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PBRB PO 030	19 December 2023	2

## 1 PURPOSE

The Puffing Billy Railway Board (PBRB) operators of Puffing Billy Railway (PBR) publicly commits to creating and supporting an organisation that values diversity and inclusion. PBR will actively and consciously consider diversity and inclusivity practices when making strategic and operational work-related decisions.

As a defined entity under the Gender Equality Act 2020 (Vic), PBR are required to take positive action towards achieving workplace gender equality and promote gender equality in our policies, programs and services, undertake Gender Impact Assessments (GIA) and create a Gender Equality Action Plan (GEAP).

## 2 SCOPE

This policy applies to all workplace participants and external parties, including children and young people.

This policy is not limited to the workplace or work hours. This policy extends to all functions and places that are work related. For example, work lunches, conferences, Christmas parties and client functions.

This policy is not intended to override or form part of the terms of any award, enterprise agreement or contract that applies to a workplace participant but should be considered lawful and reasonable direction to a workplace participant.

## 3 DEFINITIONS

<b>TERM</b>	<b>MEANING</b>
<b>CHILD OR YOUNG PERSON</b>	Person under the age of 18
<b>ABORIGINAL AND TORRES STRAIT ISLANDER CULTURE</b>	For Aboriginal people culture is the foundation upon which everything else is built including connection to family, and community, connection to Country, the expression of values, symbols, cultural practices and traditional and contemporary forms of cultural expression such as Aboriginal language, ceremonies, cultural events, storytelling, dance, music and art community and country
<b>DIVERSITY</b>	Collective mixture of people's differences and similarities that includes, but not limited to values, beliefs, gender, physical characteristics, backgrounds, preferences and behaviours. Diversity covers a broad spectrum of individual and group differences ranging from work styles and generational perspectives to political and religious preferences.
<b>EXTERNAL PARTIES</b>	Visitors, passengers, neighbours, children, and young people (and their parents/carers) or those external to the operations of PBR (not a workplace participant)



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<b>INCLUSION</b>	In the context of this policy, inclusion is defined as the achievement of a work environment in which all individuals are treated fairly and respectfully, have equal access to opportunities and resources and can contribute fully to the organisation’s success
<b>WORKPLACE PARTICIPANTS</b>	All Employees, Board Members, Volunteers of PBR, Contractors, Consultants and any individuals or groups undertaking activity for or on behalf of PBR.

## 4 RIGHTS AND RESPONSIBILITIES

All workplace participants have a responsibility to:

- understand and comply with this policy and the organisations Codes of Conduct
- ensure they do not engage in any unlawful conduct towards other workplace participants, external parties or others with whom they come in contact through work
- complete training at regular intervals on diversity and inclusivity
- report breaches of this policy per the relevant organisational policies and procedures

**Managers and Supervisors** are accountable for the conduct of the people they manage. Managers and supervisors will actively participate in complying with and promoting the policy by:

- demonstrating appropriate, respectful, and highly professional behaviour in all interactions,
- maintaining an environment that encourages effective communication and interpersonal behaviours
- identifying, preventing, and redressing problems or potential problems in a reasonable and timely manner, without prejudice or victimisation
- recruiting, promoting, training, developing and transferring employees and volunteers based on merit and performance
- acting upon any concerns or complaints that are made or lodged, in accordance with PBR policies and procedures

The **CEO and Board** has responsibility to:

- monitor the implementation of this Policy
- ensure there are clear processes in place for raising grievances and complaints.
- take action if they become aware of any behaviour which could constitute a breach of this policy, even if no complaint has been lodged.
- clearly communicate and promote this Policy
- identify potential barriers to achieving the goals of this Policy, taking prompt, reasonable action to address
- promote a positive and inclusive workplace environment
- ensure resourcing is allocated for initiatives to improve and enhance a diverse and inclusive work environment



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## **5 POLICY STATEMENT**

PBR respectfully acknowledges and pays respect to Aboriginal and Torres Strait Islander Peoples as the traditional owners of the land on which we congregate. PBR honour the wisdom of and pay respect to Elders past, present and emerging.

PBR strives to provide an environment that values diversity and inclusion, which supports all workplace participants to reach their full potential. Inclusion occurs when a diversity of people feels valued and respected, have access to opportunities and resources, and can contribute their unique perspectives, ideas and talents to improve the organisation's success.

PBR strives to ensure all external parties can participate and engage with PBR. We strive to provide accessible and inclusive facilities and experiences for external parties, including our visitors.

PBR recognise that when people from different backgrounds and with different points of view work together we create a more successful and fulfilling experience – for our visitors, workplace participants and the wider community. PBR aspires to create diversity amongst our workplace participants that reflects a contemporary, multicultural Australia.

As reiterated in the *Discrimination, Harassment and Bullying Policy*, PBR is committed to providing a safe and harmonious work environment where people are treated with dignity and mutual respect.

The *Discrimination, Harassment and Bullying Policy* states:

*'Equal employment opportunity and managing diversity means we recognise and respect similarities as well as differences in individual characteristics such as gender, age, ability, family status, sexual orientation, religion and ethnic or national origin.*

*In practice this means that all of us who are working to achieve the PBR's objectives, recognise and accept each other as unique individuals and treat each other with respect and dignity.'*

We recognise the value of recruiting, selecting, and promoting workplace participants with different backgrounds, knowledge, and experience. Our recruitment and selection processes aim to identify candidates with the most suitable knowledge, skills, experience, and personal values and as an equal opportunity employer, the recruitment processes are designed to promote equity.

PBR are committed to providing a working environment that values diversity and inclusion, which supports all workplace participants to reach their full potential. Our commitment will be demonstrated through a range of workplace diversity and inclusion strategies and initiatives that will enhance individual competencies and organisation capacity. These include:

- the creation of a Diversity and Inclusion Working Group with cross functional organisational representation to review and drive diversity and inclusion initiatives
- training and awareness programs and support for board members managers, employees, and volunteers
- tracking and reporting on the diversity and demographics of our workforce



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- celebrating diversity days and events to promote awareness and inclusion
- work towards creating and implementing a **Disability Action Plan** including making reasonable adjustments for those managing a disability

All workplace participants are encouraged to develop and progress their careers through opportunities that build capability, and all workplace participants are supported to participate in career development conversations.

### **5.1 GENDER EQUALITY**

As a defined entity under the Gender Equality Act 2020 (Vic), PBR are required to take positive action towards achieving workplace gender equality and to promote gender equality in our policies, programs, and services.

Every four years PBR will create a Gender Equality Action Plan (GEAP) that will include strategies and measures for promoting gender equality in the workplace based on a workplace gender audit.

PBR will undertake Gender Impact Assessments (GIA's) when developing or reviewing a policy, program or service that has a direct and significant impact on the public. The decision on when a GIA will be conducted will be determined by the Management Executive Group (MEG); with the GIA appropriately and adequately resourced for timely completion. Completed GIA's will be presented to the CEO for review and determination for implementation. Resourcing for implementation will be provided during the budgeting process.

GIA progress, creation and implementation will be monitored by the **Diversity and Inclusion Working Group** with reports made to the PBRB via the appropriate Board subcommittee.

### **5.2 RECONCILIATION ACTION PLAN**

PBR will collaborate with First Peoples representatives, building respectful relationships with Traditional Custodians through initiatives in the PBR Reconciliation Action Plan (RAP).

### **5.3 LODGING A COMPLAINT**

If a workplace participant feels they are being treated unfairly or discriminated against at PBR, they should follow the *Issue Resolution (Grievance) Procedure*. All reports of this type of behaviour will be treated seriously and confidentially as per PBR policies and procedures.

If an external party feels they are being treated unfairly or discriminated against at PBR they should contact PBR via the channels outlined on the PBR website - <https://puffingbilly.com.au/contact-puffing-billy/> or refer to the *Incident Management and Feedback Policy*. Should a complaint or concern regarding discrimination involves a child or young person, the *Child Safety and Wellbeing Policy* and associated procedures are to be followed.

### **5.4 BREACHES OF POLICY**

Workplace participants found to persist in unacceptable behaviour that breach this policy will be subject to disciplinary action, which may include the termination of a working engagement.



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## **6 SUPPORTING DOCUMENTATION**

### **6.1 EXTERNAL SOURCES**

**Links:**

- Diversity Council Australia <https://www.dca.org.au/>
- Reconciliation Action Plan <https://www.reconciliation.org.au/reconciliation-action-plans/>
- Disability Action Plan <https://providers.dhhs.vic.gov.au/disability-action-plans>

**State Legislation:**

- Puffing Billy Railway Act 2022 (Vic)
- Equal Opportunity Act 2010 (Vic)
- Occupation Health and Safety Act 2004 (Vic)
- Gender Equality Act 2020 (Vic)

**Federal Legislation:**

- Sex Discrimination Act 1984 (Cth)
- Sex Discrimination Amendment Bill 2013
- Racial Discrimination Act 1975
- Disability Discrimination Act 2010
- Human Rights & Equal Opportunity Commission Act 2010

### **6.2 INTERNAL SOURCES**

- Discrimination, Bullying and Harassment Policy PBRB PO 008
- Sexual Harassment Policy PBRB PO 064
- Recruitment and Selection (Employees) Policy PBRB PO 006
- Volunteer Commitment Policy PBRB PO 030
- Volunteer Recruitment Policy PBRB PO 060
- Issue Resolution (Grievance) Policy PBRB PO 012
- Disciplinary Action Procedure PBRB P 002
- Code of Conduct PBRB S 001
- Child Safety and Wellbeing Code of Conduct PBRB S 002
- Child Safety and Wellbeing Policy PBRB PO 020
- Incident Management and Feedback Policy PBRB PO 050
- PBR Gender Equality Action Plan 2022 – 2025
- PBR Reconciliation Action Plan 2022 -2024
- Diversity and Inclusion Working Group Terms of Reference

*Note - ETRB and PBRB referenced in any document identifier are to be used interchangeably.*



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## 7 DOCUMENT INFORMATION, CONTROL, AND REVIEW.

### 7.1 INFORMATION

DOCUMENT ID	DOCUMENT TITLE
PBRB PO 030	Diversity and Inclusion Policy

### 7.2 RESPONSIBILITY

DOCUMENT OWNER	DOCUMENT AUTHOR	APPROVING BODY
People & Culture	People & Culture Manager	Board

### 7.3 VERSION CONTROL AND CHANGE

VERSION	APPROVAL DATE	APPROVED BY	AMMENDMENT
1	8 October 2019	Board	Initial
2	19 December 2023	Board	MoC 027-2024

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REVIEW
Due Date 19 December 2026



Puffing Billy Railway’s staff and volunteers are committed to providing positive experiences for children in an environment that is caring, nurturing and safe.

**Our Children, Our Focus, Our Future, Speak Up!**