
Eyre Peninsula Local Government Association Policy



POLICY AND PROCEDURE

POLICY TITLE: HUMAN RESOURCES POLICY

AIMS AND OBJECTIVES

The EPLGA Board aims, at all times, to achieve fair and equitable treatment of staff members, Board members and members of the general public and to ensure that there is no discrimination on the grounds of ethnicity, gender, age, sexuality, pregnancy, physical impairment or marital status evident in decisions that are made. At all times, the EPLGA Board also aims for transparency in staffing issues.

POLICY DETAILS

This policy acknowledges that there is a responsibility under the SA Equal Opportunity Act and the Local Government Act to ensure the principles of Equal Opportunity are adhered to at all times. Good Human Resources Management also requires clear performance expectations that are routinely negotiated by both parties.

1. In determining the best applicant for the Executive Officer or any other paid position that the EPLGA Board advertises, the selection process will be based on merit principles, ensuring there is no discrimination on the grounds of ethnicity, gender, age, sexuality, pregnancy, physical impairment or marital status.
2. In the selection process to nominate people to Executive Positions (President, Deputy President and Executive Committee) the same principles will apply.
3. It is the responsibility of the Chairperson of the Panel to ensure the Equal Opportunity principles are adhered to throughout the selection process.
4. Any complaints of inequitable treatment during the Executive Recruitment process should be immediately brought to the attention of the Chairperson of the panel and the President of the EPLGA Board (should these be different persons.) The matter should be referred to the Executive Committee of EPLGA for their action.
5. An Executive Officer position will be advertised externally.
6. The current Job and Person Description will be available for all candidates to view.
7. A contract of employment will be entered into with the successful candidate and relevant terms and conditions will be detailed in the contract. A contract will be for a maximum of three years with an annual review of progress.
8. The Job Description (attached as an Appendix to the Contract) should be reviewed each time the contract is renewed, or as required by the EPLGA Board Members, in conjunction with the Executive Officer.

RESPONSIBLE OFFICER:
Executive Officer

REVIEW PERIOD: To be reviewed every three (3) years.

Last Reviewed: 24 June 2016