

Equal Employment Opportunity Plan

2022 - 2026



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INTRODUCTION

Goulburn Mulwaree Council is committed to our responsibilities under relevant legislation to provide a workplace that is free from bullying, harassment, discrimination and victimisation and provides Equal Employment Opportunities (EEO) for current and prospective employees by fostering a work environment that supports fairness, equity and respect for social and cultural diversity.

It is the view of Council that utilising effective EEO principles and embracing diversity in the workplace not only allows Council to fulfil its obligations, but also provides a harmonious and productive workplace that enhances Council's efficiency and service delivery capabilities.

Council's EEO Plan builds on the work completed in the Workforce Plan and our Diversity and Inclusion Framework by providing a clear pathway to ensure Council delivers fair and equitable opportunity to all whilst increasing awareness and providing a mechanism to monitor our progress in areas of focus.

LEGISLATIVE REQUIREMENTS

The *Local Government Act 1993* (section 345) requires Councils to prepare and implement an Equal Employment Opportunity (EEO) Management Plan which must include a number of provisions.

The objectives of the Local Government Act in relation to EEO outlined under section 344 are:

- (a) to 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) to promote equal employment opportunity for women, members of racial minorities and persons with disabilities in councils.

This plan is also consistent with relevant provisions of the *Fair Work Act 2009*, *Anti-Discrimination Act 1977* and the Local Government (State) Award.

SUPPORTING STRATEGIES

- Disability Inclusion Action Plan
- Workforce Plan
- Departmental Forecasting Plan
- Code of Conduct
- Respect in the Workplace Procedure
- Diversity and Inclusion Framework
- Learning and Development Framework
- Health and Wellbeing Framework

TARGET GROUPS

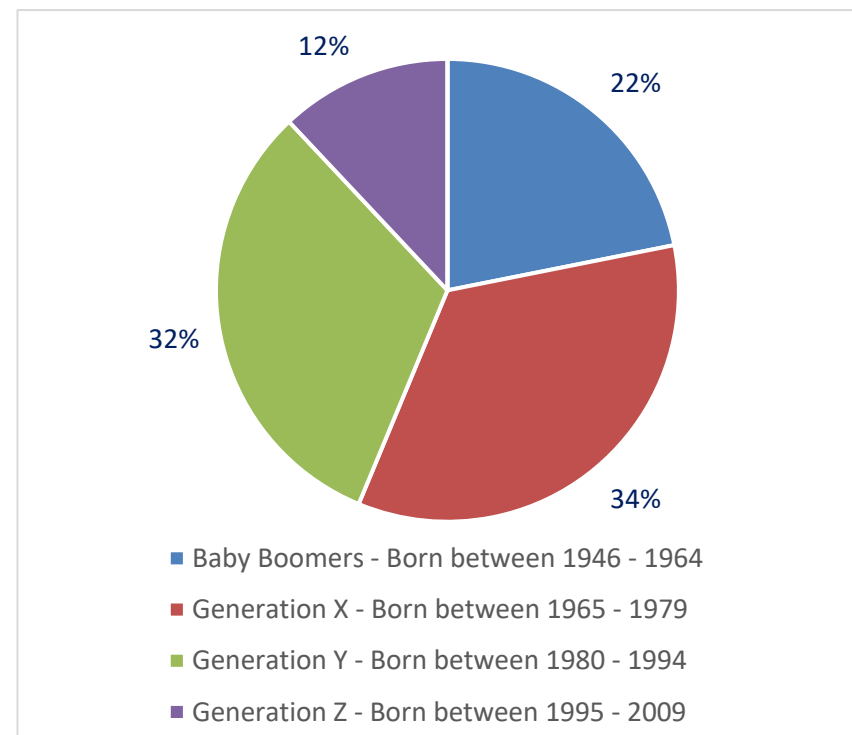
Council utilises a number of strategies to ensure that people have equal access to employment opportunities based on merit and that all employees are treated fairly and equally in all aspects of their roles. Workforce diversity and inclusion refers to the diverse skill and perspectives that people may bring to the workplace due to their gender, age, language, ethnicity, cultural background, disability, religious beliefs and LGBTIQ+. Having a diverse workplace creates new, broader ranges of thinking and fosters innovation and creativity whilst recognising the value of individual differences. It is about removing barriers to ensure that all employees can perform at their highest ability.¹

Council’s demographic data indicates that in the Local Government Area, 5% of the population are from an Aboriginal or Torres Strait Islander background and 6.2% speak a language other than English at home.²

When comparing the demographic data with Council’s employment statistics, Council currently employs 2.67% Aboriginal or Torres Strait Islanders and 2.4% people from non-English speaking backgrounds. Council’s employment figures do not currently reflect the diversity within our region and therefore are target areas for Council to focus on.

Other target areas aimed at increasing diversity in our workplace include youth, women in managerial roles and people with a disability. In 2023, 1.6% of Council employees identify as having a disability and we would like to increase this figure.

Currently at Council, 40% of our managers are female. The statistics for the 2017-2021 Workforce Plan outlined that, at the time, Council employed 36% women in managerial roles. These figures indicate positive progress has been made in this area. Council is also performing well in this area when compared with the median of 38% women in managerial roles for all NSW Councils that participated in the 20/21 Local Government NSW HR Metrics survey,³ however we would like to continue to improve this figure. A further area that is underrepresented within Council is our



¹ Local Government Workforce Strategy 2016-2020

² Australian Bureau of Statistics (2021) *Goulburn Mulwaree, Census Community Profiles* <https://www.abs.gov.au/census/find-census-data/community-profiles/2021/LGA13310>

³ Local Government NSW, HR Metrics Report, all Councils 2020/2021

youth, given that only 12% of Council staff are from Generation Z. Considering these employment statistics, the following target groups have been selected for assistance in developing skills to gain employment and career enhancement:

- Women in management roles
- Youth
- People with a disability
- People from a non-English speaking background
- People from Aboriginal and/or Torres Strait Islander backgrounds

ANNUAL STATISTIC UPDATE (as at 1 July each year including casuals)

Target Group	2022	2023	2024
Women in management roles	45.00%	42.11%	38.89%
Youth (generation Z)	12%	14.57%	19.44%
People with a disability	1.6%	1.48%	2.58%
People from a non-English speaking background	2.4%	3.21%	3.75%
People from Aboriginal and/or Torres Strait Islander backgrounds	2.67%	1.73%	3.98%

RESPONSIBILITIES

Chief Executive Officer and Directors	<ul style="list-style-type: none"> • Ensure that all staff are aware of and familiar with the EEO Management Plan and to conduct an annual review of the plan. • Promote and apply the principles of the EEO Management Plan to work practices.
Managers and Supervisors	<ul style="list-style-type: none"> • Ensure that all staff are aware of and familiar with the EEO Management Plan. • Ensure staff perform duties in accordance with EEO principles.
Employees	<ul style="list-style-type: none"> • Become familiar with the EEO Management Plan and implement EEO principles in work practices. • Always act within the principles of EEO and promote EEO issues with colleagues.

OBJECTIVES AND STRATEGIES

Objective 1 – Communication of Policies & Programs

Strategy/Action	Performance Indicators	Responsibility
To communicate EEO responsibilities, principles and practices to all current employees.	All new employees receive an employee handbook upon commencement which outlines Council's EEO responsibilities.	Human Resources Coordinator
	All new employees undertake an induction program where EEO principles are verbally communicated.	Business Manager Human Resources
	New EEO information is communicated through the use of notice boards, the intranet site, staff newsletter and training.	Business Manager Human Resources
	Council's website outlines that Council offers an Equal Opportunity Environment.	Human Resources Coordinator
	The EEO Plan is available on Council's intranet and hard copies distributed as required.	Business Manager Human Resources

Objective 2 – Collection and Recording of Appropriate Information

Strategy/Action	Performance Indicators	Responsibility
To ensure that relevant information in relation to EEO is collected and recorded for the ongoing development of EEO programs and to monitor the effectiveness of the current EEO plan.	Record employment information upon commencement with Council ensuring that the confidentiality of employees is maintained and that the information is only used for the purposes of reporting on EEO targets.	Human Resources Coordinator
	Maintain Tech One records in relation to EEO information.	Business Manager Human Resources

Objective 3 – Recruitment and Selection

Strategy/Action	Performance Indicators	Responsibility
<p>To ensure all recruitment and selection at Council is undertaken in accordance with legislative requirements and EEO principles.</p>	<p>All applicants selected for interview are provided with every opportunity to be successful at interview. Examples include, but are not limited to, providing interpreters and ensuring venue accessibility.</p>	<p>Council Business Managers</p>
	<p>Interview panels should be gender diverse wherever possible.</p>	<p>Council Business Managers</p>
	<p>Wherever possible, the convener of the panel and panel members must be trained in merit based selection which includes EEO principles.</p>	<p>Council Business Managers</p>
	<p>Ensure advertisements use non-discriminatory language and contain Council’s Diversity and Inclusion statement.</p>	<p>Human Resources Coordinator</p>
	<p>Monitor trends from exit interviews to uncover potential EEO issues.</p>	<p>Business Manager Human Resources and Council Business Managers</p>
	<p>Promote job vacancies through a range of mediums to reach diverse candidates.</p>	<p>Human Resources Coordinator</p>
	<p>Ensure that higher grade duty opportunities are provided in accordance with EEO principles.</p>	<p>Council Business Managers</p>

Objective 4 – Training and Development

Strategy/Action	Performance Indicators	Responsibility
<p>To ensure training and development procedures conform to EEO principles, which incorporates opportunities for training and development of EEO target group members.</p>	<p>Provide recruitment and selection training (including on EEO principles) for Managers/Supervisors and any staff that may be required to be on a selection panel.</p>	<p>Learning and Development Coordinator</p>
	<p>Ensure equity in training resource allocation.</p>	<p>Learning and Development Coordinator and Council Business Managers</p>
	<p>Provide induction training which incorporates EEO principles.</p>	<p>Human Resources Coordinator</p>
	<p>Provide ‘Respect in the Workplace’ prevention training regularly.</p>	<p>Learning and Development Coordinator</p>
	<p>Provide opportunities for employees to self-nominate for appropriate training and development courses through the Learning and Development Framework.</p>	<p>Learning and Development Coordinator</p>
	<p>Inform all employees of Council’s training plan through the consultative committee annually and Learning and Development updates and calendar.</p>	<p>Learning and Development Coordinator</p>
	<p>Where appropriate, provide training to the target groups to better equip these individuals to be competitive in obtaining advancement within Council e.g. ‘Women in Leadership roles’ conferences, etc.</p>	<p>Learning and Development Coordinator</p>

	Provide coaching and mentoring programs to support EEO target groups.	Learning and Development Coordinator
	Conduct training for all staff in relation to diversity, EEO and cultural awareness.	Learning and Development Coordinator
	Monitor content of training providers to ensure consistency with EEO principles.	Learning and Development Coordinator

Objective 5 – Human Resources Policies and Procedures

Strategy/Action	Performance Indicators	Responsibility
To ensure all instances of advancement, transfer and higher duties are offered following fair and consistent processes where merit is established.	Ensure the competency review documentation is non-discriminatory regarding the content and administration of the process.	Business Manager Human Resources
	Ensure that higher duties opportunities are distributed equitably within merit principles.	Council Business Managers
To ensure any dispute/grievance that is raised is treated equitably and in accordance with Council's grievance resolution procedures.	All employees have access to Council's grievance processes and are treated in accordance with the procedure in a timely manner.	Council Business Managers
To ensure all employee conditions of employment conform to EEO principles.	It is recognised that individual situations will vary, however EEO principles must be adhered to in the administration of conditions of employment.	Business Manager Human Resources
	All relevant entitlements and conditions in the Local Government (State) Award must be provided to every employee.	Business Manager Human Resources

	Reasonable adjustments shall be made to accommodate employees with a disability.	Business Manager Human Resources
To ensure that Human Resources policies and procedures are non-discriminatory and are supportive to all employment groups.	Policies and procedures are reviewed regularly.	Business Manager Human Resources
	Continue to offer flexible working arrangements to ensure options are available for prospective employees who require flexibility in the workforce.	Council Business Managers
	Continue to offer health and wellbeing initiatives including Council's Employee Assistance Program and Mental Health Champions.	Business Manager Human Resources
	Continue to advance and develop further strategies for greater inclusion and diversity within Council through Council's Diversity and Inclusion Framework.	Learning and Development Coordinator
	Continue to promote and celebrate inclusion, respect and equity in the workplace through Council's Diversity and Inclusion Roundtable Group.	Learning and Development Coordinator

Objective 6 – Target Groups

Target Group	Action/Goal	Responsibility
Women in management roles	At least one training course/conference offered annually targeted specifically at women with management aspirations.	Learning and Development Coordinator
	Offering mentoring opportunities from experienced women in management roles.	Learning and Development Coordinator

	Ability to apply for career development annually to undertake an accredited qualification.	Learning and Development Coordinator
Youth	Continue to offer trainee and apprentice programs each year specifically targeting youth through the use of advertising frameworks.	Learning and Development Coordinator
	Promote local government career pathways with schools and partner in work experience and placement programs.	Learning and Development Coordinator
	Offering mentoring opportunities with more experienced council professionals.	Learning and Development Coordinator
	Ability to apply for career development annually to undertake an accredited qualification.	Learning and Development Coordinator
People with a disability	One trainee position per year dedicated to a person with a disability.	Learning and Development Coordinator
	Offer mentoring opportunities with other Council employees that have a disability.	Learning and Development Coordinator
	Partner with local providers to enable work experience opportunities for people with a disability.	Business Manager Human Resources
	Ability to apply for career development annually to undertake an accredited qualification.	Learning and Development Coordinator
	Council will target recruitment sites with a broader client base including overseas advertising and continue to offer	Human Resources Coordinator

People from a non-English speaking background	interpreters or other assistance where appropriate to assist prospective employees in the recruitment process.	
	Offer mentoring opportunities with other Council employees from a non-English speaking background.	Learning and Development Coordinator
	Ability to apply for career development annually to undertake an accredited qualification.	Learning and Development Coordinator
People from Aboriginal and/or Torres Strait Islander background	One trainee position per year dedicated to a person from Aboriginal or Torres Strait Islander background.	Learning and Development Coordinator
	Offer mentoring opportunities with other Council employees from an Aboriginal and/or Torres Strait Islander background.	Learning and Development Coordinator
	Ability to apply for career development annually to undertake an accredited qualification.	Learning and Development Coordinator
	Investigate partnering with NSW Health for a cadet Environmental Health Officer from an Aboriginal or Torres Strait Islander background.	Business Manager Environment and Health

Objective 7 – Evaluation and Revision of the Plan

Strategy/Action	Performance Indicators	Responsibility
Review the EEO and Diversity Plan and targets.	Annual review of the Plan and make updates as necessary.	Business Manager Human Resources