

<b>Responsible Department:</b>	Office of the CEO
<b>Responsible Business Unit:</b>	Executive Management Team
<b>Date of Review:</b>	15 April 2026
<b>Council Resolution:</b>	120426

### 1. OBJECTIVE

The object of this policy is to ensure the Shire of Chittering provides a workplace that is fair, inclusive, respectful and free from unlawful discrimination, harassment and victimisation.

This policy affirms the Shire's commitment to Equal Employment Opportunity (EEO) by ensuring employment decisions are based on merit and that all employees and prospective employees are treated fairly and equitably.

This policy also ensures the Shire meets its obligations under relevant Western Australian legislation, industrial instruments and workplace standards, and promotes diversity, respect and equal opportunity within the workplace.

### 2. SCOPE

This policy applies to all Shire of Chittering employees, including full-time, part-time, fixed-term, temporary and casual employees, as well as contractors, volunteers and work experience participants where relevant.

### 3. DEFINITIONS

**Bullying** means repeated unreasonable behaviour directed towards a worker or group of workers that creates a risk to health and safety, consistent with the Work Health and Safety Act 2020 (WA).

**Discrimination** means treating a person less favourably, or proposing to treat a person less favourably, on the basis of a protected attribute, or imposing an unreasonable requirement that disadvantages a person with a protected attribute, in accordance with the Equal Opportunity Act 1984 (WA).

**Equal Employment Opportunity (EEO)** means employment practices based on merit, where all people have fair and equitable access to recruitment, training, development, promotion and employment conditions, free from unlawful discrimination.

**Harassment** means any unwelcome behaviour that offends, humiliates or intimidates a person, where such behaviour is related to a protected attribute, as defined under the Equal Opportunity Act 1984 (WA).

**Merit** means the relative suitability of a person for a role, determined by assessing their skills, experience, qualifications, abilities and potential against the inherent requirements of the position.

## SHIRE POLICY 3.1

### Equal Employment Opportunity

**Protected Attribute** means an attribute protected under the Equal Opportunity Act 1984 (WA), including but not limited to sex, race, age, disability, marital or relationship status, pregnancy, family responsibility, religious or political conviction, sexual orientation, gender history, and spent conviction.

**Reasonable Adjustment** means a necessary and appropriate modification or adjustment to the workplace or work practices that enables a person with disability to perform the inherent requirements of their role, provided it does not impose an unjustifiable hardship on the employer.

**Victimisation** occurs when a person is subjected to detriment because they have made, or intend to make, a complaint or allegation, or have supported another person in relation to a complaint under this policy or relevant legislation.

**Workplace** includes any location where work is undertaken on behalf of the Shire, including Shire offices, worksites, vehicles, off-site meetings, training, conferences and work-related social functions.

#### 4. POLICY STATEMENT

The Shire of Chittering will:

- Provide equal employment opportunity to all employees and prospective employees based on merit.
- Ensure recruitment, selection, training, development, promotion and employment decisions are free from unlawful discrimination.
- Foster a workplace culture that values diversity, inclusion and respect.
- Not tolerate harassment, bullying, victimisation or discrimination in any form.
- Make reasonable adjustments for employees with disability, where practicable.
- Support flexible working arrangements in accordance with legislation and the *Local Government Industry Award 2020*.

##### 4.1. Grounds of Discrimination

In accordance with the *Equal Opportunity Act 1984 (WA)*, the Shire prohibits discrimination on the basis of (but not limited to):

- Sex, sexual orientation, gender history
- Marital or relationship status
- Pregnancy or breastfeeding
- Family or caring responsibilities
- Race, colour, ethnic or national origin, ancestry
- Religious or political conviction
- Disability or impairment
- Age
- Spent convictions

## SHIRE POLICY 3.1

### Equal Employment Opportunity

#### 4.2. Harassment and Bullying

The Shire will not tolerate workplace harassment or bullying.

**Harassment** includes any unwelcome behaviour that offends, humiliates or intimidates a person on the basis of a protected attribute.

**Bullying** includes repeated unreasonable behaviour that creates a risk to health and safety.

All individuals are expected to contribute to a respectful and inclusive workplace environment.

#### 4.3. Grievance and complaint handling

Employees may raise concerns or lodge complaints relating to discrimination, harassment or victimisation in accordance with the Shire's grievance procedures.

The Shire will:

- Treat all complaints seriously, fairly, promptly and confidentially.
- Assess each matter on its merits in accordance with relevant legislation.
- Protect individuals from victimisation for raising a concern.

Employees retain the right to pursue matters externally through the Equal Opportunity Commission or other relevant tribunals.

#### 4.4. Training and Awareness

The Shire will provide appropriate information, education and training to support awareness and compliance with equal employment opportunity obligations.

This includes ensuring managers and supervisors understand their responsibilities under:

- Equal employment opportunity legislation
- Work Health and Safety legislation
- The Local Government Industry Award 2020

### 5. ROLES AND RESPONSIBILITIES

Council will endorse this policy and demonstrate leadership in promoting equal opportunity.

The Chief Executive Officer will ensure the implementation, monitoring and review of this policy, and well as ensure appropriate procedures, training and resources are available to support compliance.

Managers and Supervisors will apply this policy consistently and fairly, promote inclusive practices within their teams and address inappropriate behaviour promptly and appropriately.

Employees will treat colleagues and members of the public with dignity and respect, comply with this policy and the Shire's Code of Conduct, as well as report behaviour that may breach this policy.

### 6. COMPLIANCE

<b>Legislation</b>	<i>Equal Opportunity Act 1984</i> <i>Local Government Act 1995 (WA)</i> <i>Work Health and Safety Act 2020 (WA)</i> <i>Industrial Relations Act 1979 (WA)</i> <i>Local Government Industry Award 2020</i>
<b>Industry</b>	<i>Local Government Industry Award 2020</i> Equal Opportunity Commission
<b>Organisational Documents</b>	Shire Policy 4.10 – Transparency & Accountability
<b>Strategic Alignment</b>	Inclusive, active and resilient community

### 7. ADMINISTRATION

<b>Review Cycle</b>	Every 3 years	<b>Next Review Due</b>	April 2028
<b>Policy Owner</b>			
<b>Version</b>	<b>Decision Ref</b>	<b>Date</b>	<b>Change</b>
1.0		18/11/2009	Initial adoption
2.0	180425	16/04/2025	Amendment
3.0	120426	15/04/2026	Amendment