

DEPARTMENT OF CONSERVATION AND LAND MANAGEMENT

POLICY STATEMENT NO. 26

EQUAL EMPLOYMENT OPPORTUNITY REVISED OCTOBER 1995

1. GENERAL

This Policy Statement supersedes the earlier Policy Statement No 26 issued in March 1993.

See also Policy Statement No 30, Harassment in the Workplace and Administrative Instruction No 36, Guidelines for Resolving Harassment Grievances (both revised October 1995) which have relevance to this policy.

2. BACKGROUND

Equal employment opportunity is an employment practice which ensures that an organisation draws on the full range of available talent and selects the best person for any job.

Equal employment opportunity should ensure that everyone has the same access to that basic right of all Australians - that is, the right to work. It means that where criteria such as gender or race are irrelevant, they are not used as a means of denying some people that right.

The Equal Opportunity Act 1984 (as amended in 1985, 1988 and 1992) supports the basic premise that provided educational and experience requirements are satisfied, equal opportunity in seeking and while remaining in employment, is the right of every individual.

The Act makes it unlawful to discriminate against anyone because of their:

- race;
- sex;
- marital status;
- pregnancy;
- political conviction;
- religious conviction;
- impairment;
- age;
- family responsibilities or family status.

The Act also covers harassment, including sexual harassment, discriminatory advertising and victimisation of a complainant.

3. OBJECTIVE

The objective of this Department is to eliminate and ensure the absence of discrimination and harassment between persons on the grounds of race, sex, marital status, pregnancy, political conviction, religious conviction, impairment, age or family responsibilities or family status and thereby provide equal opportunity in employment.

4. STRATEGIES

To achieve this objective the Department will:

- 4.1 Recognise and fulfil its legal obligations under the Equal Opportunity Act 1984 (as amended in 1985, 1988 and 1992).
- 4.2 Fulfil its social responsibilities towards its employees and the communities in which it operates.
- 4.3 Review periodically its personnel policies and practices to maintain a system where individuals are selected, promoted and treated solely on the basis of their merits and abilities which are appropriate to the job.
- 4.4 Seek to give all employees equal opportunity and encouragement to progress within the organisation by implementing the ongoing Outcome Standards as defined by the CALM Equal Opportunity Management Plan.
- 4.5 Encourage active participation of all employees in equal opportunity planning and the implementation process.
- 4.6 Promote CALM as an equal opportunity employer in accordance with the outcome standards of the CALM Equal Opportunity Management Plan.
- 4.7 Distribute and publicise this Policy Statement throughout CALM as appropriate.

5. RESPONSIBILITIES

- 5.1 It is the responsibility of all employees to accept their personal involvement in the practical application of this policy. Specific responsibility falls upon management, supervisory staff and staff involved in recruitment, selection, employee administration, training and career development.
- 5.2 The overall responsibility for monitoring the effectiveness of this policy and for implementing the ongoing CALM EO Management Plan to make this policy fully operative is vested in the Manager, Human Resources Branch.


 Syd Shea
 EXECUTIVE DIRECTOR

16 October 1995

DISTRIBUTION: List I (District Managers to distribute to all wages employees)