



2024 *to* 2026 EEO Plan

Equal Employment
Opportunity and Diversity
Management Plan



Acknowledgement of Country

Wanjoo Nidja Walyalup – Whadjuk Land.

Welcome, this is Fremantle, Whadjuk land.

In the Nyoongar language the Fremantle area is called Walyalup, meaning place of the Walyo or Woylie, a small brush-tailed bettong or kangaroo rat.

The local Whadjuk people, part of the larger Nyoongar Aboriginal nation in the southwest of Western Australia, have a connection to country that dates back over 50,000 years.

Manjaree is the name Whadjuk people gave to the area around Fremantle, near the limestone hill at Arthur Head and Bathers Beach. In the local Whadjuk dialect it translates to ‘fair exchange’.

The Manjaree Trail, starting near Kidogo Arthouse, explains Nyoongar seasons, bush tucker, trade, and other customs relevant to Manjaree. Sites along this trail are of tremendous importance to the Whadjuk people as they were places where valuable items were traded, families gathered for kinship and law making, and where young men and women who had ‘come of age’ met their future husbands and wives.

While some of the sacred meeting places in and around Walyalup look very different in the present day, they still hold significance for local Whadjuk people.

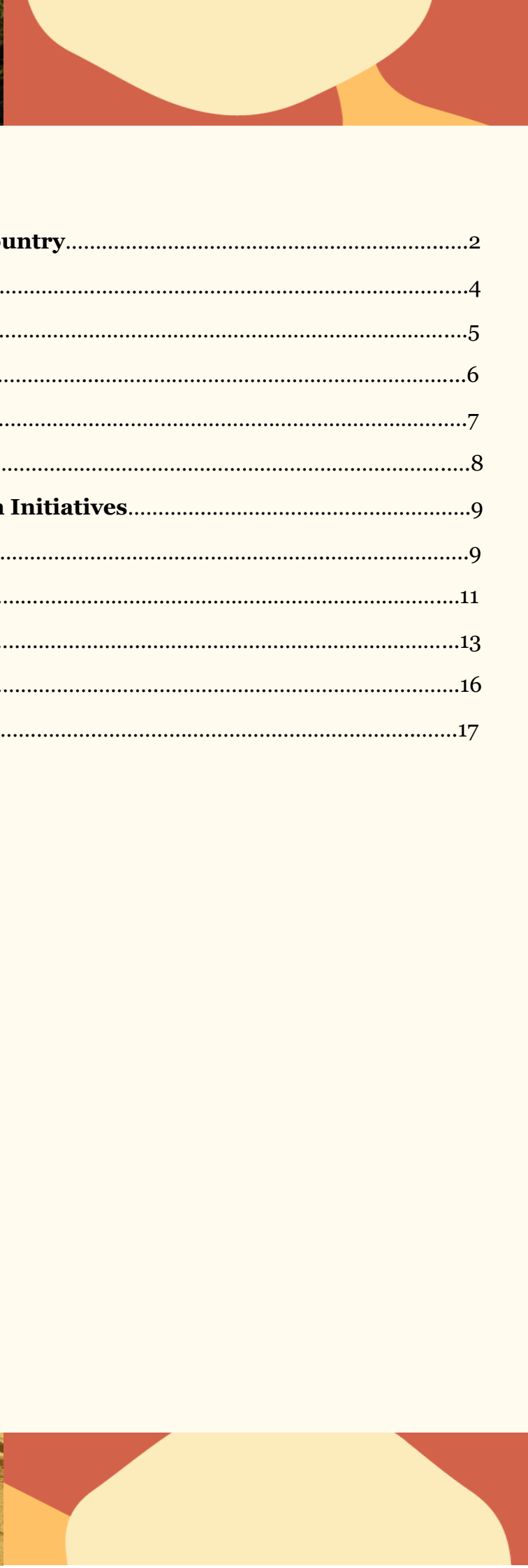
The City of Fremantle acknowledges the Whadjuk people as the Traditional Owners of the great Fremantle / Walyalup area and we recognise that the cultural and heritage beliefs are still important today.





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Message from the CEO

The City of Fremantle is committed to building an inclusive and diverse workforce that is reflective of the community we serve. We want every team member at the City of Fremantle to be their authentic self and feel welcome and accepted.

Our recently adopted *Strategic Community Plan 2024-2034*, sets out the community's long-term aspirations and a clear vision for Fremantle's future as a city that is liveable, thriving, creative, resilient and an inclusive place that welcomes, celebrates and cares for all people, cultures, and abilities.

As an employer, we are committed to making diversity and inclusion principles part of our employment policies and practices. This *Equal Employment Opportunity Plan 2024-26 (the Plan)* focuses on improving employment opportunities for groups facing barriers and limited access, including Aboriginal and Torres Strait Islander people, people with disabilities, people from culturally and linguistically diverse backgrounds, and people of diverse sexualities and genders. It also sets ambitious employment targets for Indigenous Australians and people with disabilities.

We know the importance of wellbeing for all our team members, and we are proud of our respectful, collaborative, supportive and inclusive work environment, because only as a diverse and inclusive workplace can we deliver the services and programs our community deserves.



Glen Dougall
Chief Executive Officer



About the Plan

The City of Fremantle has a long and proud history as an inclusive and diverse employer.

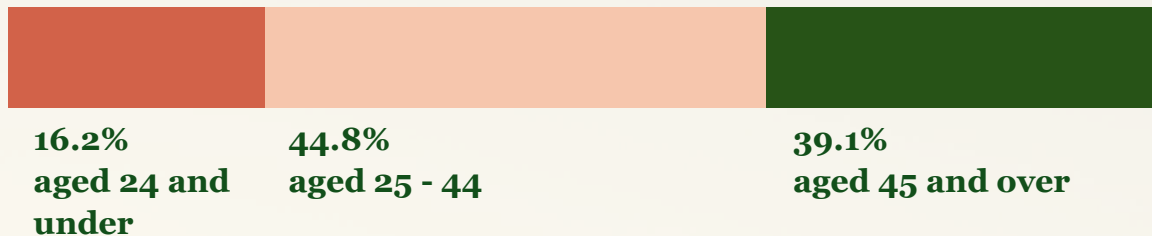
This plan emphasises our commitment to building and supporting our employees and providing positive employment opportunities for a broad section of our community. At the City of Fremantle, we believe that our actions and initiatives must be beyond a single plan but are embedded in the culture and continuing practices for the benefit and enhancement of our workforce.

We also recognise the importance of developing a plan that reflects intersectionality and how this further enhances our diversity and builds our culture and ability to deliver for all parts of our community.

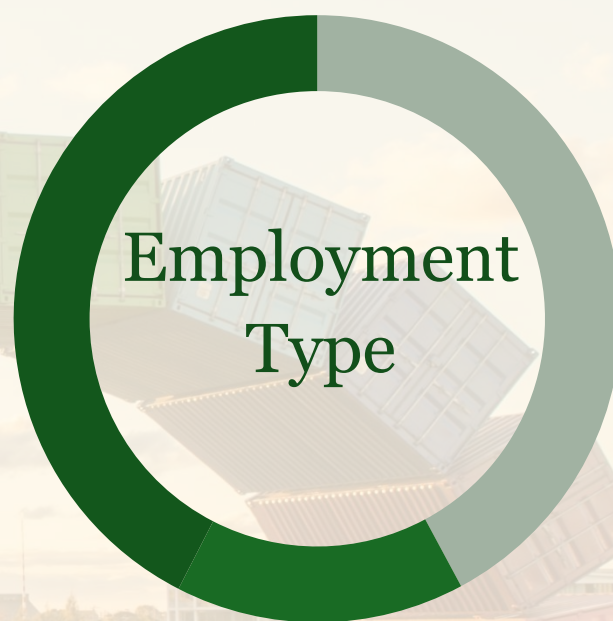


Workforce Profile

Age Profile



- 58 % female
- 41% male
- 1% intermediate/intersex/ unspecified



- 42.1% permanent
- 15.4% fixed term
- 42.4% casual

Diversity



2.2%

People with disability



1.9%

Aboriginal and Torres Strait Islander People



11.7%

Culturally and Linguistically Diverse People

Definitions

Understanding these key concepts is important for creating a fair and inclusive workplace. By familiarising ourselves with these terms, we can build an environment where every individual feels valued and empowered.

What is Diversity?

Diversity in employment means actively including people from various backgrounds, experiences, and perspectives. This includes differences in race, ethnicity, gender, age, disability, sexual orientation, socioeconomic status, education, and cultural background. By embracing diversity, we create a workplace that values all voices, promotes fairness, and encourages innovation. Our goal is to ensure everyone has the chance to achieve and contribute, making our organisation better and more inclusive.

What is Intersectionality?

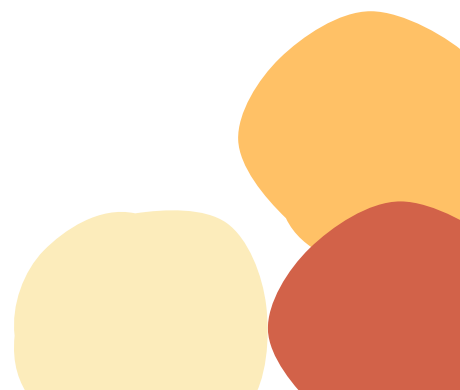
Intersectionality acknowledges that individuals have multiple overlapping identities that can affect their experiences in the workplace. This includes the intersections of race, gender, age, disability, sexual orientation, socioeconomic status, and more. Understanding intersectionality helps us recognise and address the complex ways in which various forms of discrimination and privilege interact, ensuring that our policies and practices are inclusive and equitable for everyone.

What is Inclusion?

Inclusion in the workplace refers to creating an environment where all employees feel welcome, respected, and valued for their unique contributions. It means ensuring that everyone, regardless of their background or identity, has equal access to opportunities and resources. Inclusion fosters a sense of belonging and empowers individuals to participate fully and succeed within the organisation.

What is Accessibility?

Accessibility ensures that all employees, regardless of their abilities, have equal access to opportunities, resources, and a supportive work environment. This involves removing barriers and providing necessary accommodations, such as assistive technologies, flexible work arrangements, and accessible facilities, so that everyone can fully participate and thrive in the workplace.



Targets and Outcomes

The plan focuses on improving employment opportunities for groups facing barriers and limited access. It aligns with other City initiatives and follows the Workforce Diversification and Inclusion Strategy for WA Public Sector Employment 2020–2025.

Diversity groups

- Aboriginal and Torres Strait Islander people
- People with disability
- People from culturally and linguistically diverse backgrounds
- People of diverse sexualities and genders

Targets

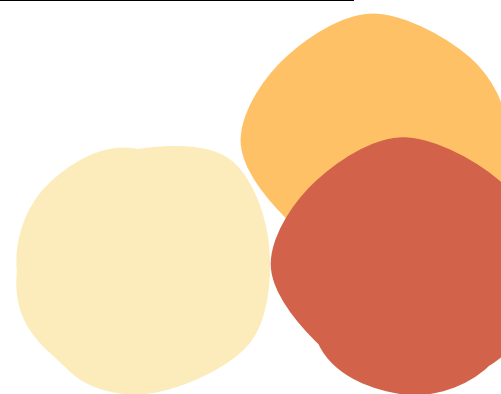
The City has committed to working towards achieving specific employment targets for selected diversity groups:

Diversity Group	2023 Actual (%)	2024 Actual (%)	2025 Target (%)	2026 Target (%)
Indigenous Australians	1.9%	1.9%	4%	4%
People with Disability	1.2%	2.2%	7%	7%

Outcomes

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

Outcome	
Outcome 1	The organisation values EEO and diversity and the work environment is free from racial and sexual harassment.
Outcome 2	Workplaces are free from employment practices that are biased or discriminate unlawfully against employees or potential employees.
Outcome 3	Employment programs and practices recognise and include strategies for EEO groups to achieve workforce diversity.
Outcome 4	Maintain a relevant and achievable EEO management plan through communication, review and amendment and evaluation.



EEO and Diversity Plan Initiatives

Outcome 1: *The organisation values EEO and diversity and the work environment is free from racial and sexual harassment.*

Initiatives	Task/ Action	Ongoing	24/25	25/26	Accountability	Measures of Success
EEO and diversity principles are incorporated into corporate values, business planning processes and human resource workforce plans.	Develop internal DEI strategy		x		People and Culture Community Development	Adopted strategy
	Integrate DEI initiatives in corporate planning framework			x	Business Transformation	Initiatives incorporated in framework
	Incorporate DEI in strategic workforce planning			x	People and Culture ELT/Managers	Initiatives incorporated in plan
	We promote and celebrate our values, including the values “inclusive” and “making a difference”	x			Leaders	Engagement survey results
Managers and leaders are aware of their EEO responsibilities.	Update/create relevant intranet page(s)	x			People and Culture	Page(s) are updated
	Engage leaders in the development and communication of the EEO plan	x			People and Culture	Managers contribute to the EEO Plan
	Launch new EEO plan		x		People and Culture	Launch completed
	Implement mandatory EEO e-learning for leaders	x			People and Culture	Performance management outcomes
	Develop and implement prevention of sexual harassment policy		x		People and Culture	Policy implemented

EEO and Diversity Plan Initiatives

Outcome 1: *The organisation values EEO and diversity and the work environment is free from racial and sexual harassment.*

Initiatives	Task/ Action	Ongoing	24/25	25/26	Accountability	Measures of Success
Induction programs incorporate EEO and diversity principles, including awareness of the EEO management plan.	Mandatory indigenous awareness and disability awareness e-learning for all new employees	x			People and Culture	Completion rates
	Update induction presentation to include information about EEO		x		People and Culture	Induction updated
	Design DEI learning pathway to be completed by all new employees			x	People and Culture	Design completed and roll-out mapped
	Design DEI learning pathway to be completed by all new leaders			x	People and Culture	Design completed and roll-out mapped
Performance management criteria for managers and leaders include the ability to attract and retain a diverse workforce and promote an inclusive work culture	Ongoing measurement of manager contribution to the City's strategic action plans within performance management framework	x			People and Culture	Performance management outcomes



EEO and Diversity Plan Initiatives

Outcome 2: *Workplaces are free from employment practices that are biased or discriminate unlawfully against employees or potential employees.*

Initiatives	Task/ Action	Ongoing	24/25	25/26	Accountability	Measures of Success
Recruitment and selection practices provide equal opportunity and flexibility for all employees and potential employees.	Recruitment, selection and appointment policy supports equal employment opportunity and diversity	x			People and Culture	Policy developed and reviewed regularly
	Create and publish guidance for hiring managers about EEO in recruitment		x		People and Culture	Guidance published
Training in bias free methods is provided to selection panel members.	Design and publish e-learning - How to avoid bias in recruitment		x		People and Culture	E-learning published
Retention and career development practices provide equal opportunity and flexibility for all employees.	Implement unconscious bias training for leaders		x		People and Culture	E-learning published
	Create learning and development policy		x		People and Culture	Policy published
	Develop study leave policy and regularly audit implementation		x		People and Culture	Policy and take up reviewed regularly
	Regularly undertake engagement survey	x			People and Culture	Survey undertaken and data analysed
	Review performance management policies and procedures to address behaviours not aligned	x			Leaders	Engagement survey and performance management statistics
	Proactively identify and address barriers to equal opportunity and flexibility within business units				x	Business Unit Managers

EEO and Diversity Plan Initiatives

Outcome 2: *Workplaces are free from employment practices that are biased or discriminate unlawfully against employees or potential employees.*

Initiatives	Task/ Action	Ongoing	24/25	25/26	Accountability	Measures of Success
EEO and cross-cultural awareness training is provided to all staff.	Launch mandatory e-learning modules for: <ul style="list-style-type: none"> • Bullying and harassment • Sexual harassment • EEO basics 		x		People and Culture	Launch and completion
	Deliver Diverse WA e-learning	x			People and Culture	Completion rates
Human resource management policies, procedures and job descriptions are reviewed for both direct and indirect bias and potential barriers.	Diversity and inclusion principles considered at review and development of human resources policy	x			People and Culture	Policy supports diversity and inclusion
	Develop guide for writing inclusive job descriptions			x	People and Culture	Guide developed
There is an effective grievance resolution process where people feel able to raise concerns and issues.	Review grievance resolution process to ensure compliance, effectiveness, and inclusivity.	x			People and Culture	Process updated
Employee terminations are monitored through exit interviews. Outcomes are evaluated to determine emerging patterns.	Exiting employees encouraged to complete exit survey and attend exit interview.	x			People and Culture	Exit survey completion data
	Analyse exit survey data to identify patterns and improvement opportunities.	x			People and Culture	Exit survey data analysed

EEO and Diversity Plan Initiatives

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

Initiatives	Task/ Action	Ongoing	24/25	25/26	Accountability	Measures of Success
Demographic data is systematically collected to monitor and report on the progress of all diversity groups.	Diversity data requested from all new employees	x			People and Culture	Diversity data collected
	Diversity data collection update for existing employees		x		People and Culture	Diversity data collected
Workforce planning incorporates appropriate strategies to attract and retain employees from diversity groups.	Incorporate DEI in workforce planning (duplicate from Outcome 1)			x	People and Culture ELT/Managers	Initiatives incorporated in plan
Advertising methods are enhanced to attract diverse applicants.	Advertise roles on Indigenous job sites	x			People and Culture	Jobs advertised
	Advertisement template uplift to enhance inclusivity		x		People and Culture	Uplift initiative completed
Strategies are developed and implemented to attract, retain, and provide career development opportunities for the diversity groups:						
Women (in management)	Investigate/survey pay equity, gender issues	x			People and Culture	

EEO and Diversity Plan Initiatives

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

Initiatives	Task/ Action	Ongoing	24/25	25/26	Accountability	Measures of Success
	Employee assistance program with dedicated manager assist hotline	x			People and Culture	Employee Assistance Program available
Aboriginal Australians	Advertising on indigenous job boards (duplicate)	x			People and Culture	Vacancies advertised
	Employee assistance program with dedicated support for Aboriginal and Torres Strait Islander people	x			People and Culture	Employee Assistance Program available
	Fulfill actions under the City's Reconciliation Action Plan	x			Various	
People with Disability	Engage with DES providers	x			People and Culture	Number of contacts
	Fulfill actions under the City's Access and Inclusion Plan	x			Various	
People from culturally diverse backgrounds	Interview question preparation time provided before interviews	x			People and Culture	Questions provided
	Use Workplace Cultural Diversity Tool to measure COF workplace diversity against best practice standards	x			People and Culture	Tool used

EEO and Diversity Plan Initiatives

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

Initiatives	Task/ Action	Ongoing	24/25	25/26	Accountability	Measures of Success
	Fulfill actions under the City's Access and Inclusion Plan	x			Various	
Youth	Fulfill actions under the City's Youth Plan	x			Various	
Other (please specify)	Employee assistance program with dedicated support for people of diverse sexualities and genders	x			People and Culture	Employee Assistance Program available
	Provide option to display pronouns in email signatures	x			Information Technology	Option provided



EEO and Diversity Plan Initiatives

Outcome 4: *Maintain a relevant and achievable EEO management plan through communication, review and amendment and evaluation.*

Initiatives	Task/ Action	Ongoing	24/25	25/26	Accountability	Measures of Success
The plan and its policies and programs are communicated to all staff.	Update/create relevant intranet page(s) and promote	x			People and Culture	Intranet page updated
Equity and diversity events are promoted and celebrated.	Develop a calendar of events and seek funding		x		People and Culture	Recognition of diversity and events and calendar created.
The plan is monitored, reviewed, and amended to ensure strategies remain relevant to the operations of the organisation.	Regularly review plan and associated policies/strategies	x			People and Culture	Plan and associated policies/strategies reviewed
The plan and its policies and programs are evaluated to determine the effectiveness of the plan.	Regularly evaluate HR policies and programs	x			People and Culture	Plan and associated policies and programs evaluated





Thank you!

Contact us:

City of Fremantle
Walyalup Civic Centre
151 High Street
Fremantle WA 6160

info@fremantle.wa.gov.au

08 9432 9999