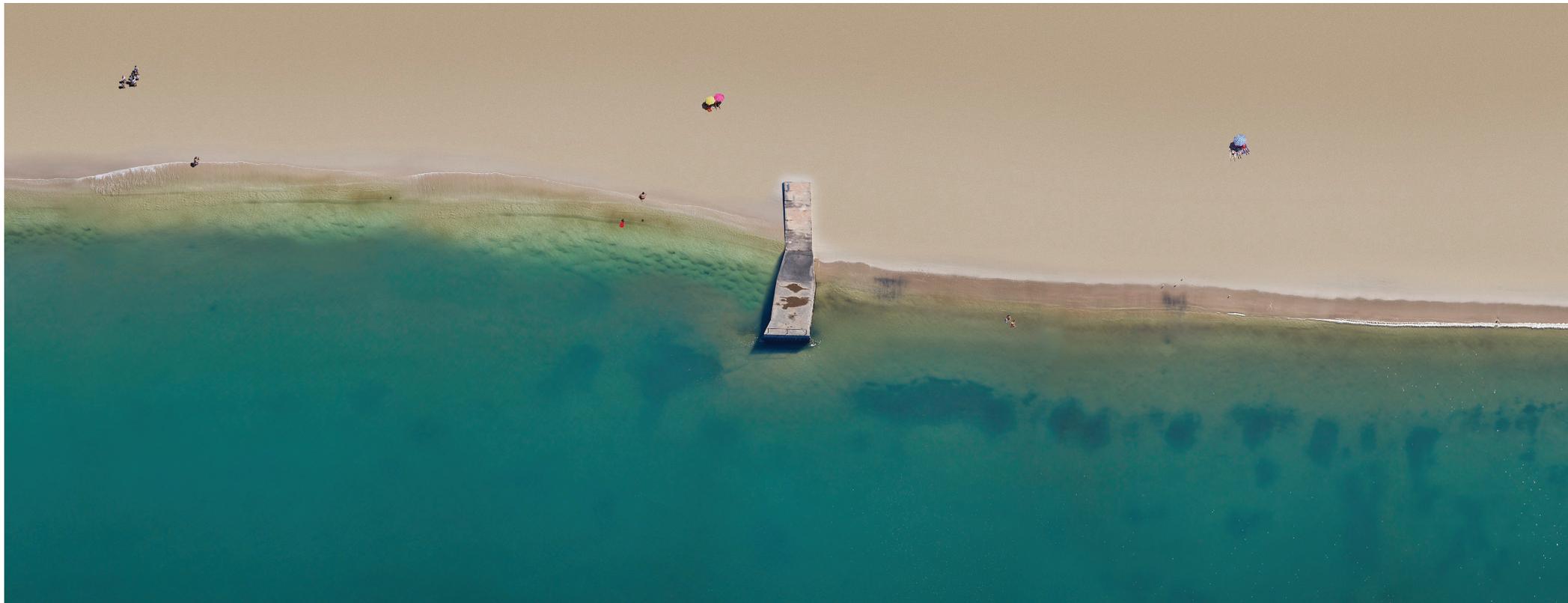




Bayside Council
Serving Our Community

Equal Employment Opportunity Management Plan 2017-2021



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Message from the GM



Bayside Council recognises and values the diversity of our local community. In order to best serve our community, we are committed to ensuring our workforce reflects our community. This can only be accomplished through an organisational commitment to ensuring equal employment opportunities are provided to all people, regardless of personal characteristics.

To eliminate and ensure the absence of discrimination, harassment or bullying from our workplace, we have devised the below plan to address four focus areas identified by Council. In addition, we have developed key strategies to meet the outcomes of our four focus areas. By devising this plan, we aim to make Bayside Council an employer of choice, providing employment and professional development opportunities for all people.

This plan will allow Bayside Council to build on what has already been accomplished by both former Councils in the City of Botany Bay and Rockdale City Council. I am excited by the effect the development and implementation of this plan will have on our organisation going forward.

I know I speak for all of Bayside Council when I say we are committed to living the values and ideologies that underpin this plan and the associated documents.

A handwritten signature in black ink that reads "Meredith Wallace". The signature is written in a cursive, flowing style.

Meredith Wallace
General Manager

Introduction

Equal Employment Opportunity is the right to be considered for a job, training opportunity or other benefit, for which a person is skilled or qualified - regardless of personal characteristics such as gender, race, religion, disability, sexual preference or carer's responsibilities.

Bayside Council is committed to Equal Employment Opportunity (EEO) - not only to comply with legislation - but to contribute towards a positive, discrimination free workplace and organisational culture that leads to the fulfilment of our organisational values; visionary leadership, empowered people, meaningful relationships and exceptional service. By emphasising the importance of offering an EEO culture within the organisation, we forecast:

- ◆ Greater efficiency through the recognition and use of the range of skills of all Council staff;
- ◆ Improved productivity by reducing workplace conflict and assisting staff to balance their work and family responsibilities;
- ◆ An ability to understand community needs by reflecting the diversity of the community our workforce provides service to.

Council's EEO management plan aims to create a pathway for women, members of racial minorities and persons with disabilities to become Council employees. Furthermore, the plan is intended to retain the employment of the above people, providing continued professional development and opportunities for career growth.

Associated with Council's EEO Management Plan is the Bayside Council Equal Employment Opportunity Policy. Council's EEO Policy provides further information regarding key definitions, responsible officers and a guide for how EEO is to be communicated across Council.

This document is divided into two parts:

1. PART A:

An introduction to EEO including: what EEO is and how and why this EEO Management Plan was developed, outlining the relevant legislation supporting the management plan.

2. PART B:

EEO targets outlined in Focus Areas of Council's EEO Management Plan and the action plan/strategies that will facilitate Council achieving the targets stated in the 'Focus Areas'.

AT BAYSIDE WE VALUE...



Development of the Plan

What is an EEO Management Plan?

An EEO Management Plan is a document that supports our organisation to eliminate and ensure the absence of discrimination in employment on the grounds of sex, marital or domestic status and disability. It is also an important document in the promotion of equal employment opportunities for women, members of racial minorities and people with disabilities.

This plan is a key document in ensuring we are delivering on our EEO objectives and strategies and to ensure we create an organisational culture that promotes inclusiveness and acceptance.



Why Develop a Plan?

The reasoning for the development of Bayside's EEO Management Plan is simple; to ensure the principles of equal employment opportunity at Bayside continue to be promoted and practiced within our organisation. Underpinning this ambition is the Local Government Act (1993) which legislates that all Councils must develop a plan, and include certain features within that plan.

It is also important to note, that Bayside's EEO Management Plan also assists us in meeting our Delivery Program & Operation Plan (DPOP) and our Community Strategic Plan (CSP). Many of the objectives within both documents hinge on our workforce being diverse not only culturally, but in skill and knowledge to ensure success in achieving the DPOP and CSP objectives.

To continue to be a successful Council, committed to serving our community, we must continue to recognise the value of our people, no matter their race, ethnicity, sex, age or disability. This plan will allow us to continue to foster that sentiment.

How Did We Develop the Plan?

In designing and developing our EEO Management Plan, we undertook a consultative approach to ensure our workforce was well represented. The process involved:

- ◆ Undertaking an EEO workshop to engage with our Leaders and explore their representations. As the EEO Management Plan is largely implemented by Leaders, it was important to understand their perspective.
- ◆ A consultation process with the Bayside Staff Consultative Committee and key internal stakeholders.
- ◆ A qualitative review of our current workforce in terms of focus area demographics. The review also included identifying improvement areas and strategies to support these objectives.

- ◆ Review of the suite of policies that underpin this plan, including the Prevention of Workplace Bullying & Harassment Policy and the EEO Policy.
- ◆ Assessment of the former Councils EEO Management Plan successes and limitations.

In addition to above, our EEO Management Plan was developed in consultation with the following legislation and Bayside Council Policies:

- ◆ Local Government Act 1993
- ◆ Local Government (State) Award
- ◆ Disability Discrimination Act 1992
- ◆ Bayside Council's Prevention of Workplace Bullying & Harassment Policy
- ◆ Bayside Council's Recruitment & Selection Policy

Responsibilities

EEO Responsibilities

All staff and people engaged on behalf of Bayside Council have a responsibility to promote the principles of EEO. In addition to the people identified as holding specific responsibilities as they apply to the 'Focus Areas' of this plan, there are additional responsibilities assigned to all levels of staff as outlined below:

All Employees

- ◆ Promote the principles and ideals of the Bayside EEO Management Plan and associated policies and procedures to support the recruitment, retention and development of all staff.
- ◆ Treat all employees in line with the Bayside Council culture of inclusiveness and diversity.
- ◆ Report any instances of behaviour that are in breach of the Bayside EEO Management Plan and associated policies and procedures.
- ◆ Participate in any EEO training provided by Council.



General Manager & Executive Team

- ◆ Champion the focus areas and strategies as outlined in the EEO Management Plan.
- ◆ Foster an organisational culture of diversity and inclusion that supports EEO.
- ◆ Ensure adherence and implementation of the EEO Management Plan and the associated Council policies and procedures within the organisation.
- ◆ Empower management, Coordinators and Supervisors to engage with the principles and ideals of EEO within their Business Units/Teams.

Management, Coordinators & Supervisors

- ◆ Ensure all employees have a knowledge of the Bayside EEO Management Plan, and that the principles and ideals outlined in the Plan and associated Policies and Procedures are upheld.
- ◆ Respond to any reported issues or concerns raised by staff regarding behaviour in contrast to the principles of EEO in a timely and sensitive manner.

- ◆ Create and support Bayside's culture of inclusiveness and diversity within the Business Unit or Team.
- ◆ Participate in, and promote all EEO training provided by Council.

People & Organisational Culture

- ◆ Development and review of the Bayside EEO Management Plan, the EEO Policy and the suite of supporting policies and procedures underpinning the Management Plan.
- ◆ Drive support for the Bayside EEO Management Plan among the Executive and Management Team.
- ◆ Provide advice and investigate any matters that are brought forward by staff regarding the breach of the Bayside EEO Management Plan and related documents.
- ◆ Support the Executive and Management Team in applying the principles outlined in the Bayside EEO Management Plan and associated documents.

Procedures for Reporting Harassment, Discrimination or Bullying

Where employees believe they have been a victim of bullying, harassment or discrimination, they encouraged report that behaviour. In the first instance, an employee should report the behaviour to their Manager or Coordinator. If they feel unable to discuss the matter with their Manager/Coordinator, they may also contact the People & Organisational Culture Business Unit. All matters raised will be dealt with in accordance with Bayside's Prevention of Workplace Bullying & Harassment Policy.

All reports of alleged discrimination will be treated seriously, impartially and with empathy. Reports will be thoroughly investigated in a timely manner and confidentiality will be maintained at all times. Confirmed breaches of Council's EEO, Harassment and /or Bullying Policies will be dealt with in accordance with the Local Government (State) Award and Council's Disciplinary Procedure.

Focus Areas

There are four Focus Areas that have been identified as being important to the success of our organisation. The four Focus Areas target relevant groups of people in terms of recruitment, retention, professional development and the creation of an inclusive and diverse organisational culture.

The four Focus Areas are:

1. Recruitment and selection of EEO Target Groups.
2. Retention and professional development of EEO Target Groups.
3. A workplace free from discrimination, harassment and bullying.
4. A workplace culture that displays fair practices and behaviours.

To achieve the aims of this EEO management plan, the EEO action plan makes specific reference to initiatives that specifically target each of Focus Areas. Also, some broad-reaching projects will impact on more than one, or all four target groups. By recognising initiatives and projects relevant to all Focus Areas, as well as others suited to more than one Focus Area, Bayside Council is working towards its goal to be an employer of choice for prospective and current employees.



Challenges to Meeting our Focus Areas

In the implementation of a strategic management plan such as this, there are going to be challenges present to the implementation of many of the strategies. It is important that we devote resources to identifying potential challenges and working towards possible solutions in order to ensure the successful implementation of this plan.

Some of the challenges that we have identified include:

- ◆ Bayside EEO Management Plan's is sufficiently resourced to ensure the commitment and success of this Plan.
- ◆ Breaking down traditional stereotypes of employment regarding minority groups.
- ◆ Managing the balancing act between staff flexibility/benefits and operational needs of Council to ensure community expectations are met.

- ◆ Engaging with the wide variety of people that have been identified as an EEO target group. This will involve communicating through various mediums and providing various opportunities/benefits that appeal to different EEO target groups.

By forecasting challenges we may have in implementing the Bayside EEO Management Plan, it allows us to develop measures to address these challenges before they become significantly obstructive.

It also provides us with an opportunity to report on the success of addressing these challenges in the next Bayside EEO Management Plan. By measuring our success rate in addressing the challenges identified, and others that present themselves, we will be able to provide metrics on how successful our plan was.



Action Plan – Strategies

Focus Area: Recruitment & Selection of EEO Target Groups

Strategies/Actions	Responsible Officer(s)	Completion Date
Review and revise Bayside Council's Recruitment & Selection Policy making particular reference to EEO Target Groups.	People & Organisational Culture	June 2018
As vacancies arise, assess position descriptions to ensure there are no barriers to employment for people from EEO Target Groups.	People & Organisational Culture Business Unit Managers	Ongoing
Implement an electronic recruitment software to allow for the easy application of vacancies for all people, including those within an EEO Target Group. Include an EEO questionnaire to aid in the reporting of EEO recruitment data.	People & Organisational Culture	June 2018
Offer where operationally viable, Flexible Working Arrangements, phased retirement and other employment conditions to attract people from EEO Target Groups to apply for positions with Bayside.	People & Organisational Culture Business Unit Managers	Ongoing
Where practicable, ensure Bayside Council buildings are accessible by all people, including those in EEO Target Groups.	Business Unit Managers Work, Health & Safety	Ongoing

Provide unpaid and paid work experience opportunities through the development of Student/ Graduate program and a work experience program.	Learning & Development Business Unit Managers	January 2019
Report to the Executive on the Recruitment & Selection success of people from EEO Target Groups. <i>E.g. Report on percentage of EEO Target Groups recruited, percentage of EEO Target Groups currently employed, etc.</i>	People & Organisational Culture	End of each financial year

Focus Area: Retention and Professional Development of EEO Target Groups

Strategies/Actions	Responsible Officer(s)	Completion Date
Provide opportunities for employees from an EEO Target Group to participate in professional development opportunities. This includes training, attending conferences and seminars and mentoring.	Business Unit Managers Learning & Development	Ongoing
Identify the development and succession planning of staff identified as having an EEO Target Group background in Council's Workforce Plan.	People & Organisational Culture	January 2018 - July 2018
Identify opportunities for higher duties and secondments into higher grade positions for EEO Target Groups to allow the required experience for career progression.	Business Unit Managers	Ongoing
Ensure the Bayside Council Training Policy is reviewed and consistent with the principles of this EEO Management Plan.	Learning & Development	Completed

Focus Area: A Workplace Free from Discrimination, Harassment and Bullying

Strategies/Actions	Responsible Officer(s)	Completion Date
Ensure the Prevention of Workplace Bullying & Harassment Policy and the EEO Policy is updated in line with current legislation and organisational values and culture.	People & Organisational Culture	Completed
All Council Position Descriptions to include a performance measure "Comply with EEO based legislation and Council's policies, procedures and guidelines" as a corporate obligation.	People & Organisational Culture	Completed
Provide EEO information and training as a core component of the induction and orientation process of Bayside Council	People & Organisational Culture	Ongoing
Ensure reported incidents of bullying, harassment and/ or discrimination are managed in a confidential manner, and in accordance with relevant legislation and Council Policy.	Business Unit Managers People & Organisational Culture	Ongoing
Provide clear lines of reporting for behaviour that is inconsistent with the principles outlined in this EEO Management Plan, Council's Prevention of Workplace Bullying & Harassment Policy and EEO Policy.	Business Unit Managers Coordinators/ supervisors & Team Leaders People & Organisational Culture	Ongoing
Consideration be given to providing EEO training to the Executive Team and the Leadership Committee to ensure a positive EEO workplace culture.	Leadership Committee Executive Team Learning & Development	December 2018

Focus Area: A Workplace Culture that Displays Fair Practices and Behaviours

Strategies/Actions	Responsible Officer(s)	Completion Date
Champion a workplace culture of inclusiveness and diversity through the promotion of organisational values and executive communication.	Executive Team	Ongoing
Establish a diversity committee to champion a positive EEO workplace culture.	Work, Health & Safety	June 2019
Provide EEO and Bullying and Harassment Prevention training to all staff members.	Learning & Development	December 2018
Support the creation and development of internal 'support groups' for people from EEO Target Groups to encourage networking and discussion.	People & Organisational Culture	January 2020
Promote voluntary exit interviews for all staff to ensure employees are not leaving due to a negative EEO workplace culture or have been exposed to bullying, harassment and/or discrimination.	Business Unit Managers People & Organisational Culture	Ongoing



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