



POLICY NO.	CPHR4
POLICY TITLE	Equal Employment Opportunity Policy
STATUS	Council
SERVICE	People and Culture
DOCUMENT ID	550751

## PURPOSE

Hunter's Hill Council values equity, diversity, and inclusion and is committed to fostering a workplace culture that upholds dignity and respect for all. This policy outlines Council's commitment to Equal Employment Opportunity (EEO) and sets expectations for employee conduct, recruitment, promotion, and professional development practice free from unlawful discrimination and harassment.

Council aims to eliminate all direct and indirect discriminatory practices and promote a diverse, respectful, and merit-based workplace. All employment decisions will be based on objective criteria such as skills, experience, qualifications and potential.

## OBJECTIVES

This policy seeks to:

- Reaffirm Council's commitment to EEO principles.
- Prevent unlawful discrimination and harassment in the workplace.
- Promote equal access to employment, training and advancement.
- Embed the EEO Management Plan in workplace practices.
- Ensure all employees understand and uphold EEO responsibilities.
- Demonstrate leadership in fostering equity within the community.

## SCOPE

This policy applies to:

- All Councillors
- All Council employees (permanent, temporary, casual), volunteers, contractors, and interns.
- All work locations, including remote working, offsite events, after-hours functions, and conferences.
- All employment practices including recruitment, selection, promotion, training, conditions of service, and termination.
- All forms of reported or suspected discrimination or harassment.

## DEFINITIONS

<b>Discrimination:</b>	Unfair or less favourable treatment based on personal characteristics such as race, gender, age, disability, religion, or sexual orientation.
<b>Harassment:</b>	Unwelcome behaviour that offends, humiliates, or intimidates, based on a protected characteristic under relevant legislation.
<b>Racism:</b>	Prejudice or discrimination directed against individuals based on racial or ethnic background.
<b>Sexual Harassment:</b>	Any unwelcome sexual advance, request for sexual favours, or conduct of a sexual nature that makes a person feel offended, humiliated, or intimidated.
<b>Worker:</b>	Any employee, contractor, volunteer, intern, or consultant working on behalf of Council.
<b>Manager/Supervisor:</b>	Employees who oversee others and are responsible for implementing Council policies and managing team conduct.

Any behaviour which causes distress to another employee is unacceptable at work.

The Australian Human Rights Commission and the Fair Work Commission accept complaints about workplace bullying, harassment or discrimination covered by federal discrimination laws, including sex, disability, race and age discrimination.

## PRINCIPLES

1. Council recognises its legal obligations under the *NSW Anti-Discrimination Act 1977*, *Disability Discrimination Act 1992*, and other applicable legislation.
2. Council upholds a zero-tolerance approach to unlawful discrimination, harassment, and bullying.
3. Council is committed to inclusive leadership and has embedded EEO in initiatives such as the Reconciliation Action Plan (RAP).
4. EEO training will be provided to all employees.
5. This policy supports Council's broader Respect and Dignity in the Workplace Policy.

# RESPONSIBILITIES

## General Manager

- Lead policy implementation and review.
- Monitor and report on effectiveness.

## Directors, Managers, and Supervisors

- Uphold and model EEO practices.
- Provide training, guidance, and equitable opportunities.
- Manage complaints professionally and supportively.

## Director of People & Culture

- Review and monitor HR practices to identify potential bias.
- Provide EEO support and training to employees and managers.
- Lead implementation and evaluation of the EEO Plan 2025–2029.

## All Workers

- Treat others with dignity and respect.
- Complete EEO training.
- Report breaches of the policy promptly.

## Consultative Committee

- Support implementation and regular review of the EEO Policy and Plan.

It is the responsibility of the director, manager or supervisor to ensure that no form of harassment takes place in the workplace, this includes ensuring that a culture of unacceptable behaviour is not allowed to develop.

Employees should be provided with clear guidance of what is acceptable and what is not acceptable behaviour and practices in the workplaces.

Directors, managers and supervisors have responsibilities to manage and supervise their employees, particularly with regard to unsatisfactory performance of duties. Therefore, harassment must not be confused with advice and comment from managers and supervisors regarding an individual's work performance. Such comment and advice may include critical statements and feedback, along with ongoing monitoring and review of performance.

## Unacceptable Conduct Examples

- Discrimination or harassment in any form
- Workplace bullying or intimidation
- Threats or violence
- Inappropriate use of technology
- Substance abuse in the workplace
- Theft or fraud
- Insubordination

## COMPLAINTS, COMPLIANCE & DISCIPLINARY ACTION

All employees are expected to comply with this policy. Breaches will be treated as misconduct and may lead to disciplinary action. Employees can raise concerns through Council's Grievance Handling Policy or seek support from:

- General Manager
- Director People & Culture
- Relevant supervisor or manager

## IMPLEMENTATION & INTEGRATION

This policy will be:

- Communicated to all employees and new hires.
- Incorporated into Council documents including:
  - CSP, Delivery Program & Operational Plan
  - Workforce Strategy & Plan 2025
  - Position descriptions, job ads, and performance management documents
  - Employment contracts and onboarding materials

## RELATED LEGISLATION & POLICIES

- [Australian Human Rights and Equal Opportunity Commission Act 1986](#)
- [Age Discrimination Act 2004](#)
- [Sex Discrimination Act 1984](#)
- [Racial Discrimination Act 1975](#)
- [Disability Discrimination Act 1992](#)
- [Fair Work Act 2009](#)
- [Workplace Gender Equality Act 2012](#)
- [Privacy and Personal Information Act 1998](#)
- [Workplace Health and Safety Act 2011](#)
- [New South Wales Anti-Discrimination Act 1977](#)
- [New South Wales Industrial Relations Act 1996](#)
- [New South Wales State Records Act 1998](#)
- [Local Government Act 1993](#)
- [Local Government \(State\) Award 2023](#)
- [NSW Disability Inclusion Act \(2014\)](#)

### Internal documents:

- Hunter's Hill Council EEO Management Plan 2025–2028
- Disability and Inclusion Action Plan 2023
- Code of Conduct
- Respectful Behaviours Policy
- Reconciliation Action Plan (RAP)
- H.E.A.R.T. Values

## POLICY AUTHORITY & CONTRACT

**Policy Owner:** Nick Tobin, Acting General Manager

**Contact:** Rosanna Guerra, Director People & Culture

## REVIEW

This policy to be reviewed once per term of Council.

**Next review date is: April 2030**

## ADOPTED BY COUNCIL/EXECUTIVE:

DATE: 28 April 2025

RESOLUTION NO: 063/25

## VERSION CONTROL TABLE

Date	Version	Res. No.	Key Changes	Author
09.09.2013	1.0	285/13	Adoption of Policy	Manager Human Resources
2016	1.1	263/06	Legislative updates	Manager Human Resources
14/12/2020	2	424/20	Legislative updates	Manager Human Resources
April 2025	3.0	063/25	Legislative updates	Director People & Culture