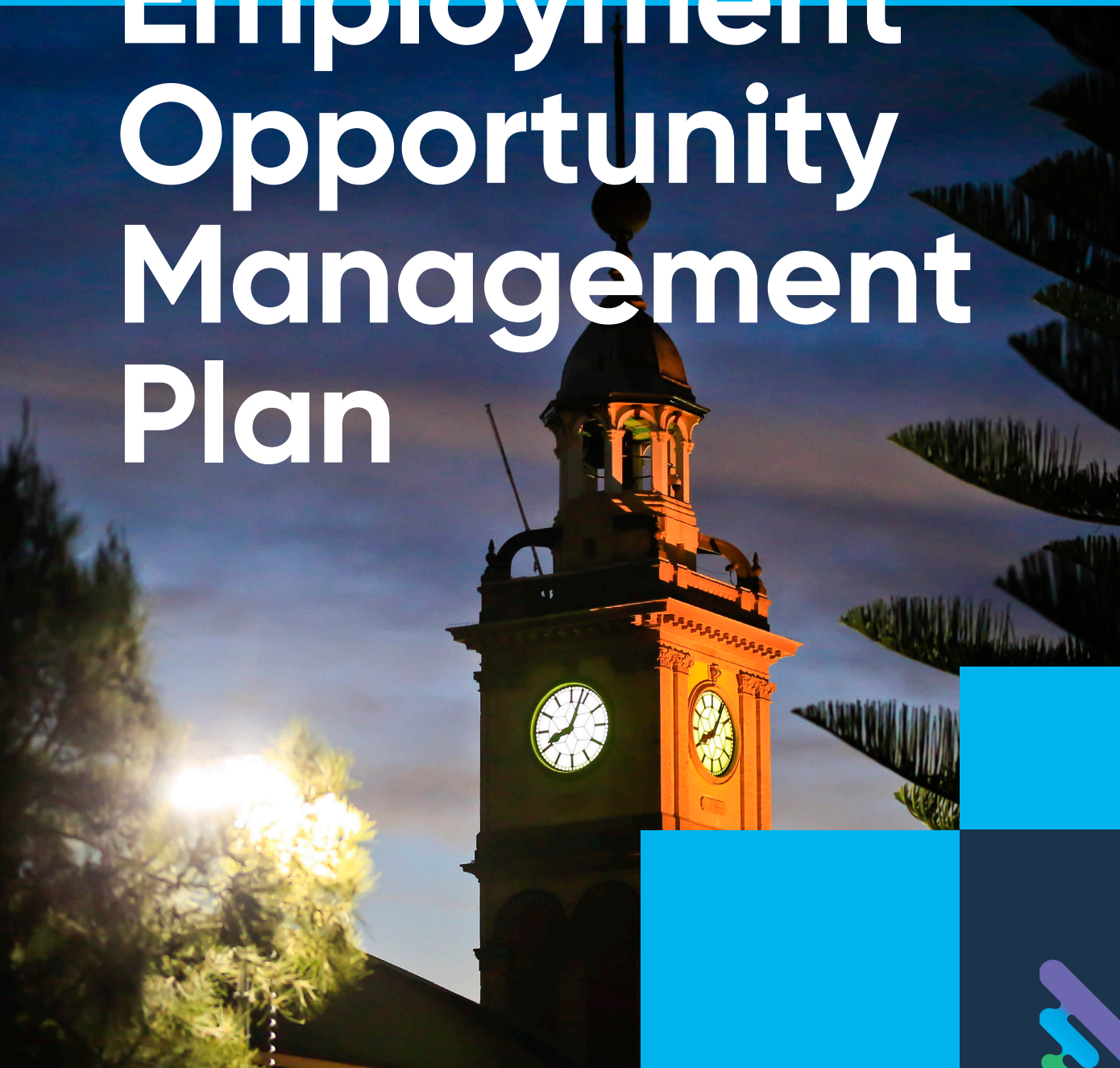


# Equal Employment Opportunity Management Plan

2018-2021



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City of  
Newcastle

## Acknowledgment

City of Newcastle acknowledges the traditional country of the Awabakal and Worimi peoples. We respect their cultural heritage, beliefs and continuing relationship with the land, and recognise that they are the proud survivors of more than two hundred years of dispossession. City of Newcastle reiterates its commitment to addressing disadvantages and attaining justice for Aboriginal and Torres Strait Islander peoples of this community.

## Enquiries

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The City of Newcastle (CN) is committed to the development of a culture that is supportive of Equal Employment Opportunity (EEO) principles in the workplace and is dedicated to the advancement of Newcastle's diverse community through employment opportunities.



## Our Vision for Equal Employment Opportunity

The City of Newcastle (CN) is committed to the development of a culture that is supportive of Equal Employment Opportunity (EEO) principles in the workplace and is dedicated to the advancement of Newcastle's diverse community through employment opportunities. The coordination of an EEO Management Plan is a critical part of our 2030 vision of becoming a 'Smart City, Smart Organisation' and is essential to building a greater sense of community within the Newcastle LGA. The EEO Management Plan 2018-2021 will assist in achieving stronger relationships and connections with our community through investing in the employment of people with diverse experiences, cultures and abilities.

Our key priorities are to increase the workforce participation of people from diverse backgrounds and abilities, increase the representation of women in middle and senior management and provide training and development opportunities for CN employees.

The objectives of the Equal Employment Opportunities (EEO) Management Plan 2018-2021 are outlined in the Local Government Act 1993 (section 344):

To eliminate and ensure the absence of discrimination in employment on the grounds of race, sex, marital or domestic status and disability in councils; and

To promote equal employment opportunity for women, members of racial minorities and persons with disabilities in councils.

The Equal Employment Opportunity Management Plan 2018-2021 oversees all CN's EEO practices and policies, and has been created in accordance with the NSW Local Government Act 1993, which shapes:

- 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 the council (including recruitment techniques, selection criteria, training and staff development programs, promotion and transfer policies and patterns, and conditions of service) with a view to the identification of any discriminatory practices
- e) The setting of goals or targets, where there 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)
- 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).

# Objectives and Initiatives

The Equal Employment Opportunity Management Plan 2018–2021 is essential in creating opportunity for all community members to participate in and contribute to the social, cultural and economic fabric of the Local Government Area, through our policies and programs. The principles of the EEO correlate with the Newcastle 2030 Community Strategic Plan to contribute to a “creative, culturally rich and vibrant community” through the below EEO objectives:

## 1. Establish and implement strategies/programs that increase the representation of EEO target groups across Service Units

Initiative/target	Target	Responsibility	Measurement	Target Date	
<b>Recruitment</b>					
1	Recruit five (5) roles annually which are targeted specifically for peoples with a disability	External Community, Managers of Service Units	Diversity and Culture Advisor, Managers of Service Units, HR Business Partners	20 positions filled by a person with a disability between 2018–2021	December 2021
2	Identify examples within the organisation where work practise or workspaces have/ can been/be adapted/ improved to be more inclusive of current and future employee's with a disability	All staff	City Change Project team, Diversity and Culture Advisor	Accessible work stations within new building (Stewart Avenue)	December 2019
3	Develop a communication package to encourage and capitalise on the number of non-English speaking backgrounds and skills migrants relocating to Newcastle	External Community	Diversity and Culture Advisor, Communications team, HR Business Analyst	Distribution of recruitment packages and data analysis of non-English speaking employees	December 2019
<b>Data Integrity</b>					
4	Collect and maintain EEO data including bi-annual EEO surveys	All staff	HR Business Analyst, Diversity and Culture Advisor, Volunteer and CSR Advisor	Develop, conduct and analyse surveys in October 2019 & 2020	October 2021

## 2. Develop and implement professional development programs to enhance career pathways for EEO groups

Initiative/target	Target	Responsibility	Measurement	Target Date	
<b>Professional Development and Career Planning</b>					
5	Plan and implement three (3) annual networking and learning events targeting Women in Council	Female staff	Diversity and Culture Advisor, Organisational Development Team	Develop programs and deliver annually in the months of March, July and November	January 2019
6	Develop and implement an annual mentoring program for women at council	Female staff	Diversity and Culture Advisor, Training and Learning	Develop program and deliver annually during 2019, 2020 and 2021	January 2020
<b>Salary and Progression</b>					
7	Conduct two (2) superannuation information workshops annually targeted for council staff, to address the issue of insufficient superannuation savings often experienced by women	All staff	Training and Learning, Diversity and Culture Advisor	Create and deliver two workshops in collaboration with council superannuation. Target is to engage approximately forty staff per annum	Annually (May)
8	Develop a voluntary annual report to the Chief Executive Officer on gender pay equity	CEO, Female staff	Diversity and Culture Advisor, HR Business Analyst	The Diversity and Culture Officer and HR Business Analyst to collate data with a full data interpretation and report submitted to the CEO	Annually (September)

**3. Develop and implement specific workforce programs to create a culture that is actively committed to inclusion**

Initiative/target	Target	Responsibility	Measurement	Target Date	
<b>Safe workplaces</b>					
9	Investigate a workforce program promoting City of Newcastle venues and workplaces as a LGBTIQ safe space	All staff	Director People and Culture, Training and Learning, organisational Development team, Diversity and Culture Advisor	Implement LGBTIQ awareness program	March 2019
10	Continue to coordinate and maintain the Workplace Contact Officer Network	All staff	Diversity and Culture Advisor	Recruit new members during October 2018	October 2021
11	Investigate measures to encourage men to talk about mental health	Male staff	Diversity and Culture Advisor	Encourage conversations through forums during Men's Health Week	Annually (June)
<b>Accountability</b>					
12	Embed EEO responsibilities and goals in all position descriptions in key accountabilities	All staff	Diversity and Culture Advisor, HR Operations, Manager Organisational Development	Create key EEO accountabilities and include these in job descriptions for all staff	Annually (December)
13	Develop an end of term report for the EEO Management Plan 2018-2021 highlighting achievements, lessons learned and initiatives to be carried over	Executive Leadership Team, All staff	Diversity and Culture Officer, Director People and Culture, Management Organisational Development	Provide an interpretation of data and collate into a report	November 2021

**4. Develop training programs that increase awareness and the values of EEO principles**

Initiative/target	Target	Responsibility	Measurement	Target Date	
<b>Education and training</b>					
14	Develop and implement four (4) disability awareness training seminars annually	All staff	Community Development Facilitator, Diversity and Culture Advisor, Training and Learning	Programs developed and delivered in the months of April, June, August, October	December 2021
15	Create and implement specific EEO training for Volunteer Coordinators	Volunteers and Volunteer Coordinator	Diversity and Culture Advisor, Training and Learning, Volunteer and CSR Advisor	Training completed by Volunteer Coordinators	August 2020
16	Create a face-to-face delivery program for EEO training for staff	All staff	Diversity and Culture Advisor, Training and Learning	Develop an e-learning component accessible to all staff	August 2020

The EEO objectives have been informed by several strategies underpinned by the Newcastle 2030 vision. The strategies include:

- Workforce Management Plan 2018-2021
- Multicultural Plan 2016-2019
- Disability Access and Inclusion Plan 2016-2019
- Social Strategy 2016-2019
- Reconciliation Action Plan 2016-2019
- Aboriginal Employment Strategy 2018-2021

The EEO Management Plan 2018-2021 is integral of City of Newcastle's Workforce Management Plan which forecast the workforce requirements of CN to deliver the Newcastle 2030 vision. These strategies are linked through our Newcastle 2030 framework of goals and objectives which include:

**Vision: Respected for what we do and what we achieve**

**Mission: Proud to deliver services valued by our community**

**Values: Cooperation, Respect, Excellence and Wellbeing (CREW)**

# Equal Employment Opportunity Management Plan 2013–2017 Achievements

The EEO Management Plan 2013–2017 gave a platform to deliver the objectives in our new strategy. The objectives were to:

1. Develop recruitment, selection, and career progression practices for EEO target groups
2. Raise awareness at all levels of EEO responsibilities and obligations
3. Enhance and grow diversity in the workplace
4. Create a workplace that is free of bullying, harassment, victimisation and discrimination

**In the 2013–2017 Management Plan, CN exceeded its performance measures and achieved several milestones and initiatives, these included:**

## Recruitment

Staff members who openly declare as Aboriginal and/or Torres Strait Islander increased from twenty-one (21) to thirty-one (31) employees during the Aboriginal Employment Strategy 2013–2017, an increase of forty-seven percent (47%)

Seven (7) trainee/apprentice positions were targeted and filled by an Aboriginal and/or Torres Strait Islander person

The recruitment of four (4) undergraduates and six (6) graduates

The recruitment of thirty (3) apprentices and twelve (12) trainees across a range of service units

Creation of the full-time role of a Diversity and Culture Advisor dedicated to implementing EEO initiatives

## Education and Training

Twenty (20) individual training sessions on Disability Awareness Training delivered to one hundred and twelve (112) staff from Service Units

The development and delivery of four (4) Aboriginal culture education sessions delivered to seventy (7) staff from various Service Units

Active recruitment and training of seven (7) new Workplace Contact Officers to support with EEO matters/grievances

## Professional Development

The development and delivery of three (3) Women in Leadership networking events participated by over one hundred and thirty (130) women at CN

The development and delivery of a customised women's mentoring program for twelve (12) women at CN

**The City of Newcastle is proud of the contributions made by CN staff in achieving some fantastic outcomes during the Equal Employment Management Plan 2013–2017.**

