

EQUAL EMPLOYMENT OPPORTUNITY POLICY

MANAGEMENT DIRECTIVE



1 Scope

This policy applies to Rockhampton Regional Council employees and other persons.

2 Purpose

The purpose of this policy is to:

- (a) Provide an environment within Council where employees are treated fairly and respectfully, are free from unlawful discrimination, harassment, vilification and bullying; and
- (b) Promote equality of employment opportunities, employment decisions are based on the persons individual merits.

3 Related Documents

3.1 Primary

Nil

3.2 Secondary

Age Discrimination Act 2004 (Cwth)

Anti-Discrimination Act 1991

Australian Human Rights Commission Act 1986 (Cwth)

Crime and Corruption Act 2001

Disability Discrimination Act 1992 (Cwth)

Equal Employment Opportunity (Commonwealth Authorities) Act 1987 (Cwth)

Industrial Relations Act 2016 Local Government Act 2009

Public Interest Disclosure Act 2010

Racial Discrimination Act 1975 (Cwth)

Sex Discrimination Act 1984 (Cwth)

Workplace Gender Equality Act 2012 (Cwth)

Work Health and Safety Act 2011

And associated regulations and Codes of Practice

Code of Conduct

Council's Certified Agreements

Discipline Procedure

Grievance Procedure

Recruitment and Selection Policy and Procedure

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4 Definitions

To assist in interpretation, the following definitions apply:

CEO	Chief Executive Officer A person who holds an appointment under section 194 of the <i>Local Government Act 2009</i> . This includes a person acting in this position.
Council	Rockhampton Regional Council
EEO	Equal Employment Opportunity
Employee	Local government employee: (a) The chief executive officer; or (b) A person holding an appointment under section 196 of the <i>Local Government Act 2009</i> . For the purpose of this policy 'employee' also refers to: (a) Agents and contractors (including temporary); (b) Volunteers; (c) Consultants; (d) Trainers; and (e) Other persons acting in a capacity where they are representing or acting as an agent for Council.
Employment Issues	Matters pertaining to the principles of equity which do not include reasonable management actions and industrial relations matters dealt with under Council's Certified Agreements or relevant legislation.

5 Policy Statement

Council is committed to ensuring a workplace free of unlawful discrimination and harassment. Council will ensure in the application of all Council's policies, practices and procedures, no unlawful discrimination and harassment takes place and all employees enjoy equal access to opportunities within Council. Every person, regardless of their membership of a particular group, must be given a fair and equitable chance to compete for appointment, promotion or transfer, and to pursue their career as effectively as others.

5.1 EEO Principles

The following principles of equity will be integrated into Council policies and procedures:

- (a) Fair access to Council services and programs to employees;
- (b) Fair access to educational and employment opportunities at Council;
- (c) Promotion of a work environment that is socially inclusive, values diversity and allows employees to realise their full potential without fear of discrimination or harassment;
- (d) Protection of employee human rights;
- (e) Encouraging employment and promotion from groups recognised by EEO and anti-discrimination legislation, and
- (f) Ensuring our employment practices are compliant with anti-discrimination legislation, and promoting equality and equity between employees, regardless of background; and
- (g) Managers and supervisors must ensure employees are treated equitably and in accordance with the EEO principles.

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5.2 Control Measures

Effective EEO control measures provide an environment that facilitates the elimination of discrimination or less favourable treatment by others in the workplace.

Council is committed to applying the following control measures to ensure equal opportunity in employment issues:

- (a) Ensure the development and implementation of an effective and current EEO Policy;
- (b) Imbed EEO principles into processes undertaken by Council (for example recruitment) and promote EEO principles in all Council activity;
- (c) Ensure all policies and procedures are consistent with EEO principles;
- (d) Ensure an effective Grievance Procedure is maintained that outlines procedures for reporting, investigating and resolving breaches of this policy; and
- (e) Provide training and education about EEO to increase awareness.

5.3 Reporting of EEO Breaches

Council has developed policies and procedures to assist employees to understand the avenues available to them to raise issues and concerns.

Where an employee feels they have been discriminated against in relation to an employment issue, reference should be made to Council’s Workplace Bullying, Discrimination and Sexual Harassment Policy.

6 Review Timelines

This policy is reviewed when any of the following occur:

- (a) The related information is amended or replaced; or
- (b) Other circumstances as determined from time to time by the CEO.

7 Document Management

Sponsor	Chief Executive Officer
Business Owner	Deputy Chief Executive Officer
Policy Owner	Manager Workforce and Strategy
Policy Quality Control	Corporate Improvement and Strategy

OUR VALUES



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