



# Recruitment & selection Equal employment opportunities

## FACT SHEET

### Equal Employment Opportunities

Clarence Valley Council (Council) is committed to providing a working environment free from unlawful discrimination, harassment, bullying and vilification with equal access to all areas of employment, benefits and development opportunities.

The employment and selection for jobs is based on merit and free from discrimination. Council endeavours to select the person who has the skills, knowledge, personal qualities and experience that best fit the job requirements regardless of their race, colour, national origin, sex, religion, marital status, age, physical and intellectual impairment, political convictions and sexual preferences.

Council aims to reflect an ongoing commitment to equal opportunity by:

- creating an environment free of discrimination and harassment;
- providing clear and accountable policies and practices;
- developing, implementing, monitoring and reporting on equity strategies and plans;
- developing and implementing programs to increase access and promote success in employment for designated under-represented groups;
- providing employees with learning and awareness programs on equity issues; and
- providing effective mechanisms to resolve complaints.

### Our EEO Strategies

#### EEO Management Plan

In accordance with the Local Government Act 1993, Council has prepared and implemented an EEO Management Plan. The plan details the strategies and activities undertaken to ensure our EEO objectives are met.

#### Recruitment

Council encourages applications from a diverse range of applicants. We are an EEO employer and welcome applications from Aboriginal and Torres Strait Islander people, people from diverse cultures, women and people with disability.

Council's goal is to give every person a fair and equitable opportunity to compete for any vacant position including access to interviews.

Selection of applicants is based on merit, giving consideration to the applicant's qualifications, skills and experience in meeting the inherent requirements of the position.

#### Employment

Council maintains work practices which eliminate discrimination.

Information on the Council's EEO/Anti-Discrimination principles, including the EEO Management Plan is made available to all employees.

## **Training and development**

Staff undertaking recruitment activities are trained to ensure that when interviewing applicants for positions an applicant's merit will not be judged on the interviewers personal biases or the applicants appearance, personal association, potential pregnancy, racial hatred/vilification, status as a carer, gender race, pregnancy, breastfeeding, sexual orientation, transgender (transsexual) status, national origin, religion, marital status, political belief, physical or intellectual impairment, irrelevant criminal record, union membership, medical record, age or family responsibilities.

The management of training and development is consistent with the principles of equity and support Council's EEO objectives. This ensures that all staff have the opportunity to contribute to the overall success of Council as well as enhancing their individual skills and competencies

## **Reasonable adjustments**

Where necessary, possible and reasonable, Council will provide information about and make appropriate adjustments, for employees and prospective employees with a disability.

Training is provided to relevant staff in relation to use of equipment or systems provided for reasonable adjustments as required.