




Equal Employment Opportunity (EEO) and Diversity Management Plan

Creating a Workforce that is Equitable and Diverse
2018-2021



 City of Ryde

Lifestyle and opportunity
@ your doorstep



Message from the General Manager

The City of Ryde is committed to developing a workplace culture that displays fair practices and behaviours, and improved employment access and participation for Equal Employment Opportunity (EEO) and diversity groups. This commitment will contribute towards achieving a safe and rewarding workplace free from all forms of unlawful harassment and discrimination, where all employees and prospective employees are afforded equal access to opportunities and benefits relating to employment, promotion and training.

In doing so it aims to create a diverse and skilled workforce that will have the capabilities to deliver quality services to our community, thereby helping to make the City of Ryde a better place to live, work and do business.

In addition to fulfilling Council's requirements under the Local Government Act 1993 this Plan provides an opportunity to review and strengthen our efforts to develop a culture that is supportive of employment equity and diversity principles and outlines our objectives and how they will be achieved over the next four years.

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Introduction



The City of Ryde has legal obligations under the Anti-Discrimination Act 1977, and the Local Government Act (NSW) 1993 to ensure the absence of discrimination and harassment in the workplace. Such legislation prohibits discrimination in employment on the grounds of an individual's:

- Race
- Disability
- Carer responsibilities
- Gender
- Age
- Marital or domestic status
- Sexual orientation.

Sections 344-347 of the *Local Government Act (NSW) 1993* (“**The Act**”) requires that each NSW Council prepares and implements an EEO Management Plan (“**The Plan**”). In accordance with the provisions of the Act the Plan includes:

S345 EEO Management Plan

- a) The devising of policies and programs by which the objects of this Part are to be achieved;*
- b) The communication of those policies and programs to persons within the staff of the Council;*
- c) The collection and recording of appropriate information;*
- d) The review of personnel practices within Council (including recruitment techniques, selection criteria, training and staff development programs, promotion and transfer policies and patterns, and conditions of service) identify any discriminatory practices;*
- e) The 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) The means, other than those referred to in paragraph (e), of evaluating the policies and programs referred to in paragraph (a); and*
- g) The revision and amendment of the plan; and*
- h) The appointment of persons within the Council to implement the provisions referred to in paragraphs (a)-(g).*

There are a number of other related strategies and plans which are considered in the development of this EEO and Diversity Management Plan. These include the City of Ryde's Access & Equity Policy, Workforce Management Plan and Disability Inclusion Action Plan.

Responsibilities

Who is responsible for Equal Employment Opportunity and diversity at Council?

General Manager

- overall responsibility for the EEO and Diversity Management Plan

Directors, Managers and Senior Coordinators

- for understanding and promoting the EEO and Diversity Management Plan
- for reviewing and evaluating the EEO and Diversity Management Plan
- for ensuring participation of employees in EEO and diversity activities

Manager People and Culture, People and Culture Senior Coordinators

- for developing, implementing and monitoring the EEO and Diversity Management Plan
- for ensuring annual reporting requirements are met
- for periodically reviewing the EEO and Diversity Management Plan

People and Culture Staff

- for providing communication to all staff regarding implementation

- for answering any queries concerning the EEO and Diversity Management Plan

All of us

- for accepting personal involvement in practical application of the EEO and Diversity Management Plan



Achievements of the last EEO and Diversity Management Plan (2014-2017)

The EEO and Diversity Management Plan 2014-2017 was developed and endorsed by the Executive Team in 2014. Council achievements over the term of this plan included:

Policies and procedures

- Recruitment and Selection Policy: The policy provides for a fair, transparent, and structured selection process where decisions are based on the relative merit of applicants against position specific criteria and organisational values.
- Flexible Working Procedures. This aims to attract and retain employees with carers' responsibilities by offering flexible work options across the organisation where possible.
- Training and Career Development policy : This aims to attract and retain a diverse work force and also provide all employees with the opportunity to upskill and progress their careers.
- Managing Employee Performance and Conduct Procedure : Reviewed to ensure it is compliant with anti-discrimination legislation.

Recruitment

- All role vacancy advertisements are reviewed on an ongoing basis and worded appropriately using non-discriminatory language to ensure they are attracting a diverse group of applicants.
- SCOUT e-recruitment system was rolled out in June 2014. Applicants lodge applications online and complete an EEO questionnaire. This allows City of Ryde to gather, monitor and report on EEO data.
- Recruitment and Selection training was modified to require panel members to ensure interview techniques and questions did not include discriminatory content and to ensure there were no false barriers to candidate success.

Training

- Training in Prevention of Discrimination, Social and Disabilities Awareness, Cultural Intelligence and Bullying and Harassment was conducted for employees across various areas of the business.
- A total of 65 employees from the Library, Customer Service and Ranger Services have been accredited in Mental Health De-escalation training.



Workforce profile

To aid in the development of this Plan and strategies to assist members of the above mentioned EEO and diversity groups that are reflective of our community, an employee demographic profile was undertaken. Over the term of the Plan this data will be reviewed annually to inform Council's ongoing progress.

EEO and diversity group

EEO and diversity group	Ryde LGA Community Profile # (ABS Census 2016)	Ryde LGA Community Profile % (ABS Census 2016)	City of Ryde Council Employee # 2018	City of Ryde Council % of Workforce 2018
Aboriginal and Torres Strait Islanders	430	0.4%	18	3.5%
Women	59,791	51.4%	359*	45.9%*
People speak a language other than English at home	55,926	48%	160	33.33%
People with disability	5,341	4.6%	32	6.7%

* includes temporary and casual staff

Objectives

This section details the actions to be taken over the life of the plan to support the EEO and diversity goals of City of Ryde. Reporting will be conducted to meet EEO and diversity disclosure requirements on an annual basis.

Objective 1 - Sound information base

Key Result 1.1: EEO and diversity statistical data are comprehensive and accurate and used in EEO and diversity planning

	Strategies	Target Date	Responsibility	Performance Indicator
1.1.1	Demographic data is systematically collected and monitored and data is reported annually to meet legislative requirement	Ongoing	People & Culture	Staff cultural surveys incorporate EEO and diversity data
1.1.2	Encourage staff to complete surveys during onboarding	Ongoing	People & Culture	Increased EEO and diversity response rate
1.1.3	Analyse statistics to inform EEO and diversity management strategies and actions	Ongoing	People & Culture	Statistics analysed and reported annually
1.1.4	Ensure that all employees have access to the EEO and Diversity Management Plan on the Infonet and the document is kept current and reviewed on an annual basis (DIAP ID 1b)	Ongoing	People & Culture	Employees have access to the EEO and Diversity Management Plan
1.1.5	Review the EEO and Diversity Management Plan (DIAP ID 1a)	Annual	People & Culture	The plan is reviewed and modified as required

Objective 2 - Employees' views are heard

Key Result 2.1: EEO and diversity group members contribute to decision making

	Strategies	Target Date	Responsibility	Performance Indicator
2.1.1	Consult regularly with EEO and diversity reference group representatives on diversity strategies and initiatives	Ongoing	People & Culture	Regular consultation occurs
2.1.2	Consult with Council's Consultative Committee on diversity strategies and initiatives	Ongoing	People & Culture	Regular consultation occurs

Objective 3 - EEO and diversity outcomes included in workforce planning

Key Result 3.1: EEO and diversity is integrated into workforce planning

	Strategies	Target Date	Responsibility	Performance Indicator
3.1.1	Incorporate EEO and diversity management strategies into workforce planning	Ongoing	People & Culture	EEO and diversity incorporated into workforce plan and People & Culture business plan
3.1.2	Communicate requirements to business	Ongoing	People & Culture	Managers and staff aware of EEO and diversity policies and changes

Objective 4 - Fair policies and procedures, and a workplace culture displaying fair practices and behaviours

Key Result 4.1: Policies and procedures are non-discriminatory and contribute to EEO and diversity outcomes

	Strategies	Target Date	Responsibility	Performance Indicator
4.1.1	People & Culture policies and procedures are reviewed to ensure EEO and diversity compliance (DIAP ID 1f)	Annual	People & Culture	Policies and procedures comply with EEO and diversity principles
4.1.2	Consider the needs of the EEO and diversity groups in the organisation	Ongoing	People & Culture	Council's workforce reform processes include consideration of EEO and diversity requirements
4.1.3	Develop and implement a Reasonable Adjustments Policy (DIAP ID 1d, 1f)	2018	People & Culture	Policies and procedures comply with EEO and diversity principles
4.1.4	Communicate policies to all employees	Ongoing	People & Culture	Managers and staff are informed of Council's policies and procedures

Key Result 4.2: Workplace relations are based on respect for others, and the workplace is free from discrimination

4.2.1	Promote EEO, anti-discrimination and diversity principles through policy, staff induction, and training for managers and staff on bullying and harassment (DIAP ID 1i, 3b,3c,5b)	Ongoing	People & Culture	Staff are aware of their responsibilities to ensure the workplace is free of discrimination
4.2.2	Employee on boarding to include a copy of the EEO and Diversity Management Plan and an EEO compliance e-learning module for mandatory completion (DIAP ID 1b)	2018 / 2019	People & Culture	Staff are aware of their responsibilities to ensure the workplace is free of discrimination
4.2.3	All employees are required to complete annual e-learning EEO and diversity and bullying and harassment training modules (DIAP ID 1b)	Annual	People & Culture	Staff are aware of their responsibilities to ensure the workplace is free of discrimination
4.2.4	Grievance process is available to all employees and Council monitors grievances and harassment allegations	Ongoing	People & Culture	Grievances and allegations are promptly and appropriately addressed

Objective 5 - Needs-based programs for EEO and diversity groups, and improved employment access and participation by EEO and diversity groups

Key Result 5.1: Recruitment strategies are non-discriminatory

	Strategies	Target Date	Responsibility	Performance Indicator
5.1.1	All job advertisements are reviewed to ensure they are compliant with EEO and diversity requirements	On going	People & Culture	Job advertisements include EEO and diversity principles
5.1.2	Selection panel training to be rolled out to all employees involved in the recruitment and selection processes	2018	People & Culture	Panel members implement EEO and diversity principles in recruitment and selection processes
5.1.3	All position descriptions are reviewed to ensure that essential criteria do not contain false barriers to employment (DIAP ID 1e)	Ongoing	People & Culture	Position descriptions are free from false barriers to employment
5.1.4	Partner with Job Access for independent audit of Council's staffing policies and procedures as related to EEO and diversity (DIAP ID 1a)	2018	People & Culture	Policies and procedures comply with EEO and diversity principles
5.1.5	Partner with relevant agencies for support in recruitment for targeted positions (DIAP ID 1g, 1h)	2018/2019	People & Culture	Council engages specialist support for the recruitment of targeted positions

Key Result 5.2: Recruitment strategies target EEO and diversity groups

5.2.1	Development and implementation of an Aboriginal and Torres Strait Islander employment program, which may include traineeships	2018/2019	People & Culture	Increased employment opportunities for persons of Aboriginal and Torres Strait Islander background
5.2.2	Development and implementation of a disability employment program which may include traineeships (DIAP ID 1d, 1g, 1h)	2018/2019	People & Culture	Increased employment opportunities for persons with a disability
5.2.3	Development and implementation of business administration traineeships to provide opportunities for youth and older persons looking to re-enter the workforce	2018/2019	People & Culture	Development and implementation of business administration traineeships

Objective 6 - Managers and employees informed, trained and accountable for EEO and diversity

Key Result 6.1 Accountabilities for EEO and diversity are specified in the performance agreements of the General Manager, Directors and Managers

	Strategies	Target Date	Responsibility	Performance Indicator
6.1.1	Ensure that EEO and diversity accountabilities and outcomes are incorporated into the performance agreements of the General Manager, directors and managers	2018	People & Culture	General Manager, directors and managers' accountabilities contained in their performance agreements
6.1.2	Keep all staff informed of changing responsibilities EEO and diversity issues	Ongoing	People & Culture	All staff aware of their responsibilities in relation to EEO and diversity issues

Result 6.2: EEO and diversity issues are integrated into relevant training and development for all employees, and information on EEO and diversity and associated policies and programs reaches all employees

6.2.1	Ensure that all staff training, performance management and leadership training incorporates EEO and diversity principles (DIAP ID 1i, 3b,3c,5b,)	Ongoing	People & Culture	Staff training incorporates EEO and diversity principles
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Key Result 7.1: Diversity in the workforce reflects the diversity of the Ryde LGA

7.1.1	Diversity in the workforce reflects the diversity of the community	Ongoing	People & Culture	Progress towards workforce equity in representation of EEO and diversity groups
7.1.2	Distribution of employees from EEO and diversity groups is reviewed against position bands and levels and development opportunities	Ongoing	People & Culture	Progress towards workforce equity in representation of EEO and diversity groups