



EQUAL EMPLOYMENT OPPORTUNITY POLICY

Adopted Date:	21 December 2009
Policy Number:	GRC 0030
Policy Type:	Administrative
Responsible Officer:	Human Resource Officer
Department:	Executive Office

Version	Decision Number or CEO Approval	Decision Date	History
1	GRC 0030	13 November 2009	Review December 2012
2	Reviewed	December 2013	Review December 2015
3	Reviewed	September 2016	Review July 2018
4	Reviewed	30 August 2018	Review August 2021
5	Reviewed December 2021		Review December 2024

1. BACKGROUND

The Goondiwindi Regional Council ("Council") does not tolerate discrimination in any form and is an equal opportunity employer.

This Policy ensures that equal employment opportunity principles are adopted as a value and practice of Council and to recognise they directly contribute to the effectiveness and efficiency of Council.

This Policy is to provide a mechanism for ensuring that all employees are valued according to how well they perform their duties and their ability and enthusiasm to maintain Council's service standards and values.

2. PURPOSE

The purpose of this policy is to ensure that Council provides a workplace free of discrimination where all people are treated equally in relation to employment and access. This equality will be achieved by:

- Ensuring that all people are able to compete for recruitment, selection, promotion and transfer;
- Ensuring that all employees are able to pursue local government careers equally;
- Ensuring that any discriminatory practice that may exist in employment matters is eliminated;
- Implementing and maintaining an Equal Employment Opportunity Management Plan as a basis for achieving Equal Employment Opportunity ("EEO") objectives, and

- Establishing procedures to monitor compliance with Statutory EEO requirements

A workplace which is fair and free from unlawful discrimination and harassment is more productive and better able to meet its business goals.

3. DEFINITIONS

Equal Employment Opportunity (EEO) Equal opportunity in employment includes the principles of selection and promotion of staff on merit, which precludes irrelevant personal attributes, as well as the provision of training and development opportunities in a fair, equitable and consistent manner. Fair and transparent processes are applied in assessing the capacity of a person to perform the inherent requirements of a position, having regard to the person's knowledge, skills, qualifications and experience and their potential for future development.

Discrimination refers to unequal treatment or opportunities. Discrimination may be direct, indirect or systemic.

- i) **Direct Discrimination** occurs when people are treated differently because different criteria are applied when it is not necessary for them to be applied
- ii) **Indirect Discrimination** occurs when policies, rules and practices which appear neutral or impartial adversely affect a group or individual, thus reducing opportunities. These rules and practices are discriminatory in effect, as they exclude people with suitable skills who don't meet the apparently fair rules or practices, eg. Height requirements for certain jobs, no female toilets at certain worksites.
- iii) **Systemic discrimination** is rules or practices which result in different patterns of access to different jobs and different access to benefits or services. It is the result of both direct and indirect discrimination

Merit means assessing each person's skills and abilities against the need of the job, and disregarding personal characteristics which are irrelevant to the job. Merit recognises experience gained both inside and outside formal employment.

EEO Groups are groups that have been identified as experiencing high levels of discrimination and disadvantage in the workplace and for whom EEO strategies are needed to be developed to address these disadvantages. These groups are:

- Women;
- People of non-English speaking backgrounds
- People of Aboriginal or Torres Strait Islander descent
- People with physical disadvantages

4. POLICY STATEMENT

(EEO is the creation of conditions such that all workers have an equal chance to seek and obtain employment and promotion. EEO reinforces merit-based selection in that it requires workers to be selected, promoted and treated on the basis of their individual talents and capabilities and not on personal characteristics such as gender or race that is irrelevant to their ability to do the job.

Council is strongly committed to providing EEO. Since staff are Council's most important resource, Council must ensure that skills and potential are recognised, developed and used, so Council employ the best people for the job.

Council will not discriminate against employees or applicants for employment on the basis of race, colour, sex, religion, political opinion, age, disability, national extraction or social origin.

All vacant positions advertised within the media will state that Council is an "equal employment employer". Council will reinforce this Policy during recruitment, selection and staff appraisals. This will ensure that Council provides a more effective service which better represents, and is more responsive to, the community it serves.

The CEO has overall responsibility for the effective implementation of EEO principles throughout Council and will ensure all employees comply with this Policy and applicable legislative requirements.

Council Directors, Managers and Supervisors are required to ensure that this Policy and Council's EEO Management Plan are implemented within their respective Departments and that their work environment reinforces EEO principles in all operations.

Employees, Councillors, Contractors and Volunteers are responsible for upholding EEO principles and are required to actively contribute to the role of EEO within Council.

5. RELATED DOCUMENTS

EEO Management Plan

6. REVIEW DATE

December 2024