



# Equal Employment Opportunity Policy

<b>Reference Number:</b>	Section 2 No. 14
<b>Responsible Department:</b>	Human Resources
<b>Related Policy/Procedure:</b>	Employee Code of Conduct Elected Member Code of Conduct
<b>Date of Adoption:</b>	6 March 1998
<b>Current Review Date:</b>	12 December 2017
<b>Minute Reference:</b>	Item 12.2.2 at Page 2017/455
<b>Version Number:</b>	Amendment 3
<b>Applicable Legislation:</b>	Equal Opportunity Act 1984 (SA) Local Government Act 1999 Statutes Amendment (Gender Identity and Equity) Act 2016 Light Regional Council and Officers Enterprise Agreement, 2012 Light Regional Council, AWU Enterprise Agreement, 2012 Recruitment, Selection and Induction Manual
<b>Next Review Date:</b>	June 2020
<b>Review Frequency:</b>	Triennially

## 1. Purpose

Light Regional Council has a responsibility to all members of its community to create an employment environment which is free of discrimination and which reflects the diversity and needs of the community it serves.

## 2. Scope

The Council is firmly committed to the principle of equal opportunity in employment for all employees and appointment of potential employees, elected members, committee members, contractors and council volunteers.

## 3. Policy Aim

Council acknowledges its legal obligations under the Local Government Act 1999 and the State and Federal Equal Opportunity laws, in that Sexual harassment, discrimination and victimisation are unlawful.

3.1 The Equal Opportunity Act 1984 (SA) makes discrimination unlawful on the grounds of sex, gender identity, sexual orientation, marital status, pregnancy, a particular race, physical or intellectual disability and age in the areas of employment, provision of goods and services, advertising, accommodation and clubs and associations.

3.2 The Local Government Act 1999 requires that Council observe general principles of personnel management and that Council develop, implement and review an Equal Employment Opportunity (EEO) Program.

## 4. Definitions

For the purpose of this policy, refer to Part 1.5 of the Equal Opportunity Act 1984 (SA):

## 5. Policy Details

The Equal Employment Opportunity program of Council will ensure that:-

5.1 The principles of the EEO program are incorporated into Council's Strategic Plan.

5.2 Council employees are consulted.

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- 5.3 Recruitment, selection, promotion, transfer and training practices are based solely on the merit principle. This ensures that employment practices will be based on skill, knowledge, qualifications and experience (including community experience) relevant to the job or situation.
- 5.5 Person(s) are appointed and trained to undertake the duties of Contact Officer, who will be available, on a confidential basis, to advise in harassment and EEO situations.
- 5.6 The Sexual Harassment Policy is reviewed regularly.
- 5.7 Training programs are developed and reviewed annually, in particular providing elected members and employees with EEO awareness training as well as any other training relevant to their responsibilities.
- 5.8 Services are provided to residents in a fair and equitable manner.
- 5.9 Elected members and staff receive copies of the Equal Opportunity Policy and the Sexual Harassment Policies, and have access at all times to information relating to the development and implementation of the Program.
- 5.10 The responsibility for monitoring the effectiveness of this policy and for implementing an on-going Program is vested with the Chief Executive Officer and the Senior Management team.
- 5.11 A secondary responsibility rests with all employees who have a responsibility to uphold the Equal Opportunity principles outlined in the policy. However Departmental managers and Supervisors must ensure that discrimination is prevented and that an environment of equal opportunity is promoted within the workplace.
- 5.12 Employees are encouraged to raise equal employment opportunity issues or grievances with the Contact Officers. Council's Contact Officers have been trained by the Equal Opportunity Commission to listen to employees concerns and to provide employees with advice to assist them to gain an understanding of their rights and responsibilities in the workplace and inform them of other ways to seek assistance if required. Confidentiality will be respected at all times in accordance with the Act.
- 5.13 It is the right of every employee to seek advice or assistance from the South Australian Equal Opportunity Commission.

Council believes that the implementation of an appropriate program and policy will result in a more productive workplace and increased job satisfaction and ultimately lead to better services to the community.

## 6 Review and Re-evaluation

This policy can be reviewed at any time (outside of the scheduled reviews) in full consultation with all Council staff.

This policy may be amended upon approval by the majority of staff members.

## History of Policy Amendment

Original policy adopted by the OHS&W Committee on 6 March 1998

1. Amendment 1 adopted by Council 19 April 2005, see Minutes Reference 15.2.3, Page 2005/249.
2. Amendment 2 approved by the Chief Executive Officer 13 November 2014, see Enterprise Bargaining Committee Meeting Minutes of the meeting held 13 November 2014
3. Amendment 3 adopted by Council on 12 December 2017 see Minute Reference 12.2.2 at page 2017/455

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