

<b>Policy Reference Number:</b>	2.5
<b>Classification:</b>	Legislative
<b>First Issued/Approved:</b>	May 2009 (Res. 304/2009)
<b>Review Frequency:</b>	After the general election – every 4 years
<b>Last Reviewed:</b>	12 August 2014 (Res 40/2015) 13 January 2015 (Res 269/2015) 12 February 2019 (Res 318/2019) 12 February 2020 (Res 232/2020)
<b>Next Review Date:</b>	December 2022
<b>Responsible Officer:</b>	Chief Executive Officer
<b>Applicable Legislation:</b>	<i>Local Government Act 1999</i> <i>Equal Opportunity Act 1984</i>
<b>Relevant Policies:</b>	
<b>Related Procedures:</b>	
<b>Compliance Standard:</b>	Section 107 Local Government Act 1999

### **Purpose**

The District Council of Robe is committed to a policy of equal employment opportunity, fair treatment and non-discrimination for all existing and future employees.

Council therefore acknowledges its legal obligations under the Local Government Act and the State and Federal Equal Opportunity laws, in that

- The South Australian Equal Opportunity Act makes discrimination unlawful on the grounds of sex, sexuality, marital status, pregnancy, race, physical or intellectual impairment and age in the areas of employment, provision of goods and services, advertising, accommodation and clubs and associations.

Sexual harassment and victimisation are also unlawful.

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

When developing and implementing the Equal Employment Opportunity Program the District Council of Robe will:

- Incorporate the program into the Corporate Plan.
- Consult the Council's EEO officer/EEO consultative committee/extended workplace group/employees/workplace representatives (whichever applies).
- Identify the target groups (usually women, Aboriginals, people from non-English speaking backgrounds, people with physical and intellectual impairments, young people and older people) and implement processes, measures and schemes to redress past disadvantages.
- Ensure that recruitment, selection, promotion, transfer and training are based solely on the merit principle. This means be based on skills, knowledge, qualifications, and experience (including community experience) relevant to the job or situation.
- Appoint an officer to the position of EEO officer.
- Establish a sexual harassment policy.

- Review existing training programs and change or develop them as necessary.
- When providing services to residents ensure that they will be delivered in a fair and equitable manner.
- Provide all new and existing employees and elected members with EEO awareness training and any other thing relevant to their position or responsibilities.
- Ensure that all employees and elected members receive copies of the Equal Employment Opportunity and Sexual Harassment policies and have access all the times to information relating to the development and implementation of the Equal Employment Opportunity Program.

The overall responsibility for monitoring the effectiveness of this policy and for implementing an ongoing Equal Employment Opportunity Program is vested in the Chief Executive Officer.

All employees have a responsibility to uphold the Equal Employment principles outlined in the policy. However, specific responsibility rests with line managers and supervisors to prevent discrimination and promote Equal Employment Opportunity within the workplace.

Employees are encouraged to raise equal opportunity issues or grievances with the Equal Employment Opportunity Officer. Confidentiality will be respected. It should also be noted that it is the right of every South Australian to seek advice or assistance for the Equal Opportunity Commission.

Council believes that the implementation of an Equal Employment Opportunity Policy and Program will result in a more productive workplace, increase job satisfaction and increase the quality of services to the community.

## **Rights**

All employees have the right :

- (a) To have the opportunity to be selected for promotion on merit;
- (b) To choose an individual career path;
- (c) Of access to all appropriate benefits and conditions;
- (d) To be free of harassment in the workplace;
- (e) To seek advice from, or complain to, the Equal Opportunity Commission.

## **Responsibilities**

### **Chief Executive Officer**

The Chief Executive Officer will:

- (a) Ensure that Council's EEO policy and program is implemented within Council;
- (b) Ensure all Council staff comply with Council's EEO policy and with legal obligations under relevant legislation;
- (c) Ensure that management audits of the EEO program are undertaken on a regular basis to ensure that EEO policy and program continue to meet their objectives;

### **Managers and Supervisors**

Managers and Supervisors will:

- (a) Ensure that Council's EEO policy is implemented within their area(s) of responsibility;
- (b) Ensure that all staff with supervisory responsibilities are aware of employees' rights and responsibilities under Council's EEO policy and relevant legislation;

### **Making a Complaint**

- (a) In the first instance, complaints concerning EEO matters should be made according to Council's *Grievance Policy*;
- (b) Alternatively, employees may wish to discuss the matter with Council's EEO officer or Deputy Chief Executive Officer before deciding on a course of action;

- (c) All employees have the right to seek advice from, or make a complaint to, the Equal Opportunity Commission. The Commission may be contacted at:

Level 17, 45 Pirie Street  
GPO Box 464  
ADELAIDE SA 5001

Telephone: 8207 1977

Country Callers: 1800 188 163 Toll Free

TTY – for hearing/speech impaired: 8207 1911

Fax: 8207 2090

### **Non-Compliance with this Policy**

Failure to comply with the terms of this policy may result in disciplinary procedures and/or dismissal.

Individuals may also be prosecuted by the Equal Opportunity Commission of South Australia for breaches under the Equal Opportunity Act 1984, and all other relevant legislation.

### **FURTHER INFORMATION**

This policy will be available for inspection at the Council offices listed below during ordinary business hours and available to be downloaded, free of charge, from Council's internet site: [www.robe.sa.gov.au](http://www.robe.sa.gov.au)

Royal Circus, Robe SA 5276

Copies will be provided to interested parties upon request. Email [council@robe.sa.gov.au](mailto:council@robe.sa.gov.au)

Any grievances in relation to this policy or its application should be forwarded in writing addressed to the Chief Executive Officer of Council.

### **POLICY REVIEW**

This policy may be amended at any time and must be reviewed at least every four years since its adoption (or latest amendment).