

## EQUAL EMPLOYMENT OPPORTUNITY POLICY (MANAGEMENT DIRECTIVE)

**1. Scope:**

This policy applies to Rockhampton Regional Council employees.

**2. Purpose:**

To provide an environment within Council where employees are treated fairly and respectfully, and are free from unlawful discrimination, harassment, vilification and bullying.

**3. Related Documents:**

**Primary**

Nil

**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 1999*

*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)*

*And associated regulations and Codes of Practice*

Code of Conduct

Council's Certified Agreements

Discipline Procedure

Grievance Procedure

Prevention of Workplace Harassment and Discrimination Policy

Recruitment and Selection Policy

Recruitment and Selection Procedure

**4. Definitions:**

To assist in interpretation, the following definitions apply:

CEO	<i>Chief Executive Officer</i> A person who holds an appointment under section 194 of the <i>Local</i>
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**Department:** Corporate Services  
**Section:** Workforce and Strategy  
**Page No.:** Page 1 of 3

	<i>Government Act 2009</i> . This includes a person acting in this position.
Council	Rockhampton Regional Council
EEO	Equal Employment Opportunity
Employee	<p><i>Local government employee:</i></p> <p>(a) the chief executive officer; or</p> <p>(b) a person holding an appointment under section 196 of the <i>Local Government Act 2009</i>.</p> <p>For the purpose of this policy 'employee' also refers to agents, contractors (including temporary contractors), volunteers, consultants, trainers and other persons acting in a capacity where they are representing or acting as an agent for Council.</p>
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 an equal opportunity employer and takes its EEO responsibilities under legislation and moral obligations seriously. Council recognises that EEO principles and control measures benefit Council as a whole by creating an environment where employees are treated with dignity and respect, and the talents and skills of all employees are valued.

### 5.1 EEO Principles

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

- Fair access to Council services and programs to employees;
- Fair access to educational and employment opportunities at Council;
- 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; and
- Protection of employee human rights.

Managers and Supervisors must ensure that employees are treated equitably and in accordance with the EEO principles.

### 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:

- Ensure the development and implementation of an effective and current EEO policy;
- Imbed EEO principles into processes undertaken by Council (e.g. recruitment) and promote EEO principles in all Council activity;
- Ensure an effective Grievance Procedure is maintained that outlines procedures for reporting, investigating, and resolving breaches of this policy; and

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**Page No.:** Page 2 of 3

- 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 that they have been discriminated against in relation to an employment issue reference should be made to Council's Prevention of Workplace Harassment and Discrimination Policy.

### 6. Review Timelines:

This policy will be reviewed when any of the following occur:

- 6.1. The related information is amended or replaced; or
- 6.2. Other circumstances as determined from time to time by the CEO.

### 7. Responsibilities:

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

**EVAN PARDON**  
**CHIEF EXECUTIVE OFFICER**

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**Page No.:** Page 3 of 3