EQUAL EMPLOYMENT OPPORTUNITY

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Relevant delegations	
Responsible Directorate	
Responsible officer	Director Corporate & Business Services

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Objective

Council is committed to ensuring a workplace free of discrimination and harassment.

This commitment is based, in part, on the need to ensure that our organisation complies with equal opportunity laws and the Local Government Act, 1993. We are also committed to providing a safe and healthy working environment for all employees and encouraging good working relationships between employees.

The organisation will endeavour to ensure that in the application of all Human Resource policies, practices and procedures, no discrimination takes place and that all employees enjoy equal access to opportunities within Council.

Management will implement processes and procedures to endeavour to ensure that no sexual, racial or other harassment occurs in the workplace

Scope

All employees of Brewarrina Shire Council.

Policy

EEO or equal opportunity is a positive way of describing the absence of discrimination in the workplace.

This means that employment decisions are not made on the basis of irrelevant characteristics, such as a person's sex, race, marital status, pregnancy, disability, age, homosexuality or transgender status. Basing employment decisions on such characteristics is unfair, bad management and also unlawful under Federal and State equal opportunity laws.

In order to ensure EEO principles are followed, employment decisions are made on the basis of the individual merit of employees and applicants against the selection criteria for the vacancy.

EEO also means the absence of harassment in the workplace. Unlawful harassment can be based on any of the prohibited grounds of discrimination, but is commonly sexual or racial in nature. Harassment is any form of behaviour that is unwelcome, which is based on one of the prohibited grounds and which offends, humiliates or intimidates someone.

Discrimination and Harassment

Discrimination and harassment will not be tolerated at Brewarrina Shire Council.

Employees are required to comply with this policy and refrain from engaging in any discriminatory or harassing behaviour.

Where instances of discrimination or harassment occur, they will be investigated in a confidential manner. If proved, the person responsible will be disciplined and counselled.

In serious cases, this may involve dismissal.

Complaints and Grievances

The organisation has in place an Employee Grievance Policy and Procedure that details what employees can do and actions they can take if they feel that they have been discriminated against or harassed.

Complaints of discrimination and harassment can also be made to the Human Rights and Equal Opportunity Commission or the Anti-discrimination Board.

Responsibility for EEO

The responsibility for EEO at Brewarrina Shire Council lies with all staff.

The EEO Management Plan aims to achieve the following:

- Ensure that the Equal Employment Opportunity procedure is implemented
- Oversee the content and direction of the equal employment opportunity programs
- Provide staff training on EEO and related issues
- Keep the senior management group up to date with legislative changes and requirements at all times
- Investigate the needs of staff in order to assist them in balancing work and family life

For more information

For further information about EEO you may wish to contact:

Internally:

Human Resources Manager

Externally:

NSW Anti-Discrimination Board – Telephone 1800 670812

Human Rights and Equal Opportunity Commission – Telephone 1300 369 711

Relevant Legislation

- NSW Anti-Discrimination Act, NSW 1977
- Local Government (State) Award 2010
- The Federal Racial Discrimination Act 1975
- The Federal Sex Discrimination Act 1984
- The Federal Human Rights and Equal Opportunity Commission Act 1986
- The Local Government Act 1993
- The NSW Industrial Relations Act 1996

- Work Health and Safety Act 2011
- The NSW Disability Discrimination Act 1992
- Management of Workplace Harassment Procedure
- Recruitment & Selection Procedure