

OPERATIONAL POLICIES

Equal Employment Opportunity & Diversity



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| Policy Number: | O11 |
| Relevant Delegation: | Not Applicable |
| Adoption Details: | 20 December 2022 |
| Last Review Details: | |

POLICY OBJECTIVE:

The Shire of York is an Equal Opportunity Employer committed to recruiting, retaining and promoting the most suitably qualified employees, whose appointment and/or advancement is based entirely on merit; and to providing a workplace in which diversity is embraced.

POLICY SCOPE:

This policy applies to all employees and contractors of the Shire of York.¹

POLICY STATEMENT:

INTRODUCTION

The Shire of York will do its utmost to provide a welcoming and inclusive work environment, whereby employees are supported and encouraged not only to fulfil their role to the best of their ability but also to reach their full potential. The Shire of York recognises the range of benefits that diversity can bring in the form of improving productivity, broadening knowledge and expertise, enhancing service delivery, and providing a wider perspective.

This policy sets out principles, standards and expectations.

PRINCIPLES

- (a) The Shire will abide by the legislative framework governing Equal Employment Opportunity, as set out in the Relevant Legislation section below.
- (b) All offers of employment made by the Shire shall facilitate equal opportunity provided the skills, knowledge, experience and qualifications of prospective employees meet the minimum requirements.
- (c) All training and professional development provided to employees by the Shire shall facilitate equal opportunity.
- (d) All employees of the Shire shall be granted equal access to promotional opportunities.
- (e) All employees will be treated by the Shire, other employees, and stakeholders with fairness, respect, equitably, and in a manner in which all aspects of diversity are embraced.

¹ In regard to volunteers, reference is made to Principle (f) of the Shire's Workforce & Human Resources Policy which states that "Volunteers, while not employees of the Shire of York, should be treated with respect and consideration and the value of the voluntary sector to the Shire explicitly acknowledged."

- (f) The Shire will actively develop and manage a skilled workforce which reflects diversity and leads to continuous improvement in service delivery.
- (g) The Shire will create and maintain a work environment that values and utilises the contribution of employees with diverse backgrounds, experiences, perspectives and insights.

PROVISIONS

This policy is to be read and implemented in conjunction with the Shire's Equal Opportunity Management Plan and Operational Policy O8 Employee Code of Conduct.

GRIEVANCES:

Any employee who has a grievance in relation to this policy will be invited to contact the Shire's Executive Manager, Corporate & Community Services in the first instance.

PENALTIES:

The Shire reserves the right to take action against any employee who makes a vexatious complaint under this policy, including termination of employment.

KEY TERMS/DEFINITIONS:

Suitably qualified means:

- Appropriate formal education qualifications; and/or
- Appropriate levels of experience; and
- Appropriate levels of training and development relevant to the role.

Stakeholder means:

- customers, employees, managers, staff and members of the community.

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| Responsible Officer: | Chief Executive Officer |
| Contact Officer: | Executive Manager, Corporate & Community Services |
| Relevant Legislation: | Local Government Act 1995 Equal Opportunity Act 1984 Fair Work Act (2009) Age Discrimination Act 2004 (Cth) Workplace Gender Equality Act 2012 (Cth) Disability Discrimination Act 1992 (Cth) Sex Discrimination Act 1984 (Cth) Racial Discrimination Act 1975 (Cth) |

Review History:

| Date Review Received: | Resolution Number |
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| Received by Council 20 December 2022 | 131222 |
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