

# EQUAL EMPLOYMENT OPPORTUNITY COMMITMENT STATEMENT

Singleton Council takes great pride in our approach to collective leadership, where all staff can have input into the operation of our organisation and how best to deliver the services our community deserves in the most efficient way possible.

At the heart of this approach is an active pursuit and encouragement of diversity in thought and experience, where our most important asset – our people – can harness the values of our ESSP as an engaged, safe, sustainable and performing workplace to achieve their own career goals as well as outcomes for the community.

Further to that, Singleton Council's Equal Employment Opportunity (EEO) Management Plan 2022-2026 sets out Council's commitment to providing a workplace that is free from discrimination and harassment, with equal employment opportunities for current and prospective employees.

The implementation of this plan underpins our initiatives to attract and retain the best person for the job, and support our people to thrive in an environment where they are engaged and safe in a way that is sustainable and steeped in a performance culture.

I'm proud to be part of an organisation that champions diversity, inclusion and equal opportunities as a keystone to our success, and to endorse this EEO Management Plan for 2022 – 2026 as a commitment that Singleton Council will always be a great place to work for everyone.

**Jason Linnane**  
GENERAL MANAGER



## EQUAL EMPLOYMENT OPPORTUNITY MANAGEMENT PLAN

### 2022 – 2026



**T** 02 6578 7290  
**E** [council@singleton.nsw.gov.au](mailto:council@singleton.nsw.gov.au)  
**W** [singleton.nsw.gov.au](http://singleton.nsw.gov.au)

















































































12 - 14 Queen Street  
Singleton NSW 2330



**W** [singleton.nsw.gov.au](http://singleton.nsw.gov.au)



# EEO MANAGEMENT PLAN 2022 – 2026

ACTIVITY	ACTIONS	RESPONSIBILITY	2022	2023	2024	2025	2026
Review recruitment and selection processes in line with Singleton Council's Disability Inclusion Action Plan	Create a plan to remove artificial barriers, improve accessibility and increase applicants with disabilities	People + Culture People Leaders					
	Implement plan to remove artificial barriers, improve accessibility and increase applicants with disabilities	People + Culture People Leaders					
	Review recruitment data and report on number of applicants with disabilities to test effectiveness	People + Culture People Leaders					
Foster diversity and inclusion in the workplace	Review Council's publications to include diversity in images	People + Culture					
	Celebrate a minimum of 2 days of significance to celebrate diversity annually eg. International Women's Day	People + Culture People Leaders					
	Continue to encourage women in leadership through programs such as the Sharon Hutch Memorial Scholarship	People + Culture People Leaders					
	Foster inclusion and signal respect at work through providing the option for preferred pronouns in work documents and interactions	People + Culture Executive Leadership Team					
	Review and report on Gender Pay equity and report to Executive Leadership Team for review and action if required	People + Culture Executive Leadership Team					
Collect and record EEO data	Undertake EEO survey annually and record information in our system. All new staff to receive EEO data form on commencement	People + Culture					
Annual EEO workforce profile data to be reported	Collect and analyse EEO data for reporting specifications as required in Council's Annual Report	People + Culture					
Review the Equitable Workplace Protocol every three years	Review the protocol every three years	People + Culture					
Promote the Employee Assistance Program (EAP) to staff through communication strategies, education initiatives and induction	Provide information about EAP at induction and accessible via intranet and pamphlets/posters	Directors Managers People + Culture					
Keep abreast of current EEO-related legislative changes and update relevant procedures and communicate key changes	Review and update relevant procedures when legislative changes occur and communicate / educate as required	People + Culture					
Ensure all staff involved with recruitment and selection processes are trained in merit based selection and EEO requirements	Conduct Recruitment and Selection Training as required	People + Culture					
Monitor workplace grievances and disputes to identify and appropriately action any issues or trends in relation to EEO and diversity	Review issues and trends in relation to EEO and diversity, and determine proactive measures to address as required in consultation with the Leadership Team	People + Culture					
Conduct EEO awareness training courses as necessary and include EEO principles in other relevant training	Offer EEO Awareness courses to all employees and ensure other employee training incorporates EEO principles	People + Culture					
Provide annual update of achievements against EEO Management Plan	Present annual update of key trends and achievements to ELT, the Leadership Team and the Staff Consultative Committee	People + Culture	