

POLICY OBJECTIVE

Everyone regardless of gender, race, ethnicity, age, marital or parental status, sexual preference, disability or cultural background and beliefs, among other attributes, have the right to be given fair consideration for employment or employee related benefits.

The purpose of this policy is to ensure that Council has a workplace which provides equality of opportunity and makes employment decisions which are free from unlawful discrimination.

SCOPE

This policy applies to all workers (a worker includes an employee, volunteer, subcontractor and contractor) and potential applicants for employment at Council.

LEGISLATIVE REQUIREMENTS

NSW Local Government Act 1993 (Sections 344-345)

Fair Work Act 2009 (Commonwealth)

Anti-Discrimination Act 1977 (NSW)

Sex Discrimination Act 1984 (Commonwealth)

Racial Discrimination Act 1975 (Commonwealth)

Human Rights and Equal Opportunity Commission Act 1986 (Commonwealth)

Disability Discrimination Act 1992 (Commonwealth)

Age Discrimination Act 2004 (Commonwealth)

Edward River Council Code of Conduct

POLICY STATEMENT

The EEO and Diversity Policy is a commitment by the Council to create a workplace that is fair and inclusive and to build a workforce which reflects the diversity of the Edward River community.

Council recognises that in order to be successful, it must attract and retain a variety of people with diverse skills, experience or backgrounds. Council's commitment and awareness of diversity is reflected in its values, policies and practices.

Council acknowledges and is committed to fostering good internal and external relationships by ensuring that the diversity and equal employment opportunity that exists among the workforce, clients and the community is safeguarded and acknowledged.

The principles of EEO and underpinning legislation will ensure that people are selected for positions on merit, as well as being provided with equitable access to employment, professional development and workplace participation.

The EEO and Diversity Policy provides a framework for Council to achieve:

- A skilled workforce that reflects the diversity of the local community and leads to continuous improvement in service delivery.
- A work environment that values and utilises the contributions of workers with diverse skills, backgrounds and experiences through improved awareness of the benefits of workforce diversity and successful management of diversity.
- Awareness for all workers of their rights and responsibilities with regards to fairness, equity and respect for all aspects of diversity.

- Its core organisational values of Leadership; Excellence; Accountability & Delivery.

Roles and Responsibilities

Council is committed to achieving fair and equitable practices in all areas of employment including:

- Recruitment, selection and promotion practices which are open, competitive and based on merit;
- Access for workers for training and development;
- Grievance handling procedures that are accessible and deal with workplace complaints promptly, fairly and confidentially;
- Communication processes which give workers access to information and allow their view to be heard; and
- Management decisions which are fair and reasonable.

Council is also committed to ensuring that:

- Workplace policies and practices are fair and equitable;
- All workers are valued and respected and have opportunities to achieve their full potential;
- The workforce reflects the diversity of the community; and
- The EEO and Diversity Policy is communicated to all workers as appropriate.

Managers and Supervisors are responsible for creating a working environment where:

- EEO principles and underpinning legislation are applied in the workplace;
- There is acceptance of difference, ensuring all workers are treated fairly, with respect and dignity;
- Ensuring all decisions relating to appointment, promotion and career development are made without regard to any matters other than the individual's inherent ability to carry out the job;
- Reasonable accommodations are considered and provided where necessary; and
- Inappropriate attitudes or behaviours are confronted; Council will treat seriously any instance of inappropriate behaviour and confront attitudes based on inappropriate stereotypes. The Disciplinary Procedure outlines the process for managing inappropriate behaviour.

Employees are responsible for:

- Behaving in a manner which is consistent with the Council's Values and Code of Conduct at all times;
- Complying with the terms of this EEO and Diversity Policy;
- Respecting individual differences and contributions to a workplace that are fair and equitable; and
- Promptly informing their manager if there has been a potential breach of the EEO and Diversity Policy.

ASSOCIATED POLICIES AND PROCEDURES

EEO and Diversity Management Plan

DEFINITIONS

Equal Employment Opportunity refers to employment practices that are designed so that existing and potential employees are able to compete for, or be awarded, employment, promotions, transfers, training and other employment related benefits on their merits without reference to irrelevant characteristics.

Diversity is about inclusiveness. It means understanding that each individual is unique and recognising their individual differences. These can be along the dimensions of race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs or political beliefs. Diversity also refers to the other ways in which people are different, such as educational level, life experience, work experience, personality and marital status.

POLICY VERSION CONTROL

Title	EEO and Diversity Policy
ECM Doc Set ID	
Date Adopted	19 th March 2020
Responsible Officer	Manager People and Customer Service