



EQUAL EMPLOYMENT OPPORTUNITY

Management Plan 2016-18



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Message from the General Manager

Waverley Council is committed to providing a workplace that is free from discrimination and harassment and provides equal employment opportunities for current and prospective employees.

Over the years Waverley Council has introduced a number of strategies to ensure compliance with equal employment opportunity best practice. As a consequence of initiatives previously implemented we enjoy a culturally diverse workforce which reflects the demographics of our local community.

We have programs and policies in place which promote the needs of people from culturally and linguistically diverse backgrounds, Aboriginal and Torres Strait Islander people, women and employees with varied needs. Such strategies include a commitment to flexible work practices, paid maternity leave provisions, accredited language aids and interpreters to name a few.

Council supports removing barriers to participation and ensuring that no employee or job applicant receives less favourable treatment on the grounds of race (including colour, nationality and ethnic or national origin), gender, religious and political beliefs, marital status, pregnancy, age, physical and intellectual impairment or sexual preference.

This EEO Management Plan 2016 –18 will build upon the initiatives already in place across the organisation in order to enhance and strengthen Waverley Council's commitment to equal employment opportunity principles.

It is Waverley Council's aim to become an employer of choice and strategies such as this Equal Employment Opportunity Management Plan will assist us to achieve this objective.

Peter Brown

General Manager

Introduction

Waverley Council is committed to the development of a culture that is supportive of Equal Employment Opportunity (EEO) principles in the workplace.

As an organisation, Council is committed to the following EEO Principles as outlined in the Local Government Act 1993 (section 344):

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

The EEO Management Plan underpins Council's Equal Employment Opportunity Policy and, as required under the Local Government Act 1993, outlines the:

- a. devising of policies and programs by which the above-mentioned principles are to be achieved;**
- b. communication of those policies and programs to persons within the staff of the Council;**
- c. collection and recording of appropriate information;**
- d. 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;**
- e. 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. means, other than those referred to in paragraph (e), of evaluating the policies and programs referred to in paragraph (a);**
- g. revision and amendment of the plan; and h. appointment of persons within the Council to implement the provisions referred to in paragraphs (a)-(g)**

Council is required to report on Equal Employment Opportunity Management Plan in the Annual Report. The EEO Management Plan also references other associated legislation such as the Anti-Discrimination Act (NSW) 1977 which states Council is 'to eliminate discrimination or harassment in employment on the grounds of race, sex, marital status, physical impairment, intellectual impairment and homosexuality and compulsory age retirement'. Council also has an obligation to ensure Council staff are not subjected to other forms of harassment such as bullying. All Council employees are expected to treat each other with consideration and respect at all times in accordance with Council's Code of Conduct. Legislation which supports the requirement for EEO in the workplace includes:

Legislation	Areas of Concern
Racial Discrimination Act (Comm) 1975	Race, colour, national or ethnic origin, family responsibilities
Sex Discrimination Act (Comm) 1984	Sex, marital status, pregnancy, sexual harassment
Disability Discrimination Act (Comm) 1992	Disability includes physical, sensory, intellectual and psychiatric impairment, mental illness
Anti-Discrimination Act (NSW) 1977	Race, sex, marital status, physical impairment, intellectual impairment, homosexuality and compulsory retirement based on age

Relationship to Waverley Together 3 & Delivery Program 2013-17

The relationship to *Waverley Together 3* and *Delivery Program 2013-17* is as follows:

- Direction: G9 A committed and adaptable workforce governed by good leadership makes a strong contribution to achieving the community vision.
- Strategy: G9a Attract and retain highly skilled employees who take pride in delivering exceptional service to achieve the community's vision..
- Deliverable: Council's Workforce Plan implemented.

Our Work Environment

Waverley Council appreciates and celebrates its diverse workforce. It recognises that having employees with a range of skills and experiences enhances Council's ability to provide quality services for the community.

It is important then that the EEO Management Plan objectives and strategies are assessed within the context of the current work environment at Council. Waverley Council's workforce should ideally reflect that of the community it serves and based upon current data, it is apparent that Council has taken measurable steps in this regard.

EEO Target Groups	Waverley LGA	Waverley Council
Women – Gender Balance	50.7%	42.8%
People with a disability	19%	0.8%
Culturally and Linguistically Diverse Backgrounds	29.5%	16.6%
Aboriginal and Torres Strait Islanders	.4%	1.8%

Data Sources:

Census 2011

<http://www.and.org.au/pages/disability-statistics.html>

There is a significant representation of employees at Council who identify themselves as being of Aboriginal and Torres Strait Islander descent compared with Waverley Council's local government area.

It is notable that 16.6 % of employees at Waverley Council are from a non-English speaking, culturally and linguistically diverse background while 29.5% of Waverley Council's local government area is identified in this way.

Males and females are proportionately represented across all levels of Council, including senior management. People with a disability constitutes .8% of the employees at Council.

Council undertook a range of initiatives to promote Equal Employment Opportunity principles. They include:

Provision of literacy support for employees from culturally and linguistically diverse backgrounds via accredited language aides and interpreters

Provision of a minimum of eight child care places for children (aged zero – three years) of Waverley Council employees

Review of flexible work arrangements and leave provisions and provide a communication strategy to actively encourage work/family-life balance across Council

Ensure that all relevant Council employees receive Access and Inclusion Awareness training

All position descriptions specify 'an understanding of and commitment to EEO' as an essential criterion to be addressed in all job applications

Provided mandatory EEO/Harassment and Bullying Prevention training to all new employees

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Strategic Objective 1: Council promotes EEO principles and is an employer of choice for diverse groups including indigenous people, cultural and linguistically diverse people and people with varied needs

Actions	Responsibility	Outcome	When	
			16/17	17/18
Explore potential utilisation of targeted advertising, recruitment and employment programs to increase opportunities for Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds and people with disability across Council.	Waverley Performance	Increase in people from EEO target groups employed /undergoing traineeship or apprenticeship		✓
		Increase in number of advertisements promoting EEO	✓	✓
		Increase in number of applications from diverse groups	✓	✓
Review Council's Reconciliation Action Plan to ensure actions are achieved	Caring Waverley	Action items in plan completed	✓	
Develop and Implement the new Reconciliation Action Plan	Caring Waverley	New Reconciliation Action Plan is in place	✓	✓

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Actions	Responsibility	Outcome	When	
			16/17	17/18
Review and Update Council's Language Aides program in line with state government directions, community profile and user stats	Caring Waverley	Program direction recommended	✓	
Allocate appropriate staff resources to provide advice on cultural strategies within Council	Caring Waverley Waverley Performance	Staff resources are in place to support an inclusive work culture	✓	✓
Promote the use of bi-lingual staff for direct service roles and provide support and relevant training for these positions	Waverley Performance Caring Waverley	Increase in number of bi-lingual staff for direct service roles	✓	✓

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Actions	Responsibility	Outcome	When	
			16/17	17/18
Provide translation of information on Council services in frequently used community languages of Waverley LGA on Council website	Waverley Performance (in partnership with Digital Waverley)	Information on services available in community languages		✓
Promote initiatives including flexible work arrangements and leave provisions to actively encourage work/family life balance across Council, and meeting cultural/religious needs	Waverley Performance	Flexible arrangements in place	✓	✓
Provide 8 work based child care places for the children (aged 0-3 yrs) of Waverley Council employees.	Waverley Performance Caring Waverley	Provision of child care places in place	✓	✓
Continue to encourage a culture that promotes women in senior management roles support women recruited into senior management roles with coaching/mentoring and training opportunities	Waverley Performance	Increase in number of women applying/securing senior management roles	✓	✓
		Increase in coaching/mentoring and training opportunities for women in senior management roles	✓	✓

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Actions	Responsibility	Outcome	When	
			16/17	17/18
		OUTCOME		
Provide reasonable adjustments to allow a person with individual needs to be accommodated in the workplace	Waverley Performance Caring Waverley	Job adjustment reviewed	✓	✓
Review and monitor accessibility to Council premises and facilities	Waverley Performance Caring Waverley	Review recommendations completed		✓
Ensure that all relevant Council employees receive Access and Inclusion Awareness training	Caring Waverley Waverley Performance	Trainings completed		✓
Develop support strategies for mature workers to start career planning and post career options including retirement planning that meets the needs of individual employees	Waverley Performance	Targeted strategies are in place		✓

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Strategic Objective 2: Council's recruitment policies, processes and procedures will implement EEO principles.

Actions	Responsibility	Outcome	When	
			16/17	17/18
Review Council's Recruitment Procedures to ensure compliance with EEO requirements.	Waverley Performance	Review completed	✓	
Relevant members of selection panel attend refresher training in behavioural interviewing techniques that factors EEO principles.	Waverley Performance	Training completed	✓	
All position descriptions specify "An Understanding of and Commitment to EEO" as an essential criteria to be addressed in all job applications.	Waverley Performance	EEO criteria included	✓	✓
New employees receive appropriate EEO training and are aware of the aims of this EEO Management Plan.	Waverley Performance	Induction training includes EEO training	✓	✓

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Actions	Responsibility	Outcome	When	
			16/17	17/18
		OUTCOME		
Review Council's Grievance Procedures to ensure compliance with EEO best practice and ensure that grievances are dealt with appropriately in accordance with the principles of EEO	Waverley Performance	<p>Review completed</p> <p>Grievance investigations are aligned with EEO principles</p> <p>Conflict resolution principles integrated into grievance procedure staff training for supervisors and managers</p>	✓	✓
Review Harassment and Bullying Prevention Policy to ensure compliance with EEO best practice	Waverley Performance	Review completed	✓	

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Strategic Objective 3: Council will increase awareness on Equal Employment Opportunity principles and establish systems that promotes informed decision making on Equal Employment opportunity (EEO)

Actions	Responsibility	Outcome	When	
			16/17	17/18
Ensure relevant information on EEO is made available for all employees	Waverley Performance Positioning Waverley	EEO information is accessible for all employees	✓	✓
Provide mandatory refresher training for all existing employees every two years in EEO/Harassment and Bullying Prevention.	Waverley Performance	Training completed	✓	✓
Provide “Working with Difference” training for appropriate employees who provide front line customer service	Waverley Performance	Appropriate employees trained	✓	✓
Continue to ensure that relevant EEO data is collected and recorded on a regular basis	Waverley Performance	EEO Data is reviewed and reported to ELT every quarter	✓	✓
All new employees complete an EEO data survey at Induction	Waverley Performance	EEO data survey completed	✓	✓