



WARRNAMBOOL
CITY COUNCIL

Inclusion & Diversity Policy

POLICY TYPE: ORGANISATIONAL

APPROVAL DATE: November 2016

REVIEW DATE: November 2019

DOCUMENT CONTROL

Document Title:	<i>Inclusion & Diversity Policy</i>
Policy Type:	<i>Organisational</i>
Responsible Branch:	<i>Organisational Development</i>
Responsible Officer:	<i>Manager Organisational Development</i>
Document Status:	<i>Approved</i>
Endorsed By:	<i>MEG</i>
Adopted Date:	<i>November 2016</i>
Review Date:	<i>November 2019</i>

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1. INTRODUCTION

1.1. Purpose

Warrnambool City Council (WCC) is committed to building a workplace culture that promotes diversity & inclusion.

1.2. Scope

This policy applies to all Council employees.

1.3. Definitions

'Employees' – All full-time and part-time staff employed at Warrnambool City Council, including contractors, casual, temporary and volunteers

'Diversity' – reflected in things such as gender, age, language, cultural background, sexual orientation, religious belief, family responsibilities, marital status, level of education, socio-economic background, disabilities, personality, values, perceptions and attitudes.

'Inclusive' – *where employees feel valued and included*

1.4. References

Legislation & Policy	Title
Commonwealth Legislation	Australian Human Rights Commission Act 1986
	Sex Discrimination Act 1984
	Disability Discrimination Act 1992
	Racial Discrimination Act 1975
	Fair Work Australia Act 2009
	Equal Opportunity for Women in the Workplace Act 1999
Victorian Legislation	Age Discrimination Act 2004
	Occupational Health and Safety Act 2004
Warrnambool City Council	Equal Opportunity
	Staff Code of Conduct

2. DIVERSITY & WARRNAMBOOL CITY COUNCIL

Warrnambool City Council is committed to supporting a diverse culture that promotes the skills and insights of our people irrespective of gender, age, cultural background, ethnicity, generation, religious belief, sexual orientation, socio-economic background or disability.

We will ensure all staff are encouraged to be their best and feel confident that their diversity of needs and experiences will be valued and supported.

Workplace Diversity provides a number of benefits to Council and its employees, as well as our community, including but not limited to:

- Enhancing our employees' contributions
- Improving the quality of our programs and services
- Building a diverse workforce with a broad range of ideas and insights; and
- Strengthening employee attraction and retention
- Enriching our relationships with the community

3. INCLUSION

“a diverse workforce without an inclusive culture will not achieve the desired outcomes. In isolation a diverse workforce is just that – but with an inclusive culture an organisation will value differences, support and encourage individuals to thrive, and thus benefit from improved outcomes”¹.

At Warrnambool City Council we will strive to foster a culture that values inclusion. As a workplace we will be guided by the below principles to achieve this:

- Acknowledge and value our differences
- Ensure flexible work practices are observed and that the workplace is accessible and provides support where needed
- Deal quickly and effectively with inappropriate behaviour in the workplace
- Participate in workplace diversity training opportunities

4. GOVERNANCE

4.1. Owner

The Manager Organisation Development is responsible for ensuring this policy is implemented, progress is monitored, and it is regularly reviewed.

4.2. Review

The Manager Organisation Development will review the policy for any necessary amendments no later than 3 years after its formulation or after the last review.

4.3. Compliance Responsibility

4.3.1. Management Executive Group (Chief Executive and Directors)

- Demonstrate the values outlined in this policy through being role models.
- Ensure policies and work practices reflect commitment to achieving a workplace free from discrimination.

4.3.2. Managers and Supervisors

- Ensure employees have access to information and training, and that they understand what is required of them.
- Take steps to educate and make staff aware of their obligations under this policy.

- Act fairly to resolve issues and enforce workplace behavioural standards, making sure relevant parties are heard help staff resolve complaints informally.
- Refer formal complaints about breaches of this policy to the appropriate complaint handling officer for investigation.
- Ensure employees that raise an issue or make a complaint are not victimised.
- Seriously consider requests for flexible work arrangements.

4.3.3. *All Employees*

- Follow the principles outlined in this policy.
- Ensure that they treat co-workers with integrity and respect.
- Report behaviour that is in breach of this policy, may reflect or impact negatively on the integrity of an individual in the workplace.

4.4. Charter of Human Rights Compliance

It is considered that this policy does not impact negatively on any rights identified in the Charter of Human Rights Act (2006).

Warrnambool City Council is committed to consultation and cooperation between management and employees. The Council will formally involve elected employee health and safety representatives in any workplace change that may affect the health and safety of any of its employees.