

DEPARTMENT OF CONSERVATION AND LAND MANAGEMENT

POLICY STATEMENT NO. 26

EQUAL EMPLOYMENT OPPORTUNITY

REVISED MARCH 1993

1. GENERAL

This Policy Statement supersedes the earlier Policy Statement No 26 issued in February 1990.

See also Policy Statement No 30, Harassment in the Workplace and Administrative Instruction No 36, Guidelines for Resolving Harassment Grievances (Revised December 1988) 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 sex 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 that 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 between persons on the grounds of sex, marital status, pregnancy, race, political conviction, religious conviction, impairment, age or family responsibilities and thereby to provide equal opportunity in employment.

### 4. STRATEGIES

To achieve this objective the Department will:

- 4.1 Recognise and fulfill its legal obligations under the Equal Opportunity Act 1984 (as amended in 1985, 1988 and 1992).
- 4.2 Fulfill its social responsibility 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 action program as defined in the Equal Opportunity Management Plan.
- 4.5 Provide within the action program, training for all employees which will enhance employees' understanding of the need for an equal opportunity program.
- 4.6 Encourage active participation of all employees in equal opportunity planning and the implementation process.
- 4.7 Promote the organisation as an equal opportunity employer in accordance with the action program.
- 4.8 Distribute and publicise this policy statement throughout the organisation as is appropriate.

### 5. RESPONSIBILITIES

- 5.1 It is the responsibility of all employees to accept their personal involvement in the practical application of this policy, although 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 an ongoing action program to make this policy fully operative is vested in the Manager, Human Resources Branch.

*Syd Shea*

Syd Shea  
EXECUTIVE DIRECTOR

18 March 1993

DISTRIBUTION: Lists A, B, D, E, G, H and Overseers