

Equal Employment Opportunity

Policy Owner: Human Resources Services
Contact Person: Manager Human Resources
Date of Approval: 4 May 2010 – CS05-05/10

Objective

To outline the City of Wanneroo's commitment to Equal Employment Opportunity and to ensure that every person shall have equal opportunity for employment.

Statement

The City of Wanneroo recognises its legal obligations under the Equal Opportunity Act 1984{as amended} and is committed to the principles of Equal Employment Opportunity (EEO).

The City will actively promote amongst its elected members, employees and prospective employees EEO based solely on merit and to ensure that discrimination in employment practices in whatever form does not occur.

The City is committed to achieve fair and equitable practices in all areas of employment including:

- All recruitment, selection and promotion procedures and processes are open, competitive and based on merit.
- All employment training will be consistent with providing equal opportunity to employees provided their relevant experience, skills and ability meet the minimum requirements for such training.
- There shall be no employment policies and practices that directly or indirectly discriminate because of sex, marital status, pregnancy religion, race, political conviction, age, gender history, family status and responsibilities or impairment.
- No decisions on matters affecting employees will be made on the basis of nepotism or patronage.
- Encourage and promote where appropriate employment opportunities to disadvantaged and minority groups.
- Review employment practices to ensure flexibility where appropriate to accommodate the changing needs of our employees.

Organisational Scope

This policy applies to all full time, part time, permanent, temporary and casual employees of the City of Wanneroo.

Grievance

The City undertakes to treat any grievance under this policy fairly, quickly and in confidence. It will treat each case on its merits having regard to the relevant legislation and the City's Code of Conduct. Determinations in relation to any grievance will be the responsibility of the relevant Manager(s) and/or-Director(s) after consultation with the Manager Human Resources. Employees have the right to appeal any such determination to the Chief Executive Officer.

The above process is not intended to impede or prevent any action the employee may wish to take through an appropriate external tribunal.

Responsibility for Implementation

All Managers and Supervisors will be held responsible for ensuring the equal opportunity objectives of this City are implemented and supported.

Versions	Next Review	Record No:
8 June 2004 - CS05-06/04	17 February 2010	
4 May 2010 – CS05-05/10	March 2012	P/Docs 892546 TRIM:- 10/749