

Policy Title: **Equal Employment Opportunity**

Policy No: 101

Department: Human Resources

Responsible Officer: Chief Executive Officer

Adopted Date: General Meeting – 17/11/2015

Review Date: 30/06/2016

VERSION	MEETING APPROVED	MEETING DATE	HISTORY
1	Policy & Strategy Meeting	02/08/2011	Biennial Review
2	General Meeting	18/11/2014	Statutory Review
3	General Meeting	17/11/2015	Statutory Review

Authorities: *Public Service Act 2008 (Qld)*
Local Government Act 2009 (Qld)
Local Government Regulation 2012 (Qld)

INTRODUCTION:

The North Burnett Regional Council is committed to the implementation of, and adherence to Equal Employment Opportunity (EEO) principles in all aspects of our operations. This General Policy outlines objectives and strategies that were developed through a consultative process.

The overall objective of this General Policy is to identify, promote and implement effective EEO strategies that will complement and enhance Council's existing management practices.

OBJECTIVES:

Through the implementation of this General Policy, the North Burnett Regional Council aims to achieve the following objectives:

- Employment practices which are based on fairness, equity and merit and promote employee participation and productivity;
- Fully utilise and develop the potential of every employee;
- Increase employee moral and motivation by increasing staff confidence in Council's human resource management practices and access to employment and training opportunities;
- Ensure that all Council policies and work practices are consistent with EEO principles;

- Achieve continuous improvement in the delivery of customer service through a workforce which understands and is responsive to customer needs.

PRINCIPLES:

While employee co-operation and involvement are necessary prerequisites for the successful implementation of EEO strategies, the primary responsibility for implementing the strategies outlined in the General Policy rests with General Managers, Managers and Supervisors. It is imperative the EEO principles are integrated with other forms of managerial and supervisory responsibility.

Council's policy affirms that the North Burnett Regional Council is fully committed to ensuring the elimination of discriminatory practices within our workplace. Council employees, contractors and members of the public are encouraged to consult with the CEO or Department Heads over any issues concerning employment.

POLICY STATEMENT:

The North Burnett Regional Council is committed to the implementation and maintenance of Equal Employment Opportunity (EEO) principles in all aspects of our operation. Council will ensure that all corporate policies and practices do not discriminate against any target group.

Council recognises that EEO contributes to operational efficiency by ensuring that employees are recruited and promoted on the basis of merit and their individual talents and capabilities. Council shall ensure that all employees have fair and equal access to training opportunities.

All citizens are entitled to compete for positions within Council and no applicant shall be excluded on the basis of their:

- race;
- gender;
- marital and/or parental status;
- age;
- religious or political beliefs;
- or any other grounds as deemed unlawful by Anti-Discrimination legislation.

Council will endeavour to develop a staffing profile that reflects that of the community. The North Burnett Regional Council is committed to providing a work environment for our employees which is free from unwanted harassment of any kind.

1. Demographic Profile and Environmental Analysis

Specific strategies have been incorporated into this policy which are directed towards achieving equitable employment participation rates which are reflective of our community. These strategies are congruent with Council's view that an organisation

which is representative of the community which it serves is in a strong position to understand and meet the needs of that community.

The following tables demonstrate the progress that Council has made to date in achieving employee participation rates are reflective of the community that it serves.¹

Gender

	North Burnett Regional Council (NBRC)	Community
Male	66.8%	51%
Female	33.2%	49%

Age

	(NBRC)	Community
0 – 14	0%	19.9%
15 – 24	11.8%	10.2%
25 – 54	56.8%	36.1%
55 – 64	27.1%	14.2%
65 +	4.3%	19.5%

Origin

	NBRC	Community
Non-Indigenous	95.1%	93.9%
Estimated Resident Indigenous Population	4.9%	6.1%

RESPONSIBILITIES:

The responsibility for implementing and upholding the principles of EEO at the North Burnett Regional Council rests with every General Manager, Manager and Supervisor. All employees of the North Burnett Regional Council regardless of employment terms or conditions are responsible for adhering to EEO policies and guidelines. The following outlines the responsibilities of individual Officers and Committees within Council with regard to EEO.

The EEO Officer is responsible for:

- Ensuring that the EEO policy is implemented;
- Overseeing the content and direction of Council’s EEO programs;
- Participating in and contributing to workplace training;
- Assisting with the training of staff on EEO and related issues;
- Keeping up to date with legislative changes and requirements and disseminating information accordingly;
- Assisting staff with issues concerning EEO.

General Managers, Managers and Supervisors are responsible for:

- Raising awareness of EEO issues;
- Identifying needs

¹ <http://www.abs.gov.au> National Regional Profile: North Burnett (R) (Local Government Area)
All figures are from 2010 except for the Estimated Resident Indigenous Population figures being from 2006.

- Preventing unlawful discrimination;
- Supporting consultative and referral processes; and,
- Proactively implementing EEO policies and practices.

Ultimate responsibility for each strategy outlined in this policy rests with the designated officer. The Chief Executive Officer has direct responsibility for the EEO General Policy. However, the level of success achieved by the EEO Management Program and the strategies outlined in this policy will be dependant upon the involvement and commitment of **ALL** Council employees.