promoted within the organisation

### Directors will:

- Understand and promote the EEO Plan within their area of responsibility
- Review and evaluate the EEO Management Plan
- Ensure that employees participate in EEO and diversity activities

### Supervisors/Managers will:

- Understand and promote the EEO Management Plan within their area of responsibility
- Implement, review and evaluate the EEO Management Plan as it relates to their area of responsibility
- Ensure that employees participate in EEO and diversity activities

### Human Resources will:

- Develop, implement and evaluate the EEO Management Plan
- Provide Annual and Periodic reporting of the EEO Management Plan
- Provide advice to managers and staff in relation to the EEO Management Plan
- Manage issues that may arise in regard to EEO either internally or outsourced

### Employees will:

- Behave as Officers of Council and to ensure that their actions are in accordance with Council's values
- Report any potential breaches of EEO to Human Resources or their supervisor

### Related Policies, Procedures and documents that support EEO principles:

Staff, especially managers and supervisors, are encouraged to read this plan in conjunction with other relevant Council policies, procedures and documents including:

- Local Government (State) Award
- Flexible Working Arrangements Policy
- Remote Working Procedure
- Induction Guidelines
- Psychologically Safe and Healthy Workplace
- Reasonable Adjustments in the Workplace
- Recognition of Employee Service Policy
- Recruitment and Selection Policy
- Work Health and Safety Policy
- Workplace Bullying Policy
- Employee Performance Review
- Grievance Resolution Procedure
- Guidelines for Employee Recognition and Reward
- Managing Disciplinary Matters
- Planned Departure Programme
- Work Experience Procedure
- Mission, vision and values statements
- Workforce Plan
- Corporate Training and Development Policy
- Disability Action Plan

### Council Programs that Support EEO Principles:

- Health and Well Being Program
- Recruitment and Selection practices that ensure fairness and equality in recruitment
- Targeted activities throughout the year



# Provisions

**Council's EEO strategies are underpinned by our values:  
Respect, Integrity, Adaptability, Reliability.**

## Respect

We are mindful of and care about the feelings, wishes and rights of others.

Action	Responsibility	Timeframe	Performance Indicators
Promote EEO, anti-discrimination and diversity principles through policy, training and staff induction.	HR and OD	Policy: 3 yearly review Corporate induction: monthly Training: ongoing	Policies introduced and available to all staff on intranet page. Training in Workplace diversity introduced and all relevant staff to attend. Corporate Induction: Discrimination defined, protected classes, summarise legislation. Staff are aware of their responsibilities to ensure that the workplace is free of discrimination.
Employee onboarding includes information on how to access the EEO Management Plan, an employee handbook issued to all new and existing employees and a Newstarter Checklist for supervisors is incorporated into the onboarding process for all new staff.	HR, OD and all managers and supervisors	Onboarding - occurs each time a new employee commences employment.	Staff have access to the EEO Management Plan and are aware of their responsibilities upon commencement of employment to ensure that they understand and contribute to a workplace which is free of discrimination.
A grievance process is available to all employees and Council addresses and monitors grievances and harassment allegations in accordance with the Grievance Procedure.	HR	Ongoing	Grievances and harassment allegations are promptly and appropriately addressed.

Action	Responsibility	Timeframe	Performance Indicators
Training in the prevention of harassment and bullying during Corporate Induction available for specific groups on request.	HR and OD	Monthly during corporate induction. Training available throughout the year on request.	Managers and staff are provided with access to the training. Workplace Bullying Policy available to all staff on the intranet.
Ensure that all Aboriginal and Torres Strait Islander staff are aware of their entitlements regarding NAIDOC week.	All managers and HR	HR presentation at Corporate Induction covers NAIDOC entitlements. The Employee handbook provided on commencement.	New and current staff are aware that all Aboriginal and Torres Strait Islander staff are able to participate in celebrations, if they wish to do so. Employee Handbook available through the HR 'new employee' site on the intranet.
Increase Aboriginal cultural awareness across Council by introducing Cultural Immersion Workshops.	All managers	Ongoing	Training is included in the Staff Development Plans for employees.

## Integrity

We are committed to maintain high ethics and standards.

Action	Responsibility	Timeframe	Performance Indicators
HR and OD policies and procedures are regularly reviewed to ensure EEO compliance	People & Culture	3 yearly	Policies are reviewed every 3 years. Policies comply with EEO principles.
Consider the needs of EEO and diversity groups in the organisation. Managers include EEO strategies within the business plan for their area of responsibility.	All managers	Yearly	Directors review EEO strategies in the business plans. Directors review measures during annual Manager reviews.
All policies and procedures are reviewed to ensure that they comply with the principles of the EEO Management Plan	All directorates	Ongoing	Policies are reviewed every 3 years. Policies comply with EEO principles.
Review HR and OD Policies as they fall due	People & Culture	Ongoing	Policies are reviewed by the due date.

Action	Responsibility	Timeframe	Performance Indicators
Consult with staff on diversity strategies and initiatives. Present to Consultative Committee on an annual basis regarding the progress of the implementation of this Plan.	People & Culture	Bi-annually	Staff are aware of diversity strategies and initiatives.
Staff maintain current knowledge of the Code of Conduct. Code of Conduct refresher training developed and completed by all staff.  Code of Conduct training included in Corporate Induction for all new staff.	Business Assurance & Risk  People & Culture	Ongoing as new employees commence.  Training provided to all employees when new Codes of Conduct are adopted.	All staff aware of their responsibilities under the Code of Conduct.
Providing EEO training to the Executive and Managers to ensure a positive EEO workplace culture.	CEO  People & Culture	Bi-annually	All members of the Executive and Managers attend the training.
Offer an Exit Interview to all employees to ensure that they are not leaving due to a negative workplace culture or have been exposed to bullying and/or discrimination.	People & Culture  All managers	Ongoing	The number of staff who are offered an Exit Interview.  Action taken as a result of feedback from exit interviews.

## Adaptability

We are ready for change and willing to embrace a new situation.

Action	Responsibility	Timeframe	Performance Indicators
Develop and implement a Rewards and Recognition Policy which recognises employees who have demonstrated creativity and innovation to address a workplace issue/situation.	People & Culture	3 yearly	Policy developed.  All staff are aware of the policy.
Workplace free from discrimination and harassment and takes positive steps to support this. Council responds to the needs of its employees.	All staff	Ongoing	No instances of discrimination, bullying or harassment.

Action	Responsibility	Timeframe	Performance Indicators
Amend policies and procedures based on the outcomes of the Staff Survey.	People & Culture	Bi-annually	Policies and procedures are updated, and the outcomes of the staff Survey are reflected in the changes.
Review the Workforce Plan and amend policies and procedures based on results where applicable.	People & Culture	Ongoing	Policies and procedures are updated.
Ensure that policies and procedures are work and family friendly. Employees are provided with opportunities to balance their work and family responsibilities.	All managers People & Culture	Yearly and as requested by employee.	Employees are aware of the Flexible Work Policy and are eligible to apply and have their application considered in line with the Award.
Provide opportunities for employees to act in higher graded positions.	All managers	Ongoing	Finance to provide data showing number of employees acting in higher positions.

## Collaboration

We enjoy working together to deliver for our community.

Action	Responsibility	Timeframe	Performance Indicators
Communicate all policies to all staff. Staff have access to Council's policies and procedures.	All supervisors/ managers who have policy responsibility  All supervisors	Ongoing	Staff are aware how to access policies and procedures.  Staff are trained in policies and procedures.
The views of EEO group members are considered in the delivery of projects to the local community. EEO staff to participate in work-based projects which will be provided to the local community.	All managers	Ongoing	EEO members included in projects delivered to the community.
Ensure that Recruitment and Selection Policy reflects EEO principles.	People & Culture	Ongoing training provided to selection panels.	Recruitment practices reflect strong EEO culture and support merit based appointments.

Action	Responsibility	Timeframe	Performance Indicators
Policies and procedures provide equitable working conditions for EEO group members.	People & Culture	3 yearly	EEO principles are reflected in all HR and OD policies and procedures.
Conduct staff survey to ensure that employees have an opportunity to provide feedback on their working conditions and environment.	People & Culture	Conduct staff survey every 3 years	Survey conducted and actions taken accordingly.
Ensure that EEO and diversity accountabilities and outcomes are incorporated into the performance agreements of the Chief Executive Officer, Directors and Managers.	Chief Executive Officer, directors and managers	Ongoing	The number of performance agreements which include an EEO component.

# Implementation

**This Procedure shall be reviewed through the City Performance Directorate.**

# Review

**This Management Plan shall be reviewed in May 2025 to be implemented in August 2025.**



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