



GROW
GIPPSLAND



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Legal Provisions & General Recruitment Guidance

GROW Gippsland Inclusive Employment Toolkit

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Legal Parameters – A Quick Guide to Discrimination Law

<https://www.humanrights.gov.au/education/employers/quick-guide-discrimination-law>

What is Affirmative Action (Special Measures)?

Affirmative action (also known as special measures) describes policies that support members of a disadvantaged group that has previously suffered discrimination in such areas as education, employment, or housing.

Special measures aim to foster greater equality by supporting groups of people who face, or have faced, entrenched discrimination so they can have similar access to opportunities as others in the community.

Special measures are sometimes described as acts of ‘positive discrimination’ or ‘affirmative action’. They are allowed under federal anti-discrimination laws.

<https://www.humanrights.gov.au/quick-guide/12099>

Recruitment Guides

How a position is advertised is crucial to attracting the right sort of people for the job.

Quick Tips:

- Be consistent and fair in the way you treat candidates
- Accommodate people who require adjustments
- Do not seek irrelevant personal information from applicants
- Focus on the essential requirements of the job
- Set aside personal bias, myths and stereotypes

A good advertisement will focus exclusively on the essential skills and abilities needed to do the job.

Job advertisements should not discourage some people from applying or imply that only certain applicants will be considered (unless under special measures/affirmative action initiatives). They should not include words, phrases or euphemisms that could be seen as restrictive.

Encourage as many suitable people as possible to apply. Advertise in a range of different ways to reach a greater diversity of applicants.

Consider including a statement in the advertisement that encourages people from different backgrounds to apply, including Aboriginal and Torres Strait Islander people, people from different cultural backgrounds and people with disabilities.

The following guides provide additional guidance for employers.

Employer Step By Step Guide to Preventing Discrimination in Recruitment

<https://www.humanrights.gov.au/our-work/employers/step-step-guide-preventing-discrimination-recruitment>

Targeted Recruitment of Aboriginal and Torres Strait Island People – Employer Guide

<https://www.humanrights.gov.au/our-work/aboriginal-and-torres-strait-islander-social-justice/publications/targeted-recruitment>

Ten Steps You Can Take to Create a Fair and Productive Workplace

<https://www.humanrights.gov.au/our-work/employers/ten-steps-you-can-take-create-fair-and-productive-workplace>

Guidelines for Writing and Publishing Recruitment Advertisements

<https://www.humanrights.gov.au/our-work/guidelines-writing-and-publishing-recruitment-advertisements>