



Equal Opportunity Management Plan 2023-2028

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Council proudly upholds values of

RESPECT	<ul style="list-style-type: none"> • We listen to people • We treat people fairly and consistently • We embrace diversity and opinion • We treat others as we wish to be treated
SERVICE	<ul style="list-style-type: none"> • We seek to understand the needs of those we serve • We strive to exceed expectations • We communicate clearly • We take a positive approach • We are proud to serve our community
INTEGRITY	<ul style="list-style-type: none"> • We are ethical and honest • We take responsibility for our actions • We act within governance and the law • We take pride in the manner in which we perform our duties
TEAMWORK	<ul style="list-style-type: none"> • We promote a friendly, supportive work environment • We inspire and encourage innovation • We develop and maintain relationships • We work collaboratively with our community and stakeholders
SUSTAINABILITY	<ul style="list-style-type: none"> • We focus on the future • We respect the environment • Value for money • Lead by example by living our values

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Adopted

Introduction

To remain relevant and progressive, Carrathool Shire Council needs diversity in thought and experience. We are committed to developing a workplace culture that is inclusive, respectful and promotes diversity and embraces the unique skills and qualities of the workforce.

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:

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

Supporting Strategies

Council's Workforce Management Plan supports the objectives and initiatives identified in the Equal Employment Opportunity (EEO) Management Plan 2023 - 2028



Equal Employment Opportunity Principles

Carrathool Shire Council recognises the potential negative impact of harassment, bullying, victimisation and discrimination on all employees in the workplace. Council is dedicated to providing a working environment which is fair, safe, challenging and rewarding. This applies to all aspects of employment.

To ensure EEO is applied across the organisation, Council has adopted the following principles in its EEO Policy and EEO Management Plan:

- Adhere to a transparent, merit based recruitment process that ensures fairness and equity;
- Take all reasonable steps to provide a working environment that is free from harassment, bullying, victimisation and discrimination;
- Provide training and awareness to all employees about the organisation's commitment to the prevention and management of harassment, bullying, victimisation and discrimination in the workplace, and monitoring of performance in this area;
- Promote workplace standards where employees treat each other with respect through ethical behaviour, fairness, transparency and open communication; and
- Provide a confidential grievance process where employees are comfortable and confident to make enquiries and complaints about harassment, bullying, victimisation and discrimination in the workplace.

Council has in place the following to further support the EEO principles:

- The organisational values: Respect, Service, Integrity, Teamwork and Sustainability.
- The Code of Conduct which refers to 'respect' and the requirement to 'treat others with respect at all times. This means not using derogatory terms towards others, observing the rights of other people, treating people with courtesy and recognising the different roles others play in local government decision-making';
- An EEO policy that seeks to uphold all relevant government laws, including federal and state laws and any other applicable legislation or documents.
- Providing those who work at Council, including councillors, with a guide of what represents acceptable behaviour, and highlights what may constitute harassment, bullying, discrimination and victimisation at work.



Objectives and Initiatives

The EEO Management Plan 2023-2028 supports the delivery of the Workforce Management Plan and supports Council in being regarded as an employer of choice. The EEO Management Plan objectives are aligned to those of the Workforce Management Plan but are targeted to EEO outcomes.

The EEO objectives are to:

- Develop recruitment, selection, development and career progression practices for EEO target groups;
- Raise awareness at all levels of EEO responsibilities and obligations;
- Enhance and grow diversity in the workplace; and
- Create a workplace that is free of bullying, harassment, victimisation and discrimination.

The objectives are informed by staff feedback.

Feedback from staff has been captured from a survey conducted in 2022 and yearly mini-surveys undertaken at Council’s Staff Health, Wellbeing and Training Day (CS:Connect) in order for Council to know where and how we needed to improve, and where our gaps were.

During 2022, consultation with staff was focused around employee experience, and how Council could improve on the quality and consistency of it. When considering employee experience, we looked at areas including but not limited to, gaps in training and knowledge, and feedback on recruitment and retention strategies. We also considered programs on offer to our staff.

The survey was broken into four parts and released consecutively, It was not compulsory and all responses were anonymous.

Broadly, the following were identified:



Objectives and Initiatives Continued

“Good work environment, good people to work alongside...”

Overall themes:
 ‘better pay’
 ‘more learning opportunities’
 ‘career progression’
 ‘communication’

Some employees identified working unpaid overtime, saying it’s necessary to get their work done, and managers were aware.

“Working to achieve goals and mixing with people...”

In 2018, the Consultative Committee (which also acts as Council’s EEO Committee) integrated EEO statistics into the Consultative Committee agenda for consideration on an ongoing basis. The statistics assist with the analysis of Council’s EEO objectives.

Figures as at 30/06/2023

EEO Groups	Number of Staff	% of Staff (%)
Aboriginal/Torres Strait Islander	11	10.78
Staff from a non-English Speaking Background (NESB)	8	7.84
Staff with a physical or intellectual disability	0	0
Women	41	40.20
Total Staff	102	

Objective One



Develop recruitment, selection, development and career progression practices for EEO target groups

Objective One: Develop recruitment, selection, development and career progression practices for EEO target groups

Develop and implement recruitment, selection, succession planning and career progression initiatives that are consistent with the principles of equity and diversity and increase representation of EEO target groups at council between 2023-2028

Initiative	Target Group	Responsibility	Performance Indicator(s)	Target Date
Ensure all staff involved with recruitment and selection processes are trained in merit based selection	Staff involved in recruitment and selection processes.	HR Coordinator	Training conducted for all relevant staff prior to participating on a selection panel	Panel Coordinators applicable staff trained prior to participating on selection panels. Process in place to ensure all staff undertake training prior to participating on selection panels ongoing Online training program in place by June 2024.
Review position descriptions to ensure inclusion of EEO responsibilities for all staff and that essential and desirable criteria are non-discriminatory.	All staff	HR Coordinator & Officer	Job descriptions updated to include EEO responsibilities and non-discriminatory criteria as each new recruitment process is initiated.	Position descriptions reviewed annually to ensure inclusion of EEO responsibilities and non-discriminatory criteria.
Develop and implement initiatives that encourage a diverse range of applicants to apply for Council positions.	Potential employees	HR Coordinator	Initiatives developed and being actioned.	Ongoing
Develop and implement succession planning and career progression programs that encourage the development of staff in EEO target groups to take up more senior positions.	All staff	HR Coordinator	Program to be developed and implemented Measure and report on success rate of program on an annual basis when implemented.	Target positions identified by June 2024. Training plans for targeted positions developed by June 2024. Reporting to align with Annual Report timelines.

Objective Two



Raise awareness at all levels of EEO responsibilities and obligations

Objective Two: Raise awareness at all levels of EEO responsibilities and obligations

Develop and implement effective workplace communication and training programs to raise awareness of EEO principles, practices, rights, and obligations across Council during the 2023 - 2028 period.

Initiative	Target Group	Responsibility	Performance Indicator(s)	Target Date
Workplace Communications				
Develop a communication plan to launch the revised EEO Management Plan and other applicable plans, ensuring it is also placed on the Carrathool Shire Council website, CS:Connect and make copies of the plan available to Union representatives and outdoor staff.	All staff Community Union representatives	HR Coordinator & Officer	All staff have been advised of the adoption of the EEO Management Plan. EEO Management Plan is available on internet and CS:Connect and hard copies distributed as required.	December 2023
EEO Training Programs				
High level overview of Council's EEO Policy and the EEO Management Plan are included in Council's induction/on-boarding program.	All new employees	HR Coordinator	EEO rights and obligations and key priorities within the EEO Management Plan are included in induction and on-boarding materials.	December 2023
EEO training is provided to all staff, and volunteers, including the options of an e- learning EEO module and face-to-face training where appropriate.	All staff Volunteers	HR Coordinator	All managers and staff have undergone EEO awareness training within the past 18 months. Annual training status report to be produced and compliance monitored.	All staff as per the policy. Volunteers if relevant. Part of the HR annual report to Consultative Committee.
Provide directors, managers and supervisors with training, coaching and support tools to enable them to effectively manage the EEO grievance process.	All directors managers and supervisors	HR Coordinator	Training provided to all directors, managers & supervisors. Support tools in place.	Commenced and ongoing. September 2024.

Objective Three



Enhance and grow diversity in the workplace

Objective Three: Enhance and grow diversity in the workplace

Develop and implement strategies and programs to improve and increase the level of diversity in Council's workforce.

Initiative	Target Group	Responsibility	Performance Indicator(s)	Target Date
Identify and implement programs to increase female development across Council into leadership roles.	Current and potential female employees.	HR Coordinator & Officer	Programs in place. Participation rate improving.	December 2023 Annually
Identify and implement programs to increase the participation rate of employees with a disability at Council.	Potential employees with a disability.	HR Coordinator	Programs in place. Participation rate improving. Recruitment and selection practices are tailored for the target group.	December 2023 Annually As required
Identify and implement programs to increase the participation rate of employees from culturally diverse backgrounds at Council.	Potential employees from culturally diverse backgrounds.	HR Coordinator	Programs in place. Participation rate improves on an annual basis. Recruitment and selection processes are tailored for the target group.	December 2023 Annually As required
Identify and implement programs to increase the participation rate of employees aged 18 to 25 at Council.	Potential employees aged 18 - 25.	HR Coordinator	Programs in place. Participation rate improving. Recruitment and selection processes are tailored for the target group.	December 2023 Annually As required
The EEO climate is monitored via HR statistics, EAP reporting, a grievance register, and exit interviews.	All staff	HR Coordinator	Grievance database to be established. Trends reported annually. Reports are reviewed and relevant programs designed and implemented if required.	June 2024 HR quarterly report As required

Objective Four



*Create a workplace that is free of
bullying, harassment, victimisation and
discrimination*

Objective Four: Create a workplace that is free of bullying, harassment, victimisation and discrimination

Develop and implement initiatives to provide a workplace that is free of bullying, harassment, victimisation and discrimination and that promptly and effectively deals with any grievances that arise.

Initiative	Target Group	Responsibility	Performance Indicator(s)	Target Date
Develop a bullying and harassment awareness campaign for council employees.	All staff	HR Department	Bullying and harassment awareness campaign has been implemented.	June 2024. Bi-ennially
Conduct a review of the Grievance Handling Policy and procedures and actively promote to all staff.	All staff	HR Department	Grievance Handling Policy and procedures are updated and staff are aware of their location.	June 2024
Conduct a review of HR policies and procedures to ensure compliance with EEO legislation.	All staff	HR Department	HR policies and procedures are reviewed when legislation changes occur.	Commenced and ongoing.
Conduct a review of flexible work arrangements and related policies to ensure they suitably cater for employees with carers responsibilities.	Staff with carer responsibilities.	HR Department	Flexible work arrangements cater for employees with carers responsibilities	March 2024



Achievements



8.88% Women employed in non-traditional roles.

6.92% Women employed in leadership roles.

10.78% of employees identify as Aboriginal/Torres Strait Islander.

Gender Split
30/06/2023



Male
59%



Female
41%



Council has implemented a Human Resources Information System that includes focused training on raising awareness of discrimination and EEO within the workplace.

Council is committed to increasing the level of diversity in the workplace.

EEO data is collected at the commencement of employment and informs EEO management.

During 2018-2023 the following progression was made towards meeting the objectives