

POLICY:-	
Policy Title:	Women in Local Government Framework – Upper Lachlan Shire Action Plan
File reference:	F13/148
Date Policy was adopted by Council initially:	18 February 2010
Resolution Number:	83/10
Other Review Dates:	15 May 2014
Resolution Number:	136/14
Current Policy adopted by Council:	18 April 2019
Resolution Number:	83/19
Next Policy Review Date:	2024

PROCEDURES/GUIDELINES:-	
Date procedure/guideline was developed:	N/A
Procedure/guideline reference number:	N/A

RESPONSIBILITY:-	
Draft Policy Developed by:	General Manager
Committee/s (if any) consulted in the development of this policy:	N/A
Responsibility for implementation:	General Manager
Responsibility for review of policy:	General Manager

ACTION PLAN: FOR EMPLOYEES

ACTION	PROPOSED MEANS
Identify skills and abilities of individuals for training plans.	Annual reviews and assessments.
Identify career paths within the organisation for individuals.	Discussions on a personal level with employees.
Provide appropriate training opportunities both on and off the job.	Identify training needs including any opportunities and include in training plan.
Encourage participation in group meetings/professional bodies.	Supervisor to provide opportunities and relevant time off.
Provide a workplace free of harassment and discriminatory practices.	By Management Executive.
Support the development of “family friendly” employment practices.	By Management Executive.
Provide support and encouragement for employees to undertake further studies.	By Management Executive and through training plans.

ACTION PLAN: FOR COUNCILLORS

ACTION
Encourage women to nominate for election to Council.
Provide information on roles and responsibilities of elected members prior to election.
Provide information on support for newly elected members.
Structure meetings at convenient times for family/carers.
Provide formal training for elected members.
Ensure all elected members have an understanding and awareness of Equal Employment Opportunity (EEO) and anti-discrimination legislation.

Statistical Data – as at 18 April 2019.

A.	Total number of employees:	155	
	Total number of women:	49	(32%)
B	Employment areas:		
1.	Finance and Administration Services:		
	Total Staff:	44	
	Total Women:	37	(84%)
2.	Works and Operations Services:		
	Indoor:		
	Total Staff:	20	
	Total Women:	4	(20%)
	Outdoor:		
	Total Staff:	77	
	Total Women:	2	(2%)

3.	Environmental and Planning Services:		
	Total Staff:	13	
	Total Women:	6	(46%)

C. Management/Supervisor Positions held by Women:

1. Director of Environment and Planning;
2. Strategic Planner;
3. Senior Health and Building Surveyor;
4. Manager of Library Services;
5. Information Systems Coordinator;
6. Senior Records Officer;
7. Taralga Community Service Centre Administration Coordinator;
8. Senior Revenue Officer;
9. Purchasing Officer;
10. Senior Store Person;
11. Coordinator – Waste & Recreation;
12. WHS & Environment Officer;
13. Grants/Projects Officer;
14. Media Officer;
15. Executive Assistant – Governance;
16. Executive Assistant – Infrastructure.

D. Trainee Positions held by Women:

1. Nil.

Relevant Legislation and Council Policies

The following legislation and Council policies that are relevant to this Policy include:

- Local Government Act, 1993;
- Local Government (General) Regulations 2005;
- Privacy and Personal Information Protection Act 1998;
- State Records Act 1998;
- Environmental Planning and Assessment (EPA) Act 1979;
- Anti Discrimination Act 1977;
- Government Information (Public Access) Act 2009;
- EEO Plan of Management;
- Code of Conduct Policy and Procedure;
- Government Information (Public Access) Policy;
- Complaints Management Policy;
- Harassment Policy;
- Interaction between Councillors and Staff Policy;
- Privacy Policy;

- Volunteers Policy;
- Any other relevant legislation and guidelines as applicable.

Variation:

Council reserves the right to vary or revoke this plan.