

ADMINISTRATION POLICIES



EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY

OBJECTIVE

The Local Government Act 1993 requires Council to prepare and implement an EEO Management Plan in order to achieve the objectives within the Act and to include provisions relating to:

- (a) The devising of policies and programs to achieve EEO principles;
- (b) The communication of those policies and programs to the staff of the Council;
- (c) The collection and recording of EEO information;
- (d) The application of personnel practices within the Council (including recruitment techniques, selection criteria, training and staff development programs, promotion and transfer policies and patterns, and conditions of service) to eliminate any discriminatory practices;
- (e) The setting of goals or targets, where these may reasonably be determined, against which the success of the plan may be assessed;
- (f) Evaluating the policies and programs referred to in the plan; and
- (g) The revision and amendment of the plan.

The purpose of this policy is to:

- Ensure compliance with relevant legislation such as the *Local Government Act 1993*, *Race Discrimination Act 1975*, *Human Rights and Equal Opportunity Commission Act 1997*, *Equal Opportunity for Women in the Workplace Act 1999*, *Sex Discrimination Act 1984*, *Disability Discrimination Act 1992* and *NSW Anti-Discrimination Act 1977*;
- Ensure compliance with the required employer duties under the *Work Health and Safety Act 2011* regarding the provision of a safe workplace;
- Provide an environment where candidates, employees and others in the workplace are treated fairly and with respect, and are free from unlawful discrimination, harassment, and vilification and bullying; and
- To help provide employees provide clear definition, direction, and process to eradicate harassment and bullying in the workplace.

SCOPE

This policy applies to all recruitment applicants, employees, councillors, volunteers and contractors of Council.

POLICY

Council is a strong advocate of the principles of equal employment opportunity as it relates to recruitment, selection criteria, training and staff development programs, promotion and conditions of employment.

By putting the principles of EEO into practice, Council not only adhere to its legislative responsibilities it also ensures that all employees, or future employees, have an equal opportunity to enjoy a rewarding and challenging career with Council.

To ensure EEO Walcha Council will:

- Maintain employment practices which are based on merit selection principles including recruitment, selection, training and development, promotion and other conditions of employment;

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- Implement a EEO management plan which provides direction and objectives for the organisation;
- Not tolerate discrimination and harassment in the workplace
- Recognise its legal obligations under the *NSW Anti-discrimination Act 1977* and other relevant legislation;
- Respect social and cultural backgrounds of employees and the community;
- Ensure management decisions are made without bias;
- Provide employees with means to resolve grievances; and
- Ensure that any person who makes a complaint will be protected against victimisation or harassment.

Under EEO laws, discrimination, vilification, harassment, bullying and victimisation are unlawful and strictly prohibited

Council's EEO Management Plan and Code of Conduct require that council employees are not to harass, discriminate against, or support others who harass and discriminate against colleagues, recruitment applicants, or members of the public. This includes, but is not limited to harassment and discrimination, on the grounds of sex, pregnancy, age, race (including their colour, nationality, descent, ethnic or religious background), medical reasons, political affiliation, industrial/trade union membership, non-membership or activity, carers' responsibilities, family responsibilities, parental status or being childless, marital status, disability, homosexuality, transsexuality, sexuality, lawful sexual activity or gender identity.

All Council employees are to work professionally and cooperatively. They are to maintain open and constructive communication without malice or bias. The principles of fairness and respect are to predominate. Attendance at work should be a positive, comfortable, and productive experience.

Further information pertaining to harassment and discrimination can be found in Council's Harassment, Anti-Discrimination and Bullying Policy.

ASSOCIATED DOCUMENTS

- Code of Conduct
- EEO Management Plan
- Performance and Misconduct Policy
- Grievance Procedure
- Harassment, Anti-Discrimination and Bullying Policy
- Race Discrimination Act 1975
- Human Rights and Equal Opportunity Commission Act 1997
- Equal Opportunity for Women in the Workplace Act 1999
- Sex Discrimination Act 1984
- Disability Discrimination Act 1992
- NSW Anti-Discrimination Act 1977

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POLICY ADMINISTRATION

This policy is administered by the Human Resources Manager and will be reviewed every two years and updated where applicable. Council reserves the right to vary or revoke this policy.

POLICY VERSION AND REVISION INFORMATION

Policy Authorised by Council

Current Version: 2

Adoption Date: 13 February 2019 – Resolution: 118/20182019

Review Date: October 2020