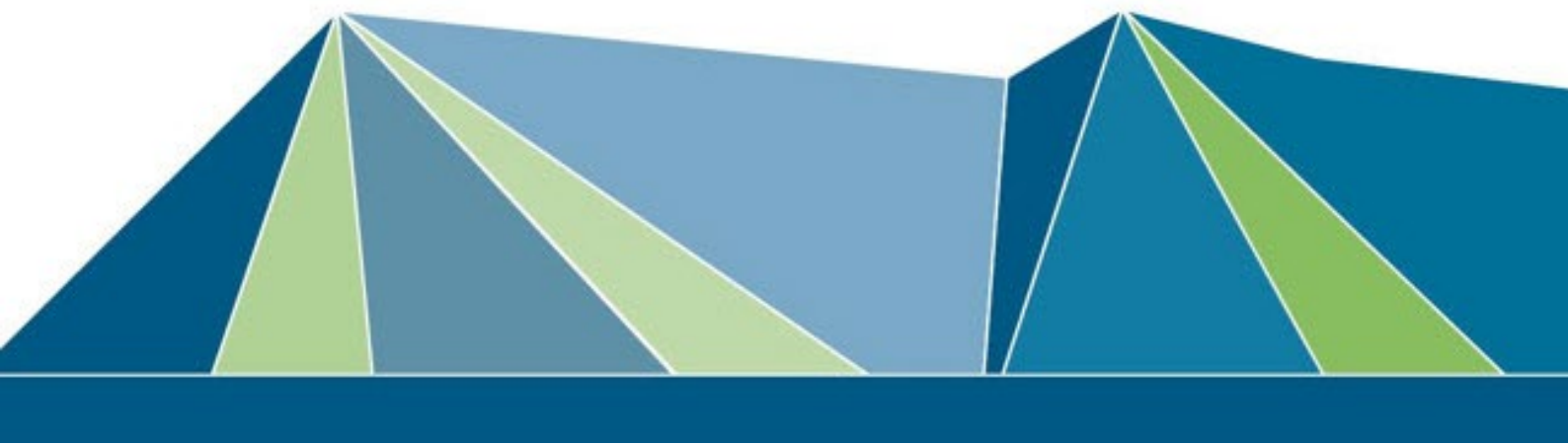


***Equal Employment
Opportunity
Management Plan
2024-2027***

Version 2.2 May 2024



Version	Date	Reason/Comments	Name/Position
2.1	May 2021	Review in accordance with legislation requirements	Manager People and Culture
2.2	May 2024	Review in accordance with legislative requirements and with a focus on continuous improvement	Manager People and Culture



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Strategy 1

Policy and Program Review

Action Code	Action Name	Responsible Officer	Performance Indicators	Status	Progress	Comments
ST1 Policy and Program Review	Review Council's Diversity, Equity and Inclusion (DEI) Policy and Equal Employment Opportunity Management Plan	Manager People and Culture	<ul style="list-style-type: none"> • DEI Policy aligns with legislative requirements, including the Anti-Discrimination Act 1977 and Local Government Act 1993 • DEI Policy and EEO Management Plan reflects best practice, including but not limited to the scope, application, and use of terminology. 			

Implementation Task	Officer	Due Date	Progress
Consult with Anti-Discrimination New South Wales and Local Government NSW to ensure we are meeting legislative requirements.	Manager People and Culture	2027	
Conduct an environmental analysis to identify key DEI trends, including but not limited to Local and State Government and research on best practice (e.g. McKinsey & Company)	Manager People and Culture	2027	

Strategy 2

Consultation

Action Code	Action Name	Responsible Officer	Performance Indicators	Status	Progress	Comments
ST2 Consultation	Seek input from key stakeholders on the revision of the DEI Policy and EEO Management Plan	Manager People and Culture	<ul style="list-style-type: none"> Develop a stakeholder engagement plan Engagement activities with stakeholders Stakeholder input reflected in final documents 			

Implementation Task	Officer	Due Date	Progress
Develop a stakeholder engagement plan to identify key stakeholders and their level of engagement (including but not limited to Council's Consultative Committee, Senior Management Team, Staff)	Manager People and Culture	2024	
Engage with key stakeholders to seek their input on the DEI Policy and Management Plan	Manager People and Culture	2027	
Updated Policy and EEO Management Plan is distributed to all staff for comment	Manager People and Culture	2027	
Budget is approved to ensure the allocation of resources to implement identified actions	Manager People and Culture	Ongoing	

Action Code	Action Name	Responsible Officer	Performance Indicators	Status	Progress	Comments
ST2 Consultation	Submit reviewed Policy and Plan to Council for adoption	Director Corporate and Community	<ul style="list-style-type: none"> A report is prepared for Council outlining the rationale for the proposed changes Council adopts the DEI Policy and approves the updated EEO Management Plan 			

Implementation Task	Officer	Due Date	Progress
Adoption of policy and plan by Council	Director Corporate and Community	2027	

Action Code	Action Name	Responsible Officer	Performance Indicators	Status	Progress	Comments
ST2 Consultation	Ongoing consultation	Manager People and Culture	<ul style="list-style-type: none"> Establish a DEI Working Group Consultation with key internal and external stakeholders 			

Implementation Task	Officer	Due Date	Progress
Establish a DEI Working Group with cross organisation representation	Manager People and Culture	2024	
Ongoing consultation with key internal and external stakeholders, in line with the stakeholder engagement plan	Manager People and Culture	Ongoing	

Strategy 3

Communication

Action Code	Action Name	Responsible Officer	Performance Indicators	Status	Progress	Comments on achievement
ST3 Communication	Raise awareness of the updated DEI Policy and the EEO Management Plan	Manager People and Culture and Executive Team	<ul style="list-style-type: none"> Staff, community, and key stakeholders updated on changes made to the DEI Policy and EEO Management Plan Where applicable staff review and acknowledge the updated DEI Policy 			

Implementation Task	Officer	Due Date	Progress
Develop a communications plan	Manager People and Culture	2027	
Release updated DEI Policy and EEO Management Plan	Manager People and Culture	2027	
Outline changes to DEI Policy and EEO Management Plan in Council's Annual Report	Manager People and Culture	2027	
Review the diversity and inclusion section on the careers page of Council's website	Manager People and Culture	Annually	
Employee Handbook, Recruitment and Selection Procedure, Bullying and Harassment Prevention Procedure are reviewed to ensure key messages align with the DEI Policy and EEO Management Plan	Manager People and Culture	2025	

Action Code	Action Name	Responsible Officer	Performance Indicators	Status	Progress	Comments on achievement
ST3 Communication	Maintain awareness of DEI Policy and EEO Management Plan	Executive Team and Senior Leadership Team	<ul style="list-style-type: none"> Reinforce key DEI principles to all staff, including roles and responsibilities Staff and community are informed of progress of the EEO Management Plan 			

Implementation Task	Officer	Due Date	Progress
Ongoing communication regarding key DEI messages, in line with the communications plan.	Manager People and Culture	Ongoing	
Progress of EEO Management Plan included in Council's Annual Report	Manager People and Culture	Annually	
Any legislative changes are communicated to staff and senior leadership team	Manager People and Culture	Ongoing	

Strategy 4

Staff Capability

Action Code	Action Name	Responsible Officer	Performance Indicators	Status	Progress	Comments
ST4 Staff Capability	Develop staff capability in DEI principles, roles and responsibilities	Senior Leadership Team	<ul style="list-style-type: none"> Percentage of people leaders that attend training which outlines DEI principles. Percentage of staff that attend Bullying and Harassment training. Percentage of panel members trained in inclusive interview skills. 			

Implementation Task	Officer	Due Date	Progress
Review leadership training to ensure it outlines key DEI principles	Manager People and Culture	2025	
Review Bullying and Harassment Training	Manager People and Culture	2025	
Review training provided to staff who are on interview panels to ensure selection and promotion decisions are fair, based on merit and in line with job specific criteria.	Manager People and Culture	2025	
Review job descriptions to ensure roles and responsibilities in relation to DEI are clearly highlighted	Manager People and Culture	2025	

Strategy 5

Monitoring and Evaluation

Action Code	Action Name	Responsible Officer	Performance Indicators	Status	Progress	Comments
ST5 Monitoring and Evaluation	Monitor progress of EEO Management Plan	Manager People and Culture	<ul style="list-style-type: none"> Number of DEI Working Group meetings Number of opportunities identified for improvement and obstacles addressed as they arise Regular updates to consultative committee 			

Implementation Task	Officer	Due Date	Progress
DEI sub committee meets bi monthly	Manager People and Culture	Ongoing	
Establish process to capture feedback from staff regarding their experience and opportunities for improvement	Manager People and Culture	Ongoing	

Action Code	Action Name	Responsible Officer	Performance Indicators	Status	Progress	Comments
ST5 Monitoring and Evaluation	Evaluate progress of the EEO Management Plan	Manager People and Culture	<ul style="list-style-type: none"> EEO Management Plan objectives reported in the People and Culture 6 monthly reports. Feedback from Staff Engagement Surveys 			

Implementation Task	Officer	Due Date	Progress
Review People and Culture 6 Month report to ensure key EEO objectives are captured in the report template	Manager People and Culture	2024	
Progress against key EEO Management Plan objectives reported in the People and Culture 6 monthly report	Manager People and Culture	6 monthly	
Monitoring staff feedback to address concerns relating to diversity, equity and inclusion	Manager People and Culture	Ongoing	
Review questions asked in staff surveys to ensure perceptions around DEI principles and bullying and harassment are captured	Manager People and Culture	2024	
Section action plans developed to address opportunities for improvement in relation to DEI principles and bullying and harassment following each staff engagement survey	Manager People and Culture	Every two years	

Strategy 6

Recruitment and Promotion

Action Code	Action Name	Responsible Officer	Performance Indicators	Status	Progress	Comments
ST6 Recruitment and Promotion	Implement employment strategies that increases the participation of each EEO target group: <ul style="list-style-type: none"> Gender Aboriginal / Torres Strait Islander (ATSI) Disability Culturally and Linguistically Diverse People 	Manager People and Culture	<ul style="list-style-type: none"> Increase the percentage of staff employed in each of the target EEO groups Engagement with local networks and employment service providers Number of targeted development opportunities for EEO target groups. 			

Implementation Task	Officer	Due Date	Progress
Develop a strategy to increase employment opportunities and career pathways for EEO target groups, this includes reviewing labour hire arrangements, work experience programs, traineeship and apprenticeship programs	Manager People and Culture	2025	
Partner with local schools and employment service providers to raise awareness of employment opportunities and attract the widest possible pool of candidates.	Manager People and Culture	Ongoing	

Implementation Task	Officer	Due Date	Progress
Pursue funding opportunities to increase the representation of EEO target groups	Manager People and Culture	Annually	
Offer targeted development opportunities to employees and potential employees from EEO target groups. Where appropriate this includes seeking exemption from Anti Discrimination NSW to recruit specific EEO target groups.	Manager People and Culture	Ongoing	
Consider reasonable workplace adjustments for current and potential employees to assist with securing employment opportunities.	Senior Leadership Team	Ongoing	
Consider EEO target groups as a part of succession planning	Senior Leadership Team	Ongoing	

Action Code	Action Name	Responsible Officer	Performance Indicators	Status	Progress	Comments
ST6 Recruitment and Promotion	Review Recruitment and Selection Procedure to ensure it aligns with legislation and key DEI principles	Manager People and Culture	<ul style="list-style-type: none"> Procedures and protocols reviewed to ensure alignment with legislation DEI principles 			

Implementation Task	Officer	Due Date	Progress
Review Recruitment and Selection Procedure	Manager People and Culture	2025	
Recruitment and Selection Procedure updated as required to incorporate any changes in legislation	Manager People and Culture	Ongoing	

Strategy 7

Training and Development

Action Code	Action Name	Responsible Officer	Performance Indicators	Status	Progress	Comments
ST7 Training and Development	Staff are provided opportunities for training and professional development	Senior Leadership Team	<ul style="list-style-type: none"> Staff discuss training needs and career goals as a part of annual performance reviews Corporate training plan reviewed annually 			

Implementation Task	Officer	Due Date	Progress
Review education and resources provided to supervisors to support staff with professional development and career planning	Manager People and Culture	2025	
Review Educational Assistance Procedure and Higher Duties and Acting Placements Procedure to ensure it incorporates key DEI principles	Manager People and Culture	2025	
Corporate Training Plan reviewed annually to capture individual training needs and professional development goals	Manager People and Culture	Annually	
Staff Consultative Committee review Corporate Training Plan annually	Consultative Committee	Annually	
Develop Mentoring and Job Shadowing Programs	Manager People and Culture	2025	

Implementation Task	Officer	Due Date	Progress
Monitor training and development offered to EEO target groups	Senior Leadership Team	Ongoing	
Consider barriers to accessing training and development opportunities including travel policies, reimbursement of expenses and location of training	Manager People and Culture	Ongoing	

Strategy 8

Engagement and Retention

Action Code	Action Name	Responsible Officer	Performance Indicators	Status	Progress	Comments
ST8 Engagement and Retention	Retain staff from EEO target groups	Manager People and Culture	<ul style="list-style-type: none"> Staff are asked of needs as a part of onboarding and annual performance appraisals. Provision of support to employees Employee survey results 			

Implementation Task	Officer	Due Date	Progress
Review onboarding procedure to ensure we are capturing requirements for reasonable adjustments and ongoing support	Manager People and Culture	Ongoing	
Engage with local networks and providers to identify opportunities to support current and potential staff from EEO target groups.	Manager People and Culture	Ongoing	
Offer flexible work arrangements to support employees balance their work and life responsibilities.	Manager People and Culture	Ongoing	
Monitor staff feedback to identify and remove any perceived barriers to inclusion	Manager People and Culture	Ongoing	
Review staff survey questions to ensure we can report on aggregate results for each EEO target group	Manager People and Culture	2024	

Strategy 9

Bullying and Harassment Prevention

Action Code	Action Name	Responsible Officer	Performance Indicators	Status	Progress	Comments
ST9 Bullying and Harassment Prevention	Increase awareness of staff roles and responsibilities in relation to anti-discrimination legislation and preventing bullying and harassment in the workplace	Executive Team and Senior Leadership Team	<ul style="list-style-type: none"> Education on preventing bullying and harassment provided to all staff Education on supervisors role in preventing and responding to claims of bullying and harassment claims provided to all supervisors Education on how to make a grievance/ complaint 			

Implementation Task	Officer	Due Date	Progress
In-house training sessions or refresher training provided for Council staff	Manager People and Culture	Annually	
Induction training for new supervisors	Manager People and Culture	Ongoing	

Action Code	Action Name	Responsible Officer	Performance Indicators	Status	Progress	Comments
ST9 Bullying and Harassment Prevention	Maintain awareness of Council's Bullying and Harassment Prevention Procedure	Manager People and Culture	<ul style="list-style-type: none"> Information provided on infonet Workplace relationships discussed as a part of annual performance review discussions 			

Implementation Task	Officer	Due Date	Progress
Provision of current procedure on Infonet	Manager People and Culture	Ongoing	
Staff updated as a part of ongoing staff communications in line with the communications plan	Manager People and Culture	Annually	
A discussion on workplace relationships is included in annual performance appraisal process	Supervisors	Annually	
Conduct education and awareness training for staff support services team	Manager People and Culture	Ongoing	