

Equal Employment Opportunity Management Plan

July 2021

Equal Employment Opportunity Management Plan

Our Equal Employment Opportunity (EEO) Management Plan (referred to as the Plan) provides a strategic framework aimed at achieving an equitable and diverse workforce which is representative of the Clarence Valley community. The Council strives for a working environment free from harassment, bullying and discrimination where all workers are treated with fairness and respect. Our Plan is an integral component of our STRIVE values as well as ensuring legislative compliance.

Our Plan supports the 'leadership' theme of the Community Strategic Plan and ensures the Clarence Valley Council has a strong, accountable and representative Government and an effective and efficient organisation. We provide our community with a committed, equitable and diverse workforce, capable of providing culturally sensitive, innovative and responsive programs and services. We highly value all staff and strive to provide policies, procedures and practices that enable the workforce to achieve work life balance, and improve performance and morale, while delivering value add services to the community.

Our Plan supports our EEO and Anti-discrimination Policy in eliminating and ensuring the absence of direct, systemic and indirect discrimination. By collaborating and working together we can achieve greater workforce diversity, inspire positive cultural change and have a positive impact on our overall performance.

Scope

The EEO Management Plan applies to all Council staff.

Legislation

This plan has been developed with reference to:

- Local Government Act 1993
- Local Government (State) Award
- Racial Discrimination Act (Comm) 1975
- Sex Discrimination Act (1984)
- Disability Discrimination Act (Comm) 1992
- Anti-Discrimination Act (NSW) 1977
- Disability Inclusion Act 2014
- Clarence Valley Council Community Strategic Plan
- Clarence Valley Council Disability Action Plan
- Clarence Valley Council First Nations People Employment Strategy

Organisation values



Our organisation

Clarence Valley Council appreciates and celebrates its diverse workforce. We have employees with a range of capabilities, experience and stories that creates a great place to work.

It is important that the initiatives in Our Plan are developed enabling our workforce population to reflect the community population. The Local Government Act 1993 identified the need to promote equal employment opportunity for women, members of racial minorities and persons with disabilities in Council.

EEO target groups	CVC LGA	CVC
Women	50.4%	37.0%
First Nations	6.3%	5.2%
People with a disability	7.8%	TBC*
Cultural and linguistically diverse backgrounds	2.7%	TBC*

* reports being created

EEO objectives

EEO objectives as outlined in S344 of the Local Government Act 1993:

- Eliminate and ensure the absence of discrimination in employment on the grounds of race, sex, marital or domestic status and disability in councils, and
- Promote equal employment opportunities for women, members of racial minorities and persons with disabilities in councils.

Key initiatives

Our Plan sets out the key initiatives that address Clarence Valley Council's commitment to the EEO objectives.

- Ensure communication and awareness of EEO plans and initiatives
- Create a discrimination-free workplace
- Ensure robust and compliant policies, practices, evaluation and reporting
- Enhance diversity in the workplace and provide flexible personnel practices
- Develop strategies to attract and retain a workforce reflective of the diversity of the Clarence Valley

No	Initiative	Responsibility	Performance measure
1	Communicate the EEO plan and initiatives to all staff in diverse methods – meetings, intranet, posters and as needed	Coordinator People and Culture	All staff understand the EEO principles and plan and demonstrate this in the workforce
2	EEO training for staff All new staff are inducted and complete an EEO training package eLearning package for staff to complete biannually	Coordinator People and Culture	All new staff conduct induction training All staff complete eLearning biennially
3	Ensure leaders are informed and held accountable for maintaining a diverse and EEO compliant workforce	People Managers	Leaders are aware of their responsibilities for EEO and related issues.
4	Conduct cultural and diversity training for Council staff to ensure cultural competency within the workforce	Coordinator People and Culture	Training occurs as per Training Calendar
5	Organisational policies, plans and procedures enable and encourage EEO principles	Governance Officer Coordinator People and Culture Manager Organisational Development Relevant Policy owners	Policies, plans and procedures are reviewed in line with CVC Policy Framework and updated to comply to EEO
6	Ensure all staff involved with recruitment and selection processes are trained in EEO principles and management	Coordinator People and Culture	All relevant staff attend recruitment and selection training that includes an EEO component.
7	EEO Management Plan is reviewed annually and updated if required	Coordinator People and Culture	Plan reviewed annually and managed through version control

No	Initiative	Responsibility	Performance measure
8	First Nations People Employment strategy and Disability Inclusion Action Plan are empowering and assist to create equal opportunity for all	Manager Organisational Development Coordinator People and Culture	Actions in plans are reviewed and reported on annually through Council's annual report.
9	Ensure our workforce is reflective of the diversity of the Clarence Valley and in line with the Clarence Valley Council's First Nations People Employment Strategy; identify and advertise positions as identified for First Nations People only	Manager Organisational Development Coordinator People and Culture	Our workforce reflects the diversity of the Clarence Valley population.
10	EEO data is collated and analysed annually for comparison to previous year and to improve organisation practices towards ensuring EEO compliance and workforce management	Coordinator People and Culture	Annual reporting and using data for effective workforce planning
11	Annually report on EEO progress and activities in Council's annual report	Coordinator People and Culture	Report completed within timeframe with comments in achieving initiatives in this plan