



Equal Employment Opportunity and Diversity Plan

JUNE 2020 - JUNE 2024

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Leadership Statement

City of Fremantle (the City) is committed to building an inclusive and diverse workforce that is reflective of the community we serve. We do this by weaving Equal Employment Opportunity, diversity and inclusion principles through employment policies and practices, and delivering on the initiatives and targets in both our Access and Inclusion Plan and Walyalup Reconciliation Action Plan.

We embrace our obligation under the *Equal Opportunity Act 1984* to prepare and implement an Equal Employment Opportunity (EEO) and Diversity Plan.

In the past four years we have implemented initiatives that have increased the diversity of our workforce, specifically with Indigenous Australians and people with a disability. These initiatives include:

- The introduction of an Indigenous traineeship program leading to successful employment placement post traineeship.
- Compulsory Indigenous and disability awareness training.
- Allocation of a position for targeted employment of a person with a disability.
- Development and review of policies and practices to ensure access and inclusiveness are met.
- Strengthening relationships with local Disability Employment Service providers.
- Creating opportunities for work placements.



Together with the Access and Inclusion Plan and the Walyalup Reconciliation Action Plan, this EEO and Diversity Plan 2020 - 2024 will continue the focus on Indigenous and disability employment targets, while further developing our policies and programs related to cultural diversity, gender equality and LGBTQIA (lesbian, gay, bisexual, transgender, queer, intersex and asexual and/or allies) support.

The integration of our EEO and diversity initiatives, including employment targets, into our business practices will assist the City to continue our progress in creating an inclusive workplace for all.

Philip St John
Chief Executive Officer
City of Fremantle

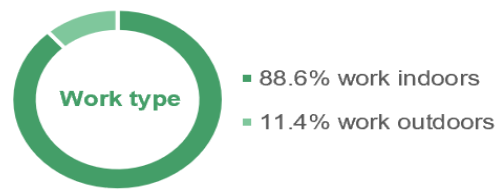
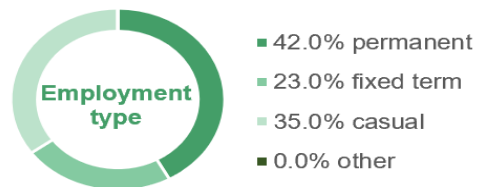
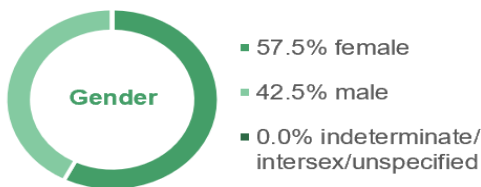
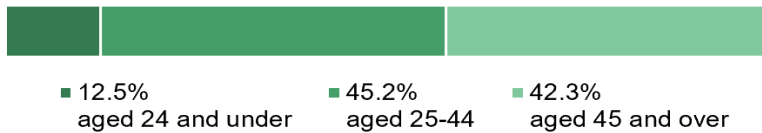
Workforce Profile

% FTE Representation - June 2020

Diversity



Age profile



Groups	Representation (%)	Equity Index
Women	57.5	N/A
Indoor employees	63.4	70
Outdoor employees	11.9	158
Women in leadership		
Tier 1 (Indoor)	0.0	N/A
Tier 2 (Indoor)	40.0	N/A
Tier 2 (Outdoor)	N/A	N/A
Tier 3 (Indoor)	35.3	N/A
Tier 3 (Outdoor)	N/A	N/A
Aboriginal and Torres Strait Islander	2.6	N/A
Indoor employees	2.7	23
Outdoor employees	1.8	16
People with disability	0.6	N/A
Indoor employees	0.5	21
Outdoor employees	1.9	17
Culturally and linguistically diverse	11.2	N/A
Indoor employees	11.4	91
Outdoor employees	9.4	49
Youth (aged 24 and under)	12.5	N/A
Mature (aged 45 and over)	42.3	N/A

586 employees (335 full-time equivalent)

Indigenous Australians

The City of Fremantle has in the past few years focussed on increasing the workforce representation of Aboriginal and Torres Strait Islander Australians. Several initiatives have been implemented over the past four years to create a workplace inclusive for all. These initiatives include a complete overview of the recruitment process and practices and the provision of compulsory Indigenous awareness training for all staff.

The Indigenous Traineeship program was launched in 2017 and since its commencement, successful employment outcomes for five trainees was achieved.

The City adopted a Reconciliation Action Plan in 2019 to create a workplace that has respect for Aboriginal and Torres Strait Islander histories and cultures, is focused on building relationships with Aboriginal communities, and provides employment opportunities for Indigenous Australians.

Targets

EEO and diversity group	June 2020 Actual (%)	June 2021 Target (%)	June 2022 Target (%)	June 2023 Target (%)	June 2024 Target (%)
Indigenous Australians	2.6%	4%	4%	4%	4%

People with Disability

The City is committed to creating an accessible and inclusive workplace where people with disability have equal opportunity to employment. The Access and Inclusion Plan 2015-2020 included initiatives with outcomes linked to increasing the workforce representation of people with disability. Key initiatives included compulsory awareness training, bias-free training for leaders with recruitment responsibilities, traineeships and work placement options, partnering with Job Access on a recruitment process review, and development of a reasonable adjustment policy.

Targets

EEO and diversity group	June 2020 Actual (%)	June 2021 Target (%)	June 2022 Target (%)	June 2023 Target (%)	June 2024 Target (%)
People with disability	0.6%	5%	5%	5%	5%

Cultural Diversity

The City of Fremantle is committed to providing a welcoming and supportive environment for people from culturally and linguistically diverse backgrounds.

Gender Equality

The City of Fremantle is committed to providing a work environment that is free from discrimination based on gender, and a culture that says “no” to violence against women. The City will investigate, monitor and respond to issues such as pay parity and the proportion of women in leadership roles.

LGBTQIA Support

The City of Fremantle is committed to providing a welcoming and supportive environment for its LGBTQIA staff and their families. This plan assists us in connecting with our staff to understand ongoing opportunities to develop this area of diversity action.

Outcomes

The strategies and initiatives within this plan work towards achieving four broad outcomes.

OUTCOME 1	The organisation values diversity and the work environment is free from racial and sexual harassment and/or discrimination.
OUTCOME 2	Employment practices are continually improved to ensure that they are not biased or discriminate unlawfully against employees or potential employees.
OUTCOME 3	Employment programs and practices include strategies for EEO groups to achieve workforce participation.
OUTCOME 4	Continual review, amendment, evaluation, and testing that our strategies are meeting outcomes.

EEO and Diversity Plan Initiatives

Outcome 1 The organisation values EEO and diversity and the work environment is free from racial and sexual harassment and/or discrimination.

Initiative	Task /action	Timeframe	Accountability	Measures of success
EEO initiatives, including employment targets, are incorporated into the business planning processes.	Work with corporate services team to incorporate EEO and diversity performance outcomes/targets into Corporate Plan template.	By June 22	Corporate Services	Diversity initiatives and employment specific targets are reflected in all business unit plans by the end of June each year.
Managers and leaders are aware of their EEO responsibilities.	Disseminate plan to each leader along with outline of key EEO responsibilities.	Nov 20	People and Culture	Diversity employment targets are on track. Managers are aware of the plan.
Induction programs incorporate EEO and diversity awareness training.	Ensure the completion of Indigenous awareness training and disability awareness training.	Dec 20	People & Culture	New employees receive awareness training as part of their on-line induction program.
Trial a workplace cultural diversity tool to measure COF workplace diversity against best practice standards of the Diversity Council of Australia. (http://culturaldiversity.humanrights.gov.au/home.html)	Investigate the Workplace Cultural Diversity Tool	Dec 21	People & Culture	If suitable the Workplace Cultural Diversity Tool is used annually to measure COF progress on creating a diverse workplace. Findings from the tool are reported to ELT and MT each year with recommendations for improvement and publicised to existing and potential employees.
Promote and communicate the EEO and Diversity Plan via designated intranet page.	Create designated page/section on Intranet. Content development.	Nov 20	People & Culture	The new Diversity at COF intranet page is published accessible to all employees. Page is updated quarterly with progress reports and key achievements, successful employment programs and upcoming events.
Coordinate celebration for significant days such as International Women's Day, White	Work with CD and Communications teams to develop annual calendar of	Jun 21	Event Management	2-4 diversity events are celebrated annually.

Ribbon Day, Harmony Week, Reconciliation Week, NAIDOC, International Day of People with Disability, Mental Health Week and LGBTQIA awareness days.	significant days and proposal of events.			<p>Increased representation each year of staff participating in diversity events. Positive feedback received from staff.</p> <p>Calendar of events is published on Diversity intranet page.</p>
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EEO and Diversity Plan Initiatives

Outcome 2 Employment practices are continually improved to ensure that they are not biased or discriminate unlawfully against employees or potential employees.

Initiative	Task /action	Timeframe	Accountability	Measures of success
Training in bias free recruitment methods is provided to selection panel members.	<p>Develop training package internally.</p> <p>Deliver group training sessions.</p>	Dec 22	People & Culture	<p>Recruitment, selection training and information is offered to all panel members.</p> <p>Panel members have an increased understanding of unconscious bias and reasonable adjustments and are aware of COF diversity targets, partnerships and initiatives.</p>
Provide all staff the opportunity to attend Equal Employment Opportunity (EEO) and diversity awareness training and ensure that new employees complete the Indigenous Awareness and Disability awareness e-training upon entry into organisation.	<p>Map training schedule.</p> <p>Review content.</p>	Jun 21	People & Culture	<p>All staff have the opportunity to attend face-to-face and/or online Aboriginal Cultural Awareness Training. Staff completion of Aboriginal Cultural Awareness Training.</p> <p>All staff have the opportunity to participate in face to face and/or online Disability Awareness Training.</p> <p>All new staff complete the training.</p> <p>95 - 100 per cent of all staff are trained by 2024.</p> <p>Employees have an increased awareness of EEO legislation, Aboriginal cultures and disability awareness which is evaluated through assessment.</p>

<p>Provide employees the opportunity to participate in the Diverse WA Cultural Competency Training to improve employees' ability to provide services to people from cultural or linguistic backgrounds.</p> <p>https://www.diversewa.omi.wa.gov.au/</p>	<p>Review course to determine suitability.</p> <p>Make course available on Corporate Training Calendar and Diversity intranet page.</p>	Jun 21	People & Culture	<p>Diverse WA online course is piloted by June 21.</p> <p>Course is made available to all employees through the intranet.</p>
<p>Review of job description forms focusing on fundamental requirements of positions and removing any barriers or biases while ensuring inclusive language.</p>	<p>Develop checklist.</p> <p>Comms and instructions for people leaders.</p> <p>Establish evaluation and progress checking mechanism.</p>	Jun 22	People & Culture	<p>A PD checklist is implemented by January 2022 to assist managers' review and update PD's.</p> <p>Each PD is reviewed before a position is advertised to ensure it focuses on fundamental requirements of the job.</p>
<p>HR policies are reviewed with application of diversity and inclusion lens.</p>	<p>Review current grievance resolution policy applying a diversity lens during review.</p>	Feb 21	People & Culture	<p>Policy and procedure represent best practice.</p> <p>Policy and procedure is communicated to staff via the intranet.</p>
<p>Employee separations are monitored through exit interviews. Outcomes are evaluated to determine emerging patterns.</p>	<p>Design exit interview process and questionnaire.</p>	Jun 22	People & Culture	<p>Exit interviews are undertaken by 80 per cent of all departing employees.</p> <p>EEO trends are identified, monitored and reported to the Executive Leadership Team.</p> <p>The trends identified inform future EEO programs and initiatives.</p>

EEO and Diversity Plan Initiatives

Outcome 3 Employment programs and practices include strategies for EEO groups to achieve workforce diversity and participation.

Initiative	Task /action	Timeframe	Accountability	Measures of success
Demographic data is systematically collected to monitor and report on the progress of all diversity groups.	Review and update current Diversity Questionnaire.	Jul 21 Aligns with EEO reporting	People & Culture	Sufficient data is captured and reported to ELT.
Create a Reasonable Adjustment Policy to provide guidance to managers on workplace support for an employee with disability.	Finalise and implement policy.	Nov 20	People & Culture	Reasonable Adjustment Policy is published by November 2020. Increased understanding of managing reasonable adjustment requests. Policy and procedure is communicated to staff via the intranet.
Provide people with disability opportunities to gain experience through work experience programs.	Connect with local Disability Employment Service (DES)	Mar 21	People & Culture	A minimum of four work experience placements are hosted each year.
Create a customised position/s for people with disability.	Identify position location Customise/design Work with DES.	Jun 21	People & Culture	Offer at least one customised position for the employment of a person with a disability. A person with a disability is employed in the role.
Pilot joint-traineeship program with Department of Communities for Indigenous Australians.	Set-up partnership Design program Recruit and onboard.	Feb 21	People & Culture	If pilot successful, provide one guaranteed employment placement post-traineeship.
Investigate post-traineeship Indigenous employees 'next step' learning and development options in the form of further studies or experimental learning opportunities such as secondments.	Explore career aspirations with post-trainees. Liaise with and engage training provider for further study or with BU manager for secondment placement.	Apr 22	People & Culture	Employee is supported through qualification or secondment placement with positive feedback.
Investigate an internship program for Indigenous Australians in partnership with iHelp Aboriginal Corporation.	Form partnership Design program BU expressions of interest for placements.	Jul 21	People & Culture	A minimum of four internships are hosted each year.

Investigate and report on pay equity and gain deeper understanding of gender balance. Survey staff around gender issues.	Obtain payroll reports and analyse gaps. Undertake gender issues surveys.	Jul 21	People & Culture	Understand and remedy gender issues and equity.
Embrace diversity through commitment statements on the City website and intranet.	Develop diversity statements and update the CoF website and intranet.	Jun 21	People and Culture	Statements reflect this commitment available to both staff and the wider community.
Ensure CoF workplace policies support and embrace cultural diversity for all and are inclusive of all diversity groups.	Review current policies for cultural diversity content and develop new policies if required for adoption.	Jun 21	People and Culture	Policies reflect and support the diversity of the workforce.

Outcome 4 Continual review, amendment, evaluation testing our strategies are meeting outcomes.

Initiative	Task /action	Timeframe	Accountability	Measures of success
The Plan and its policies and programs are communicated to all staff.	Create Diversity at Freo section/page on intranet. Promote and drive traffic to section.	Jun 21	People & Culture	Plan and related policies and initiatives are available to all staff.
The Plan is monitored, reviewed and amended to ensure strategies remain relevant to the operations of the organisation.	Reviews are scheduled.	Jun 21	People & Culture	Strategies are relevant to COF organisation. Change recommendations are submitted to ELT for review.