

3.5 EQUAL EMPLOYMENT OPPORTUNITY

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Policy Responsibility	Administration		

Document History

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		HR Manual Adopted by Council 05/08/03 Amendment adopted by Council 21/10/03 Amendment adopted by Council 16/12/08
		Reviewed and adopted by Council 21/11/2017

OBJECTIVE

To recognise the Coomalie Community Government Council's obligations under the Northern Territory Anti-Discrimination Act 1996 (NT).

POLICY STATEMENT

Equal employment opportunity principles apply equally to Councillors and employees.

The principles of equal employment opportunity are:

- promotion of equal employment opportunity based solely on merit to ensure that discrimination does not occur;
- provision of training that is consistent with equal opportunity principles;
- ensuring that all promotional policies and opportunities are directed towards providing equal opportunity to all employees;
- ensuring that all offers of employment are directed to providing equal opportunity;
- refusal to tolerate harassment within the workplace; and
- provision of an enjoyable, challenging, involving, harmonious work environment for all employees where each employee has an opportunity to progress to the extent of their ability.

The Coomalie Community Government Council has an ongoing commitment to raise awareness for the need and desirability of Equal Employment Opportunity practices and to ensure compliance with the requirements of the Equal Opportunity Act.

To ensure that equal employment opportunity practices are implemented, there is a need to establish a management plan which will include provision for:

- establishment and periodic review of consultative committee;
- appointment of grievance officers;
- appropriate training programmes;
- review and monitoring of personnel practices and policies;
- periodic review of the EEO policy; and
- periodic review of all Policies to eliminate any discriminatory practices.

The Coomalie Community Government Council recognises its legal obligations under the Northern Territory Anti-Discrimination Act 1996 (NT) and will actively promote amongst Councillors and employee's equal opportunity based solely on merit to ensure that discrimination does not occur on the grounds of sex, marital status, pregnancy, race, impairment, religious or political convictions, age, family status and responsibility.

All employment training with the Coomalie Community Government Council will be consistent with providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such training.

All promotional Policies and opportunities with the Coomalie Community Government Council will be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such promotion.

All offers of employment within the Coomalie Community Government Council will be directed towards providing equal opportunity to prospective employees provided their relevant experience, skills and ability meet the minimum requirements for engagement.

To conform to the Equal Opportunity principles, advertisements will not request information about the applicant which is not relevant to requirements of the position.

For example:

- Applicant gender and gender history;
- Marital status (or other status, or plans);
- Children (or plans to have them);
- Other dependents;
- Childcare arrangements;
- Birthplace, racial or ethnic origin;
- Length of residency in Australia;
- Health/medical status or disability;
- Spouse, or spouse's employment and/or salary;
- Sexual preference;
- Religious beliefs;
- Political beliefs/affiliations;
- A photograph;

The Coomalie Community Government Council will not tolerate harassment within its workplace. Harassment is defined as any unwelcome offensive action or remark concerning a person's race, colour, language, ethnicity, political or religious convictions, gender, marital status, age, family status and responsibility or impediment (impairment).

The equal employment opportunity goals of the Coomalie Community Government Council are designed to provide an enjoyable, challenging, involving, harmonious

work environment for all employees where each has the opportunity to progress to the extent of their ability.