COUNCIL POLICY

Equal Employment Opportunity		
	Adopted By Council:	09/06/10
	Date/s Revised: 18/10/2011; 27/5/2015, 28/03/2019, 27/07/22, 28/10/2026	
	Next Review Date:	09/2030
	*(may be subject to legislative changes)	
	Document No:	CP007
	Directorate:	CEO
	Responsible Officer:	HR & Governance Coordinator

CONTEXT

Council's policy on Equal Employment Opportunity reflects not only its obligations under the *Equal Opportunity Act 2010*, the *Fair Work Act 2009, the Gender Equality Act 2020* and the *Local Government Act 2020* but Council's desire to promote a workplace free of discrimination where each person, regardless of any attributes such as gender, disability or age, or whether the person is part of a designated group, has the opportunity to progress to the extent of their ability.

PURPOSE

The purpose of this policy is to affirm the Borough of Queenscliffe's commitment to upholding the principles of equal employment opportunity in all Council activities.

DEFINITIONS

employment activity as defined in the *Equal Opportunity Act 2010* means an employee in their individual capacity:

(a) making a reasonable request to their employer, orally or in writing, for information regarding their employment entitlements; or

(b) communicating to their employer, orally or in writing, the employee's concern that they have not been, is not being or will not be, given some or all of their employment entitlements.

Equal Employment Opportunity means eliminating barriers to ensure that all employees are considered for the employment of their choice and have the chance to perform to their maximum potential.

Designated Group means a class of persons with a common characteristic or attribute which is declared by Order in Council of the Governor in Council to be a designated group.

1. POLICY

Council is committed to upholding the principles of Equal Employment Opportunity in all Council activities.

1.1 The objective of this policy is to improve service outcomes by:

- attracting and retaining the best possible employees in accordance with Council policies and procedures and within budgetary limitations;
- providing our services in a safe, respectful and flexible work environment; and
- raising awareness to ensure that employees and supervisors understand their rights and responsibilities under this policy.

The Borough of Queenscliffe will do this is by:

- ensuring that all recruitment, selection and promotion decisions are based on the best qualified and experienced candidate who can perform the operational requirements of the position;
- ensuring fair, equitable and non-discriminatory consideration is given to all job applicants, regardless of the following attributes as set out in the Equal Opportunity Act 2010:
  - age;
  - breastfeeding;
  - employment activity;
  - gender identity;
  - disability;
  - industrial activity;
  - lawful sexual activity;
  - marital status;
  - parental status or status as a carer;
  - physical features;
  - political belief or activity;
  - pregnancy;
  - profession, trade or occupation;
  - race;
  - religious belief or activity;
  - sex;
  - sex characteristics;
  - sexual orientation;
  - an expunged homosexual conviction;
  - a spent conviction;
  - personal association (whether as a relative or otherwise) with a person who is identified by reference to any of the above attributes; and
- providing staff awareness programs to ensure that the objectives of this policy are met, including provision of anti-discrimination, bully and harassment training for all staff.

1.2 Any complaint made by a candidate or employee in relation to a non-compliance with this policy may be lodged with the Chief Executive Officer or an authorised external agency, including the Victorian Equal Opportunity and Human Rights Commission or the Australian Human Rights Commission. Complaints made in relation to a non-compliance by the Chief Executive Officer

with this policy will be dealt with in accordance with the requirements of the Local Government Act 2020.

Complaints may be made to any of the following:

HR & Governance Coordinator
(if a complaint is against the HR & Governance Coordinator then the complaint should be made directly to the Chief Executive Officer)
Borough of Queenscliffe
50 Learmonth Street
QUEENSCLIFF VIC 3225
Email: info@queenscliffe.vic.gov.au
Phone: (03) 5258 1377

Complaints
Victorian Equal Opportunity and Human Rights Commission
Email: complaints@veohrc.vic.gov.au
Online Complaints: https://www.humanrights.vic.gov.au

Australian Human Rights Commission
Email: infoservice@humanrights.gov.au
Online Complaints: https://humanrights.gov.au/complaints/make-complaint

2. ROLES AND RESPONSIBILITIES

2.1 Chief Executive Officer

The Chief Executive Officer shall implement appropriate systems to increase awareness and understanding of the obligations, rights and responsibilities of all employees under this policy in relation to anti discrimination and equal opportunity laws.

2.2 HR & GOVERNANCE COORDINATOR

The HR & Governance Coordinator will receive and investigate all complaints promptly, confidentiality and impartiality to ensure that appropriate action is taken in relation to any non-compliance with this policy and any relevant equal employment opportunity legislation applicable to the workplace.

2.3 Employees

All employees make a commitment to upholding the principles of Equal Employment Opportunity in accordance with the terms of the approved Borough of Queenscliffe Enterprise Bargaining Agreement. All employees have a role and responsibility to ensure that the workplace is free from any form of discrimination whatsoever.

All employees of the Borough of Queenscliffe are required to participate in programs to improve risk management including health and safety within the workplace.

2.4 Staff Consultative Committee

The Staff Consultative Committee will work with management to identify and implement processes and procedures to ensure that these objectives are met.

CONTINUOUS IMPROVEMENT

This policy will be reviewed on a continuous basis, but as a minimum every four years.

OTHER REFERENCES

Equal Opportunity Act 2010

Equal Opportunity Act 2010 Guide

Fair Work Act 2009

Local Government Act 2020

Gender Equality Act 2020

Borough of Queenscliffe Enterprise Bargaining Agreement

END