



EQUAL EMPLOYMENT OPPORTUNITY (EEO) MANAGEMENT PLAN 2014 - 2019

Adopted: 18 December 2014

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Message from the Chief Executive Officer

The EEO Management Plan 2014 – 2019 reflects Liverpool City Council's (Council) commitment to achieving its vision of being a vibrant regional city of opportunity, prosperity and diversity through our people. This plan continues our commitment to a workplace culture that is inclusive, respectful and promotes harmony and diversity and embraces the unique skills and qualities of our employees. The plan outlines our objectives and how they will be achieved over the next five years.

Our commitment to enriching workplace diversity by respecting; valuing and harnessing the differing perspectives, skills and experience everyone brings to the workplace is demonstrated. We recognise the diversity of our existing workforce and the significant diversity of the Liverpool community and seek to raise awareness of the challenges faced by some groups.

I am a strong believer that a diverse network of employees, which truly reflects the community it serves and represents, is better equipped to understand and meet the needs of our customers. Through supporting diversity, we create a more positive culture and environment, drive innovation, and increase productivity. Our aim is to eliminate any remaining barriers to achieve equity.

This plan provides a framework that reinforces the connection between employment equity and diversity, improved corporate planning and delivering excellence through service. Structured to provide quantifiable objectives and accountabilities, this plan has clearly defined priority areas and is designed at ensuring that we deliver on our commitment.

I look forward to working with all employees to achieve the objectives. Ultimately, our success will depend on everyone's commitment to creating an inclusive working environment and working together to identify and redress any remaining equity and diversity gaps within our workplace.



Carl Wulff

Chief Executive Officer

Introduction

Council is committed to developing a workplace culture that is inclusive, respectful and promotes diversity and embraces the unique skills and qualities of the workforce.

The EEO Management Plan identifies our strategic objectives for the next five years and asserts how Council's equal employment opportunity strategies will be communicated and implemented within Council. The plan has been developed in accordance with the requirements of the *Local Government Act 1993* (the Act) and supports the Act's objectives to:

- 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 plan underpins Council's EEO Policy and provides a strategic link between the Act, the Workforce Management Plan and our policy. Connected to other Council strategies and programs such as the *Disability Action Plan* and the *Leaps Action Plan*, these strategies and programs, together, provide a framework to ensure the inclusion of less advantaged people within our society.

Workforce Diversity Targets and Benchmarks

The NSW Public Service Commission has set the following specific employment targets for workforce diversity.

Aboriginal and Torres Strait Islander	2.6%
Women	60%
People with a disability requiring workplace adjustment	1.5 %
People whose first language was not English	19%

Our Objectives

Our objectives are informed by workplace surveys and workplace data. The plan supports and is aligned to Council's Workforce Management Plan through targeted workplace diversity outcomes.

Objective 1: Communicating and Raising Awareness

Council will raise awareness through effectively communicating the principles of EEO, the rights and responsibilities of all Council employees, informing all employees of the progress of the EEO Management Plan and actively demonstrate Council's commitment to achieving its objectives.

Objective 2: Creating a Bullying and Harassment Free Workplace

Council will foster a workplace culture that is free from bullying and harassment and displays fair practices and behaviours. A proactive approach to bullying and harassment will be adopted and a range of initiatives will be designed and implemented to ensure any bullying, harassment, victimisation or discrimination issues are resolved promptly and effectively.

Objective 3: Improving Access and Enhancing a Diverse and Skilled Workforce

Council will develop and implement a range of strategies to improve access to and participation in the workplace for targeted groups and increase the level of diversity in Council's workforce through the principles of equity and diversity.

Objective 4: Policies, Procedures, Evaluation and Reporting

Council will ensure that all policies, procedures and workplace practices support the application of equity and diversity principles. Council will continuously evaluate, review and report on the progress in implementing the EEO Management Plan and communicate and celebrate our achievements.

Objective 1: Communicating and Raising Awareness

Initiative	Action	Target Group	Performance Indicator(s)	Responsibility
Create a sound information base to inform diversity strategies	Collect statistics to comply with annual reporting	NESB Women ATSI People/person with a disability Youth	Comprehensive and accurate statistics are collected	People and Organisational Development
	Encourage employees to complete EEO Details in MyAurion	All employees	Increase response rate to 50%	Executive Management Team Managers
	Analyse statistics to inform equity and diversity strategies	NESB Women ATSI People/person with a disability Youth	Statistics analysed and reported on	People and Organisational Development
Communicate the EEO Management Plan and progress to all employees	Develop and implement a communication strategy to launch the new EEO Management Plan ensuring that it is available through multiple mediums	All employees Community Union	EEO Management Plan is available on the intranet and internet and hardcopies distributed as required. Union is provided with a copy of the EEO Management Plan. All employees are advised of the adoption of the EEO Management Plan.	Executive Management Team People and Organisational Development
	High level overview of Council's EEO Policy and EEO Management Plan is included in induction	All employees	Workplace equity and diversity rights and obligations and objectives of the EEO Management Plan are included in the induction	People and Organisational Development

			program	
Leaders are accountable for workplace equity and diversity	Ensure that equity and diversity accountabilities and outcomes are incorporate into the performance agreements of the Chief Executive Officer, Senior Officers and Managers	Chief Executive Officer Directors (Senior Officers) Managers	Performance agreements for Chief Executive Officer, Directors (Senior Officers) and Managers have workplace equity and diversity accountabilities	Chief Executive Officer People and Organisational Development
	Leaders are informed and aware of changing responsibilities, and equity and diversity issues	Chief Executive Officer Directors (Senior Officers) Managers	Leaders are aware of their responsibilities for equity and diversity issues	Chief Executive Officer
Employees are accountable for workplace equity and diversity	Employees are provided training concerning their responsibilities and accountabilities with regard to workplace equity and diversity	All employees	Employees are aware of their accountabilities and responsibilities for equity and diversity	People and Organisational Development

Objective 2: Creating a Bullying and Harassment Free Workplace

Initiative	Action	Target Group	Performance Indicator(s)	Responsibility
Workplace relations are based on respect for others and the workplace is free from discrimination, bullying, harassment and victimisation	Actively promote equity, anti-discrimination and diversity principles through policy and induction	All employees	Next Climate Survey to achieve more than 70% of employees who perceives the workplace is free from discrimination, bullying, harassment and victimisation.	Chief Executive Officer Managers People and Organisational Development
	Provide training to equip Managers in identifying and effectively managing incidents of bullying, harassment, discrimination and victimisation	Managers	Managers are provided with training and effectively identify and manage incidents	People and Organisational Development
	Provide training to all employees to understand what bullying, harassment, discrimination and victimisation is and how to respond when these issues arise	Employees	Employees are provided with training and effectively respond when equity and diversity issues arise	People and Organisational Development
	Monitor workplace grievance and allegations concerning discrimination, bullying, victimisation and harassment	All employees	Grievances and allegations are monitored and appropriately addressed	Managers People and Organisational Development
Establish a Contact Officer network and reference group	Create a sought after development program for Contact Officers to encourage interest and involvement	Contact Officers	Development program created	Executive Management Team People and Organisational Development
	Create a selection process to appoint Contact Officers within all departments of Council and train Contact Officers with the vital skills required to undertake the role	All employees	Contact Officer network is established and training is provided	Executive Management Team People and Organisational Development

	Contact Officers meet on a quarterly basis and provide support and advice on equity and diversity matters	Contact Officers	Quarterly meetings take place and Contact Officers are actively involved in equity and diversity decision making	Executive Management Team Contact Officers
	Actively promote the Contact Officer network to all employees	All employees	Contact Officers are promoted on the intranet, on posters and in team meetings	Executive Management Team Managers People and Organisational Development
	Contact Officers provide confidential support and advice to and follow reporting procedures on equity and diversity issues	Contact Officers	Contact Officers provide confidential support and advice within their department and report equity and diversity issues according to procedure	Contact Officers

Objective 3: Improving Access and Enhancing a Diverse and Skilled Workforce

Initiative	Action	Target Group	Performance Indicator(s)	Responsibility
All recruitment and selection processes are conducted based on merit	Employees and supervisors involved in recruitment and selection are trained in merit based selection	All employees	All Managers and chairpersons participating in selection committees are trained	People and Organisational Development
Develop appropriate recruitment strategies to encourage a diverse range of applicants and target groups to apply for positions	Position descriptions are reviewed to ensure selection criteria is non-discriminatory	All employees	As each new recruitment process is initiated, position descriptions are reviewed and updated to ensure selection criteria is non-discriminatory	Managers
	Develop and implement initiatives that encourage a diverse range of applicants to apply for positions	Potential employees	Initiative developed and actioned	Executive Management Team People and Organisational Development
	Promote employment opportunities by advertising all identified positions through appropriate mediums such as indigenous newspapers and disability networks	Potential employees NESB Women ATSI People/person with a disability Youth	Identified positions advertised in appropriate mediums	Managers
	Target groups are encouraged and supported in applying for vacancies and development opportunities	NESB Women ATSI People/person with a disability Youth	Employees within target group are supported and encouraged to participate	Managers
Workplace provides appropriate employment and development opportunities for target group	Identify and implement programs to increase participation rate of employees within target group specifically within the area of	Potential employees NESB Women ATSI	Recruitment strategies are tailored for the target group, program is established and participation rate improves	Executive Management Team Managers

	<ul style="list-style-type: none"> • Traineeships • Apprenticeships • Graduates • Work Experience <p>To increase the pool of suitably qualified applicants from target groups.</p>	People/person with a disability Youth	towards the NSW Public Service Commission targets including the reduction of youth unemployment.	People and Organisational Development
	Establish and implement support mechanisms such as mentoring and coaching for target group	NESB Women ATSI People/person with a disability Youth	Support mechanism is implemented	Executive Management Team Managers People and Organisational Development
Equitable skill development and career progression is enabled and employees from target groups are retained	Identify and remove barriers to career progression for target group	NESB Women ATSI People/person with a disability Youth	A process is developed to identify and remove barriers to career progression	Executive Management Team
	Provide training to management to incorporate equity and diversity principles when designing and analysing positions	Management	Training provided to management to effectively design and analyse position whilst taking into consideration equity and diversity principles	People and Organisational Development
	Consider the needs of target groups in workplace re-organisations or structural changes	NESB Women ATSI People/person with a disability Youth	Structural re-alignments and re-organisation incorporate equity and diversity principles	Executive Management Team Managers
	Provide equitable access to development opportunities	NESB Women ATSI People/person with a disability	Access to development opportunities is provided to target group	Executive Management Team Managers

		Youth		
	Identify and implement programs to increase female development into leadership positions	Women	Program identified and implemented	Executive Management Team People and Organisational Development
	Promote career development opportunities by encouraging the participation of target group employees in leadership and management development programs	NESB Women ATSI People/person with a disability Youth	Target group employees are supported and encouraged to participate	Executive Management Team Managers

Objective 4: Policies, Procedures, Evaluation and Reporting

Initiative	Action	Target Group	Performance Indicator(s)	Responsibility
Policies and procedures are non-discriminatory and contribute to equity and diversity outcomes	Ensure all policies and procedures comply with and support equity and diversity principles	All employees	Policies and procedures comply with equity and diversity principles	Executive Management Team
Policies and practices meet the diverse needs of employees and Council's business and service goals	Actively communicate Council's policy concerning flexible workplace practices	Management All employees	Flexible workplace practices are available and communicated	Executive Management Team
	Monitor access to and use of the provisions of policies regarding flexible workplace practices	All employees	All employees are provided with equitable access to flexible workplace practices	Managers
Equity and diversity principles are integrated into Council's corporate plans	Incorporate equity and diversity principles into all corporate plans	NESB Women ATSI People/person with a disability Youth	Equity and diversity principles are incorporated into planning processes	Executive Management Team Corporate Strategy and Performance
	Workforce Management Plan to specify strategies to address workplace equity and diversity issues	NESB Women ATSI People/person with a disability Youth	Workforce Management Plan includes workplace equity and diversity strategies	Executive Management Team People and Organisational Development
	Communicate requirements under corporate plans to organisation	All employees Management	Managers and employees are aware of their role in achieving outcomes as they relate to equity and diversity in corporate plans	Executive Management Team
Diversity of Council's workforce reflects the diversity of the NSW community	Workforce Management Plan incorporates strategies for the employment, development and retention of employees from target group	NESB Women ATSI People/person with a disability Youth	Progress towards the NSW Public Service Commission targets and benchmarks for the representation of target groups	Executive Management Team People and Organisational Development

	Develop and implement strategies to increase the representation of each target group in occupations where they are underrepresented	NESB Women ATSI People/person with a disability Youth	Review spread of target group across Council occupations and develop and implement strategies to increase representation	Executive Management Team People and Organisational Development
	Ensure pay equity of employees from target groups is equal to that of all other employees	NESB Women ATSI People/person with a disability Youth	Review the distribution of target group employees salary and progress towards the salaries being equal across all employees in the same occupation/position	Executive Management Team Managers
Regularly report on workplace equity and diversity activities	Report on Council's progress and achievements in the EEO Management Plan in the Annual Report	All employees Community Union	Progress is reported on and employees, community and the Union are informed of the progress	People and Organisational Development