

## EQUAL EMPLOYMENT OPPORTUNITY MANAGEMENT PLAN 2023-2025

### Implementation Plan

| Action  | Desired Results   | Who                       | 23/24 | 24/25 | Progress |
|---|---|---------------------------|-------|-------|----------|
| Review Policy 2.1 Equal Opportunity   | Policy is reviewed and communicated to all staff  | CEO                       | √     | √     |          |
| Review Policy 2.8 Harassment, Bullying and Discrimination                                 | Policy is reviewed and communicated to all staff  | CEO                       | √     | √     |          |
| Review Employee Code of Conduct   | Employee Code of Conduct will be reviewed and updated, and communicated to all staff                          | CEO                       | √     |       |          |
| Review Employee Occupational Safety and Health Induction Manual                           | Employee Occupational Safety and Health Induction will be reviewed and updated, and communicated to all staff | Safety & Health Committee | √     |       |          |
| Review employee induction procedure and checklists  | Employee Induction procedure and checklists are reviewed to provide comprehensive induction for all new staff | Safety & Health Committee | √     |       |          |
| Undertake workplace behaviours training for all staff (LGIS?)                             | All staff complete training   | SSPO                      |       | √     |          |
| Undertake Cultural Awareness Training for all staff                                       | All staff complete training   | SSPO                      | √     |       |          |
| Undertake Disability Awareness Training for all staff                                     | All staff complete training   | SSPO                      | √     |       |          |
| <b>From EEO Annual Report 2023</b>  |   |                           |       |       |          |
| <b>Improving diversity and inclusion for women</b>  |   |                           |       |       |          |
| Training relating to workplace behaviours   | Employee Code of Conduct will be reviewed and updated, and communicated to all staff                          | CEO                       | √     |       |          |
| <b>Improving diversity and inclusion for Aboriginal and Torres Strait Islander people</b> |   |                           |       |       |          |
| Training relating to workplace behaviours   | Employee Code of Conduct will be reviewed and updated, and communicated to all staff                          | CEO                       | √     |       |          |
|   |   |                           |       |       |          |

| Action   | Desired Results   | Who  | 23/24 | 24/25 | Progress |
|--|---|------|-------|-------|----------|
| <b>Improving diversity and inclusion for people with disability</b>  |   |      |       |       |          |
| Training relating to workplace behaviours  | Employee Code of Conduct will be reviewed and updated, and communicated to all staff                                      | CEO  | √     |       |          |
| <b>Improving diversity and inclusion for culturally and linguistically diverse people</b>  |   |      |       |       |          |
| Training relating to workplace behaviours  | Employee Code of Conduct will be reviewed and updated, and communicated to all staff                                      | CEO  | √     |       |          |
| <b>Improving diversity and inclusion for youth</b>   |   |      |       |       |          |
| Continue to work with and support the Community Resource Centre and other agencies to deliver 'work ready' workshops for youth, to include employability skills, development of resumes, getting work experience etc.                      | Increase in youth seeking employment with the Shire when vacancies arise, and confidence from them to apply for positions | SSPO | √     | √     |          |
| <b>Improving diversity and inclusion for people of diverse sexualities and genders</b>   |   |      |       |       |          |
| Training relating to workplace behaviours  | Employee Code of Conduct will be reviewed and updated, and communicated to all staff                                      | CEO  | √     |       |          |
| <b>From Corporate Business Plan 2023-2027</b>  |   |      |       |       |          |
| 2.2.5 Create a <i>Youth Engagement Strategy</i> , inclusive of new idea generation and communication frameworks (e.g. Youth Advisory Council) and programs that address essential life skills for all, such as obtaining drivers licenses. | Strategy is developed, communicated and implemented, youth engagement levels increase                                     | CEO  | √     |       |          |
| 3.1.2 Create a formal Reconciliation Plan for consideration by the Council   | Reconciliation Plan is developed, communicated and implemented  | CEO  |       | √     |          |
| 3.1.5 Actively engage with the Community to ensure diversity of representation on the Council and Shire staff.   | Improved Council and employee diversity   | CEO  | √     |       |          |
| 5.4.1 Partner with a range of organisations, including Youth Centre, to develop all ages learning programs (general education, personal development skills training).  | A variety of learning programs are delivered in Broomehill-Tambellup  | CEO  |       | √     |          |

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|--|--|------|-------|-------|----------|
| 5.4.2 Support and encourage Shire staff and elected members in the provision of 5.4.1 through a formal Shire Policy  |  | CEO  | √     |       |          |
| 10.4.1 Host an Administration Officer trainee in the Office  | Administration traineeship is offered  | MFA  | √     |       |          |
| 10.4.2 Partner with local businesses and service providers to develop and implement an informal work experience program for local youth 18-25 years.   | Program is developed with local business and individual participation                | SSPO | √     | √     |          |
| 10.4.3 Partner with Local businesses and service providers to participate in high school work experience programs  | Local businesses participate in high school work experience program                  | SSPO | √     | √     |          |
| 10.4.4 Host a Horticultural trainee in the Parks and Gardens section.  | Horticulture traineeship is offered  | MOW  |       | √     |          |
| 11.3.3 Undertake a biennial staff satisfaction survey  | Survey is completed, results indicate a positive work environment for all staff      | SSPO |       | √     |          |
|  |  |      |       |       |          |
| <b><u>From Disability Access and Inclusion Plan 2020-2025</u></b>  |  |      |       |       |          |
| 7.1 Use inclusive recruitment practices and improve methods of attracting, recruiting and retaining people with disability.  |  |      |       |       |          |
| <ul style="list-style-type: none"> <li>Monitor Diversity Questionnaire feedback for disability requirements/changing needs</li> </ul>  | Diversity Questionnaire is completed annually, results inform workplace requirements | MFA  | √     | √     |          |
| <ul style="list-style-type: none"> <li>Job advertisements are in an accessible format (e.g.; 12 or 14 pt., Arial) and include reference to the Shire being an Equal Opportunity Employer.</li> </ul> | Recruitment processes support applications from people with disability               | SSPO | √     | √     |          |
| <ul style="list-style-type: none"> <li>Ensure interview venues are accessible.</li> </ul>  |  | SMT  | √     | √     |          |
| <ul style="list-style-type: none"> <li>Consider job flexibility with regard to location and work hours.</li> </ul>   |  | SMT  | √     | √     |          |
| <ul style="list-style-type: none"> <li>Ensure job descriptions contain sufficient detail of tasks and skills required.</li> </ul>  |  | SSPO | √     | √     |          |

| Action  | Desired Results                                  | Who                       | 23/24 | 24/25 | Progress |
|---|--|---------------------------|-------|-------|----------|
| <ul style="list-style-type: none"><li>Consult with Disability Employment Services (providing a free service for employers) for advice, when applicable.</li></ul> |  | SSPO                      | √     | √     |          |
| <ul style="list-style-type: none"><li>Ensure development opportunities are available.</li></ul>   |  | SMT                       | √     | √     |          |
| 7.2 Ensure policies and procedures are regularly reviewed   |  |                           |       |       |          |
| <ul style="list-style-type: none"><li>Safety and Health in the Workplace Policy</li></ul>   | Policy is reviewed and communicated to all staff | Safety & Health Committee | √     |       |          |
| <ul style="list-style-type: none"><li>Workplace accessibility</li></ul>   | Workplace inspections are completed annually     | Safety & Health Committee | √     | √     |          |
|   |  |                           |       |       |          |
| <u>From Risk Profile and Reporting Register 2023</u>  |  |                           |       |       |          |
| Update Workforce Plan   |  | CEO                       | √     |       |          |
| Formalise exit interview process  | Retention issues are identified and addressed    | SSPO                      | √     |       |          |
|   |  |                           |       |       |          |