

Equal Employment Opportunity (EEO) and Diversity Policy

(Policy Number – KL-HRPOL020)
(Policy Type – Council)

1 Aim

The Latrobe and Kentish Councils' (the Councils') have established a municipal alliance resulting in a single workforce now operating across both Councils'.

The purpose of the EEO and Diversity Policy is to ensure that the Councils' have a workplace which provides equality of opportunity and makes employment decisions which are free from unlawful discrimination.

Everyone regardless of gender, race, ethnicity, age, marital or parental status, sexual preference, disability or cultural background and beliefs, among other attributes, have the right to be given fair consideration for employment or employee related benefits.

2 Policy Statement

The EEO and Diversity Policy is a commitment by the Councils' to create a workplace that is fair and inclusive and to build a workforce which reflects the diversity of the Latrobe and Kentish communities.

The Councils' recognise that in order to be successful, they must attract and retain a variety of people with diverse skills, experience or backgrounds. The Councils' commitment and awareness of diversity is reflected in their values, policies and practices.

The Councils' are committed to fostering good internal and external relationships by ensuring that the diversity and equal employment opportunity that exists among the workforce, clients and the community is safeguarded and acknowledged.

The principles of EEO and underpinning legislation will ensure that employees are selected for positions on merit, as well as being provided with equitable access to employment, professional development and workplace participation.

This policy applies to all workers (a worker includes an employee, labour hire staff, volunteer, apprentice, work experience student, subcontractor and contractor) and any potential applicants for employment with the Councils'.

The EEO and Diversity Policy provides a framework for the Councils' to achieve:

- a skilled workforce which reflects the diversity of the community and leads to continuous improvement in service delivery.
- a work environment that values and utilises the contributions of workers with diverse skills, backgrounds and experiences through improved awareness of the benefits of workforce diversity and successful management of diversity.
- awareness for all workers of their rights and responsibilities with regards to fairness, equity and respect for all aspects of diversity.

- core organisational values which underpin the respective Councils' Strategic Plans.

3 Policy Detail

| Purpose | Description |
|--|---|
| Definitions | <p>Equal Employment Opportunity refers to employment practices that are designed so that existing and potential employees are able to compete for, or be awarded, employment, promotions, transfers, training and other employment related benefits based on their merits without reference to irrelevant characteristics.</p> <p>Diversity is about inclusiveness. It means understanding that each individual is unique and recognising their individual differences. These can be along the dimensions of race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs or political beliefs. Diversity also refers to the other ways in which people are different, such as educational level, life experience, work experience, personality and marital status.</p> |
| The Councils' Roles and Responsibilities | <p>The Councils' are committed to achieving fair and equitable practices in all areas of employment including:</p> <ul style="list-style-type: none"> • recruitment, selection and promotion practices which are open, competitive and based on merit; • access for workers for training and development; • grievance handling procedures that are accessible and deal with workplace complaints promptly, fairly and confidentially; • communication processes which give workers access to information and allow their view to be heard; and • reasonable management decisions which are fair and equitable. <p>The Councils' are also committed to ensuring that:</p> <ul style="list-style-type: none"> • workplace policies and practices are fair and equitable; • all workers are valued and respected and have opportunities to achieve their full potential; • the workforce reflects the diversity of the community; and • the EEO and Diversity Policy is communicated to all workers as appropriate. |
| Management Roles and Responsibilities | <p>Management is responsible for creating a working environment where:</p> <ul style="list-style-type: none"> • EEO principles and underpinning legislation are applied in the workplace; |

| Purpose | Description |
|---|--|
| | <ul style="list-style-type: none"> • there is acceptance of difference, ensuring all workers are treated fairly, with respect and dignity; • ensuring all decisions relating to appointment, promotion and career development are made without regard to any matters other than the individual's inherent ability to carry out the requirements of the job; • reasonable accommodations are considered and provided where necessary; and • inappropriate attitudes or behaviours are confronted. The Councils' are committed to treating seriously any instance of inappropriate behaviour and to confront attitudes based on inappropriate stereotypes. The formal disciplinary procedure will be used to manage inappropriate behaviour. |
| <p>Employees Roles and Responsibilities</p> | <p>Employees are expected to:</p> <ul style="list-style-type: none"> • behave in a manner which is consistent with both Councils'; Values and Code of Conduct; • comply with the terms of this EEO and Diversity Policy; • respect individual differences and contributions to a workplace that are fair and equitable; and • promptly informing their manager if there has been a potential breach of the EEO and Diversity Policy. |

4 Associated Documents and References

4.1 Local Government Act 1993 Reference

63. Employees

- (1) *The general manager of a council may –*
- (a) *appoint persons as employees of the council; and*
 - (b) *allocate duties to employees; and*
 - (c) *control and direct employees; and*
 - (d) *suspend or dismiss employees.*
- (2) ***The general manager is to develop human resource practices and procedures in accordance with policies of the council to ensure employees of the council receive fair and equitable treatment without discrimination.***

4.2 Other Legislation Reference

- Anti-Discrimination Act 1998 (State)
- Equal Employment Opportunity Act 1984 (Commonwealth)
- Racial Discrimination Act 1975 (Commonwealth)
- Human Rights and Equal Opportunity Commission Act 1986 (Commonwealth)
- Disability Discrimination Act 1992 (Commonwealth)
- Fair Work Act 2009 (Commonwealth)
- Sex Discrimination Act 1984 (Commonwealth)
- Work Health and Safety Act 2012 (State)
- Public Interest Disclosure Act 2002 (State)

4.3 Strategic Plan Reference

LATROBE

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|-----------|-------|---|
| Area | 1 | Governance |
| Program | 1.4 | Employee Development |
| Objective | 1.4 | Develop opportunities for skilled, experienced, and motivated staff |
| Strategy | 1.4.3 | Develop and review staff policies |

KENTISH

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| Area | 1 | Governance and Organisational Development |
| Program | 1.4 | Employee Development |
| Objective | 1.4 | To develop skilled, experienced, motivated and accountable staff, |
| Strategy | 1.4.3 | Develop and review staff policies and where necessary, provide staff education and training. |

APPROVED BY LATROBE COUNCIL: 9 May 2022 Minute: 17184

APPROVED BY KENTISH COUNCIL: 17 May 2022 Minute: 8.3

EFFECTIVE DATE: 18 May 2022

ADMINISTERED BY: General Manager

This policy will be reviewed periodically to ensure its relevance in terms of community needs and expectations and Council goals, targets, budget and statutory requirements.