

# Equal Employment Opportunity Management Plan

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**Randwick City Council**  
a sense of community



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## Equal Employment Opportunity Management Plan

We believe our workplace diversity and inclusion drives the innovation and collaboration that results in our high performance culture.

Our Equal Employment Opportunity (EEO) Management Plan is an integral component of our ICARE Values (Integrity, Customer Focus, Accountability, Respect and Excellence), not just a matter of legislative compliance.

Our EEO Management Plan aligns with The Randwick City Plan Theme of **Responsible Management** and Outcome of **Leadership in Sustainability** and the Directions of *Council as a leader in the delivery of social, financial and operational activities and Continuous improvement in service delivery based on accountability, transparency and good governance.*

The EEO Management Plan supports our EEO Policy in eliminating and ensuring the absence of direct, systemic and indirect discrimination on the grounds of:

- 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.

**We are committed to the following EEO principles outlined in S344 of the Local Government Act 1993:**

- (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.

**The EEO Management Plan (per 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).

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## Policies and programs

### 1.1. Equal Employment Opportunity Policy

Our EEO policy is reviewed in-line with legislative requirements and is accessible to all staff through Council's record management system (HP TRIM) and through Council's intranet. New and existing employees are educated via various accessible formats on Council's position on EEO.

### 1.2. Other Council policies supporting EEO principles:

- Casual Employment Policy
- Recruitment and Selection Policies
- Local Government Award
- Flexible Working Hours Policy
- Grievance Management Policy
- Higher Duties Policy
- Health and Wellbeing Policy
- Job Evaluation Policy
- Job Share Policy
- Learning and Development Policy
- Learning and Development Financial Studies Assistance Policy
- Parental and Adoption Leave Policy
- Pre-Employment Screening Policy
- Present Occupant Only Policy
- Provision of Employee Reference Policy
- Secondment and Temporary Opportunity Policy
- Sick and Carers Leave Policy
- Family and Domestic Violence Leave policy
- Workplace Bullying and Harassment Policy
- Code of Conduct

### 1.3. Council Programs supporting EEO principles

- Recruitment and selection processes include the assessment of our ICARE values and EEO principles.
- Employee Wellbeing Programs include fitness classes for employee's at all major worksites, monthly 'Lifestyle Lunch program' on a variety of wellbeing and health related topics.
- Employee Benefits Program offers a variety of benefits to our diverse workforce.
- Employee Surveys are accessible to all staff and results are used to inform strategic actions and planning.

- All Stops to Randwick is our employee engagement and learning event accessible to all staff.
- Annual Performance Reviews are aligned with our ICARE Values.
- Annual Training Plans provide access to development opportunities for all permanent and long term casual staff.
- Disability Inclusion Action Plan 2017-21 includes a range of actions from across the business supporting disability inclusion.
- Business Partner in the HR department allows for greater direct access to Human Resources knowledge and expertise.

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## Communication of EEO policies and programs

- We induct new employees with an online EEO module. (Last updated in 2017).
- Relevant and related EEO workshops are conducted periodically with all employees at All Stops to Randwick (ASTR).
- We consult on relevant EEO policy and process matters with the Consultative Committee and/or relevant Unions.
- We promote flexible work practices, employee benefits, career opportunities, wellbeing and education programs through our fortnightly Staff News, digital display screens, intranet and staff announcement emails.
- Annual performance reviews include the ICARE training booklet and provide staff opportunity to create their annual learning and development plan.
- HR processes are mapped, reviewed and accessible on Promapp from any internet connection.
- Consultative Committee minutes, relevant EEO documents, policy reviews and updates are communicated via the intranet, all staff announcement emails, fortnightly staff newsletter and employee noticeboards/digital display boards and toolbox talks.
- We communicate with our staff in fortnightly newsletters, including regular values stories and policy reminders and expected demonstration of our values based culture.

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## Collection and recording of information

- EEO related processes in Council are recorded, reviewed and accessible in Promapp.
- Employee data is recorded in the organisational systems and is secured confidentially with the appropriate delegation of authority to access.
- Anonymous, demographic data is collected via the employee survey.
- The reporting of access to carer's leave is recorded and included in the Annual Report.
- HR policies and processes are audited as part of the annual audit plan.

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# Ensuring non-discriminatory practices in HR processes

## Recruitment techniques and selection criteria

- Council follows a transparent, merit based recruitment process.
- EEO principles are embedded in all steps of the recruitment process: position descriptions, advertisements; decisions on where to advertise; establishment of the interview panel; selection tests; shortlisting; interviews; medical examinations; job offer; and induction.
- Compulsory interview question about EEO, WHS and our ICARE Values (above) in ALL interviews.
- Position Descriptions are reviewed prior to jobs being advertised to ensure EEO responsibilities are considered, and that essential and desirable criteria are not discriminatory - particularly for positions requiring specific knowledge and skills on issues relating to women, ethnicity, Aboriginality and disability and minimum years of experience.
- Vacant positions are advertised internally via a range of communication platforms.
- A HR representative sits on interview panels to ensure fairness and equity in all interviews.
- Employment packs are posted to new employees prior to starting work at Council. The pack includes Corporate Obligations and Code of Conduct.
- Apprenticeship, student, trainee and graduate roles are identified and promoted when appropriate and available.
- The use of medical assessments in selection processes are used to assess the physical fitness of the candidate for the position and identify any risks to the candidate in performing the job tasks. This information is used identifying reasonable adjustments and ensuring we are not placing candidates at risk of harm or injury.

## 2019 - 2021 EEO Actions

- **A comprehensive review of all recruitment policies and practices is underway in 2018/19 to ensure alignment with EEO principles, remove barriers and improve opportunities to support a diverse workforce. (Disability Inclusion Action Plan item)**
- **The reviewed EEO Policy is accessible by candidates through employment pages on the Randwick City Council Internet.**
- **New training for recruitment panel members including EEO principles and their application in the recruitment and selection process.**
- **Inclusion of reviewed EEO Policy in Corporate Obligations pack for new employees.**
- **EEO Policy is included in Contractor induction.**
- **Promote job vacancies through mediums to reach a range of diverse candidates. (Disability Inclusion Action Plan item)**

## Learning and development opportunities

- Corporate Induction includes a compulsory online module on EEO for all new employees. It covers EEO, harassment and discrimination, Council's policies and commitment, grievance procedures, and acceptable workplace behaviour.
- Our 'ICARE About Learning' program is accessible to all employees prior to conducting their annual performance review to select the most suitable learning and development.
- Annual performance reviews are open and accessible to all staff with links to salary progression.
- Permanent employees have access to up to 30 hours learning and development annually.
- Employees are annually reviewed against ICARE Values (above) at their annual performance review.
- All Stops to Randwick: annual training and awareness is provided to all employees about the organisation's commitment to a particular aspect of EEO. (Code of Conduct, safety, communication, valuing diversity, mental health awareness).

- Training courses are advertised on digital display screens at various internal sites around Council and in the Staff Newsletter.
- Internally facilitated training courses consider and adhere to EEO principles.
- Our Leadership Competency Framework was developed in consultation with all levels of leadership and is being embedded into relevant position descriptions, interview guides and performance reviews.
- Councillors undertake a comprehensive online induction to ensure they understand their obligations with relation to EEO among other important topics.
- Our Employee Wellbeing Program includes monthly Lifestyle Lunches optional and free to all staff including topics around caring for elderly parents, mental health and illness, building resilience.

#### **2019 - 2021 EEO Actions**

- **Include EEO principles in annual performance reviews.**
- **Incorporate diversity and inclusion awareness component into customer service training session attended by staff. (Disability Inclusion Action Plan item)**
- **Develop awareness of diversity and inclusion with leadership group. (Disability Inclusion Action Plan item)**

### **Promotion and transfer policies and patterns**

- Learning and Development policies and strategies support equal opportunities for staff to develop skills and experience.
- The Job Evaluation system that Council uses to establish the relevant remuneration for a position is open, transparent and merit based.
- Council provides leadership development opportunities for high performing employees in the LGNSW Australasian Management Challenge through a merit based selection process and consideration of EEO principles.
- Vacant positions are advertised internally to ensure equal opportunity to apply.
- Recruitment Convenor training is developed in conjunction with the Human Resources team.
- Job application training is offered to any employee who wishes to attend.

#### **2019 - 2021 EEO Actions**

- **Review the Secondment and Fixed Term Opportunity Policy to strengthen with EEO principles.**
- **Review the Higher Duties Policy to strengthen with EEO principles.**

### **Work Environment**

- Council is committed to creating a culture of diversity and inclusion and ensuring a work environment that is free from harassment, bullying, victimisation and discrimination.
- Council policies are reviewed at regular intervals and consulted on across the organisation.
- Leadership are supported to address employee performance and conduct effectively and appropriately.
- Council will make reasonable adjustment to a position or the work environment to allow equal access to employment opportunities, whilst ensure the requirements and objectives of the position can be met.

#### **2019 - 2021 EEO Actions**

- **Council premises and facilities are assessed for accessibility to people with disabilities.**

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## Measuring progress and setting goals

Measures relating to EEO are included in our Workforce Plan and Resourcing Strategy and Council reports on the following measures:

- Attraction and retention strategies, policies and processes embed EEO principles.
- Employees have equal access to the conditions of employment appropriate to their position.
- Equitable access to training, development, promotion and career opportunities for employees.
- Incorporate diversity and inclusion awareness component into customer service training session attended by staff. (Disability Inclusion Action Plan item)
- Continually review internal policy and processes to remove barriers and improve opportunities to support a diverse workforce. (Disability Inclusion Action Plan item)
- Strengthen diversity and inclusion in the workforce planning and strategies. (Disability Inclusion Action Plan item)
- Promote job vacancies through mediums to reach a range of diverse candidates. (Disability Inclusion Action Plan item)
- Develop leadership group awareness of diversity and inclusion. (Disability Inclusion Action Plan item)
- Allegations of bullying and harassment are managed in accordance with Council policy.

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## Revision of the plan

Council will ensure:

- Successful implementation of the EEO Management Plan by the allocation of clear responsibilities and adequate resources;
- The EEO Management Plan is revised annually as part of the Annual Reporting process.
- Council's records system complies with EEO principles

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## Responsibilities

- All Council employees are responsible for EEO.
- All Directors, Managers and Supervisors have specific EEO responsibilities which are included in their position descriptions.
- The coordination of the EEO Management Plan and Policy is the responsibility of the Human Resources Department.



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