

Equal Opportunity Policy

INTRODUCTION

The University is committed to achieving equality of opportunity in education and employment. The University recognises its responsibility to adopt procedures to ensure the absence of discrimination and harassment in relation to all facets of student and staff participation at the University in accordance with prevailing community standards of best practice and relevant legislation.

STATEMENT OF AUTHORITY

The authority behind this policy is the [Charles Darwin University Act 2003](#) part 3, section 15.

COMPLIANCE

This is a compliance requirement under the [Anti-Discrimination Act](#).

INTENT

The intent of this policy is to provide the framework for the implementation of equity principles and to ensure compliance with Commonwealth and Northern Territory anti-discrimination legislation.

RELEVANT DEFINITIONS

In the context of this document

Governance document means a formally approved document that outlines non-discretionary governing principles and intentions, in order to guide University practice. Governance documents are formal statements of intent that mandate principles or standards that apply to the University's governance or operations or to the practice and conduct of its staff members and students they include the Charles Darwin University Act (2003), by-laws, policies, procedures, guidelines, rules, codes and the Enterprise Agreement;

Senior Executive means a staff member of the University holding the position of Vice-Chancellor, Provost, Deputy Vice-Chancellor, Pro Vice-Chancellor or Chief Financial Officer or equivalent; and

Senior Manager means a staff member of the University holding the position of Director or Head of School or equivalent.

POLICY

This policy will be implemented in a way that ensures:

- Action is taken to redress disadvantage caused by unequal access to education and employment;
- Access to conditions and benefits of employment for all staff, and access to education for all students, is fair and equitable;
- Staff and students are involved in decisions affecting their work and study;

- The basic rights of equal access to jobs, education and freedom from discrimination and harassment are protected. This includes receiving information about these rights and providing complaint mechanisms for redressing complaints;
- The diversity of the University community is recognised, valued and respected;
- Activities in the workplace and study environment are performed by competent staff who understand and have agreed to ensure that principles of equal opportunity are implemented in their work area;
- Activities in the workplace and study environment are supported by documentation, which:
 - Is in accordance with relevant anti-discrimination legislation;
 - Takes all reasonable steps to prevent unlawful discrimination in both the workplace and in University activities; and
 - Ensures all staff members are accountable for their actions;
- Sufficient resources are allocated to achieve stated goals, and subject to appropriate review; and
- Activities are in accordance with the University Quality Policy.

Charles Darwin University is committed to:

- Reviewing and clearly documenting policies, procedures and guidelines that relate to equal opportunity;
- Establishing and monitoring performance against meaningful and measurable objectives;
- Identifying competency needs and providing appropriate training and professional development of staff to meet those needs;
- Reviewing resources to confirm that they continue to be sufficient to meet requirements;
- Maintaining dialogue with students and staff to ensure that needs are being met; and
- An effective complaints procedure for staff and students, which will promptly respond to claims of discrimination, harassment, sexual harassment and discrimination.

Specific Responsibilities and Authorities

The Vice-Chancellor is responsible for ensuring that the University operates in compliance with the legislation and with the terms of this policy. The responsibility of implementing this policy has been delegated to Senior Executives and Senior Managers.

Senior Executives and Senior Managers have the responsibility and authority to implement this policy in their respective work areas, and for reporting annually on the various equal opportunity activities undertaken in their cost centre in response to this policy.

The Complaints Management Unit take a leading role in initiating, developing, monitoring, evaluating, reviewing and raising awareness of University equal opportunity governing documents, programs and plans to ensure that the legislation and this policy operate in practise. The Office responds to complaints of alleged unlawful discrimination under the terms of this policy.

The Pro Vice-Chancellor, Indigenous Leadership takes a leading role in initiating, developing, monitoring, evaluating, reviewing and raising awareness of University governance documents, programs and plans that support the access of Aboriginal and Torres Strait Islander people into tertiary study, contributes to the teaching and research within the University on issues related to Indigenous peoples and provides an environment where the history and culture of Aboriginal and Torres Strait Islander people can be respected and valued.

ESSENTIAL SUPPORTING INFORMATION

Internal

[Corporate Social Responsibility Policy](#)

[Quality Policy](#)

External

[Anti-Discrimination Act \(NT\)](#)

[Disability Discrimination Act 1992](#) (Commonwealth)

[Disability Discrimination Amendment \(Education Standards\) Act 2005](#) (Commonwealth)

[Equal Opportunity for Women in the Workplace Act 1999](#) (Commonwealth)

[Human Rights \(Sexual Conduct\) Act 1994](#) (Commonwealth)

[Human Rights and Equal Opportunity Act 1986](#) (Commonwealth)

[Racial Discrimination Act 1975](#) (Commonwealth)

[Sex Discrimination Act 1984](#) (Commonwealth)

Document History and Version Control

Last amendment:	15 Dec 2017	Next Review:	May 2008
Sponsor:	Vice-Chancellor		
Contact Officer:	Deputy Vice-Chancellor, Operations		

Version	Date Approved	Approved by	Brief Description
1.00	4 May 2005	Council	Creation of original document and upload to CDU website.
1.01	29 Dec 2010	Governance	<ul style="list-style-type: none"> • Convert document to new template • Add statement of authority, relevant definitions, document history and version control and essential documents in keeping with new policy format. • Amend minor grammatical and spelling errors. • Amend Audit and Risk Committee to Finance, Risk and Review Committee to reflect change in committee title. • Wording 'Internal Audit Function' deleted as no longer in existence. • Support and Equity Division changed to Office of Student Administration and Equity Services to reflect title change. • Head of Area changed to Senior Manager. • Pro Vice-Chancellor Community and Access changed to PVC Learning, Teaching and Community Engagement.
1.02	14 Jan 2011	Governance	<ul style="list-style-type: none"> • Amend Office of Student Administration and Equity Services to Office of Leadership and Organisational Culture to reflect change of responsibility. • PVC LT +CE changed to PVC IL to reflect change in responsibilities.
1.03	10 Jan 2012	Governance	<ul style="list-style-type: none"> • Removal of reference to Finance, Risk and Review Committee as no longer active. • Amended position titles in accordance with new organisational chart. • Update hyperlinks • Minor changes to grammar and formatting. • Changed contact officer
1.04	22 Jun 2017	Governance	<ul style="list-style-type: none"> • Convert document to current template • Updated and added hyperlinks and essential supporting information • Minor changes to wording, grammar and formatting • Assigned document number • Removed general responsibilities section • Addition of relevant definitions
1.05	15 Dec 2017	Governance	<ul style="list-style-type: none"> • Conversion to new Governance template due to new University branding

			<ul style="list-style-type: none">• Updated definitions• Updated hyperlinks• Amended Contact Officer from Deputy Vice-Chancellor to Deputy Vice-Chancellor, Operations• Amended Office of Leadership and Organisational Culture to the Complaints Management Unit
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