EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY
SUBJECT: STAFF

POLICY TITLE: EQUAL EMPLOYMENT OPPORTUNITY (EEO)

OBJECTIVE: To demonstrate management and organisational commitment to EEO to ensure that there is within Council and its staff, an understanding of EEO principles and awareness of issues relating to EEO Management.

INTRODUCTION

Equal Employment Opportunity (EEO) means that all employees receive fair and equitable treatment in the workplace. EEO is fundamental to good personnel management.

Council is required to ensure that EEO is implemented and co-ordinated within the workplace.

EEO OFFICER

The Equal Employment Opportunity Officer has the overall responsibility for the implementation and Co-ordination of the Equal Employment Opportunity Management Plan.

The EEO Officer for the Junee Shire Council is the incumbent Director Corporate and Community Services.

STATUTORY PROVISIONS OF THE EQUAL EMPLOYMENT OPPORTUNITY MANAGEMENT PLAN

Section 345 of the Local Government Act 1993 requires Council to prepare and implement an equal employment opportunity management plan.

The plan is to include provisions relating to:

1. The devising of policies and programs by which the objects of equal employment opportunity are to be achieved;

2. The communication of these policies and programs to persons within the staff of the Council;

3. The collection and recording of appropriate information;
4. The review 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) with a view to the identification of any discriminatory practices;

5. The setting of goals and targets, where these may reasonably be determined, against which the success of the plan in achieving the objects of equal employment opportunity may be assessed;

6. The means, other than those referred to in paragraph 5, of evaluating the policies and programs referred to in paragraph 1;

7. The revision and amendment of the plan; and

8. The appointment of persons within Council to implement the provisions referred to in paragraph 1 to 7.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Council is a strong supporter 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 the Council ensures that all employees, or future employees, have an equal opportunity to enjoy a rewarding and challenging career with Council.

Council’s EEO Policy is shown below: -

The Mayor, Councillors and Management of the Council of the Shire of Junee believe that prospective employees, current employees, contract workers of the Shire of Junee are entitled to be treated on the basis of their true ability and merit and to work in an environment which is free of discrimination and harassment.

The Council recognises that anti-discrimination legislation in its various forms has been introduced to protect individuals from unfair attitudes and practices that may exist within that work environment and society generally, and accordingly is committed to achieving equal employment opportunity for all employees as means of increasing the effectiveness of the Shire of Junee and recognising the true potential of its employees.

Accordingly, all employees are entitled to access employment, promotion, training, transfers and the benefits of employment on the basis of merit and will be assessed on the basis of their skills, qualifications, abilities, work performance and aptitudes.

All human relations policies and practices will be based on this merit principle. This means selecting and/or rewarding the best person in each situation.

Discrimination in employment and in the supply of goods and services is unlawful under Commonwealth and New South Wales legislation. Thus, stereotype assumptions based
on prejudice will have no place in the Shire of Junee and there shall be no discrimination or harassment on the grounds of sex, race, age, marital or domestic status, homosexual, disability, transgender (transsexual), carer’s responsibilities, or because of who you are related to or who you associate with. Vilification against certain people is also against the law.

Employees

All employees of the Shire of Junee have a legal and moral responsibility to treat each other fairly and are expected to fulfil these responsibilities as a condition of employment.

Where employees believe they may have been discriminated against or harassed on any of the above grounds, they are encouraged to raise the matter with their Supervisor.

Directors, Supervisors and Complaint Officers

Directors, Supervisors and Complaint Officers are obliged to treat reports of possible discrimination seriously and sympathetically and to investigate them thoroughly, remembering that confidentiality and impartiality must be maintained at all times.

The results of the investigations shall be reported to the General Manager immediately. They are also obliged to ensure that no one is disadvantaged or victimised as a result of a discrimination complaint being made or investigated.

Established breaches of the Shire of Junee’s Equal Employment Opportunity Policy will be met with disciplinary reaction and may result in dismissal.

Equal Employment Opportunities / Affirmative Action Programme

The Shire of Junee is mindful of the provisions of both the Local Government Act and the New South Wales Anti-discrimination Act, 1977.

Accordingly, the Shire of Junee is committed to removing any barriers to equal opportunity faced by women, people of a non English speaking background, aborigines and people with disabilities and will take positive steps to promote their equality.

The Equal Employment Opportunity Policy has the endorsement of Council and Senior Management and you are asked to give it your full support.

DATE ADOPTED: 18 June 1998
MINUTE NO: 08.0698
AMENDED: 17 April 2012
MINUTE NO: 09.04.12
Equal Employment Opportunity Management Plan

INTRODUCTION

Junee Shire Council’s Equal Opportunity (EEO) Management Plan aims to ensure that all employees receive fair and equitable treatment in the workplace, by providing an equal opportunity when applying for employment, training and promotion, and in their work conditions.

The primary aim of our EEO Management Plan is to have a workforce free of harassment, discrimination and bullying, to support staff in striving to meet their full potential and to provide equal access to career opportunities.

Council’s EEO Management Plan is a ‘living document’ and will be reviewed in line with legislative requirements and the changing business environment.

PENALTIES

Harassment, discrimination and bullying will not be tolerated by Junee Shire Council. If, after an investigation by an investigating officer, it is found that harassment, discrimination or bullying has taken place, the person responsible will be disciplined. In serious cases of harassment, discrimination or bullying, dismissal can be expected. Serious cases involving assault may also constitute a crime.

Workplace harassment, discrimination and bullying is against Council’s Occupational Health and Safety Policy, as it creates an unsafe work environment.

Bullying is unlawful under the Occupational Health and Safety Act NSW 2000. Employers, Managers, Directors and individuals are liable under civil and criminal actions.
VARIATIONS

Council reserves the right to vary this EEO Management Plan in keeping with its legal obligations.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT OF INTENT

Junee Shire Council is committed to ensuring that the relevant skills of staff are fully used in their role, and that no staff, member or job applicant receives less favourable treatment on any grounds that cannot be shown to be relevant to performance.

The NSW Anti-Discrimination Act 1977 says that, in NSW, it is against the law to discriminate against someone (treat them unfairly compared with others), or harass them because of their:

1. Race, colour, ethnic or ethno-religious background, descent or nationality
2. Sex (including pregnancy)
3. Marital status
4. Transgender
5. Disability (including past, present or future physical, intellectual or psychiatric disability, learning disorders, or any organism capable of causing disease, including infectious disease and HIV/AIDS)
6. Carers responsibility
7. Homosexuality (actual or presumed)
8. Age

Other acts unlawful under the Anti-Discrimination Act include:

1. Sexual harassment
2. Vilification (race, HIV Aids, homosexuality, transgender)
3. Victimisation.

The Anti-Discrimination Act does not cover:

1. Religion
2. Politics
3. Criminal record
4. Medical grounds
5. Social origin
6. Occupational pursuit.

The Council recognises its responsibilities under the Local Government Act 1993, the Disability Act 1992 and the Anti Discrimination Act 1977 in providing a work environment free of harassment, discrimination and bullying to protect individuals from unfair attitudes and practices that may exist within that work environment and society generally.

The Council is committed to achieving Equal Employment Opportunity for all employees as a means of increasing the effectiveness of the Junee Shire Council and recognising the true potential of its staff.

The overall objective of the Management Plan is:

• to embrace a fair and equal workplace that will allow individuals the opportunity to genuinely and effectively compete for employment and training opportunities, free from discriminatory practices.

• to promote equality of opportunity for all employees in line with legislative requirements.

• to develop and maintain a work environment that is open, flexible and supportive of staff.

• to take constructive steps to continuously improve and promote awareness of EEO and hold all staff accountable for the implementation, application and reporting.

The Local Government Act 1993 requires the Council to prepare and implement an Equal Employment Opportunity Management Plan. The implementation of the EEO Management Plan will be monitored and it is important that it has the support, cooperation and commitment of all staff.

RELATED LEGISLATION

Other laws relating to EEO in the workplace are:

• Race Discrimination Act 1975
• Sex Discrimination Act 1984
• Disability Discrimination Act 1992
• Human Rights and Equal Opportunity Commission Act 1992
• Equal Opportunity for Women in the Workplace Australia 1999
• Disability Services Act 1993
• Privacy and Personal Information Protection Act 1998
• Age Discrimination Act 2004
• Privacy Act 1988
• Occupational Health and Safety Act 2000

The Local Government (State) Award prescribes procedures for the following:

• Grievances
• Disciplinary Action
• Employees rights and obligations
• Recruitment and selection
• Training and development etc.

While the Award does not specifically refer to Equal Employment Opportunity as a separate heading, EEO principles are inherent in each of the above.

PROCEDURES FOR REPORTING HARASSMENT, DISCRIMINATION OR BULLYING

All staff members of Junee Shire Council have a legal and moral responsibility to treat each other fairly and are expected to fulfill these responsibilities as a condition of employment.

Where employees believe they may be discriminated against, harassed or bullied on any grounds, they are encouraged to raise the matters with their supervisor or the EEO Officer, the incumbent Manager Corporate Services. Alternatively, staff may report inappropriate conduct to the Protected Disclosures Officer who will treat the matter as a protected disclosure.

Employees may also contact their respective Union or the Anti-Discrimination Board on (02) 9268 5544 or toll free on 1800 670 812 (for rural and regional NSW). Information is also available on the Anti-Discrimination Board website http://www.lawlink.nsw.gov.au/adb.nsf/pages/index

All Managers, Supervisors and Contact Officers are obliged to treat reports of possible discrimination seriously and with empathy. All reports will be thoroughly investigated and confidentiality will be maintained at all times.

The results of the investigations shall be reported to the EEO Officer who will in turn report to the General Manager. They are also obliged to ensure that no-one is
disadvantaged or victimized as a result of a discrimination complaint being made or investigated.

Established breaches of EEO or vexatious complaints/claims may be met with disciplinary action that may include dismissal.

**DISPUTE RESOLUTION GUIDELINES**

It is the responsibility of any person/s who receives unwanted actions to set the limits by making their feelings known.

**Steps to Resolution:**

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
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<tbody>
<tr>
<td>Step 1:</td>
<td><strong>Person to Person Direct:</strong> Staff are encouraged to raise the issue with the person or persons concerned in an attempt to resolve the issue at the local level. If staff are unable to take this step, progress to Step 2.</td>
</tr>
<tr>
<td>Step 2:</td>
<td><strong>If unresolved, go to Supervisor or EEO Officer:</strong> Issue clarified in writing and all discussions documented. Remedy provided in writing within two (2) working days of notification (retry Step 1).</td>
</tr>
<tr>
<td>Step 3:</td>
<td><strong>If unresolved, go to EEO Officer:</strong> Issue clarified in writing and all discussions documented. Meeting called as soon as practical, between all parties to discuss a resolution. Remedy provided in writing within 2 working days of such meeting.</td>
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<tr>
<td>Step 4:</td>
<td><strong>If unresolved, go to General Manager.</strong> The General Manager once familiarised with the details, shall provide a written response to employees. Response must include reasons for not implementing any proposed remedy.</td>
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<tr>
<td>Step 5:</td>
<td><strong>Alternate Options:</strong> In the event that the complaint involves the General Manager, the issue may be raised with the EEO Officer, the relevant Union or the Anti-Discrimination Board.</td>
</tr>
</tbody>
</table>

**Note:** The General Manager may refer any unresolved matters to the relevant union and/or the Local Government and Shires Association.
Alternatively, the Grievance and Dispute Resolution Procedures as set out in the Local Government (State) Award 2004 may be used. (*Local Government (State) Award 2004, Clause 30 Grievance & Dispute Procedures and Clause 31 Disciplinary Procedures.*)

The Anti Discrimination Board may be contacted at any time. For the Anti Discrimination Board to consider taking action, Steps 1 to 4 will need to have been attempted. Mediation is an option available at each step of the resolution process.

**NSW ANTI-DISCRIMINATION BOARD:**

Information is also available on the Anti-Discrimination Board website:


STRATEGIES FOR EQUAL EMPLOYMENT OPPORTUNITY

STRATEGY I - COMMUNICATION AND AWARENESS RAISING

Objective

To inform all employees, potential employees and the general community at large that the Council is an Equal Employment Opportunity Employer.

Target Group

1. All Council employees
2. All potential employees
3. The community at large

Specific Action

1. The EEO statement is to be included in all job advertisements - “The Junee Shire Council is an equal employment opportunity employer”.
2. Review all literature to ensure it conforms with EEO principles.
3. All new staff are to provided with a copy of the EEO Management Plan.
4. Segments on EEO are to be included in appropriate employee training programs (eg. supervisor training).
5. Display a copy of Council’s EEO Policy in staff rooms and on Council’s public notice board.
6. An EEO report is to be included in Council’s Annual Report to ratepayers.

Target Date

Continuing process.
Responsibility

1. General Manager

2. Department Managers

Evaluation

1. Ensure that the Policy Statement is distributed to all employees and that the community of the Junee Shire is aware of Council’s commitment via the appropriate mediums.

2. Review the Policy and Management Plan annually.

3. Ensure all Specific Actions have been taken.
STRATEGY 2 - CONSULTATION

Objective

To ensure the active participation of all management, employees and relevant unions in the EEO Management Plan.

Target Group

All management, employees and relevant unions.

Specific Action

1. Invite comment and input from all relevant unions via the Consultative Committee.

2. Invite comment and input from all Council employees at all levels on initiatives within and/or resulting from EEO Management Plan.

3. Identify EEO potential problem areas via Consultative Committee.

Target Date

Continuing process.

Responsibility

1. Consultative Committee

2. EEO Officer

Evaluation

1. Check that all Specific Actions are completed.

2. Evaluate feedback from process.
STRATEGY 3 - RECRUITMENT & SELECTION

Objective

To review recruitment & selection practices and procedures to ensure that they conform with EEO principles and demonstrate fair practices.

Target Group

Department Managers and Selection Panels

Specific Action

Review current practices and establish procedures for each of the following:

1. Advertising a position
2. The job advertisement
3. Enquires
4. Job Description / Information Package
5. Selection panels
6. Short listing
7. Interviewing
8. Selection and appointment
9. Medical examination
10. Placement and induction
11. Career information/training program

Target Date

Continuing process

Responsibility

1. Council
2. General Manager
3. Department Managers

Evaluation

1. Check that all Specific Actions are completed.
2. Evaluate all practices & procedures for EEO commitment and non-discriminatory impact.

3. Ensure all recruitment practices and procedures are documented.

4. Monitor Selection Panel compliance with EEO principles.

STRATEGY 3.1 - Preparation and Questioning in Interviews

**Objective**

To ensure that all Council employees involved in the interview process adopt an interview technique which is non-discriminatory. ie questioning, non-verbal gestures etc.

**Target Group**

Department Managers and Selection Panel

**Specific Action**

1. Ensure that all interview questions are carefully worded in a non-discriminatory manner and documented.

2. The staff member preparing questions for an interview should seek to have interview questions assessed by the EEO Officer or his/her nominee.

3. Any interview question/s identified as being discriminatory, or having potential to be viewed as discriminatory are to be revised and amended.

4. Interviewers during the interview are to express an understanding of EEO principles and state Council’s support towards an Equal Employment Opportunity (EEO) workplace.

5. At least one standard question should be asked to gain knowledge of the applicants understanding of EEO.

**Target Date**

Ongoing
Responsibility

1. Council
2. Department Managers
3. Selection Panel

Evaluation

1. Monitor Selection panels compliance with EEO principles.
2. Check all Specific Actions are completed.

STRATEGY 3.2 - Interviewee EEO Responses

Objective

To encourage applicants for positions to demonstrate an awareness of EEO principles and practices at interview. The level of awareness and knowledge is to be varied according to the level and nature of the position and the number of staff to be supervised.

Target Group

All job applicants

Specific Action

1. Requirements regarding EEO to be included in all advertisements. To be an essential qualification for supervisory and training staff.

2. Applicants during the interview should express their understanding and ability to apply EEO principles by their response to specific interview questions on EEO principles.

Target Date

Ongoing
Responsibility

1. Council
2. Department Managers
3. Selection Panel

Evaluation

1. All advertisements include EEO requirement.
2. Monitor Selection Panel’s compliance with EEO principles.
3. Check all Specific Actions are completed.
STRATEGY 4 - APPOINTMENT, PROMOTION AND TRANSFER

Objective

To ensure all employees are treated in a fair and consistent manner in relation to employment matters.

Target Group

All employees

Specific Action

1. Review current practices and procedures for appointment, promotion, transfer and career mobility.

2. Identify when appropriate opportunities arise for job multi-skilling and job re-design and ensure they meet the needs of employees, as well as the needs of the employer.

3. Review all job evaluation/performance appraisal procedures to ensure that they are non-discriminatory in content and administration.

Target Date

Ongoing

Responsibility

1. Department Managers

2. EEO Officer

3. Consultative Committee

Evaluation

1. Check that all relevant Specific Actions are completed.

2. Ensure all policies and procedures are examined for EEO commitment and non-discriminator impact.
3. Ensure all appointment, promotion, transfer and career mobility procedures are documented and are readily available.

**STRATEGY 4.1 - Appointment, Promotion and Transfer - Higher Grades**

**Objective**

To ensure that all employees have equal opportunities to relieve/act in higher positions.

**Target Group**

All employees

**Specific Actions**

Review the practices and guidelines on relief/acting in higher positions. Matters to be covered by practices and guidelines should include:

- The need to ensure that arrangements are based on merit or the development needs of employees;
- The need to advertise any long term positions and call for expressions of interest;
- The need to develop appropriate acting/relief rosters to ensure equitable access for all appropriate employees for short term acting/relief opportunities.

**Target Date**

Ongoing

**Responsibility**

Department Managers
**Evaluation**

1. Report participation in acting/relief opportunity by EEO target groups via the appropriate mediums.

2. Check that all Specific Actions are completed.

**STRATEGY 4.2 - Appointment, Promotion and Transfer - Disabilities**

**Objective**

To identify opportunities for providing positions for people with physical disabilities in Council employment.

**Target Groups**

People with identified physical disabilities.

**Specific Action**

1. Identify opportunities for providing positions for people with physical disabilities.

2. a) Examine the barriers to people with physical disabilities gaining appointment, selection and promotions; and

   b) Examine issues of access

3. Identify assistance needed by staff with physical disabilities with regard to:

   a) Gaining recognition of skills and qualifications

   b) Removing perceived physical barriers from workplace layouts and access, occupational safety, equipment

   c) Work experience/training courses; and

   d) Career development
**Target Date**

Ongoing

**Responsibility**

Department Managers

**Evaluation**

1. Opportunities identified.
2. Barriers and issues of access identified.
3. Evaluate advertisements and their placement.
4. Check that all Specific Actions are completed.

**STRATEGY 4.3 - Appointment, Promotion and Transfer - Career Paths**

**Objective**

To ensure that all employees have equal opportunities for promotion and career path development within the Council.

**Target Group**

All employees

**Specific Action**

1. Identify barriers to people gaining promotion and career path development with Council including:
   - selection procedures
   - lack of relevant training programs
   - classification of work positions
   - appropriate selection criteria
   - qualifications
2. Advertise internally and/or externally all opportunities:
   - promotion
   - transfers
   - secondments
   - higher duties
   - training programs

3. Provide assistance to staff with:
   - work experience
   - career development

**Target Date**

Ongoing

**Responsibility**

1. Department Managers
2. Supervisors

**Evaluation**

1. Check that all Specific Actions are completed.
2. Monitor representation, promotion and career path development of target groups in Council employment.

**STRATEGY 4.4 - Appointment, Promotion and Transfer - Part-time**

**Objective**

To remove any barriers to part-time positions within Council.

**Target Group**

People seeking part-time work.
Specific Action

1. Identify occupations and levels where part-time positions are currently available.

2. Identify and where possible eliminate the barriers to providing more opportunities for part-time positions including:
   - job specifications
   - workloads/work continuity
   - job training
   - employment benefits
   - occupants decision not to job share

3. Identify further opportunities for part-time work.

4. Advertise in appropriate ways all opportunities and programs for part-time positions.

Target Date

Ongoing

Responsibility

Department Managers

Evaluation

1. Check all relevant Specific Actions are completed.

2. Check all response to the Specific Actions.

STRATEGY 4.5 - Appointment, Promotion and Transfer - Under 21 years

Objective

To encourage opportunities for full-time and part-time positions within Council for people under 21 years.
Target Group

People under 21 years of age.

Specific Action

1. Identify opportunities within Council for the employment of trainees and encourage people under 21 years of age to apply for such positions.

2. Ensure that people under 21 years of age have equal access to skills development and promotional opportunities.

Target Date

Ongoing

Responsibility

Department Managers

Evaluation

1. Number of opportunities identified

2. Monitor equal access opportunities

3. Check that all Specific Actions are completed
STRATEGY 5 - TRAINING AND DEVELOPMENT

Objective

To ensure staff receive training and development opportunities based on policies and procedures which confirm EEO principles.

Target Group

All employees

Specific Action

1. In consultation with the employee prepare a formal training plan that incorporates EEO principles and review annually.

2. Offer access to and encourage participation in training courses and education support to allow staff to reach their full potential.

3. Include in the proposed Employee Booklet Council’s commitment to EEO principles.

4. Ensure access to training courses is consistent with EEO principles.

5. Ensure that in-house & external training courses are non-discriminatory and consistent with Council’s EEO policy.

Target Date

Ongoing

Responsibility

Department Managers

Evaluation

1. Policies reviewed

2. Course content monitored

3. Check that all Specific Actions are completed
STRATEGY 6 - CONDITIONS OF SERVICE

Objective

To review and monitor conditions of service and practices to ensure they conform with EEO principles and demonstrate fair practice.

Target Group

All employees

Specific Action

1. Document conditions of service for all categories of employees.

2. Examine requirements and entitlements of temporary, casual, part-time and permanent employment to ensure they do not discriminate against a particular group or type of employee.

3. Ensure travel, accommodation, and overtime requirements are administered in a fair and equitable manner.

4. Ensure leave without pay, short/emergency leave provisions and study leave are administered in a fair and equitable manner.

5. Ensure staff are familiar with disciplinary and counselling procedures as documented in the Employee Handbook.

6. Ensure all employees are informed of their conditions of service.

7. Ensure all relevant allowances, expenses, benefits and entitlements are available to all employees.

8. Check that all new policies and procedures adhere to EEO principles and are documented.

9. Ensure all new employees are provided with a Employee Handbook, and a Safety Handbook on commencement of employment with the Council.

Target Date

Ongoing
Responsibility

1. Department Managers

2. EEO Officer

Evaluation

1. Check that all relevant Specific Actions are completed.

2. EEO report to staff and ratepayers annually.

3. Check that all new employees are provided with a copy of the EEO Management Plan.
STRATEGY 7 - GRIEVANCE PROCEDURES

Objective

To encourage and maintain a harmonious work environment by introducing an effective mechanism for the resolution of grievances, accessible to all staff.

Target Group

All staff

Specific Action

1. Monitor and review the procedural guidelines for dealing with grievances, in consultation with management and unions.
2. Distribution of procedures via notice boards and Council publications. All supervisors to be issued with a copy.
3. Appropriate training of nominated staff and managers.

Target Date

Ongoing

Responsibility

1. General Manager
2. Department Managers
3. Supervisors

Evaluation

1. Monitor number of complaints, departments, types of grievances and number resolved and unresolved.
2. Check that all Specific Actions are completed.
STRATEGY 8 - EVALUATION & REVIEW OF EEO MANAGEMENT PLAN

Objective

To ensure that this EEO Management Plan addresses current and future needs of the Junee Shire Council and is flexible enough to adapt and respond to changing or unforeseen factors.

Target Group

All employees

Specific Action

1. Regularly review progress on implementation and relevance of the Plan.

2. Develop a reporting format to enable the issue of an annual progress report.

3. Publish an annual report on the progress made during the year on implementing the Plan; on new issues arising from grievance procedures; and repeating essential information of EEO policy, practices and procedures.

Target Date

1. Ongoing

2. Annual Report - every 12 months

Responsibility

1. General Manager

2. Department Managers

3. EEO Officer
**Evaluation**

1. Reviews held regularly and issues identified.

2. Report format adequately reflects results.


4. Check that all Specific Actions are completed.
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<tr>
<th><strong>DEFINITIONS</strong></th>
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<td><strong>Aboriginal or Torres Strait Islander</strong></td>
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<td><strong>Affirmative Action:</strong></td>
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<td><strong>Age Discrimination:</strong></td>
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<td><strong>Bullying:</strong></td>
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<td><strong>Carers Responsibility:</strong></td>
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<td><strong>Discrimination:</strong></td>
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<td><strong>Equal Employment Opportunity (EEO):</strong></td>
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<td><strong>Harassment:</strong></td>
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<td>Disability Harassment</td>
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<td>Non English Speaking Background (NESB)</td>
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<td>Physical Impairment</td>
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<tr>
<td>Physical, Intellectual or Psychiatric Impairment Discrimination:</td>
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<td>Protected Disclosure:</td>
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Council has an Internal Reporting system that aims to:
- provide the protections of the Protected Disclosures Act
- encourage staff to provide useful information to management
- ensure the organisation responds by correcting identified problems.

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<tr>
<th>Psychiatric Impairment:</th>
<th>Any condition that impairs a person's thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour.</th>
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<tbody>
<tr>
<td>Race Discrimination:</td>
<td>Refers to less favourable or unfair treatment on the grounds of a person’s race, colour, ethnic background, ethno-religious background, descent or nationality.</td>
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<tr>
<td>Racial Vilification:</td>
<td>A racial act or action that happens publicly as opposed to privately and that could encourage others to hate, have serious contempt for, or severely ridicule a person, or group of people, because of their race, colour, nationality, ethnic or national background. (EG; writing racist graffiti, putting up racial posters in public, wearing racist symbols)</td>
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<tr>
<td>Sex Discrimination:</td>
<td>Refers to less favourable treatment on the grounds of a person’s sex, or any characteristic of a person’s sex. Sex Discrimination also covers discrimination on the grounds of marital status or pregnancy.</td>
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<tr>
<td>Target Groups:</td>
<td>Groups who have been identified as experiencing high levels of discrimination and disadvantage in the workplace and for whom EEO strategies are developed to address these disadvantages.</td>
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<tr>
<td>Transgender Discrimination:</td>
<td>Occurs if a person is treated less favourably or unfairly because they are transgender or others think they are transgender. You are counted as transgender if you seek live or seek to live as a member of the opposite gender to your birth gender.</td>
</tr>
<tr>
<td>Vexatious or Frivolous Complaints:</td>
<td>Complaints that are untrue or unfair, or are made to unfairly annoy, frighten, punish or take revenge on someone else. The Anti-Discrimination Board will refuse</td>
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</tbody>
</table>
to deal with these sorts of complaints. If this happens, the complainant can ask for the complaint to be dealt with by the Administrative Decisions Tribunal.

### Vicarious Liability:
An employer may be legally responsible for sexual harassment that occurs in the workplace or in connection with a persons’ employment. An employer may be vicariously liable for the conduct of an individual or group of employees at any level of the organisation, and for contract workers, consultants or persons employed on commission.

### Victimisation:
When someone is treated unfairly because they have made a complaint about discrimination, or helped someone else to make one. The discrimination complaint may have been made either directly to the person or organisation who treated the person unfairly or to the Board.

### Vilification:
Any public act that is likely to incite (stir up) hatred, serious contempt, or severe ridicule for a person or group of people because of their race, homosexuality or HIV/AIDS status.