



**BUNBURY HARVEY**  
**REGIONAL COUNCIL**  
HARVESTING RESOURCES FROM YOUR WASTE

# **EQUAL EMPLOYMENT OPPORTUNITY & DIVERSITY PLAN 2021 - 2025**

The Bunbury-Harvey Regional Council (BHRC) is committed to having a diverse and inclusive workforce with a collection of skills, experiences and perspectives that is reflective of the community we live in.

BHRC embraces its obligation under the *Equal Opportunity Act 1984* to prepare and implement an Equal Employment Opportunity (EEO) and Diversity Management Plan.

BHRC demonstrates this commitment by promoting diversity, inclusion and equal opportunities in employment and development.

DOCUMENT CONTROL				
DOCUMENT OWNER		Chief Executive Officer		
RESPONSIBLE FOR REVIEW		Compliance Officer		
REVIEW SCHEDULE: 4 Year		REVIEW DATE: 28 <sup>th</sup> April 2025		
DATE	DOCUMENT	VERSION	DESCRIPTION OF CHANGE	RESOLUTION No.
12 <sup>th</sup> September 2018	EEO & Diversity	V01	New Document	OC270918-1562
27 <sup>th</sup> April 2021		V02	Review as approved by Director of Equal Opportunity in Public Employment, Public Sector Commission.	

## MESSAGE FROM THE CEO

This Equal Employment Opportunity and Diversity Plan was developed in accordance with Part IX of the *Equal Opportunity Act 1984* and is aligned with the Director of Equal Opportunity in Public Employment's EEO and Diversity Outcome Standards Framework.

An inclusive and accepting workplace has benefits for all employees. A diverse workforce will attract and retain quality employees, which translates into effective business decisions and effective service delivery.

BHRC has committed to four Equal Employment Opportunity (EEO) priority areas for the life of this EEO and Diversity Plan.

EEO priority areas include:

- Women in Leadership
- Aboriginal and Torres Strait Islander People
- Youth
- People with Disability

Our Plan is the foundation for a working environment free from harassment and discrimination. Through the implementation of this plan, we will strive to build a workforce and supporting organisational culture that reflects the diversity of the greater community.

I encourage all staff to embrace equality and diversity within the organisation. We value EEO and diversity and aim to ensure that the work environment is free from racial and sexual harassment and that employment practices are not biased or discriminate unlawfully against employees or potential employees. Our employment programs and practices recognise and include strategies for EEO groups to achieve workforce diversity.

I look forward to the ongoing commitment and involvement from all staff in implementing this EEO and Diversity Management Plan.

Tony Battersby  
Chief Executive Officer

22<sup>nd</sup> April 2021

## EEO & DIVERSITY

To successfully achieve workforce targets, it is vital that BHRC focuses on its EEO priorities in operational and workforce planning. These priorities are then incorporated and reflected in our operational plan.

Integrating EEO and diversity into workforce planning and creating strong links with operational planning will greatly assist BHRC in achieving a diverse workforce.

Progress will be monitored against the targets and initiatives and reported to the Public Sector Commission via the Equal Employment Opportunity Annual Collection.

The intention of this EEO and Diversity Management Plan includes contributing to the BHRC values of the Strategic Waste Management Plan 2018 - 2022.

*We value diversity and respect and are committed to work towards integrating the principles of Equal Employment Opportunity and ensure that the work environment is free from harassment and discrimination. We value and respect all members of our community.*

### *Definitions:*

**Discrimination** the unjust or prejudicial treatment of different categories of people, especially on the grounds of race, age, sex, or disability.

**Diversity** what makes each of us unique and includes our backgrounds, personality, life experiences and beliefs, the things that make us who we are. It is a combination of our differences that shape our view of the world, our perspective and our approach.

**Equal Employment Opportunity** the principle that every person, regardless of attributes such as race, gender or sexual orientation, has an equal opportunity to find employment based on merit.

**Harassment** any unwelcome, offensive comment or action relating to the grounds of discrimination. It is behaviour towards another employee that is offending, humiliating or intimidating. It shall not be condoned and if necessary, disciplinary action shall be taken.

## PROFILE & PRIORITIES

BHRC is an equal opportunity employer and encourages applications from a diverse range of people and demonstrates this commitment by promoting diversity, inclusion and equal opportunities in employment and development.

All recruitment selection and promotional processes are open, competitive and based on merit.

BHRC currently employs 34 staff and include:

- 17 Full time;
- 17 Part time; and
- 4 Casual.

## RESPECT

We value diversity and respect and are committed to work towards integrating the principles of Equal Employment Opportunity and ensure that the work environment is free from harassment and discrimination. We value and respect all members of our community.

## DIVERSITY



8.8%  
People  
with disability

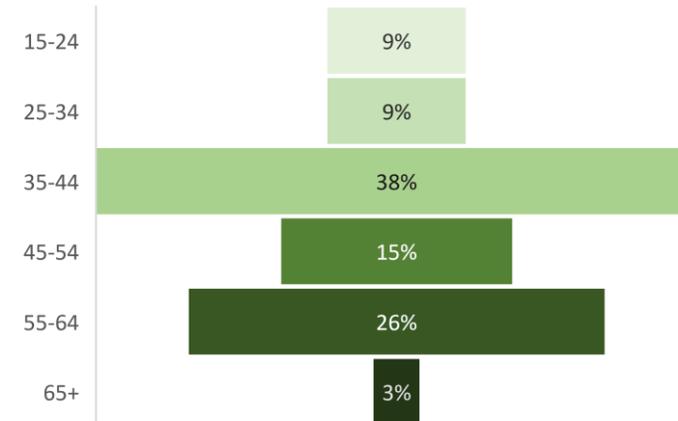


5.9%  
Aboriginal and  
Torres Strait Islander



2.9%  
Culturally and  
linguistically diverse

## AGE PROFILE

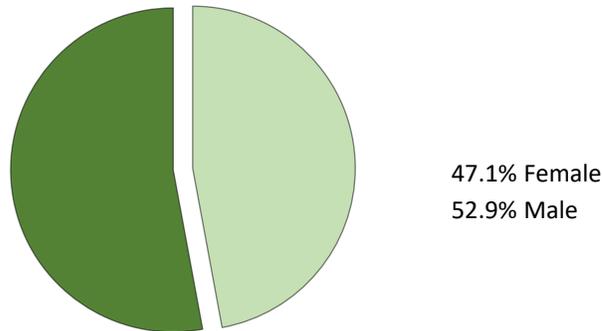


## WOMEN IN LEADERSHIP

Representation of women in leadership has been a government policy focus in the last couple of years, with a target set of 50% women on government boards and committees.

BHRC prides itself on having gender equity and balance across our workforce that nearly matches this target.

Women represent 47.1% of the total workforce and 78% of management roles are filled by women.



All recruitment procedures take into consideration Section 31 of the Equal Opportunity Act to ensure that no persons of a particular sex or marital status, persons who are pregnant or persons who are breast feeding or bottle feeding have equal opportunities as other persons.

Job descriptions are analysed to identify and address any barriers to the recruitment and progression of women and to ensure that language is gender neutral and inclusive.

## ABORIGINAL & TORRES STRAIT ISLANDER PEOPLE

Aboriginal and Torres Strait Islander people currently make up 5.9% of our workforce, a percentage substantially higher than average.

BHRC offers employees who are legitimately required by cultural tradition to be absent from work, additional unpaid leave for up to five (5) days per calendar year. These days may include but are not be limited to participation in NAIDOC week celebrations.

BHRC actively seeks the help of Aboriginal and Torres Strait Islander recruitment services and has a working relationship with the Foundation for Indigenous Sustainable Health, the Noongar Chamber of Commerce and the Roelands Village.

Numerous projects are currently being discussed and planning is being undertaken to aid in the implementation of these projects.

BHRC is committed to improving employment opportunities and outcomes for Aboriginal and Torres Strait Islander people. As a measure to achieve equality and support, Section 51 of the Equal Opportunity Act 1984 (WA) will apply to any position advertised and Aboriginal people are encouraged to apply.

All applicants will be assessed equitably against the selection criteria and meet the minimum requirements therein. In cases where more than one applicant meets the criteria, preference may be given to an applicant who has declared they are of Aboriginal descent.

## YOUTH

BHRC is focused on employing a diverse and skilled workforce to meet the current and future business needs. It is for this reason that BHRC is committed to attracting, recruiting, developing and retaining youth (under 25).

This commitment ensures the BHRC has a talent pipeline for the future which will enable effective succession and workforce planning. It also means the BHRC has individuals with fresh ideas, new experiences and diverse perspectives. The recruitment and retention of youth is especially important with the BHRC's current aging workforce.

A number of new entry level positions have recently been identified and created that allowed a youth-based job pathway to employment.

Over the last 2 years, BHRC has gone from no employees under 25 to 8.8% of the workforce under 25. This is a great achievement.

To continue attracting youth, any available positions are advertised through traditional media sources and also social media, the preferred form of communication for youth, in the hope of reaching our target audience

As the BHRC expands, we may be able to identify opportunities including traineeships, graduate and other training programs.

We will continue to partner with specialist employment providers to attract young job seekers.

## PEOPLE WITH DISABILITY

BHRC is committed to having an inclusive workplace where people with disability have equal access to employment and development opportunities.

The EEO and Diversity Plan 2021–2025 is aligned to BHRC Disability Access and Inclusion Plan (DAIP) 2021 – 2025.

BHRC is committed to facilitating the inclusion of people with disability through the improvement of access to our facilities and services and will continue to investigate and create entry level positions that may aid in employment opportunities for People with Disability.

The most recent Australian Bureau of Statistics disability, ageing and carers data (2018) shows that 5.5% of working age people (15 to 64 years old) in Western Australia are considered to have a moderate or mild core activity limitation. The state government has set a target of 5% of people with disability be employed by 2025.

Currently 8.8% of the BHRC workforce is People with Disability.

We will continue to improve on this by reviewing and creating entry level positions and working closely with Disability Service Providers on employment opportunities.

For best results, BHRC has aligned outcomes to the Public Sector Commissions Workforce Diversification and Inclusion Strategy.

**Educate and empower**

A knowledge and capability uplift in diversity is a priority consideration in workforce planning.

**Attract and develop**

Recruitment and development practices proactively identify and support the talent of diverse groups.

**Lead and build**

There is deliberate leadership to build organisation cultures where all people are treated fairly and respectfully.

**Account and celebrate**

Responsibility is taken for improving workforce diversification and inclusion.



OUTCOME 1						
Educate and Empower: BHRC values EEO and diversity and a work environment free from sexual and racial harassment						
INITIATIVE	E	R	P	MEASURE	RESPONSIBLE	TIMELINE
EEO and diversity principles are incorporated into corporate values and business planning processes		√		<ul style="list-style-type: none"> <li>Review EEO and Diversity Position Statement and communicate to all Managers and employees.</li> <li>Endorsed by CEO</li> </ul>	CEO Compliance Officer	Ongoing
All staff have access to EEO and Diversity Plan.	√			<ul style="list-style-type: none"> <li>All staffs are aware of their EEO responsibilities.</li> </ul>	CEO Compliance Officer	Completed
Performance management criteria for managers and leaders include the ability to attract and retain a diverse workforce and promote an inclusive work culture.		√		<ul style="list-style-type: none"> <li>Performance Reviews updated to include EEO and Diversity.</li> </ul>	Compliance Officer	July 2021
There is an effective grievance resolution process where staff are able to raise concerns and issues.		√		<ul style="list-style-type: none"> <li>Harassment, Discrimination and EEO Procedure reviewed.</li> </ul>	Compliance Officer	March 2022
Disability, Access and Inclusion Plan (DAIP) are current and represent best practice.		√		<ul style="list-style-type: none"> <li>Updated DAIP endorsed by Council.</li> </ul>	Compliance Officer	July 2021
OUTCOME 2						
Attract and Develop: BHRC creates a culture free from employment practices that are biased or discriminate unlawfully against employees or potential employees						
INITIATIVE	E	R	P	MEASURE	RESPONSIBLE	TIMELINE
Recruitment practices promote the use of agencies that specialize in diversity of employment services.		√		<ul style="list-style-type: none"> <li>Audit position descriptions to ensure they include EEO and Diversity statement.</li> </ul>	Human Resources	July 2021
Ensure all recruitment and selection policies, procedures and activities comply with EEO principles.		√		<ul style="list-style-type: none"> <li>Review recruitment and Selection Interview Guides to ensure compliance.</li> <li>Position descriptions to conform to EEO principles.</li> </ul>	Human Resources	July 2021
Ensure all new buildings have suitable access and that work areas and systems enable people with disability to perform duties as required.	√			<ul style="list-style-type: none"> <li>Continue working with the disability community.</li> </ul>	Compliance Officer	As required
Recognise and value the abilities of all employees regardless of age, education.		√	√	<ul style="list-style-type: none"> <li>Review all policies and procedures follow EEO guidelines.</li> <li>Update Performance Reviews to allow for feedback on EEO.</li> </ul>	Compliance Officer	As required

### OUTCOME 3

Lead and Build: There is deliberate leadership to build organisation cultures where all people are treated fairly and respectfully.

INITIATIVE	E	R	P	MEASURE	RESPONSIBLE	TIMELINE
All staff meetings to include EEO and diversity.		√		<ul style="list-style-type: none"> <li>Review meeting agendas and update to include EEO principles</li> </ul>	Executive Assistant	July 2021
Promote the Stanley Road Waste Management Facility as a destination for employment.			√	<ul style="list-style-type: none"> <li>Continue high level talks with Aboriginal working groups.</li> </ul>	CEO	Ongoing
Recognise and respect that we have responsibilities and obligations to make reasonable allowances for people with religious or cultural responsibilities such as prayer and cultural holidays.		√		<ul style="list-style-type: none"> <li>Promote diversity days –International Women’s day, Harmony day, National Reconciliation Week, NAIDOC week, International Day of Tolerance and International Day of People with Disability</li> </ul>	Compliance Officer	Review Calendar and update Annually
Enable phased retirement for aging employees.			√	<ul style="list-style-type: none"> <li>Create work opportunities that are not full time if requested.</li> </ul>	CEO	As required
Investigate creating entry level positions.			√	<ul style="list-style-type: none"> <li>Review current positions for gap analysis.</li> <li>Investigate expansion program for potential opportunities that may arise.</li> </ul>	Human Resources	July 2022

### OUTCOME 4

Account and Review: Responsibility is taken for improving workforce diversification and inclusion.

INITIATIVE	E	R	P	MEASURE	RESPONSIBLE	TIMELINE
Expand our networks and contacts.			√	Establish an employee network with employment consultants who encourage diversity training.	Human Resources	As required
A positive, inclusive and harassment-free workplace culture is communicated and promoted within the organisation.		√	√	All meetings to include Diversity Statement. Implement newsletters, posters and pamphlets for all staff. Highlight as part of new employee Induction.	Executive Assistant Safety Advisor	Ongoing
Develop Policies and Procedures that promote anti-racial and anti-discrimination culture.		√		Review and update Harassment and Discrimination and EEO policies and procedures.	Compliance Officer	July 2021