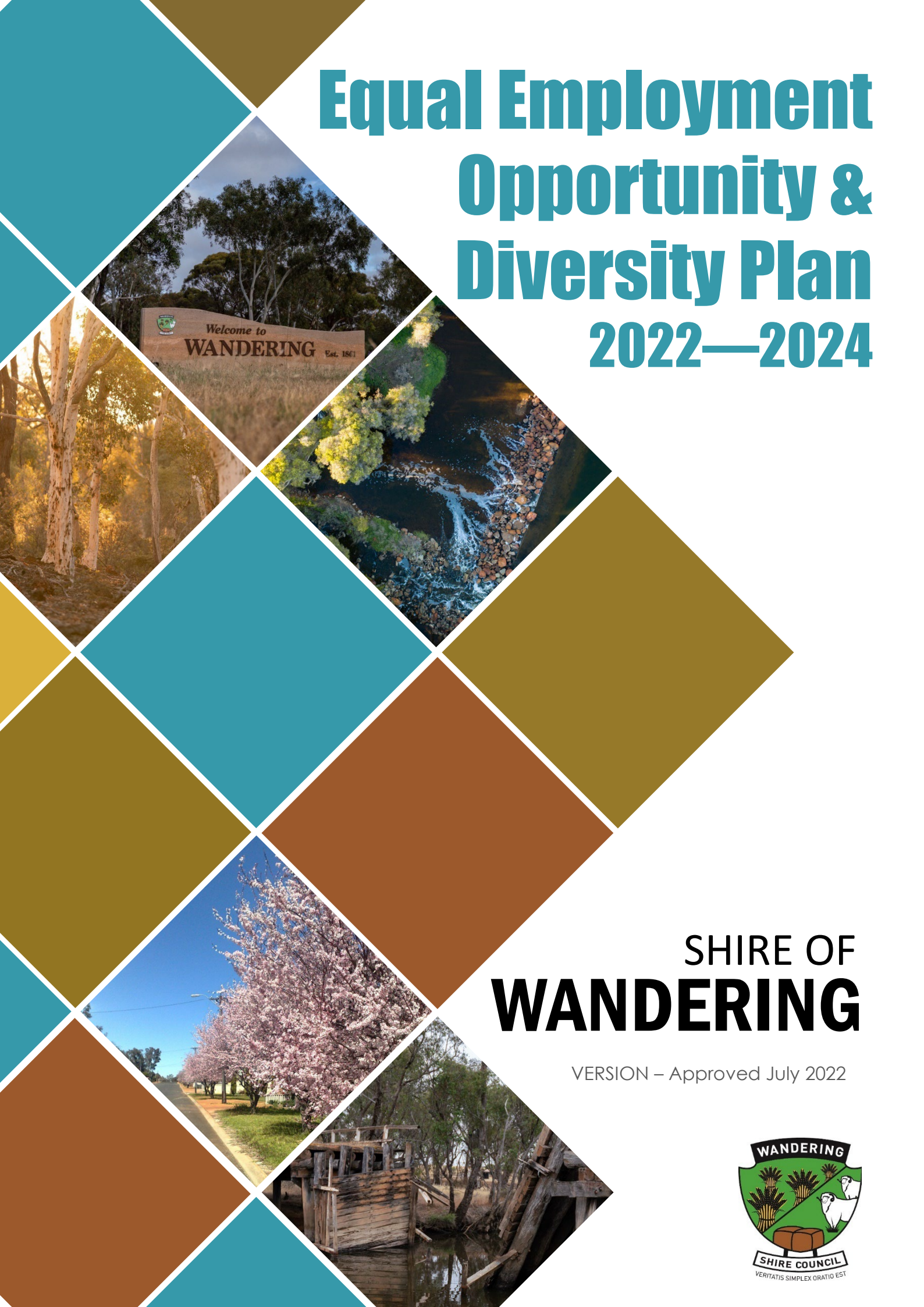


# Equal Employment Opportunity & Diversity Plan 2022—2024



SHIRE OF  
**WANDERING**

VERSION – Approved July 2022



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# 1 Equal Opportunity & Diversity Statement

The Shire will ensure equal employment opportunity for all its employees and applicants for employment. Its commitment is to promote and afford equal treatment and to assure equal employment opportunity to all persons regardless of sex, gender history, marital status, pregnancy, family responsibility, family status, race, political conviction, religious conviction, sexual orientation, age, spent conviction and impairment (unless such impairment prevents the performance of the inherent functions required of the position).

The objectives of the Shire are to:

- 1) Ensure fair treatment and non-discrimination in hiring and employment.
- 2) Ensure compliance with State and Federal Acts and Regulations relating to equal opportunity and discrimination.

This statement applies to every aspect of employment including, but not limited to, recruitment and selection, training and development, promotion, retention, and the terms and conditions of employment.

## **RESPONSIBILITIES**

In order to achieve these objectives, both the Shire and its employees have the following responsibilities:

### **Shire**

- The organisation has an up to date Equal Employment Opportunity & Diversity Plan to ensure that the workplace is inclusive, diverse and free from harassment and discrimination.
- Communicate effectively to all employees the approach to equal employment opportunity and record and deal with any incidents of harassment and discrimination for follow up action.
- Ensure access to job and career paths by having a recruitment and selection process free from discrimination and job design that caters for a diverse workforce.
- Develop and implement strategies to pro-actively increase the representation of each diverse group within the workforce.

### **Employee**

- Work in accordance with the protocols and procedures of the Shire and notify your supervisor if you believe they are not adequate.
- Be aware of diversity in the workplace and respect all diverse workgroups.

## 2 About us

The Shire of Wandering is a small rural authority located in the Central South region of the Wheatbelt of Western Australia. Some 120km South East of Perth it is a short yet scenic drive off the Albany Highway to picturesque fields and homes. With an area of 1,955 km<sup>2</sup> it is a cosy farming town with approximately 450 people residing in the Shire and approx. 120 people in the township itself.

The Shire borders the local authorities of Armadale, Serpentine – Jarrahdale, Murray, Boddington, Williams, Cuballing, Pingelly, Brookton and Beverley.

Major agricultural activities include cereal and pulse crops, canola, sheep, pigs and cattle production, and vineyards.

Our people have a wide range of experience and skills, and collectively they play an important part in making the Shire an attractive place to live. The Shire is responsible for delivery of a number of services, including:

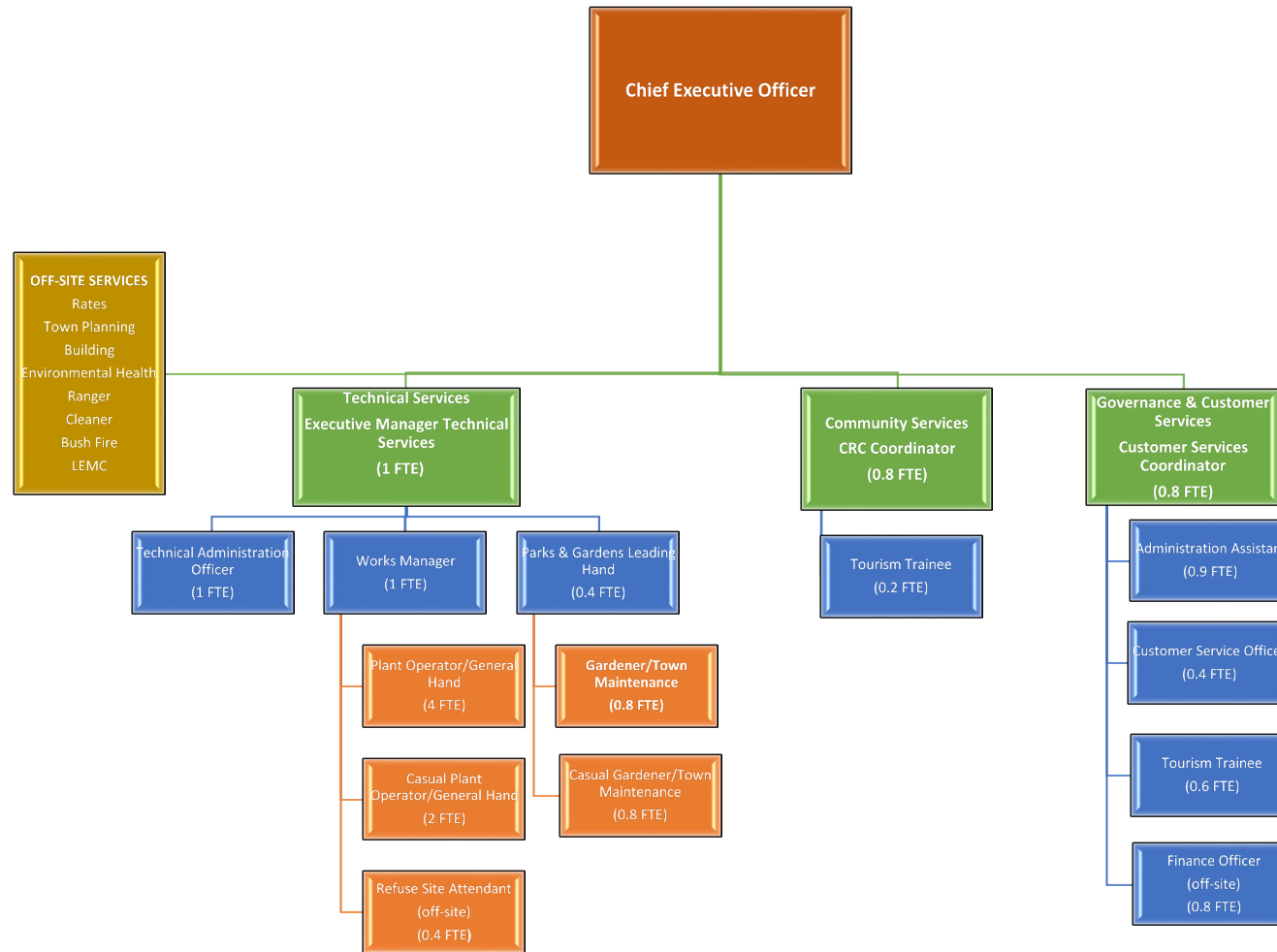
- Planning, Building and Environmental Health
- Roads
- Community Services
- Waste Management
- Animal Management
- Recreation and Culture
- Parks & Gardens
- Local Laws
- Emergency Management
- Statutory Compliance

In addition to the above, the Shire of Wandering also provides the following services:

- Community Resource Centre
- Australia Post Agency
- 24-hour fuel facility
- Caravan Park

# 3 Our Workforce

Our Workforce at a glance:



## 4 Our Diversity Plan

Workplace diversity and inclusion matters. The Equal Employment Opportunity & Diversity Plan 2021-2022 (Diversity Plan) focuses on a cohesive set of actions underpinned by enduring principles. This Diversity Plan serves as a guide for the Shire to implement best practice and systems of attracting, recruiting, retaining and developing our people. This will require sustained effort, a different way of doing things and stronger accountability. With a revitalised approach, this Diversity Plan is in effect an overarching blueprint designed to build an inclusive culture where:

- individual differences are respected;
- diverse skills and knowledge are valued and utilised;
- opportunities are available for all;
- engagement and partnership with stakeholders is effective.

By valuing workplace inclusion and diversity, we see benefits such as:

- improved engagement and wellbeing;
- better retention of talent;
- improved performance and innovation;
- improved services to our community;
- minimised risk of unlawful behaviours such as bullying, discrimination and harassment; and
- being considered an employer of choice.

Inclusion refers to the way our organisational culture relates to our working environments where all people are treated fairly and respectfully, with equal access to opportunities and resources. It is not about treating everyone exactly the same all of the time, rather our culture, values and behaviours are such that everyone feels they are appreciated and respected in the workplace.

In this way, diversity becomes a strategic asset that drives performance. The principles of respect, inclusion and embracing difference are to be positively reflected at all levels our organisation. Excellence in service delivery will come from genuinely understanding our community and stakeholders in all its diversity.

# 5 Our Adopted Policy

## **POLICY STATEMENT**

The Shire of Wandering Council recognises its legal obligations under the Equal Opportunity Act 1984 (as amended) and will actively promote the principles of equity and diversity in the workplace. This means that the Shire aims to provide a work environment that fosters good working relationships where employees, contractors and volunteers are fairly and equally, and that unlawful discrimination does not take place.

The Shire aims to be respected for its commitment to equal opportunity as an employer and as a service provider to the community by adopting the following practices;

## **APPOINTMENTS, PROMOTION AND TRAINING**

Access to employment, contracts, promotion, and training is to be fair and equitable. Decisions on matters affecting (prospective and current) employees, contractors and volunteers will be made on merit and are based on relevant experience, skills and ability required for the role.

No decisions will be made on the basis of nepotism or patronage.

## **DIVERSITY**

The Shire recognises, values, and respects social, cultural and linguistic diversity. Where it can reasonably be achieved, assistance will be provided to employees and volunteers with special needs in order to assist them in undertaking their roles effectively.

## **DISCRIMINATION AND HARASSMENT FREE ENVIRONMENT**

The Shire promotes an environment where people can work effectively without the fear of unlawful discrimination or harassment. Discrimination is treating one person less favourably than another because of a personal attribute which is covered by equal opportunity laws, and includes gender, marital status, pregnancy, family responsibilities or status, race, religious and/or political conviction, impairment, age, gender history, and sexual orientation.

Discrimination is unlawful. Harassment is also not tolerated. Harassment is defined as any unwelcome, offensive action or remark concerning a person's gender, race, age, impairment or one of the other attributes as covered in the Equal Opportunity legislation.

## **GOOD WORKING RELATIONSHIPS**

The Shire aims to provide an enjoyable, challenging, and harmonious work environment. Workplace bullying is one activity that detracts from this environment. It can create a risk to health and safety and will not be tolerated. Workplace bullying is defined as repeated, unreasonable behaviour directed towards a person or a group of persons at a workplace.

## **RESPONSIBILITIES**

All employees, volunteers and contractors have a shared responsibility to apply and promote the equal opportunity principles.

## **GRIEVANCES**

Grievances in relation to discrimination, harassment, and bullying will be dealt with fairly, quickly and confidentially by the Equal Opportunity Coordinator in accordance with grievance procedures.

The Equal Opportunity Coordinator will receive appropriate training to undertake this role. The Chief Executive Officer is the Equal Opportunity Co-ordinator for the Shire of Wandering.

## **BREACHES**

A person will be deemed to be in breach of this Policy when they:

- a) Display any behaviour or series of behaviours (directly or indirectly) that unfairly or unreasonably offends, humiliates, belittles, undermines, frightens, excludes without justification or embarrasses anyone it is directed at or anyone who sees or overhears it; and

- b) Exhibits behaviour of a sexual nature which is unwanted and unwelcome, may be regarded as offensive, and or place the victim in a vulnerable position or make them feel that they may be disadvantaged if they object to the advances; and
- c) Show any form of behaviour or series of behaviours which may constitute any form of discrimination.

This policy does not address -

- a) Mutually agreed personal relationships / friendships.
- b) Reasonable and appropriate performance management processes which are intended to manage an employee's poor performance.
- c) Enforcement of lawful instructions issued by any person authorised.

## **CONSEQUENCES**

Engaging in harassing, discriminating or bullying conduct in the workplace constitutes a breach of this policy, the Code of Conduct and the Act, and may result in disciplinary action up to and including termination being taken against the offending employee or contractor.

Victimisation by an employee or a Council member against a complainant or person supporting the complainant in alleged misconduct of harassment, discrimination or bullying may also result in disciplinary action being taken against that person, including termination of employment.

Breaches which constitute a criminal offence will be reported to the Police.



## 6 Our Focus

Our focus and commitment are reinforced by guiding principles that provide focus for our deliberate actions that will form the critical success factors. This Diversity Plan will enable us to realise the vision of culturally inclusive work environments where Shire staff and volunteers are supported and valued for their contribution, and where managers and supervisors are diversity aware.

Focus	Guiding Principles
Attract, Recruit and Retain	We will provide resources to build the capability and confidence of our people to harness the power of an inclusive and diverse workforce.
Build, Develop and Educate	We provide opportunity for growth and development. We will recognise the value of flexible work and the removal of barriers to foster a high performing and dynamic workforce.
Inclusive Design	By taking an inclusive approach, we will effectively remove barriers that create exclusion.
Engage and Collaborate	Inclusion and diversity are everyone's responsibility and requires a collective approach.
Lead and Inspire	Strong leadership will set the tone for diversity, thus respecting the various backgrounds, experiences, and frames of reference that give each person a sense of self. Inclusive leadership assures that all people feel they are treated respectfully and fairly, are valued and sense they belong, and are confident and inspired.

# 7 Our Capability

The Shire is only ever as good as the sum of its workforce. Placing their people first is therefore vital to our business success. The capability of our people has a direct impact on the quality of services the Shire delivers to our community, therefore developing, supporting and enhancing the contribution made by all our people must be front and centre of our ethos.

## **INCLUSIVE LEADERSHIP**

Inclusive leadership assures that all people feel they are treated respectfully and fairly, are valued and sense that they belong, and are confident and inspired.

Our Managers and Supervisors:

- Articulate authentic commitment to diversity, challenge the status quo, hold self and others accountable and make diversity and inclusion a personal priority;
- Demonstrate an open mindset, listen without judgment, and seek with empathy to understand those around them; and
- Are considerate of others' cultures, awareness of variances in identity in all its multiple facets, and adapt as required.

## **LEARNING AND DEVELOPMENT**

A new learning and development strategy will be developed, with the intent to improve future organisational capacity and capability across both the operational and corporate business environments.

## 7.1 Our Objectives

Abbreviation	Job Title
CEO	Chief Executive Officer
EMTS	Executive Manager Technical Services
CSC	Customer Service Coordinator

Focus	Actions	Responsibility	Timeframe
Attract, Recruit and Retain	Review and update personnel induction content to ensure inclusion and diversity principles are embedded	CSC	Ongoing
	Review, evaluate and update existing recruitment strategies and establish clear and strategically aligned recruitment objectives to build capability to meet and exceed diversity targets	CSC / EMTS / CEO	Ongoing
	Periodically audit recruitment processes to monitor the effectiveness of implemented strategies.	CSC	At least annually

Focus	Actions	Responsibility	Timeframe
Build, Develop and Educate	Review and provide training to reinforce expected behaviours at work and to prevent unacceptable behaviours such as bullying, discrimination and harassment by: <ul style="list-style-type: none"> <li>implementing refresher workplace behaviour training with a target of 90% employee completion</li> <li>delivering targeted face-to-face training for managers, and supervisors</li> <li>ensuring all Job Description Forms (JDF) state a commitment to Equal Employment Opportunity (EEO) principles and other positive workplace behaviours</li> <li>training participation rates to be included in executive performance reporting</li> </ul>	CSC / EMTS / CEO	Ongoing
	Develop and implement a Mental Health and Wellbeing Strategy with a focus to increase mental health and wellbeing literacy, awareness and understanding of mental health conditions and appropriate support services	CSC / CEO	December 2023

Focus	Actions	Responsibility	Timeframe
Inclusive Design	Review existing policies, procedures and supporting resources to improve the understanding of expected behaviours at work and to prevent unacceptable behaviours such as bullying, discrimination and harassment	CSC	Ongoing
	Support workplace flexibility by: <ul style="list-style-type: none"> <li>providing clear guidelines about flexible working arrangements and leave types; and</li> <li>educating managers and supervisors regarding the value of flexible work.</li> </ul>	CEO	Ongoing
	Implement the Access and Inclusion Plan (AIP)	CSC	Ongoing
	Promote and communicate the Equal Employment Opportunity & Diversity Plan internally and externally	CSC / EMTS / CEO	Ongoing
	Workforce data to be collected and analysed to identify any emerging issues and opportunities for improvement. It will include reports on-boarding and exit surveys results from periodic workplace perception surveys	CSC / EMTS / CEO	At least biannual

Focus	Actions	Responsibility	Timeframe
Engage and Collaborate	Support and help drive diversity priorities outlined in this Diversity Plan	CSC / EMTS / CEO	December 2024
	Ensure all workforce related matters arising from toolbox meetings are made available to relevant stakeholders to facilitate knowledge sharing, wider participation, contribution, promotion and celebration of collaborative partnerships	CSC / EMTS / CEO	Ongoing
	Promote a flexible and safe workplace for personnel and to provide further assistance, as appropriate	CSC / EMTS / CEO	Ongoing

Focus	Actions	Responsibility	Timeframe
Lead and Inspire	Progress work on enhancing development pathways and succession planning for personnel	CSC / EMTS / CEO	Ongoing
	Report on the progress of the Diversity Plan to the Executive Management Team and Council and publish progress updates online	CSC / CEO	At least biannual

# 8 Our Target Areas

## 8.1 Aboriginal Australians

People who identify as being of Aboriginal or Torres Strait Islander origin.

**Our Focus:** Create and maintain a culturally safe and inclusive workplace and increase cultural competency.

Focus	Actions	Responsibility	Timeframe
Attract, Recruit and Retain	Develop and utilise culturally appropriate communication strategies to attract potential Aboriginal applicants with a focus on advertising current vacancies on Jobs and Skills WA, Aboriginal Services Jobs Board and other relevant sites and publications	CSC	March 2024
	Develop and explore opportunities to: <ul style="list-style-type: none"> <li>• host school-based trainees; and</li> <li>• implement apprenticeship, and trainee and cadetship</li> </ul>	CSC	June 2024

Focus	Actions	Responsibility	Timeframe
Build, Develop and Educate	Deliver Aboriginal Cultural Awareness and Cultural Competency training including online refresher courses for managers and supervisors	CSC	June 2024
	Improve and maintain an up to date diversity data collection system to support the Shire workforce planning decisions relating to Aboriginal people	CSC	Ongoing

Focus	Actions	Responsibility	Timeframe
Engage and Collaborate	Identify strategic partnerships to engage and attract a diverse range of talent such as: <ul style="list-style-type: none"> <li>• Participating in community events and forums relevant to increasing Aboriginal employment, such as NAIDOC Week;</li> <li>• Engaging with workforce agencies, Aboriginal community groups, and schools to attract Aboriginal applicants.</li> </ul>	CSC / EMTS / CEO	Ongoing

Focus	Actions	Responsibility	Timeframe
Lead and Inspire	Promote the benefits of participating in awareness raising programs	CSC / EMTS / CEO	Ongoing
	Welcome to Country is performed by an appropriate person at significant events	CSC	As required

## 8.2 People with disability

People who identify as having a mild or moderate core activity limitation.

**Our Focus:** Greater inclusion and removal of barriers to tackle all forms of bias and address stereotypes.

Focus	Actions	Responsibility	Timeframe
Attract, Recruit and Retain	Partner with external organisations and disability service providers to improve employment opportunities for people with disability	CSC	December 2024
	Provide managers and selection panels with guidelines on reasonable workplace adjustments	CSC / EMTS / CEO	Ongoing

Focus	Actions	Responsibility	Timeframe
Build, Develop and Educate	Managers and supervisors are encouraged to complete Disability Awareness training to better understand and support people with disability	CSC	Ongoing

Focus	Actions	Responsibility	Timeframe
Inclusive Design	Review the Shire's procurement policies and practices to ensure accessibility through a universal design approach for all services or systems.	CSC / EMTS / CEO	Ongoing
	Continue to enhance accessibility and compatibility of documents, including web pages and social media, for people with vision impairments and other disabilities	CSC	Ongoing

Focus	Actions	Responsibility	Timeframe
Engage and Collaborate	Celebrate events of significance such as: <ul style="list-style-type: none"> <li>International Day of People with Disability;</li> <li>R U OK? Day; and</li> <li>World Mental Health Day</li> </ul>	CRC	As Required

Focus	Actions	Responsibility	Timeframe
Lead and Inspire	Implement measures that foster a culture of trust and inclusion, where people of all abilities feel comfortable to share their personal circumstances, enabling managers and supervisors to be more responsive in accommodating accessibility needs	CSC / EMTS / CEO	Ongoing
	Implement universal design principles to ensure people of all abilities are considered in all organisational planning activities	CSC / EMTS / CEO	As Required

## 8.3 Intergenerational equity for youth and mature-age people

Youth: people who are aged 24 years and under. Mature-age: people who are aged 45 years and over.

**Our Focus:** Continue to generate fairness and justice, in terms of treatment and interactions across the generational continuum.

Focus	Actions	Responsibility	Timeframe
Attract, Recruit and Retain	Consider innovative recruitment techniques that increase youth employment prospects such as video submission of job applications	CSC / EMTS / CEO	As Required
	Have a presence at local events, field days and celebrations to promote the Shire as an employer of choice	CSC / EMTS / CEO	As Required

Focus	Actions	Responsibility	Timeframe
Build, Develop and Educate	Create opportunities for young professionals to attend leadership conferences and seminars	CSC / EMTS / CEO	As Required

Focus	Actions	Responsibility	Timeframe
Inclusive Design	Develop procedures and guidelines to support mature-age people seeking to change their employment status from ongoing to a transition to retirement arrangement	CSC / CEO	As Required
	Develop resources which support managers and supervisors to appropriately manage a multi- generational workforce	CSC / CEO	Ongoing

Focus	Actions	Responsibility	Timeframe
Engage and Collaborate	Implement internal and external communication activities which are age-positive and address negative stereotypes, age discrimination and promote the positive contributions of an intergenerational workforce	CSC / EMTS / CEO	As Required

Focus	Actions	Responsibility	Timeframe
Lead and Inspire	Collect and analyse workforce data to identify trends in intergenerational employment and identify any organisational human capital risks to our future capability	CSC / EMTS / CEO	As Required

## 8.4 Culturally and linguistically diverse (CALD) people

People who are born in identified countries that are not mainly English speaking.

**Our Focus:** Improve our understanding and respect of CALD communities and build intercultural competency and awareness.

Focus	Actions	Responsibility	Timeframe
Attract, Recruit and Retain	Review all recruitment activities to determine the level of applications from people from CALD backgrounds and remove barriers and reduce selection bias, where appropriate	CSC	As Required

Focus	Actions	Responsibility	Timeframe
Build, Develop and Educate	Build knowledge and deliver cultural awareness and competency training for managers and supervisors	CSC	Ongoing
	Improve and maintain an up to date diversity data collection system to support workforce planning decisions relating to people from CALD backgrounds	CSC	Ongoing

Focus	Actions	Responsibility	Timeframe
Inclusive Design	Investigate the availability of areas to be used for personal reflection, meditation or prayer	EMTS	As Required

Focus	Actions	Responsibility	Timeframe
Engage and Collaborate	Celebrate cultural days of significance such as Harmony Day and Refugee Week	CRC	As Required

Focus	Actions	Responsibility	Timeframe
Lead and Inspire	Provide cultural awareness and competency training specifically tailored to managers and supervisors	CSC	Ongoing



## 8.5 Women in leadership

People who identify as women and are part of the Senior Executive Service or hold key management positions.

**Our Focus:** Embrace innovation and collaboration to achieve real gender equity outcomes for women.

Focus	Actions	Responsibility	Timeframe
Attract, Recruit and Retain	Revise existing strategies and practices to increase the representation of women in leadership positions through the: <ul style="list-style-type: none"> <li>• promotion and support of women to apply for acting opportunities, promotional positions, and professional development</li> <li>• targeting women to participate in management and leadership training</li> </ul>	CEO	Ongoing

Focus	Actions	Responsibility	Timeframe
Build, Develop and Educate	Implement training to build our leadership capability to effectively support women before, during and after return from parental leave, and to manage a flexible workplace which benefits both the employee and business outcomes	CSC / CEO	Ongoing
	Implement training to manage a flexible workplace which benefits both the employee and business outcomes	CSC / CEO	Ongoing

Focus	Actions	Responsibility	Timeframe
Inclusive Design	Promote a flexible workplace environment to support work-life balance, inclusive of all family structures and other non-work commitments, alongside an active career	CSC / EMTS / CEO	As Required

Focus	Actions	Responsibility	Timeframe
Engage and Collaborate	Promote days of significance such as National Carer's Week	CRC	Ongoing
	Implement a keep in touch scheme for women on extended leave (e.g. parental leave, career breaks)	CSC	Ongoing

Focus	Actions	Responsibility	Timeframe
Lead and Inspire	Plan for the succession of women in senior leadership positions	CEO	Ongoing

## 8.6 People with diverse sexualities and genders

People who identify as having sexualities or genders that are outside the dominant social norm.

**Our Focus:** Support and protect the equitable and fair representation of people with diverse sexualities and genders and remove bias and discriminate

Focus	Actions	Responsibility	Timeframe
Attract, Recruit and Retain	Promote the Shire as an employer that supports people of diverse sexualities and genders	CSC / EMTS / CEO	Ongoing

Focus	Actions	Responsibility	Timeframe
Build, Develop and Educate	Develop and deliver LGBTQI+ awareness and inclusion training for managers and supervisors	CSC / CEO	Ongoing

Focus	Actions	Responsibility	Timeframe
Inclusive Design	Review our people policies and practices to ensure they are inclusive of LGBTQI+ people and develop resources to implement better practice approaches to address conscious and unconscious bias in the workplace	CSC	Ongoing

Focus	Actions	Responsibility	Timeframe
Engage and Collaborate	Celebrate at least one event each year relevant to the LGBTQI+ community and support staff to participate at significant events.	CRC	As Required
	Provide a workplace that is safe and inclusive where people who choose to disclose their sexual orientation and/or gender identity do not feel inhibited, unsafe or at risk	CSC / EMTS / CEO	Ongoing

Focus	Actions	Responsibility	Timeframe
Lead and Inspire	Lead by example in promoting LGBTQI+ equity in the workplace and improve the capability of managers and supervisors to support LGBTQI+ people	CSC / EMTS / CEO	Ongoing

## 9 Measuring Our Success

Our Equal Employment Opportunity & Diversity Plan 2022-2024 is designed to be realistic, attainable and relevant in order to achieve an optimum workforce and meet our diversity obligations. It focusses on developing short and long-term strategies and actions that will build and maintain a skilled, flexible and sustainable workforce. It is about getting the right number of people with the right skills in the right positions at the right time (Public Sector Commission 2017).

We will report on our workforce diversity profiles, evaluate trends and identify areas for improvement. We will use this data to tell us what we need to improve on, and we will frequently engage our people to enquire as to how our actions are making a difference.

We will have achieved success if we:

- improve overall workforce capability
- increase the representation of people from key diversity profiles
- show that the employment experience of people in our diversity profiles improves over time
- improve uptake of, or participation in, our inclusion initiatives and programs.

It is important to celebrate our achievements along the way to ensure we bring our people with us on this important journey.

This Diversity Plan is a dynamic document, reviewed annually and modified as necessary. This approach enables us to address any unforeseen current or future challenges that affect Shires ability to provide a critical role in delivering our services.

