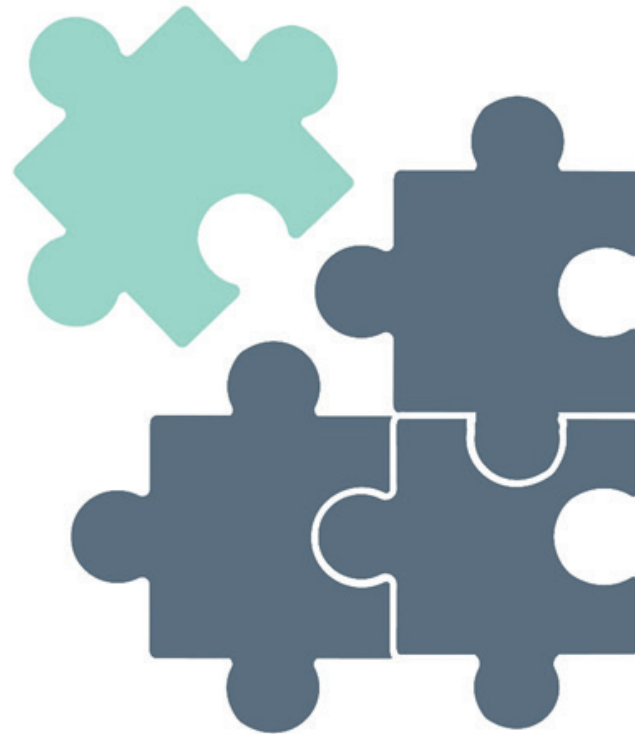


An illustration at the top of the page shows several large, colorful puzzle pieces (blue, green, yellow, red, purple) being held up by stylized human figures. Below the puzzle pieces, two figures are shown: one wearing a pink hijab and a light green top, and another with blonde hair wearing a black top. The background features a large, light blue circular graphic with concentric rings and smaller blue circles of varying sizes scattered around it.

# Equal Employment Opportunity Management Plan 2020-24

# Page of **Contents**

<b>Acknowledgement Of Country .....</b>	<b>3</b>
<b>General Manager's Message .....</b>	<b>4</b>
<b>Our Vision .....</b>	<b>5</b>
<b>Our Values &amp; Behaviours .....</b>	<b>6</b>
<b>EEO Management Plan .....</b>	<b>7</b>
<b>Aligning our Mission .....</b>	<b>10</b>



## ACKNOWLEDGEMENT OF COUNTRY

---

Cessnock City Council acknowledges that within its local government area boundaries are the Traditional Lands of the Wonnarua people, the Awabakal people and the Darkinjung people. We acknowledge these Aboriginal peoples as the traditional custodians of the land on which our offices and operations are located, and pay our respects to Elders past and present. We also acknowledge all other Aboriginal and Torres Strait Islander people who now live within the Cessnock Local Government Area.

# General Manager's Message

## EQUALITY IS OUR MESSAGE

The Equal Employment Opportunity Management Plan is an important document for our organisation. I'm proud of the Plan and our continued commitment to diversity and equality. It is critical we continue to operate on these core principles, for both our community and workforce.

This builds on the work Council has already done under the Workforce Plan contained within the Resourcing Strategy 2017-2021. Diversity in the workforce is key to being a successful organisation. Council will continue to embrace opportunities to positively foster current diversity in our workforce and look for opportunities to increase diversity.

This Plan provides a clear pathway for Council to deliver fair and equitable opportunities to all. Increasing awareness about our commitment to diversity amongst existing staff, aligning all relevant policies and monitoring our progress are areas of focus.

As a Council we are a leader and role model for other organisations in our community. We must be transparent and showcase to our community we value a safe, productive, healthy environment that is free from discrimination.

I look forward to working to deliver this Plan and seeing Council's progress and achievements as we remain dedicated to continuous improvement.

**Lotta Jackson**  
General Manager  
Cessnock City Council



# Our Vision

Cessnock City Council (Council) is committed to promoting the principles of diversity and equality within the workforce and community. Council is dedicated to a working environment which is safe, productive, healthy and free from discrimination with a positive awareness of the spirit and intent of discrimination and equal opportunity legislation.

Council is committed to delivering fair and equitable opportunities for all and the Equal Employment Opportunity (EEO) Management Plan 2020 – 2024 is an extension of the commitment Council has previously initiated in the Workforce Plan contained with the 2017-2021 Resourcing Strategy.

Our Key area of focus:

- Align Protocols, procedures and plans to include EEO Principles.
- Develop EEO programs for educational and awareness purposes.
- Collect and capture data to map progress and guide future EEO Strategies.
- Increase the number of people from diverse backgrounds and abilities within Council's workforce.
- Increase the number of women in leadership and senior management positions.
- Improve strategies and educate key stakeholders on diversity within the workforce.

Council continues to have a focus on utilising its increasingly diverse workforce, ensuring that all are treated fairly and are valued for their different contributions. Managing diversity means identifying, valuing, and capitalising on the diversity of Council's workforce in the delivery of its services and operations and can include such characteristics as;

- Leadership or work style
- Race
- Sex
- Ethnicity
- Disability
- Cultural and linguistically diverse backgrounds
- Socio-economic class
- Sexual orientation
- Age
- Religion
- Education background
- Marital/family status

Council has a well-established network of wellbeing contact officers who have been trained in specialised areas including mental health first aid, domestic and family violence and anti bullying, harassment and discrimination. The officers training in anti

bullying, harassment and discrimination provide workers at Council with information and impartial support regarding issues of harassment, bullying, victimisation and discrimination in the workplace. They also promote the message of embracing diversity and anti discrimination and meet on a regular basis to develop workplace initiatives and discuss their ideas on how to promote diversity and anti bullying, harassment and discrimination within the workplace. It is Council's vision that this network continues to build on the fantastic initiatives developed to date and continue to champion the cause of wellbeing within our workforce.

# Our Values & Behaviours

## INTEGRITY

We are open, honest and transparent.

We build trust.



## EXCELLENCE

We strive to do it once and do it right.

We take pride in our work.

We strive for efficiency and innovation.



## ACCOUNTABILITY

We are committed to safety in all we do.

We take ownership of our decisions and actions.

We are accountable to our community.



## TEAMWORK

We work as one to get the job done.

We work together with our community.

## RESPECT

We treat people fairly and consistently.

We respect others' views, ideas and opinions.



CESSNOCK  
CITY COUNCIL

# EEO Management Plan

Cessnock City Council Equal Employment Opportunity Plan is aligned to Council's commitment to promote and deliver an all-inclusive workforce. The EEO Management Plan will continue to support the ongoing mission to develop, mentor and inform staff of the Equal Employment Opportunities responsibilities.

## PROTOCOLS, PROCEDURES AND PLANS

Align Protocols, procedures and plans to include EEO Principals. Communicate and Educate Employees of updated Protocols, procedures and plans.

CCC Strategies	Performance Indicators	Responsibility	Target
<b>Ensure Protocols, Procedures and Plans comply with the EEO Principles.</b>	Review and update Protocols, Procedures and Plans to ensure they promote EEO and diversity values. Ensure existing policies and strategies to address discrimination, harassment and bullying in the workplace are effective and reinforce a culture of acceptance and tolerance for all staff.	Human Resources Governance Coordinator ELT Consultative Committee	June 2021 Ongoing
<b>Deliver Diversity Plan</b>	Develop a workforce Diversity Plan to strengthen the representation, at all levels of the organisation of identifiable groups within the community including those with disability, youth, women, Aboriginal and Torres Strait Islander and people from non-english speaking background. In developing the Plan consider the statistics of the organisation currently as compared to the demographics of the Cessnock Local Government area more broadly and consider trying to better reflect our community.	Human Resources	June 2021
<b>Deliver Reconciliation Action Plan (RAP)</b>	Review and update Protocols, Procedures and Plans to ensure there are no barriers to Aboriginal and Torres Strait Islander employees and future applicants, participating in our workplace.  Continue to report on the progress of the Reconciliation Action Plan to ELT. Review and modify the RAP when necessary.	Organisational Development	June 2021
<b>Deliver Disability Inclusion Action Plan (DIAP)</b>	Ensure the strategies and actions contained within the Disability Inclusion Action Plan are delivered. Continue to report on the progress of the Disability Inclusion Action Plan to ELT.	Organisational Development	June 2021
<b>Promote and communicate Protocols, Procedures and Plans</b>	Develop a communication plan to inform staff of current and updated Protocols, Procedures & Plans.	Organisational Development	June 2021

## EDUCATE AND ENGAGE STAFF

Develop EEO programs for educational and awareness purposes.

CCC Strategies	Performance Indicators	Responsibility	Target
<b>Develop and deliver EEO focused Programs</b>	Create engaging EEO training and educational Programs. Develop and deliver diversity focused learning opportunities to increase understanding.	Organisational Development	June 2022 Ongoing
<b>Include EEO Principles to existing training</b>	Review and update Induction presentations to include EEO principles and expectations.	Organisational Development	June 2021
<b>Include EEO Principles in Safe Work Month Presentation</b>	Promote the importance of EEO principles during Safe Work Month activities by including a guest speaker focused on benefits of a Diverse workforce.	Risk and Safety Coordinator	October 2022
<b>Upgrade the knowledge of Wellbeing Contact Officers</b>	Develop specialised training for Wellbeing officers to capture EEO, Harassment and Bullying complaint handling.	Organisational Development	June 2023

## MEASURING DATA

Collect and capture data to map progress and guide future EEO Strategies.

CCC Strategies	Performance Indicators	Responsibility	Target
<b>Capture EEO data for new starters</b>	EEO data is collected at the onboarding stage.	HR Operations Coordinator Recruitment and Selection HR Assistant	Ongoing
<b>Update EEO data from all staff</b>	Include EEO questions into staff surveys to capture more data and record all data into information management system.	HR Operations Coordinator HR Assistant	June 2021
<b>Review data and report trends</b>	Review collected data from Surveys and report on changes and track trends. Include in HR Metric reporting.	HR Operations Coordinator	Ongoing
<b>Report on specialised Diversity and Inclusion data</b>	Capture data and report on Gender pay gap, Age, racial, and disability findings and establish targets.	HR Operations Coordinator	June 2023



## RECRUITMENT AND SELECTION

Improve strategies and educate key stakeholders to increase a diverse personnel.

CCC Strategies	Performance Indicators	Responsibility	Target
<b>Review Recruitment techniques, selection criteria and interview questions.</b>	Encourage Aboriginal and Torres Strait Islanders and NDIS job seekers to apply. Inviting them to apply by addressing them in targeted advertisements.	Recruitment and Selection	June 2022
<b>Educate key stakeholders in Merit Based Recruitment</b>	Human Resource team members and Hiring Managers to be retrained or trained in Merit Based Selection.	Organisational Development Recruitment and Selection	June 2021
<b>Review and Implement Hiring Manager Guidelines</b>	Develop a Hiring Manager Guide to cover EEO principles, Merit based selection and Diversity inclusion.	Recruitment and Selection	June 2021
<b>Incorporate Diversity Plan actions to Recruitment activities</b>	Consideration to be given of whether positions, as they become vacant are suitable for redesign for part time or job share employment or other flexible work arrangements – to suit women, mature workforce, and whether positions are suitable to be dedicated for an Aboriginal and Torres Strait Islander or person with a disability.	Recruitment and Selection	June 2022 Ongoing
<b>Increase women in leadership positions</b>	Develop and implement a mentoring program for women at Council	Organisational Development	June 2023
<b>Incorporate Disability Inclusion Action Plan strategies to Recruitment activities</b>	People with disability will be provided the same opportunities to obtain and maintain employment at Council. Consideration of a target within the development of the new workforce plan.	Recruitment and Selection	June 2021
<b>Incorporate Reconciliation Action Plan strategies to Recruitment activities</b>	Achieving more sustainable employment opportunities through the delivery of the strategies and actions contained within the Reconciliation Action Plan. Consideration of a target within the development of the new workforce plan.	Human Resources	June 2021

## REVIEW AND REVISE

Revision and amendment of the plan when necessary.

CCC Strategies	Performance Indicators	Responsibility	Target
<b>Review of the EEO Management Plan and its targets</b>	Ongoing management of the EEO Management Plan including reporting of progress, adjustments and achievements.	Human Resources	Ongoing

# Aligning our Mission

The Equal Employment Opportunity Management Plan 2020 – 2024 has been created to comply and align with Part 4 of the NSW Local Government Act 1993 and in particular section 345 an extract of which is shown below.

345 Preparation and implementation of EEO management plans

1. A council must prepare and implement an equal employment opportunity management plan in order to achieve the objects of this Part.
2. The plan is to include provisions relating to:
  - (a) the devising of policies and programs by which the objects of this Part are to be achieved, and
  - (b) the communication of those policies and programs to persons within the staff of the council, and
  - (c) The collection and recording of appropriate information, and
  - (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, and
  - (e) the setting of goals or targets, where

these may reasonably be determined, against which the success of the plan in achieving the objects of this Part may be assessed, and

(f) the means, other than those referred to in paragraph (e), of evaluating the policies and programs referred to in paragraph (a), and

(g) the revision and amendment of the plan, and

3. An equal employment opportunity management plan may include provisions, other than those referred to in subsection (2), that are not inconsistent with the objects of this Part.
4. A council may, from time to time, amend its equal employment opportunity management plan.

The Equal Employment Opportunity Management Plan 2020 – 2024 has also been created to align to the following pieces of state and federal legislation applicable to EEO, diversity and anti-discrimination at Council as well as Council's industrial instruments

- *Australian Human Rights and Equal Opportunity Commission Act 1986*
- *Age Discrimination Act 2004*
- *Sex Discrimination Act 1984*
- *Racial Discrimination Act 1975*
- *Disability Discrimination Act 1992*
- *Fair Work Act 2009*
- *Workplace Gender Equality Act 2012*
- *Privacy and Personal Information Act 1998*
- *Workplace Health and Safety Act 2011*
- *New South Wales Anti-Discrimination Act 1977*
- *New South Wales Industrial Relations Act 1996*
- *New South Wales State Records Act 1998*
- *Local Government Act 1993*
- *Local Government (State) Award 2020*
- *Cessnock City Council Enterprise Agreement 2018*



**CESSNOCK CITY COUNCIL**



62-78 Vincent Street  
Cessnock, NSW  
Australia



Contact:  
tel:0249934300  
tel:0249934100



Online help:  
[council@cessnock.nsw.gov.au](mailto:council@cessnock.nsw.gov.au)  
<http://www.cessnock.nsw.gov.au>