



Version Control and Objective ID	Version No: 2	Objective ID: A6614124
Approved by CEO on	14 December 2020	
Date of Review	14 December 2024	

1. Statement

Ipswich City Council (Council) is an equal opportunity employer committed to achieving equity, diversity and inclusion for our workforce.

Council is committed to meeting our legislative obligations, a workforce is representative of the community we serve, and to diverse cultures, opinions and ideas being embraced and employees feeling genuinely included.

2. Purpose and Principles

This directive outlines Council's commitment to achieve diversity and inclusion in the workplace as reflected in Council's Diversity and Inclusion Strategy 2018 – 2022.

Council is committed to:

- Increasing understanding that every employee plays a role;
- Ensuring that voices are heard and valued from our diverse representation in the workforce;
- Enhancing the service to the community of Ipswich through a diverse and inclusive workforce;
- Improving the health and safety of employees, contractors and, by extension, local residents.

Developing an inclusive culture enables employees to feel safe and valued, leading to increased employee engagement, innovation and productivity.

All employment practices in Council including but not limited to; recruitment and selection, learning and development, promotions, secondments, performance management, grievances and reasonable adjustment will be underpinned by equity and inclusion irrespective of an employee's family responsibilities, marital status, age, disability, race, religion, political beliefs, trade union activity, gender identity or sexuality.

Council aims to build a diverse and inclusive workforce through a range of initiatives including:

- recruitment and selection training for hiring managers and selection panel members;
- traineeships, internships, apprenticeship programs, and cadet programs;
- leadership development and team effectiveness programs;
- education and awareness training for employees focusing on inclusive leadership and behaviours and the benefits of diversity in the workplace;

- leveraging external bodies that can assist with developing a diverse and inclusive culture.

3. Strategic Plan Links

This administrative directive aligns with the following iFuture 2021-2026 Corporate Plan themes:

- Safe, Inclusive and Creative
- Natural and Sustainable
- A Trusted and Leading Organisation

4. Regulatory Authority

Local Government Act 2009

Industrial Relations Act 2016 (Qld)

Anti-Discrimination Act 1991 (Qld)

Human Rights Act 2019 (Qld)

Age Discrimination Act 2004 (Cth)

Disability Discrimination Act 1992 (Cth)

Racial Discrimination Act 1975 (Cth)

Sex Discrimination Act 1984 (Cth)

Workplace Gender Equality Act 2012 (Cth)

5. Human Rights Commitment

Ipswich City Council (Council) has considered the human rights protected under the *Human Rights Act 2019 (Qld)* (the Act) when approving and/or amending this administrative directive. When applying this administrative directive, Council will act and make decisions in a way that is compatible with human rights and give proper consideration to a human right relevant to the decision in accordance with the Act.

6. Scope

This Administrative Directive applies to all employees and prospective employees.

7. Roles and Responsibilities

- The Chief Executive Officer approves and issues this Administrative Directive to all employees;
- General Managers, Branch Managers, Section Managers and leaders at all levels are responsible for modelling and supporting positive, respectful and inclusive behaviour including diversity of people and ideas in their work teams;
- All employees are required to abide by this Directive and embed equity, diversity and inclusion principles into their everyday behaviour, language and decision-making.

8. Key Stakeholders

All Council employees shall be notified of any amendments to this Administrative Directive.

The following stakeholders will be consulted during the review process:

- People and Culture Branch;
- General Manager (All Departments);

- Employee Engagement Advisory Committee.

9. Disclosure

During the on-boarding process, newly appointed employees are able to disclose equal opportunity information on Council's HR Information System. The disclosure of information is optional and the data will assist Council to develop diversity and inclusion programs for future implementation and to enable Council meet its short-term and long-term goals respectively.

The People and Culture Branch may also ask employees to update their details from time to time to assist in determining cultural representation in the workforce.

10. Monitoring and Evaluation

The successful implementation of this Directive will be determined through the following measures:

- Engagement and culture survey indicators that outline improved inclusive behaviours;
- Embedding diversity and inclusion into recruitment and selection to identify potential talent;
- Council being recognised by prospective employees the community and professional bodies as an employer valuing diversity and inclusion;
- Reporting and analytics of the diversity of Council's workforce.

This Directive shall be reviewed every four (4) years, or as required.

11. Definitions

DIVERSITY:	<p>Diversity includes characteristics such as age, ethnicity, gender, intellectual and/or physical ability, cultural background, sexual orientation, gender identity, or intersex status.</p> <p>Diversity also refers to less visible aspects, such as education, socioeconomic background, faith, marital status, family responsibilities, thinking styles, experience and work styles.</p>
INCLUSION:	<p>Inclusion is the way an organisation's culture, values, workplaces and behaviours make a person feel valued, included and able to participate fully. It relates to a work environment where all people are treated fairly and respectfully, with equality of opportunity.</p>

12. Related Documents

[Local Government Act 2009](#)

[Industrial Relations Act 2016 \(Qld\)](#)

[Anti-Discrimination Act 1991 \(Qld\)](#)

[Human Rights Act 2019 \(Qld\)](#)

[Age Discrimination Act 2004 \(Cth\)](#)

[Disability Discrimination Act 1992 \(Cth\)](#)

[Racial Discrimination Act 1975 \(Cth\)](#)

[Sex Discrimination Act 1984 \(Cth\)](#)

[Workplace Gender Equality Act 2012 \(Cth\)](#)

[Employee Code of Conduct](#)

[Diversity and Inclusion Strategy 2018 - 2022](#)

[Recruitment and Selection Administrative Directive](#)

[Resolving Workplace Grievances Administrative Directive](#)

[Resolving Workplace Grievances Procedure](#)

13. Administrative Directive Owner

The General Manager (Corporate Services) is the administrative directive owner and the Manager, People and Culture is responsible for authoring and reviewing this administrative directive.