

Respect and Equal Opportunity

Council Policy Number	163
Date adopted	16 April 2019
Scheduled for review	April 2021



Purpose

In accordance with the *Equal Opportunity Act 2010* and the *Victorian Occupational Health and Safety Act 2004*, **Campaspe Shire Council ('Council')** has a duty to prevent and eliminate any form of bullying, discrimination, harassment, and sexual harassment in the workplace. All employees and Councillors have a responsibility to respect the rights of one another to promote diversity, inclusion, safety and equal opportunity. Council will not tolerate breaches of this policy and associated procedure.

Policy Statement

Council is committed to ensure:

- A safe workplace is provided for all employees and Councillors.
- Appropriate training is provided to employees and Councillors to identify and prevent workplace bullying, discrimination, harassment and sexual harassment.
- Appropriate training is provided to employees to afford equal opportunity.
- All Councillors and employees lead by example by displaying behaviours that are congruent with Council's organisational values.
- Reported breaches of this policy and associated procedure will be dealt with seriously, promptly and confidentially.
- This policy and the associated procedure is available for all employees and Councillors to access.
- Recruitment is facilitated in a fair and equitable manner to support equal opportunity.
- Contact Officers are appointed and appropriately trained for employees to seek support to raise issues in accordance with the Bullying and Equal Opportunity Procedure.

Employees and Councillors are expected to:

- Lead by example and display behaviours that are congruent with Council's organisational values.
- Comply with this policy and the associated procedure.
- Speak up if inappropriate behaviour has been observed.
- Actively participate in training to identify and prevent workplace bullying, discrimination, harassment, sexual harassment, and to promote equal opportunity.

Disputes

Employee disputes will be dealt with in accordance with Council's Grievance and/or Disciplinary Procedures. Councillor disputes will be dealt with in accordance with the Councillor Code of Conduct.

Exclusions

Nil

Human Rights

This report has considered and complies with the Human Rights and Responsibilities contained in the Victorian Charter of *Human Rights and Responsibilities Act 2006*.

Definitions

Council Campaspe Shire Council
Employees Includes all Council employees, including students, volunteers and contractors

Related Legislation

The *Local Government Act 1989*
Fair Work Act 2009 (Commonwealth)
 Victorian Charter of Human Rights and Responsibilities 2006 (The Charter)
Equal Opportunity Act 2010 (Victoria)
Victorian Racial and Religious Tolerance Act 2001
Occupational Health and Safety Act 2004 (Victoria)

Related Documents

Campaspe Shire Council Enterprise Agreement
 Council Policy 124 - Occupational Health and Safety
 Employee Code of Conduct
 Councillor Code of Conduct
 Procedure PR135 - Grievance
 Procedure PR130 - Disciplinary Action
 Procedure PR136 - Respect and Equal Opportunity

Attachments

Nil

Review Period Responsible Officer

Two years Human Resource Manager


Administrative Updates

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter the policy, such a change may be made administratively. Examples include a change to the name of a Council department, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be by resolution of Council.

Revised 30 October 2019 Title changes, minor change to purpose

Approval History

Adopted 16 April 2019 Minutes Book Reference No 1050 Item 7.2
 Revised 22 February 2021 Administrative update to apply consistent reference to Campaspe Shire Council ('Council')

Chief Executive Officer: 
 Date: 24/2/2021