

ITEM 5 POLICY REVIEW - REVISED DRAFT DIVERSITY, INCLUSION AND BELONGING POLICY

Throughout Our Wollongong 2032, there are a significant number of strategies and actions that are related to Council's approach to diversity, inclusion and belonging for both our community and the organisation's workforce. A Diversity, Inclusion and Belonging Policy was developed in 2020 and is an overarching document which articulates Council's commitment and leadership in this area. The Policy has been reviewed and a revised Policy is presented to Council for endorsement.

RECOMMENDATION

- 1 Endorse the revised draft Diversity, Inclusion and Belonging Policy.
- 2 Revoke the Workforce Diversity Policy, which has been superseded by the Diversity, Inclusion and Belonging Policy and the Equal Employment Opportunity Management Policy and Plan.

REPORT AUTHORISATIONS

Report of: Renee Whiteside, Manager People and Culture
Authorised by: Renee Campbell, Director Corporate Services - Connected + Engaged City

ATTACHMENTS

- 1 Draft Diversity, Inclusion and Belonging Council Policy
- 2 Workforce Diversity Policy [for Revoking]
- 3 Equal Employment Opportunity Management Policy and Plan [for Information]

BACKGROUND

In December 2015, Council endorsed a Workforce Diversity Policy. This Policy was a commitment by Council to create a workplace that is fair and inclusive and builds a workforce which better reflects the diversity of our community.

In 2020, Council undertook a review of the Workforce Diversity Policy and expanded its scope to include not just a diverse workforce, but one which is inclusive and where people feel a sense of belonging. The new Policy was developed to align with our values and support the delivery of services and commitments to our community in our Community Strategic Plan.

While the fundamental goal of building a workforce reflective of our community's diversity remained unaltered, there was a pivotal shift in how diversity is defined and interpreted. The diversity paradigm has evolved to encompass a more comprehensive view of our perspectives. The Diversity, Inclusion and Belonging Policy seeks to reflect the community more accurately, capitalising on the organisation's collective diversity to cultivate an environment that nurtures creativity and innovation.

It is acknowledged that the benefits of diversity can only be fully realised when there is an inclusive culture. Belonging reflects an employee's capacity to embody their authentic self at work. It is the synergy of these three areas that enable the creation of an extraordinary place to live, work and play where people feel safe, respected, accepted and thrive. In August 2020, Council endorsed the Diversity, Inclusion and Belonging Policy, which is a high level Policy and Statement of Commitment to Diversity, Inclusion and Belonging.

In July 2023, a review of the Diversity, Inclusion and Belonging Policy was undertaken. The review identified that only minor administrative changes were required to the Policy, however, acknowledged the significant progress Council has made with respect to delivering against the Policy purpose.

PROPOSAL

The revised draft Diversity, Inclusion and Belonging Policy is an enabler toward the realisation of Council's goals and sets out Council's commitment to creating a place where diversity is valued, people are included and feel a sense of belonging. The revised Policy will guide decisions on the services that Council provides for the community and how the organisation will shape and support the workplace in the delivery of those services.

The revised Policy also provides an overarching ‘whole of Council’ approach and assists Council in embedding the principles of diversity, inclusion, access and equality into its many plans, policies, systems and activities; along with demonstrating the organisation’s values in action. An example of this is the recently endorsed Gender Affirmation Guidelines and Gender Affirmation Plan which outline the process and support available to employees when seeking to affirm/transition gender. These tools will support the achievement of our desire to be a diverse and inclusive organisation where all staff feel they belong. The draft Diversity, Inclusion and Belonging Policy has also informed Council’s Equal Employment Opportunity Management Policy and Management Plan.

There are many activities that Council is currently engaged in, or providing, to our community that supports our commitment to diversity, inclusion and belonging. These include [as a sample only]:

- A Disability Inclusion Action Plan
- A Reconciliation Action Plan
- Investigations of our accessibility options for people with disability [e.g., beaches, footpaths, public toilets]
- All ages and abilities play spaces
- Incorporating child friendly and age friendly principles in design

Also, delivering services and activities like programs for young people, LGBTQIA+ activities, story time program and Refugee Week celebrations.

An enhancement to the revised Policy is the inclusion of reference to the legislative requirements Council has relating to Diversity, Inclusion and Belonging, and the identification of the related strategies, policies and plans that Council has developed and is implementing to support the Policy commitment.

As the changes to the Policy are considered administrative in nature only, this report seeks endorsement of the revised draft Diversity, Inclusion and Belonging Policy. The report also proposes to revoke the Workforce Diversity Policy as it has been replaced by the Diversity, Inclusion and Belonging Policy, and the Equal Employment Opportunity Management Policy and Plan (which are documents that are endorsed by the Executive).

CONSULTATION AND COMMUNICATION

A working party was established from across the organisation who possessed a diverse range of experiences and perspectives, as well as representing various backgrounds, ages and gender to develop the Diversity, Inclusion and Belonging Statement of Commitment. The working party will continue to provide a reference point to the organisation.

The Community, Cultural and Economic Development Division were also consulted on the review of the draft Diversity, Inclusion and Belonging Policy.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Our Wollongong 2032 Goal 4 *We are a connected and engaged community*. It specifically delivers on core business activities as detailed in the Employee Services CSP Strategy and DP Services.

Furthermore, this report aligns with Workforce Focus Area 1 ‘Inclusive and Engaged’ in the Resourcing Strategy.

FINANCIAL IMPLICATIONS

There are no financial implications associated with the adoption of this revised Policy.

CONCLUSION

Wollongong City Council is currently engaged in exploring, developing, implementing or delivering services, infrastructure and processes that support diversity, inclusion and belonging. The revised draft Diversity, Inclusion and Belonging Policy embraces the multiple strategies and actions that demonstrate Council’s desire to create a place where diversity is valued, people are included and feel they belong.



DIVERSITY, INCLUSION AND BELONGING COUNCIL POLICY

ADOPTED BY COUNCIL: [TO BE COMPLETED BY GOVERNANCE]

PURPOSE

The purpose of this Policy is to outline Council's commitment to creating a place where diversity is valued, people are included and feel they belong.

POLICY INTENT

To create an extraordinary Wollongong, we require a culture and an environment that embraces and respects difference. This Policy will guide decisions on services we provide for the community and how we will shape and support an inclusive workplace.

The Policy will also inform Council's various policies, strategies and actions that align with diversity, inclusion and belonging.

WOLLONGONG 2032 OBJECTIVES

Our Wollongong Our Future 2032 outlines the community's main priorities for the future and includes strategies for achieving them. This Policy guides the way we deliver on our commitments in the Plan.

DEFINITIONS

Diversity recognises our differences such as what we look like, our lived experiences, , our perspectives, what we know, and our beliefs. Diversity also relates to things like our age, sex, gender expression and identity, sexual orientation, ethnicity, nationality, religion, race, cultural background, family or relationship status, socioeconomic background, health and ability. Diversity exists not just in and between individuals, but within and between communities.

Inclusion is about everyone having equal access and opportunities to participate and contribute.

Belonging is when people feel safe, and are safe, respected, valued and accepted.

Equity is when people have the level of support they need, based on their individual situation, to access services and opportunities.

POLICY

Statement of Commitment:

**Our strength is the diversity of our people.
Together our responsibility is to create an inclusive place where
everyone is welcome, valued and belongs.
We lead with courage, openness and curiosity.
Our conversations and actions celebrate diversity, inclusion and belonging.**

Diversity, Inclusion and Belonging**COUNCIL POLICY**

We will:

- Use the Statement of Commitment to inform our decisions and the way we work.
- Welcome diversity and provide an inclusive place for everyone that lives, works in or visits our local government area.
- Strive for equity in access to services, infrastructure and open spaces.
- Support opportunities to celebrate diversity within our community.
- Advocate for and work with our community to create a place where they feel they belong.
- Listen to the community to understand their needs and involve them in decisions that affect their lives.
- Work with our staff to develop and implement policies, strategies, action plans and programs that promote equity for our staff.

This Policy Statement will be delivered through various strategies, plans and procedures including those outlined below.

LEGISLATIVE REQUIREMENTS

- Australian Human Rights Commission Act 1986
- Age Discrimination Act 2004
- Sex Discrimination Act 1984
- Racial Discrimination Act 1992
- Racial Hatred Act 1995
- Disability Discrimination Act 1992
- Disability (Access to Premises – Buildings) Standards 2010
- Workplace Gender Equality Act 2012
- Work Health and Safety Act 2011
- Anti-Discrimination Act 1977 (NSW)
- Local Government Act 1993 (NSW)

REVIEW

This Policy will be reviewed a minimum of once every term of Council, or more frequently as required.

REPORTING

- 1 Senior Manager People + Culture will monitor the scope and currency of this policy.
- 2 Programs and action plans directly linked to this Policy will be reported on annually.

ROLES AND RESPONSIBILITIES

All policies and procedures aligned to this Policy Statement, outlines specific roles and responsibilities.

RELATED STRATEGIES, POLICIES AND PROCEDURES

- Enterprise Agreement
- Code of Conduct – Councillors and Staff
- Workforce Management Strategy

Diversity, Inclusion and Belonging

COUNCIL POLICY

- Equal Employment Opportunity Management Policy
- Equal Employment Opportunity Management Plan
- Reconciliation Action Plan
- Disability Inclusion Action Plan
- Anti-discrimination, Bullying and Harassment Policy
- Community Engagement Policy and Framework
- Aboriginal Engagement Framework
- Child Safe Policy
- Customer Service Policy

APPROVAL AND REVIEW	
Responsible Division	People and Culture
Date adopted by Council	[To be inserted by Corporate Governance]
Date/s of previous adoptions	31 August 2020
Date of next review	[Not more than two years from last adoption]



ADOPTED BY COUNCIL: 14 DECEMBER 2015

BACKGROUND

The Workforce Diversity Policy is a commitment by Wollongong City Council to create a workplace that is fair and inclusive, and builds a workforce which better reflects the diversity of our community. It is underpinned by the broad principles of Human Rights, Social Justice and Equal Employment Opportunity (EEO), and ensures that all decisions made within Council are based on merit and sound management practices. In particular, it relates to the areas of recruitment, selection, training, skills development, promotions, workforce planning, terms and conditions of employment and separation.

OBJECTIVE

The main objectives of this policy are –

1 Attract and recruit a diverse workforce:

- Apply fair and inclusive recruitment and selection practices to ensure all employees and prospective employees are treated equitably.
- Build strong partnerships with our community and external organisations to maximise the employment outcomes for groups who are under-represented in our workforce.
- Provide improved employment and career development opportunities for people who are under-represented in our workforce through specific programs and initiatives.

2 Develop and retain a diverse workforce:

- Develop a diverse and skilled workforce that reflects the diversity of our community.
- Foster a work environment that values and utilises the contributions of all employees considering diversity of skills, backgrounds, experiences and educational levels.
- Identify and address inequalities in employment, training, development and promotion within Council.

3 Workforce diversity as part of everyday business:

- Promote workforce diversity as a source of strength. This is not only about increasing visible differences in the workforce, but also about the strategic advantage that comes from incorporating a wide variety of capabilities, ideas and insights in our decision making, problem solving, policy development and service delivery.
- Implement a Workforce Diversity Plan and specific EEO management plans that provide direction and objectives and strategies to foster for Council.
- Create a workplace culture that fosters fair and inclusive practices and behaviours.
- Increase employee awareness of their rights and responsibilities with regards to equity, integrity and respect for all aspects of diversity.

POLICY STATEMENT

This policy recognises that specific groups of people in our community, have in the past experienced, and may continue to experience, inequitable treatment in gaining employment or within their workplace. The aim of workforce diversity is to create a culture that fosters fair and inclusive behaviours and removes any discriminatory practices that may exist and to redress the past exclusion and marginalisation of these groups.

WORKFORCE DIVERSITY

COUNCIL POLICY

STATEMENT OF PROCEDURES

1 Commitment

- 1.1 Council embraces workforce diversity as a source of strength. It recognises that our employees are our greatest asset and aims to attract and retain people with diverse skills, experience and background to deliver high quality services to our community. A workforce that reflects the diversity of our community will be better able to understand the needs of our customers.
- 1.2 Council also recognises that workforce diversity is not only about increasing visible differences in the workforce, but the strategic advantage that comes from incorporating a wide variety of capabilities, ideas and insights in our decision making, problem solving, policy development and service delivery.
- 1.3 Council respects people as individuals and values their differences. It is committed to creating a working environment that is fair and flexible, promotes professional growth and benefits from the capabilities of its diverse workforce.
- 1.4 The Workforce Diversity Policy guides the development and implementation of the Workforce Diversity Plan and all other strategies and programs that promote workforce diversity. This policy succeeds the previous Employment, Equity and Diversity (EED) Policy.

2 Principles

2.1 *Human Rights*

The universal rights of all people to be treated with respect, equality and dignity.

2.2 *Social Justice*

Embraces the rights of all communities to fair and equitable access to services and resources, equal rights and opportunities to participate in all aspects of community life and decision making.

2.3 *Equal Employment Opportunity (EEO):*

Aims to recruit and select employees for positions (including promotions) on merit; provide equitable access to employment, professional development and workplace participation for people who are under-represented in our workforce; and ensure that workplaces are free from all forms of unlawful discrimination and harassment.

3 Definitions

- 3.1 Diversity in the context of Council primarily refers to the EEO groups that are under-represented in our workforce. These groups include: women; Aboriginal and Torres Strait Islander people; people living with a disability; people from culturally or linguistically diverse backgrounds; and young people under 25 years.
- 3.2 Other dimensions of diversity include people:
 - from different age groups;
 - with caring and family responsibilities;
 - of different faiths;
 - with different sexual orientation; and
 - with varying socio-economic backgrounds.

Workforce Diversity Responsibilities

4 Employee Responsibilities

- 4.1 Support and respect equity, workplace diversity, ethical practices, workplace safety and to help prevent unlawful discrimination and harassment or bullying in the workplace.
- 4.2 Participate in workforce diversity training and awareness sessions as requested.
- 4.2 Treat all employees, customers and members of the community in a fair and equitable manner in accordance with Council's values and workforce diversity principles.

WORKFORCE DIVERSITY

COUNCIL POLICY

5 Management/Supervisor Responsibilities

All Managers and supervisors are required to implement workforce diversity principles in the workplace on a day-to-day basis. In practice this includes but is not limited to:

- 5.1 Taking active steps to prevent and eliminate discrimination and harassment.
- 5.2 Dealing fairly and equitably with complaints or grievances.
- 5.3 Managing employees fairly, including consulting employees about decisions affecting them.
- 5.4 Providing all employees with equitable access to training and development opportunities to achieve career goals.
- 5.5 Fostering a work environment that values and utilises the contributions of all employees considering diversity of skills, backgrounds, experiences and educational levels.
- 5.6 Conducting recruitment and selection processes fairly and inclusively to ensure all employees and prospective employees are treated equitably.
- 5.7 Ensure all employees have access to organisational information through an induction process and other information and peer networks.

6 Human Resources Responsibilities

- 6.1 Implement a Workforce Diversity Plan and specific EEO management plans for people who are under-represented in our workforce: women; Aboriginal and Torres Strait Islander people; people living with a disability; people from culturally or linguistically diverse backgrounds; young people under 25 years.
- 6.2 Within the Workforce Diversity Plan and EEO management plans, establish goals and strategies so that our workforce better reflects our community.
- 6.3 In partnership with divisions, implement specific programs and initiatives to provide improved employment and career development opportunities for people who are under-represented in our workforce.
- 6.4 Apply fair and inclusive recruitment and selection practices to ensure all employees and prospective employees are treated equitably.
- 6.5 Build strong partnerships with our community and external organisations to maximise the employment outcomes for groups of people who are under-represented in our workforce.
- 6.6 Provide appropriate training and development in workforce diversity matters.
- 6.7 Collect, record and report appropriate workforce diversity information and key performance indicators.

7 Monitoring, evaluation and reporting requirements

- 7.1 Manager Human Resources will monitor the scope and currency of this policy.
- 7.2 The effectiveness of this policy will be evaluated every three (3) years and measured by workforce data.

8 Related Policies

- Wollongong 2022
- Employment Policies and Procedures
- Positive Working Relationships Policy
- Code of Conduct
- Wollongong City Council Enterprise Agreement 2015-2018

9 Relevant Legislative Provisions

- *Anti-Discrimination Act 1977 NSW*
- *Local Government Act 1993 NSW*

WORKFORCE DIVERSITY

COUNCIL POLICY

SUMMARY SHEET	
Responsible Division	Human Resources
Date adopted by Council	14 December 2015
Date of previous adoptions	20 August 2007 (Reviewed by Human Resources in June 2012 and submitted to EMC on 13 August 2012 – no updates necessary) December 2015
Date of next review	February 2019
Prepared by	Human Resources Officer
Authorised by	Manager Human Resources



EQUAL EMPLOYMENT OPPORTUNITY MANAGEMENT POLICY

ADOPTED BY EXECUTIVE MANAGEMENT COMMITTEE: 6 JULY 2023

PURPOSE

Council recognises that Equal Employment Opportunity (EEO) is a significant enabler in achieving our purpose and goals. This Policy sets out our objectives for working towards a diverse, inclusive and culturally safe workplace where all employees feel welcomed, valued and that they belong.

POLICY INTENT

Council is committed to building a workforce that reflects the diversity of our community and providing an inclusive and culturally safe work environment where everyone feels that they belong.

Our Equal Employment Opportunity (EEO) Management Policy aligns to Council's Diversity, Inclusion and Belonging Policy Statement. EEO is not just a matter of legislative compliance. It is the responsibility of all employees and an integral component of Council's values and purpose to create an extraordinary Wollongong. By leveraging the diverse skills, experiences, cultures and attributes of our employees, Council will optimise our collective organisational capability to sustainably generate creativity and enhance innovation to develop progressive strategies, actions and outcomes.

This Policy also underpins the development and implementation of the Equal Employment Opportunity Management Plan, meeting Council's legislative requirement under the Local Government Act 1983, with the objective to:

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

Overall, the main objectives of this policy are to –

- 1 Build a workforce that reflects the diversity within and across our community.
- 2 Create an organisational culture that values diversity and fosters fair and inclusive behaviours so that all employees feel that they belong.
- 3 Outline Council's commitment to equal employment opportunity and diversity, inclusion and belonging.

WOLLONGONG 2032 OBJECTIVES

This Policy contributes to the delivery of Our Wollongong 2032 - Community Strategic Plan - Goal 4 "We are a connected and engaged community".

It specifically delivers on core business activities as detailed under Employee Services in the Delivery Program and aligns with Workforce Focus Area 1 'Inclusive and Engaged' in the Resourcing Strategy.

POLICY

Council refers to diversity as the unique traits and differences of all people including abilities, skills, knowledge, lived experiences and beliefs. Diversity can also refer to demographic characteristics including age, sex, gender expression and identity, sexual orientation, ethnicity, nationality, family or relationship status, socio-economic background; along with personal characteristics such as disability, health, carer's responsibilities, pregnancy, as well as many others.

EQUAL EMPLOYMENT OPPORTUNITY

MANAGEMENT POLICY

An inclusive workplace is about everyone having equal access and opportunities to participate and contribute. Belonging occurs when people feel safe, respected, valued and accepted.

EEO aims to recruit and select employees for positions (including promotions) on merit; provide equitable access to employment, professional development and workplace participation to ensure that workplaces are free from all forms of unlawful discrimination and harassment.

We will be a leader in our support and advocacy of EEO and diversity, inclusion and belonging through the following commitments:

1. **Attract, Recruit and Retain a Diverse Workforce**

Council aims to attract, recruit and retain people with diverse abilities, skills, experiences and backgrounds. We embrace diversity as a source of strength and recognise that our employees are one of our key points of difference. A workforce that reflects the diversity of our community is better positioned to understand the needs of our community and deliver high quality services.

2. **Empower and Enable our People**

To experience the benefits of diversity, Council recognises that we must foster an environment where our people feel empowered and enabled. We achieve this through:

- removing barriers in our systems, policies and practices.
- building our people's awareness, understanding and capability.
- valuing and utilising the contributions of all our people; and
- supporting a flexible workplace.

3. **Create an Environment where Everyone Belongs**

Council respects people for their unique traits, values their differences and focuses on their strengths. We are committed to creating a work environment where our people can authentically represent themselves, where their contributions are valued and recognised, and they feel they belong. Our environment is also strengthened through behaviours aligned to our values and code of conduct, along with a focus on inclusive leadership that encourages and recognises creativity and innovation.

LEGISLATIVE REQUIREMENTS

- *Australian Human Rights Commission Act 1986*
- *Age Discrimination Act 2004*
- *Sex Discrimination Act 1984*
- *Racial Discrimination Act 1992*
- *Racial Hatred Act 1995*
- *Disability Discrimination Act 1992*
- *Disability (Access to Premises – Buildings) Standards 2010*
- *Workplace Gender Equality Act 2012*
- *Work Health and Safety Act 2011*
- *Anti-Discrimination Act 1977 (NSW)*
- *Local Government Act 1993 (NSW)*

EQUAL EMPLOYMENT OPPORTUNITY**MANAGEMENT POLICY****REVIEW**

This Management Policy will be reviewed every three years from the date of each adoption of the policy, or more frequently as required.

REPORTING

- 1 Manager People + Culture will monitor the scope and currency of this policy.
- 2 The effectiveness of this policy will be evaluated and measured by qualitative and quantitative data. The EEO Management Plan will be reported on annually.

ROLES AND RESPONSIBILITIES**All Employees**

- Support, respect and value equity, workforce diversity, ethical practices, workplace safety and help prevent unlawful discrimination and harassment or bullying in the workplace.
- Participate in training and awareness sessions as requested.
- Treat all employees, customers and members of the community in a fair and equitable manner, consistent with Council's values and code of conduct.

Management/Supervisors

All Managers and Supervisors are required to plan for and implement EEO and diversity, inclusion & belonging principles in the workplace on a day-to-day basis. In practice this includes but is not limited to:

- Take active steps to ensure that we are working towards an environment that is inclusive, purpose-driven, values-led.
- Develop, implement and maintain workforce planning strategies to identify short to long term priorities.
- Draw on the contributions of all employees considering diversity of skills, backgrounds, perspectives, experiences and educational levels.
- Manage employees fairly, including consulting employees about decisions affecting them.
- Provide all employees with equitable access to training and development opportunities to build capability.
- Provide all employees with access to organisational information, resources and peer networks.

People and Culture

- Lead the development of an EEO Management Plan that includes, but not limited to, strategies for people who are underrepresented in our workforce including Aboriginal people, people from a Culturally and Linguistically Diverse (CALD) background, people with disability, women and young people. The Management Plan will also capture strategies required to promote diversity, inclusion and belonging holistically across everything that we do.
- Provide strategic and practical advice, information and education about the EEO Policy and Management Plan.
- Support Managers to develop, implement and maintain workforce planning strategies to identify short to long term priorities.
- Apply fair and inclusive recruitment and selection practices to ensure all employees and prospective employees are treated equitably.
- Collect, record and report appropriate workforce diversity information and key performance measures.
- Partner with internal stakeholders to establish and/or broaden partnerships with our community and external organisations.
- Partner with internal stakeholders to provide appropriate training and development in workforce diversity matters.

EQUAL EMPLOYMENT OPPORTUNITY

MANAGEMENT POLICY

COMPLAINTS

Internal complaints relating to the EEO Policy and EEO Management Plan will be addressed in accordance with Council's Grievance Procedure and Workplace Investigation Procedure as outlined in the Enterprise Agreement.

External complaints about the EEO Policy and EEO Management Plan will be referred to the Manager People + Culture to action in accordance with relevant legislation, Council's Complaints Against Employees Procedure and Workplace Investigation Procedure as outlined in the Enterprise Agreement.

RELATED STRATEGIES, POLICIES AND PROCEDURES

- Enterprise Agreement
- Code of Conduct – Councillors and Staff
- Workforce Management Strategy
- Diversity, Inclusion and Belonging Policy
- Equal Employment Management Plan
- Reconciliation Action Plan
- Disability Inclusion Action Plan
- Anti-discrimination, Bullying and Harassment Policy
- Child Safe Policy

APPROVAL AND REVIEW	
Responsible Division	People + Culture
Date authorised by Executive Management Committee	6 July 2023
Date of previous adoptions	14 December 2015 (Workforce Diversity)
Date of next review	6 July 2026



Wollongong City Council Equal Employment Opportunity Management Plan 2023-2026

Introduction

Wollongong City Council is committed to the principles of Equal Employment Opportunity (EEO) and providing a culturally safe workplace for all our employees. Our **Statement of Commitment** affirms council's commitment to diversity, inclusion and belonging and enables the alignment of the organisation to our commitments to the community we serve.

*Our strength is the diversity of our people.
Together our responsibility is to create an inclusive place where
everyone is welcome, valued and belongs.
We lead with courage, openness and curiosity.
Our conversations and actions celebrate diversity, inclusion and belonging.*

EEO is not just a matter of legislative compliance. It is the responsibility of all employees and an integral component of Council's values and purpose to create an extraordinary Wollongong. By leveraging the diverse skills, experiences, cultures and attributes of our employees, Council will optimise our collective organisational capability to sustainably generate creativity and enhance innovation to develop progressive strategies, actions and outcomes.

Our EEO Management Plan aligns with our Diversity, Inclusion & Belonging Policy Statement and has been prepared in accordance with the requirements of the *Local Government Act 1993 (NSW)*. The Plan also references our Reconciliation Action Plan and Disability Inclusion Action Plan.

Council believes a workforce that truly reflects the diversity of our community is better positioned to understand the needs of our community and deliver high quality services. Section 344 of Local Government Act 1993 identifies women, members of racial minorities and persons with disabilities as groups for which equal employment opportunity should be addressed through this EEO Management Plan. Council also includes young people in the EEO target group.

This Plan also enables Council's legislative requirement under the Local Government Act 1983 with the objective to:

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

Overall, the main objectives of this Plan are to:

- 1 Attract, recruit and retain a workforce that reflects the diversity within and across our community.
- 2 Foster an environment where our people feel empowered and enabled.
- 3 Create an organisational culture that values diversity and fosters fair and inclusive behaviours so that all employees feel that they belong.

People + Culture Division are accountable for the delivery of the actions within the EEO Management Plan.

Other supporting strategies and policies include:

- Workforce Resource Strategy
- Diversity, Inclusion + Belonging Policy Statement
- Equal Employment Opportunity Management Policy

- Anti-discrimination, Bullying + Harassment Policy
- Code of Conduct – Councillors and Staff

EEO Profile

To establish where we are currently, a baseline of our employee demographic profile was undertaken. This profile provides a starting point to support the organisation to understand and measure our progress towards achieving the established actions. Acknowledging the limitations of the accuracy and completeness of the current data, over the term of this EEO Management Plan there is a specific action to build our understanding of our organisational diversity and how it compares and relates to our community.

EEO and DIVERSITY GROUPS				
EEO and Diversity Group	WCC LGA Community Profile # (ABS Census 2021)	WCC LGA Community Profile % (ABS Census 2021)	WCC Employee # As at October 2022	WCC % of Workforce. As at October 2022
Aboriginal and Torres Strait Islanders	6,944	3.2%	26	1.6%
People speak a language other than English at home	33,860	15.8%	95	5.9%
Women	108,948	50.8%	604	43.5%
Young People ¹	28,816	13.5%	88	6.3%
People living with disability (0-64 years)		1 in 9 people ²	89	5.5%
Need for Assistance	14,458	6.7%	--	--

1. Young people are defined as those aged 15–24, aligned with Age Structure in 2021 Census of Population and Housing, compiled and presented by .id Profile
2. Australian Institute of Health and Welfare 2019, People with disability in Australia

Commitment 1: Attract, Recruit and Retain a Diverse Workforce

Objective		Action	Strategic Links	Performance Indicator	Timeframe
Our Workforce Reflects the diversity of our community	1.1	EEO Management Policy is a living document that is shared, referenced and promoted by all employees.	NEW	<ul style="list-style-type: none"> EEO Management Policy endorsed and available to staff via the intranet. Number of activities/initiatives completed to build awareness to all staff. HRP is configured to enable diversity data to be captured. 	Ongoing
	1.2	Build our understanding of how our organisational diversity compares to our community.	NEW RAP 10.8	<ul style="list-style-type: none"> Baseline data is established. Increase in response rates. update personal EEO data. 100% completion rate of EEO survey by new employees. 	Short Term
	1.3	Build our understanding of current Aboriginal and Torres Strait Islander staffing to inform future employment and professional development opportunities.	RAP 10.1.	<ul style="list-style-type: none"> Baseline data is established. 	Short Term
Create pathways for those under-represented in our community	1.4	Provide targeted education and employment pathways that reduce barriers and address disadvantage.	DIAP 4.2.6 DIAP 4.2.5 DIAP 4.1.1 DIAP 4.1.2 RAP 10.9	<ul style="list-style-type: none"> Number of identified and/or targeted opportunities that are provided for disadvantaged groups including but not limited to annual CAT Intake. Number of networks continued, and number of new networks developed. 	Ongoing

	1.5	Review and adjust recruitment procedures and practices (where required) to support the delivery of Council's Statement of Commitment.	DIAP 4.2.5 DIAP 4.2.2 DIAP 4.2.3 RAP 4.1 RAP 10.1 RAP 10.2 RAP 10.4 RAP 10.6	<ul style="list-style-type: none"> All recruitment related candidate communications align with accessibility principles. Review of Appointments Policy and related to procedures completed. All 'welcome to recruitment' emails to panel members include a link to the unconscious bias assessment. 	Medium Term
	1.6	Seek to incorporate recognition of Aboriginal kinship systems and cultural responsibilities when updating Council's Enterprise Agreement and Employment Policies and Procedures.	RAP 10.7	<ul style="list-style-type: none"> Council's Enterprise Agreement and Employment Policies + Procedures updated. 	Completed
	1.7	Develop and implement a Talent Acquisition Strategy.	RAP 10.5 DIAP 4.2.4	<ul style="list-style-type: none"> Talent Acquisition Strategy developed. Council's Diversity, Inclusion + Belonging Statement of Commitment is included in all job advertisements and EEO information on our website. EVP is included in job advertisements and on our website. Flexible Working Policy developed and implemented. Community language is included as a desirable skill in appropriate positions. A number of staff who support internal interpreter services 	Medium Term

Commitment 2: Empower and Enable our People

Objective		Action	Strategic Links	Performance Indicator	Timeframe
Increase access to employment opportunities	2.1	Develop internal expertise and professional practices through ongoing research to understand employment needs and implement service improvements.	DIAP 4.2.1 RAP 10.1	<ul style="list-style-type: none"> Membership to Diversity Council of Australia (DCA) is obtained. Number of resources and/or activities implemented as a direct result of the DCA membership. Percentage of engagement with DCA tools by staff. 	Ongoing
Increase access and inclusion in the workplace	2.2	Develop and implement a Reasonable Adjustments procedure.	DIAP 4.3.5	<ul style="list-style-type: none"> A Reasonable Adjustments Procedures is developed and adopted. 	Short Term
	2.3	Provide personalised plans to support staff in the workplace.	DIAP 4.3.1	<ul style="list-style-type: none"> Number of plans developed and implemented. 	Ongoing
	2.4	Review, consult and implement anti-discrimination policy.	RAP 4.2 RAP 4.3	<ul style="list-style-type: none"> Anti-discrimination policy reviewed and endorsed. Number of engagement activities undertaken with Aboriginal and Torres Strait Islander staff. 	Medium

				<ul style="list-style-type: none"> Number of activities / initiatives completed to build awareness of the policy to all staff. 	
	2.5	Establish networks for various diversity groups e.g., staff who identify with disability, Aboriginal and Torres Strait Islander.	DIAP 4.3.2 RAP 10.2	<ul style="list-style-type: none"> Networks established. Number of activities undertaken by the Networks. 	Ongoing
	2.6	Involve formal and informal network groups in the development of strategies and programs that directly affect them.	DIAP 4.3.3 RAP 10.1	<ul style="list-style-type: none"> Number of engagement opportunities provided. Mentor Walks. 	Ongoing
	2.7	Develop Performance Plans that support individual needs.	DIAP 4.3.5 DIAP 4.3.6 RAP 10.3 RAP 10.4	<ul style="list-style-type: none"> All new employees have a Performance Plan within 3 months of commencing. 	Ongoing
Increase understanding, value and recognition of Aboriginal and Torres Strait	2.8	Develop, implement and communicate a cultural learning strategy for our staff.	RAP 5.1 RAP 5.2 RAP 5.3 RAP 5.4	<ul style="list-style-type: none"> Review of cultural learning needs across the organisation conducted. Number of identified strategies implemented. 	Medium Term

Islander cultures, histories, knowledge and rights through cultural learning.	2.9	Review HR policies and procedures to remove barriers to staff participating in NAIDOC Week.	RAP 7.2	<ul style="list-style-type: none">Enterprise Agreement Updated	Completed
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Commitment 3: Create an Environment where Everyone Belongs

Objective		Action	Strategic Links	Performance Indicator	Timeframe
Advance inclusive leadership to encourage, celebrate and recognise diversity.	3.1	Identify and incorporate learning opportunities about inclusion across Council's Extraordinary Leaders Program and other leadership experiences	DIAP 4.3.4 DIAP 4.4.2 RAP 4.4	<ul style="list-style-type: none"> Implement programs for all managers and supervisors on EEO principles and their responsibilities. Managers have attended training and complied with requirements (time frame). Managers are updated on changes to legislation. 	Medium Term
	3.2	Increase employee's awareness and understanding of EEO and diversity and inclusion through targeted engagement and learning activities.	DIAP 4.4.1	<ul style="list-style-type: none"> Annual program developed to recognise days of significance formally and/or informally. Number of opportunities provided to employees to build awareness. 	Short Term
	3.3	Advise Community Development and Engagement Team of new employees who identify as Aboriginal or Torres Strait Islander on commencement	NEW	<ul style="list-style-type: none"> Community Development and Engagement Team advised of new employees. 	Ongoing

	3.4	Onboarding programs incorporate EEO and diversity principles, including awareness of the EEO Management Plan.	NEW	<ul style="list-style-type: none"> • Our Onboarding Program is culturally appropriate and includes relevant material. • 100% new employees receive onboarding information prior to commencement. • 100% new employees attend Corporate Induction Day. • 100% new employees attend Diversity Awareness Training. 	Ongoing
	3.5	Explore experiential opportunities between Council and local Aboriginal organisations to enrich our cultural awareness	RAP 10.10	<ul style="list-style-type: none"> • Number of experiential opportunities provided 	Ongoing