



Workforce Diversity Policy

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Purpose

Central Darling Shire Council (CDSC) is committed to creating a workplace that is fair and inclusive, and builds a workforce which better reflects the diversity of our community. It is underpinned by the broad principles of Human Rights, Social Justice and Equal Employment Opportunity (EEO), and ensures that all decisions made within CDSC are based on merit and sound management practices. In particular, it relates to the areas of recruitment, selection, training, skills development, promotions, workforce planning, terms and conditions of employment and separation.

The main objectives of this policy are:

1 Attract and recruit a diverse workforce:

- Apply fair and inclusive recruitment and selection practices to ensure all employees and prospective employees are treated equitably.
- Build strong partnerships with our community and external organisations to maximise the employment outcomes for groups who are under-represented in our workforce.
- Provide improved employment and career development opportunities for people who are underrepresented in our workforce through specific programs and initiatives.

2 Develop and retain a diverse workforce:

- Develop a diverse and skilled workforce that reflects the diversity of our community.
- Foster a work environment that values and utilises the contributions of all employees considering diversity of skills, backgrounds, experiences and educational levels.
- Identify and address inequalities in employment, training, development and promotion within CDSC.

3 Workforce diversity as part of everyday business:

- Promote workforce diversity as a source of strength. This is not only about increasing visible differences in the workforce, but also about the strategic advantage that comes from incorporating a wide variety of capabilities, ideas and insights in our decision making, problem solving, policy development and service delivery.
- Implement a Workforce Diversity Plan, which includes EEO management plans, that provide direction and objectives and strategies for CDSC.
- Create a workplace culture that fosters fair and inclusive practices and behaviours.
- Increase employee awareness of their rights and responsibilities with regards to equity, integrity and respect for all aspects of diversity

The Workforce Diversity Policy is supported by CDSC's Workforce Diversity Management Plan, which was developed in accordance with the Local Government Act 1993 to eliminate and ensure the absence of discrimination on specified grounds and to promote equal opportunity across the organisation and with prospective employees.

Application

This policy applies to all employees of CDSC and includes, trainees, labour hire employees, students on work experience and volunteers.

Definitions

Discrimination refers to behaviour and conduct that treats a person unfavourably due to a protected attribute.

Diversity refers to the equal employment opportunity groups that are under-represented in our workforce. These groups include women, people with caring or family responsibilities, Aboriginal and Torres Strait Islander people, people living with a disability, people from culturally or linguistically diverse backgrounds, and young people under 25 years.

Employment related opportunities refers to recruitment and selection, engagement of persons as employees, promotion and transfer of employees, training and development for employees, and conditions of service for employees.

Equal Employment Opportunity refers to the principle that everyone should have equal access to employment opportunities based on merit – whether internal or external applicants.

Harassment refers to any form of inappropriate or improper behaviour that is perceived by the affected person(s) to be personally offensive, and is not wanted, not asked for and not returned, or is likely to cause a hostile or uncomfortable workplace.

Victimisation refers to the unfair treatment for raising or intends to raise a concern or complaint about discrimination or harassment, or in providing evidence or information regarding a complaint.

Provisions

This policy recognises that specific groups of people in our community, have in the past experienced, and may continue to experience, inequitable treatment in gaining employment or within their workplace. The aim of workforce diversity is to create a culture that fosters fair and inclusive behaviours and removes any discriminatory practices that may exist and to redress the past exclusion and marginalisation of these groups.

1. Commitment

- 1.1 CDSC embraces workforce diversity as a source of strength. It recognises that our employees are our greatest asset and aims to attract and retain people with diverse skills, experience and background to deliver high quality services to our community. A workforce that reflects the diversity of our community will be better able to understand the needs of our customers.
- 1.2 CDSC also recognises that workforce diversity is not only about increasing visible differences in the workforce, but the strategic advantage that comes from incorporating a wide variety of capabilities, ideas and insights in our decision making, problem solving, policy development and service delivery.
- 1.3 CDSC respects people as individuals and values their differences. It is committed to creating a working environment that is fair and flexible, promotes professional growth and benefits from the capabilities of its diverse workforce.
- 1.4 The Workforce Diversity Policy guides the development and implementation of the Workforce Diversity Plan and all other strategies and programs that promote workforce diversity.

2. Principles

- 2.1 **Human Rights** – The universal rights of all people are to be treated with respect, equality and dignity.
- 2.2 **Social Justice** – Embraces the rights of all communities to fair and equitable access to services and resources, equal rights and opportunities to participate in all aspects of community life and decision making.
- 2.3 **Equal Employment Opportunity (EEO)** – Aims to recruit and select employees for positions (including promotions) on merit; provide equitable access to employment, professional development and workplace participation for people who are underrepresented in our workforce; and ensure that workplaces are free from all forms of unlawful discrimination and harassment.

Under the *Local Government Act (NSW) 1993*, CDSC is required to develop and implement an Equal Employment Opportunity (EEO) Management Plan that captures details of programs to achieve the integration of equity and diversity, and equal employment opportunity principles into all aspects of employment.

To meet its obligations, CDSC is committed to ensuring:

- a) All employment practices are based on merit of the individual against specific position requirements.
- b) A workplace free from all forms of discrimination and harassment.
- c) An workplace culture which supports mutual respect and equality in the workplace.
- d) A workplace which values and supports diversity and equity at all levels.
- e) A workplace that fosters and values an inclusive and culturally sensitive work environment.

Responsibilities

Employee Responsibilities

- Support and respect equity, workplace diversity, ethical practices, workplace safety and to help prevent unlawful discrimination and harassment or bullying in the workplace.
- Participate in workforce diversity training and awareness sessions as requested.
- Treat all employees, customers and members of the community in a fair and equitable manner in accordance with CDSC's values and workforce diversity principles.
- Speak up and/or report behaviour that is outside of Council policies and procedures.

Management/Supervisor Responsibilities

All Managers and supervisors are required to implement workforce diversity principles in the workplace on a day-to-day basis. In practice this includes but is not limited to:

- Taking active steps to prevent and eliminate discrimination and harassment.

- Dealing fairly and equitably with complaints, incidents or grievances in a timely and respectful manner.
- Managing employees fairly, including consulting employees about decisions affecting them.
- Providing all employees with equitable access to training and development opportunities to achieve career goals.
- Fostering a work environment that values and utilises the contributions of all employees considering diversity of skills, backgrounds, experiences and educational levels.
- Conducting recruitment and selection processes fairly and inclusively to ensure all employees and prospective employees are treated equitably.
- Ensure all employees have access to organisational information through an induction process and other information and peer networks.

Human Resources Responsibilities

- Develop and implement a Workforce Diversity Plan, including EEO, for people who are underrepresented in our workforce: women; Aboriginal and Torres Strait Islander people; people living with a disability; people from culturally or linguistically diverse backgrounds; young people under 25 years.
- Within the Workforce Diversity Plan, establish goals and strategies so that our workforce better reflects our community.
- In partnership with divisions, implement specific programs and initiatives to provide improved employment and career development opportunities for people who are under-represented in our workforce.
- Apply fair and inclusive recruitment and selection practices to ensure all employees and prospective employees are treated equitably
- Ensure systems and processes are being complied with for detecting and responding to reports of discrimination or harassment.
- Build strong partnerships with our community and external organisations to maximise the employment outcomes for groups of people who are under-represented in our workforce.
- Provide appropriate training and development in workforce diversity matters.
- Collect, record and report appropriate workforce diversity information and key performance indicators.

Victimisation

Council will not tolerate the victimisation or unfair treatment of any employee who raises or intends to raise a concern or complaint regarding harassment or discrimination, or for providing evidence or information in relation to a complaint.

Incident Reporting

All employees are encouraged to report incidents in line with the Workplace Grievances and/or Incident Procedure.

External parties are to report all incident relating to employees in writing to the General Manager.

Reporting Requirements

Annual equal employment opportunity data and outcomes will be reported in CDSC's Equal Employment Opportunity Management Plan and Annual Report.

The Human Resources Officer will monitor reports and outcomes from this Policy and the CDSC.

Legislation

The legislation applicable to this Policy is listed below and includes associated regulations (as amended from time to time):

- *Age Discrimination Act 2004 (Cth)*
- *Anti-Discrimination Act 1977 (NSW)*
- *Australian Human Rights Commission Act 1986 (Cth)*
- *Disability Discrimination Act 1992 (Cth)*
- *Equal Employment Opportunity Act 1987 (Cth)*
- *Industrial Relations Act 1996 (NSW)*
- *Local Government Act 1993 (NSW)*
- *Local Government (State) Award 2023*
- *Racial Discrimination Act 1975 (Cth)*
- *Sex Discrimination Act 1984 (Cth)*
- *Work Health and Safety Act 2011 (NSW)*

Related Documents

Below is a list of relevant internal documents (as amended from time to time) as it relates to this Policy:

- Code of Conduct
- Central Darling Shire Council Workforce Diversity Management Plan
- Employee Screening Procedure
- Learning and Development Policy
- Learning and Development Procedure
- Recruitment and Selection Policy
- Recruitment and Selection Procedure
- Respectful Workplace Behaviour Policy

Workplace Diversity Policy

- Work Health and Safety Policy
- Workplace Grievances and/or Incident Procedure

Monitoring and Review

This policy will be monitored and reviewed by the Human Resources Officer to ensure compliance. Once adopted, it remains in force until it is reviewed by Council. It is to be reviewed every two (2) years to ensure that it meets requirements, or sooner if the General Manager determines appropriate.