

<b>POLICY NUMBER</b>	-	<b>2.28</b>
<b>POLICY SUBJECT</b>	-	<b>Equal Employment Opportunity</b>

## 1. POLICY PURPOSE

To detail the Shire of Merredin's commitment to providing Equal Employment Opportunities to current and prospective staff of the organisation and providing an environment that promotes cultural safety and gender equity.

## 2. POLICY SCOPE

This policy applies to all employees of the Shire of Merredin.

## 3. LEGISLATIVE REQUIREMENTS

*Equal Opportunity Act (1984)*

## 4. POLICY STATEMENT

The Shire recognises its legal obligations under the *Equal Opportunity Act (1984)* to actively promote equal employment opportunity based on merit, to ensure that discrimination does not occur on the grounds of gender, marital status, pregnancy, race, disability, religion, political convictions or impairment.

### 4.1 Guidelines

1. All offers of employment within the Shire will be directed to providing equal opportunity to prospective employees provided their relevant experience, skills and ability meet the minimum requirements for engagement.
2. All employment training opportunities within the Shire will be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements of such training.
3. All promotional policies and opportunities within the Shire will be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability to meet the minimum requirements of engagement.
4. The equal opportunity goals of the Shire are designed to provide an enjoyable, challenging, involving and harmonious work environment for all staff, where each has the opportunity to progress to the extent of their ability.
5. The Shire of Merredin will not tolerate harassment within its workplace.

### 4.2 Related Policies and Procedures

- Employee Code of Conduct
- Code of Conduct - Shared Accommodation
- Policy 1.1 Code of Conduct for Council Members, Committee Members and Candidates
- Policy 2.19 - Bullying, Discrimination & Harassment

- (Staff) Policy 1.16 - Grievances, Investigations & Resolution
- (Staff) Policy 1.17 – Disciplinary Policy
- (Staff) Policy 1.20 – Parental Leave Policy
- Shire of Merredin Corporate Business Plan

## 5. KEY POLICY DEFINITIONS

N/A

## 6. ROLES AND RESPONSIBILITIES

All employees who are responsible for employment and training of other staff are responsible for implementing this policy.

## 7. MONITOR AND REVIEW

This policy will be reviewed by the Executive Management Team every two years.

Document Control Box					
Document Responsibilities:					
Owner:	CEO	Decision Maker:	Council		
Reviewer:	Governance Officer				
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Document Management					
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