

**JUNEE SHIRE
COUNCIL POLICY
REGISTER**

SUBJECT: STAFF

POLICY TITLE: EQUAL EMPLOYMENT OPPORTUNITY (EEO)

OBJECTIVE:

To demonstrate management and organisational commitment to EEO. Council will ensure that there is knowledge and understanding of the principles together with an awareness of the issues relating to the management of EEO in the workplace.

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 coordinated 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.

CONTACT OFFICER

The Contact Officer is an employee or employer nominated person that employees can confidentially approach for advice and direction if they feel that there is an EEO issue affecting them, an individual or group in the workplace. The Contact Officer is to be suitably trained for this role.

This role is one of guidance and clarification of policy/protocols and has no authority to resolve EEO issues.

The Contact Officer will be Councils Work Safe & Risk Manager

STATUTORY PROVISIONS

Section 345 of the Local Government Act 1993 requires Council to prepare and implement an Equal Employment Opportunity Management Plan to support and implement this policy.

POLICY

The Council supports and endorses the principles of equal employment opportunity as it relates to recruitment, selection criteria, training and staff development programs, promotion and conditions of employment.

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 bullying, discrimination and harassment.

The Council recognises that anti-discrimination legislation in its various forms has been introduced to protect individuals and groups 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 consistent with EEO principles and all relevant legislation.

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, Contact Officer and EEO Officer

Directors, Supervisors, Contact Officer and EEO Officer 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 Program

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, indigenous people 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
AMENDED:	19 April 2016
MINUTE NO:	03.04.16