

ANTI-DISCRIMINATION POLICY

Introduction

1. The CPRRA recognises that it is the right of every member to be treated with dignity while participating in all CPRRA-related activities, and that all CPRRA activities will be fair, safe and inclusive. Unlawful discrimination will not be tolerated.

Purpose

2. This document outlines the CPRRA anti-discrimination policy and processes.

Definitions

3. The following definitions apply:
 - *CPRRA-related activities*: Activities include all aspects of CPRRA participation, such as enrolment, attendance at meetings, working bees, and involvement in parents' group.
 - *Unlawful Discrimination*: Unlawful discrimination is when a person is treated unfairly or not as well as others because of an irrelevant characteristic such as (but not limited to) their age, gender, race, ethnicity, disability or marital status. Victimisation, where a person is disadvantaged in some way because of a complaint of discrimination, is also unlawful.
 - *External Agency*: An agency providing advice and support re unlawful discrimination such as:
 - *Victorian Equal Opportunity and Human Rights Commission* (<https://humanrights.gov.au>)
 - *Victoria Legal Aid* (<https://www.legalaid.vic.gov.au>)
 - *Australian Human Rights Commission* (<https://humanrights.gov.au/>)
 - *Justice and Community Safety Victoria* (<https://www.justice.vic.gov.au/>)
 - *Complainant*: The person making a complaint of discrimination or victimisation.
 - *Respondent*: The person about whom the complaint has been made.
 - *Delegate*: A professional person (or agency) with the skills and knowledge to provide advice on discrimination and/or to investigate a discrimination-related complaint.

Policy

4. The CPRRA will not tolerate any form of unlawful discrimination in any of its activities.
5. CPRRA members may bring a complaint to any Committee member.
6. No member will be treated unfairly as a result of lodging a complaint.
7. The wishes of the person bringing the complaint will be acknowledged.

Responsibilities

8. The CPRRA encourages any member who feels they have been discriminated against to make it known to a Committee member. Alternatively, or as well, members may use the procedures in this policy, or contact an appropriate external agency.
9. The CPRRA Committee is responsible for:
 - modelling appropriate standards of behaviour
 - implementing and publishing this policy to ensure all members are aware of their obligations
 - treating and investigating all complaints promptly, seriously and confidentially
 - ensuring records of all complaints are kept and maintained securely
 - seeking professional advice as required, when dealing with a complaint.

10. Committee members who receive a discrimination-related complaint must advise the President immediately. If the complainant doesn't wish to be identified, they must not identify individuals. (Anonymous complaints can be useful in identifying systemic issues that need to be dealt with.)

Principles in investigating complaints

11. All complaints will be handled in line with the complainant's preferences.
12. The complainant has the right to have support in the process.
13. All complaints will be treated as confidential up to the point where an informal or formal complaint is lodged, at which point the respondent must be notified.
14. The respondent has the right to be made aware of the complaint and to respond fully to any allegation. There will be no presumption of guilt and no finding will be made until an investigation has been completed.

Note: The procedures below for dealing with discrimination complaints will depend on whether the CPRRA Executive determines that it has the capacity to effectively deal with the issue – or whether they should refer to an external agency for expertise and support. Therefore, the following informal and formal procedures provide a framework for action, but might not apply in all cases.

Informal procedure

15. On receiving a complaint, the President, or their delegate, will contact the complainant to gather details and clarify the complainant's expectations.
16. Where agreed, the President or delegate will conduct a confidential informal procedure, gathering information and recording processes and outcomes in writing.
17. The other party/parties to the complaint will be made aware of the complaint and given the right to respond.
18. The informal intervention will be complete when both the complaint and respondent agree on outcomes to be implemented. An example of an agreed action could be an apology and an undertaking that the behaviour will cease.
19. If the complaint cannot be completed informally, then a formal complaint procedure will commence.

Formal complaints procedure

20. The Committee will appoint a delegate with the professional skills and knowledge to investigate a complaint of discrimination to conduct a formal investigation.
21. The person investigating the complaint will consider evidence, and reach a finding on the basis of that evidence and the balance of probabilities, and will provide findings to the President.
22. The President will submit the findings to the Committee and recommend a course of action.
23. On completion of the investigation, the complainant and respondent will be informed of the investigation's findings and the outcome.
24. Following any investigation concerning a complaint of discrimination, the President or their delegate will consult with the complainant (and respondent where applicable), and monitor the situation and the wellbeing of those involved.

Authorisation

This Anti-Discrimination Policy was adopted by the Committee of the CPRRA on 15/08/2025.