

# Notice of Meeting

Councillors: Please be advised that the next meeting of the

## Kulin Shire Council

will be held on **Wednesday 18 March 2020**

Council Meeting	1.00pm
<i>Concept Forum to follow</i>	
Afternoon Tea	3.30pm
Dinner	6.30pm



**Garrick Yandle**  
Chief Executive Officer  
13 March 2020



**DISCLAIMER:** The advice and information contained herein is given by and to the Council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information, a written inquiry should be made to the Council giving entire reasons for seeking the advice or information and how it is proposed to be used.

Please note this agenda contains recommendations, which have not yet been adopted by Council.

# ORDER OF BUSINESS

- 1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS - COUNCIL CHAMBERS**
- 2 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE**
- 3 PUBLIC QUESTION TIME**
- 4. DECLARATIONS OF INTEREST BY MEMBERS**
  - 4.1 Declarations of Financial Interest
  - 4.2 Declarations of Proximity Interest
  - 4.3 Declarations of Impartiality Interest
- 5. APPLICATIONS FOR APPROVED LEAVE OF ABSENCE**
- 6 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**
  - 6.1 Shire of Kulin Ordinary Meeting – 19 February 2020
- 7 MATTERS REQUIRING DECISION**
  - 7.1 List of Accounts – February 2020 Attachment 1
  - 7.2 Financial Reports – February 2020
  - 7.3 Policy Update – G6 Council Members Training and Development Attachment 2
  - 7.4 Equal Opportunity Employment Plan Attachment 3
  - 7.5 Pingaring Cemetery – Re-orientation Designated Burial Plots
- 8 COMPLIANCE**
  - 8.1 Compliance Reporting - General Compliance February 2020 Attachment 4
  - 8.2 Compliance Reporting – Delegations Exercised February 2020
  - 8.3 Compliance Audit Return 2019 – Adoption
- 9 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**
- 10 NOTICES AND ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**
- 11 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**
- 12 MATTERS FOR WHICH THE MEETING IS CLOSED TO THE PUBLIC**
- 13 DATE AND TIME OF NEXT MEETING**
- 14 CLOSURE OF MEETING**

## **7 MATTERS REQUIRING COUNCIL DECISION**

### **7.1 List of Accounts – February 2020**

---

**RESPONSIBLE OFFICER:** DCEO  
**FILE REFERENCE:** 12.06  
**AUTHOR:** DCEO  
**STRATEGIC REFERENCE/S:** 12.01  
**DISCLOSURE OF INTEREST:** Nil

**SUMMARY:**

Attached is the list of accounts paid during the month of February 2020, for Council's consideration.

**BACKGROUND & COMMENT:**

Nil

**FINANCIAL IMPLICATIONS:**

Nil

**STATUTORY AND PLANNING IMPLICATIONS:**

Regulation 34 of the Local Government (Financial Management) Regulations 1996 requires local governments to prepare each month a statement of financial activity reporting on the revenue and expenditure of funds for the month in question.

**POLICY IMPLICATIONS:**

Nil

**COMMUNITY CONSULTATION:**

Nil

**WORKFORCE IMPLICATIONS:**

Nil

**OFFICER'S RECOMMENDATION:**

That February payments being; cheque no's 37206 – 37212; EFT no's 16197 – 16268; DD7214.1 – DD77219.11 (Municipal), credit card payments, creditor payments, payroll and other vouchers from the Municipal Fund totalling \$410,179.76 be received.

**VOTING REQUIREMENTS:**

Simple majority required.

Attachment 1

## **7.2 Financial Reports – February 2020**

---

**RESPONSIBLE OFFICER:** DCEO  
**FILE REFERENCE:** 12.01  
**AUTHOR:** DCEO  
**STRATEGIC REFERENCE/S:** 12.01  
**DISCLOSURE OF INTEREST:** Nil

**SUMMARY:**

Financial reports for the period ending 29 February 2020 will be provided closer to the meeting date.

**BACKGROUND & COMMENT:**

Nil

**FINANCIAL IMPLICATIONS:**

Nil

**STATUTORY AND PLANNING IMPLICATIONS:**

Regulation 34 of the Local Government (Financial Management) Regulations 1996 requires local governments to prepare each month a statement of financial activity reporting on the revenue and expenditure of funds for the month in question.

**POLICY IMPLICATIONS:**

Nil

**COMMUNITY CONSULTATION:**

Nil

**WORKFORCE IMPLICATIONS:**

Nil

**OFFICER'S RECOMMENDATION:**

That Council endorse the monthly financial statements for the period ending 29 February 2020.

**VOTING REQUIREMENTS:**

Simple majority required.

## **7.3 Policy Update – G6 Council Members Training and Development**

---

**RESPONSIBLE OFFICER:** CEO  
**FILE REFERENCE:** 13.10  
**AUTHOR:** ESO  
**STRATEGIC REFERENCE/S:** CBP 4.1.1a provide opportunities for governance training for Councillors  
**DISCLOSURE OF INTEREST:** Nil

**SUMMARY:**

Council's policy – G6 Council Members Training and Development needs to be reviewed and updated to include the requirements around universal training of Councillors.

**BACKGROUND & COMMENT:**

On 27 June 2109, changes to the Local Government Act 1995 were passed by parliament which require all council members to undertake training within the first 12 months of being elected. The changes have been introduced in recognition of the unique and challenging role that council members have.

Part 5, Division 10 of the *Local Government Act 1995* (the Act) describes provisions related to the universal training of Councillors:

- under Section 5.126 of the Act, each Councillor must complete training in accordance with the Regulations;
- under Section 5.127 of the Act, the CEO must publish a report on the local government's website within one month of the end of the financial year detailing the training completed by Councillors;
- under Section 5.128 of the Act, a local government must prepare and adopt a policy in relation to the continuing professional development of Councillors.

Council's existing policy can be changed to include the requirements and provide a framework around prescribed training for Councillors. See attached policy – information in red has been added to comply with Section 5.128 of the Act.

The adoption of the attached policy will enable Councillors to meet their statutory obligations in relation to Councillor training and gives effect to the requirement to adopt a continuing professional development policy.

**FINANCIAL IMPLICATIONS:**

Nil

**STATUTORY AND PLANNING IMPLICATIONS:**

Section 5.128 of the *Local Government Act 1995*

**POLICY IMPLICATIONS:**

G6 Council Member Training and Development - amended

**COMMUNITY CONSULTATION:**

Nil

**WORKFORCE IMPLICATIONS:**

Nil

**OFFICER'S RECOMMENDATION:**

That Council adopt the amended policy G6 Council Member Training and Development which meets the requirements relating to universal training of Councillors.

**VOTING REQUIREMENTS:**

Absolute majority required.

Attachment 2

## **7.4 Equal Employment Opportunity Management Plan 2020 - 2022**

---

**RESPONSIBLE OFFICER:** CEO  
**FILE REFERENCE:** 22.01 Code of Conduct  
**AUTHOR:** ESO  
**STRATEGIC REFERENCE/S:** 4.1 Civic  
**DISCLOSURE OF INTEREST:** Nil

**SUMMARY:**

All local government authorities are required to have a compliant Equal Employment Opportunity (EEO) Management Plan in place, as per Section 145 of the *Equal Opportunity Act 1984*.

**BACKGROUND & COMMENT:**

Council's existing EEO Management Plan has expired. The updated plan needs to be endorsed by Council and submitted to the Director of Equal Opportunity in Public Employment (DEOPE).

Public authorities are able to consider a 'fit for purpose' approach taking into account the size of the authority, nature of the workforce and level of competency in EEO management planning.

A copy of the Shire of Kulin's Equal Employment Opportunity Management Plan 2020 – 2022 is attached.

**FINANCIAL IMPLICATIONS:**

Nil

**STATUTORY AND PLANNING IMPLICATIONS:**

Section 145 of the *Equal Opportunity Act*

**POLICY IMPLICATIONS:**

Nil

**COMMUNITY/CONSULTATION:**

Nil

**WORKFORCE IMPLICATIONS:**

Nil

**RECOMMENDATION:**

That Council endorse the Shire of Kulin's Equal Employment Opportunity Management Plan for the period 2020 - 2022.

**VOTING REQUIREMENTS:**

Simple majority required.

Attachment 3

## 7.5 Pingaring Cemetery – Re-orientation Designated Burial Plots

**RESPONSIBLE OFFICER:** CEO  
**FILE REFERENCE:** 05.03 Cemeteries  
**AUTHOR:** ESO  
**STRATEGIC REFERENCE/S:** 4.1.3 Civic  
**DISCLOSURE OF INTEREST:** Nil

**SUMMARY:**

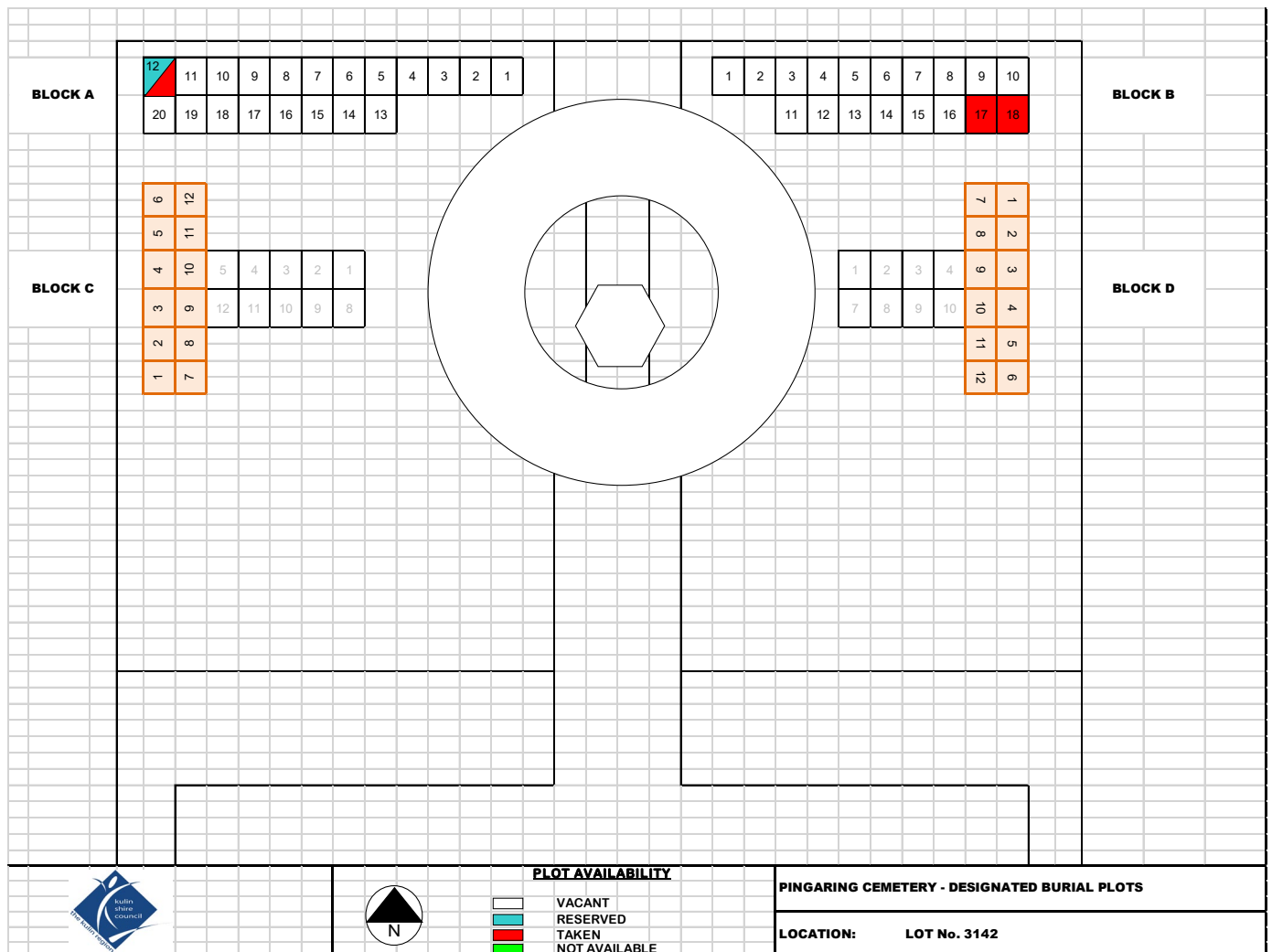
A request to make a reservation at the Pingaring Cemetery for a grave running East – West has been received. The process for reserving a plot at any of Council’s three cemeteries is to complete an application form and pay the nominated reservation fee, currently \$30.

**BACKGROUND & COMMENT:**

Cr Taylor raised this matter at the May 2019 Concept Forum advising that current and past local residents were not choosing to be buried in the Pingaring Cemetery due to graves facing the ‘wrong way’ meaning North – South. The traditional Christian method of positioning a coffin in the grave was to have the body with the head to the west, feet to the east, hence the East – West orientation which is more common.

Staff have been in contact with Neville from Dawson’s Funeral Home who made inquiries with the Metropolitan Cemeteries Board and determined that the concept of graves facing a certain way is due to historical religious reasons only. As such there are no restrictions on the way graves are required to face in a Local Government cemetery.

The map below shows existing layout of the cemetery and highlights the plots already taken (red) or reserved (blue). The orange area – Block C and Block D, indicates the proposed changed to re-orient future plots in an East-West direction.



**FINANCIAL IMPLICATIONS:**

Nil

**STATUTORY AND PLANNING IMPLICATIONS:**

Nil

**POLICY IMPLICATIONS:**

Nil

**COMMUNITY/CONSULTATION:**

Cr Taylor liaison with Pingaring Community 2019

**WORKFORCE IMPLICATIONS:**

Nil

**RECOMMENDATION:**

That Council approve the changes to the layout of the Pingaring Cemetery, re-orientating Block C and Block D, to an East-West direction, as per map.

**VOTING REQUIREMENTS:**

Simple majority required.



## 8 COMPLIANCE

### 8.1 Compliance Reporting – General Compliance February 2020

**NAME OF APPLICANT:** CEO  
**RESPONSIBLE OFFICER:** CEO  
**FILE REFERENCE:** 12.05 Compliance 12.06 – Accounting Compliance  
**STRATEGIC REFERENCE/S:** CBP 4.1 Civic Leadership, 4.1.8 Compliance methods  
**AUTHOR:** CEO  
**DISCLOSURE OF INTEREST:** Nil

**SUMMARY:**

This report addresses General and Financial Compliance matters for February 2020. This process is not definitive, each month additional items and/or actions may be identified that are then added to the monthly checklist. Items not completed each month e.g. quarterly action - will be notations.

The report provides a guide to the compliance requirements being addressed as part of staff workloads and demonstrates the degree of internal audit being completed.

**BACKGROUND & COMMENT:**

The Compliance team and works staff commence the monthly compliance effort immediately after the Shire meeting each month. At that time, the Executive Support Officer will email the assigned staff member their compliance requirements for the coming month. As the month progresses, staff in conjunction with their manager, the CEO or DCEO will determine the extent of work/action needed to complete items. During Agenda week, the Compliance Team again meets to ensure the monthly report/list is reviewed and that compliance items are completed. In preparing the Agenda report, the CEO or DCEO will sign off on completed items.

Prior month items not completed previously will be reported in the following month so Council remains aware.

Outstanding June 2019

Staff Performance Reviews & KRA's – *only 1 to be completed*

Outstanding July

Disability Access and Inclusion Plan Review

LEMC Reporting

Outstanding October

Annual Financial Report and Audit Report – *information with Auditor*

Conduct Fire Training Day – *as per LEMC minutes*

Outstanding December

Annual Electors Meeting

Review of Local Laws – *consultant contacted*

CEO Performance Review – *rescheduled for June/July*

Outstanding January

Appointment of Authorised Officers – *not yet advertised in Update*

**FINANCIAL IMPLICATIONS:**

In terms of meeting compliance - normal administration expense. There may be items that require additional administrative effort to complete or require external assistance to resolve. In those cases, individual financial implications will be reported.

**STATUTORY AND PLANNING IMPLICATIONS:**

Nil

**POLICY IMPLICATIONS:**

Identified as necessary – this report Nil

**COMMUNITY CONSULTATION:**

Nil

**WORKFORCE IMPLICATIONS:**

Nil

**OFFICER'S RECOMMENDATION:**

That Council receive the General & Financial Compliance Report for February 2020 and note the matters of non-compliance.

**VOTING REQUIREMENTS:**

Simple majority required.

Attachment 4

## 8.2 Compliance Reporting – Delegations Exercised – February 2020

**NAME OF APPLICANT:** CEO  
**RESPONSIBLE OFFICER:** CEO  
**FILE REFERENCE:** 12.05 - Compliance  
**STRATEGIC REFERENCE/S:** CBP 4.1 Civic Leadership, 4.1.8 Compliance methods  
**AUTHOR:** CEO  
**DISCLOSURE OF INTEREST:** Nil

### SUMMARY:

To report back to Council actions performed under delegated authority for the period ending 29 February 2020.

To provide a comprehensive report listing of the delegations able to be exercised following adoption of a more substantial array of delegations in June 2017.

### BACKGROUND & COMMENT:

This report is prepared for Council detailing actions performed under delegated authority by the respective officers under each of the delegation headings:

#### ADMINISTRATION

Policy	Delegation	Officers
A1	Acting Chief Executive Officer	(CEO)
A2	Agreements for Payments of Debts to Council	(CEO/DCEO)
A3	Casual Hirer's Liability	(CEO)
A4	Complaint Handling	(CEO)
A5	Fees & Charges – Discounts	(CEO/DCEO/MW/MLS/CRC)
A6	Investment of Surplus Funds	(CEO/DCEO)
A7	IT & Social Media – Use of	(CEO)
A8	Legal Advice, Representation & Cost Reimbursement	(CEO)
A9	Payments from Municipal and Trust Funds	(CEO-to numerous staff – purchase orders)
A10	Use of Common Seal	(CEO)
A11	Writing Off Debts	(CEO)
A12	Housing	(CEO)
A13	Procedure for Unpaid Rates Finance	(CEO)

#### GOVERNANCE

G1	Applications for Planning Consent	(CEO)
G2	Building Licences and Swimming Pools	(EHO/Building Surveyor)
G3	Cemeteries Act 1986	(CEO)
G4	Health Act 1911 Provisions	(EHO)

#### HUMAN RESOURCES

H1	Grievance Procedures	(CEO)
----	----------------------	-------

#### COMMUNITY SERVICES

CS1	Bushfire Control – Shire Plant for Use of	(CEO)
CS2	Bushfire Control – Plant Use for Adjoining Shires	(CEO)
CS3	Bushfire Prohibited / Restricted Burning Periods – Changes	(Shire President/CEO)
CS4	Bushfire Training Administration	(CEO)
CS5	Cat Ownership Limit – Cat Control	(CEO)
CS6	Dog Control – Attacks	(CEO)
CS7	Dog Ownership Limit – Dog Control	(CEO)
CS8	Sea Containers Use of – Town Planning	(CEO)
CS9	Second Hand Dwellings	(CEO)
CS10	Temporary Accommodation	(CEO)
CS11	Unauthorised Structures – Building Control	(CEO)
CS13	Freebairn Recreation Club Committee	(FRC Club Committee)
CS14	Kulin Child Care Centre Management Committee	(KCCC Mgmt. Committee)
CS15	General – Community Services Practices	(CEO)
CS20	Seed Collection	(CEO)

#### WORKS

W1	Gravel Supplies	(MW)
W2	Roads – Clearing	(CEO)
W3	Roads – Damage to	(MW)

W4	Roads – Roadside Markers – Management of	(MW)
W5	Stormwater Drainage	(MW)
W6	Street Trees	(CEO)
W7	Streetscape – Improvements	(CEO)
W8	Roadside Burning	(MW)
W9	Temporary Road Closures	(MW)
W10	General – Works Practices Approvals	

**COMMENT:**

The following details the delegations exercised within the Shire relative to the delegated authority for the month of February 2020 and are submitted to Council for information (excluding delegations under A9, Payments – refer to individual order and payment listed in Accounts paid).

**CS7 Dog Ownership Limit – Dog Control**

CEO approved a request for a resident to have 6 farm dogs on their property.

**STATUTORY ENVIRONMENT:**

*Building Act 2011*  
*Bushfires Act 1954*  
*Cemeteries Act 1986*  
*Health (Asbestos) Regulations 1992;*  
*Health (Miscellaneous Provisions) Act 1911;*  
*Local Government Act 1995*  
*Public Health Act 2016*  
*Shire of Kulin TPS2*  
*Town Planning Development Act*  
*Town Planning Scheme*  
*Trustees Act, Part III,*  
*Criminal Procedure Act 2004;*

**FINANCIAL IMPLICATIONS:**

Nil in terms of exercising delegation and reporting to Council though there may be financial implications in the case of each delegation exercised.

**STATUTORY AND PLANNING IMPLICATIONS:**

Sections 5.18 and 5.46 of the Local Government Act 1995

**POLICY IMPLICATIONS:**

There are no known policy implications relating to this report.

**COMMUNITY CONSULTATION:**

Nil

**WORKFORCE IMPLICATIONS:**

Nil

**OFFICER'S RECOMMENDATION:**

That Council receive the Delegation Exercised Report for February 2020.

**VOTING REQUIREMENTS:**

Simple majority required.

### 8.3 Compliance Audit Return 2019 – Adoption

---

**NAME OF APPLICANT:** CEO  
**RESPONSIBLE OFFICER:** CEO  
**FILE REFERENCE:** 04.02 Local Government Act & Returns  
**STRATEGIC REFERENCE/S:** CBP 4.1 Civic Leadership, 4.1.8 Compliance methods  
**AUTHOR:** CEO  
**DISCLOSURE OF INTEREST:** NIL

**SUMMARY:**

To present the Compliance Audit Return to the Audit and Risk Committee who adopt the report and make recommendation to Council. *Note the report will be presented at the Meeting.*

**BACKGROUND:**

Each year all local governments across the State are required by legislation to undertake a compliance audit for the period 1 January to 31 December. This audit is performed against the requirements of the Compliance Audit Return prepared by the Department of Local Government covering the following business areas considered to be 'high risk':

- Commercial Enterprises by Local Government;
- Delegation of Power / Duty;
- Disclosure of Interest;
- Disposal of Property;
- Elections;
- Finance;
- Local Government Employees;
- Official Conduct; and
- Tendering for Providing Goods & Services

**COMMENT:**

The Audit and Risk Committee's consideration and endorsement of the Compliance Audit Return (addressing those areas identified as high risk) is required prior to the report being submitted to the Department of Local Government and Communities. A completed return for the year ended 31 December 2019 is due to the Department by the 31 March 2019.

Please note that the Risk and Audit Committee is required to review the completed CAR and report the results to the Council, prior to the CAR's adoption by Council and submission to the Department by 31 March 2020. The CAR will be presented to both the Risk and Audit Committee and the Council on the same day being the 18 March 2020.

The Compliance Audit Return is attached for the Committee's and Council's consideration. Note the report was prepared by the CEO.

**STATUTORY IMPLICATIONS:**

Regulation 14 of the Local Government (Audit) Regulations 1996 provides:

- (1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.
- (2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.
- (3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.
- (3) After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be —
  - (a) presented to the council at a meeting of the council; and
  - (b) adopted by the council; and
  - (c) recorded in the minutes of the meeting at which it is adopted.

Regulation 15 provides that:

- (1) After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with —
  - (a) a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and
  - (b) any additional information explaining or qualifying the compliance audit,
  - (c) is to be submitted to the Executive Director by 31 March next following the period to which the return relates.
- (2) In this regulation, certified in relation to a compliance audit return means signed by;
  - (a) the mayor or president; and
  - (b) the CEO.

**FINANCIAL IMPLICATIONS:**

Nil

**POLICY IMPLICATIONS:**

Nil

**COMMUNITY STRATEGIC PLAN IMPLICATIONS:**

Nil

**The Council meeting adjourn and Council open the Shire of Kulin Audit and Risk Committee.**  
*Simple Majority Required*

**OFFICER RECOMMENDATION:**

That the Audit and Risk Committee recommend to Council that;

1. Note the recommendations and comments of the Audit Committee as detailed;
2. Council adopt the Compliance Audit Return 2019, as presented;
3. The Chief Executive Officer and the Shire President be authorised to sign the Compliance Audit Return 2019;
4. Endorse the return for submission to the Department of Local Government, Sport and Cultural Industries by 31 March 2020.

**VOTING REQUIREMENTS:**

Absolute majority required.

**The Audit & Risk Committee adjourn and reconvene as the Ordinary Meeting of Council.**  
*Simple Majority Required*

That the Audit and Risk Committee consider the Officer's recommendation and make recommendation to the Council.

**COMMITTEE RECOMMENDATION:**

That the Audit and Risk Committee recommend to Council that;

1. Note the recommendations and comments of the Audit Committee as detailed;
2. Council adopt the Compliance Audit Return 2019, as presented;
3. The Chief Executive Officer and the Shire President be authorised to sign the Compliance Audit Return 2019;
4. Endorse the return for submission to the Department of Local Government, Sport and Cultural Industries by 31 March 2020.

**VOTING REQUIREMENTS:**

Absolute Majority Required

*Attachment to be presented at meeting*

**9 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**10 NOTICES AND ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

Meeting may adjourn to move into Concept Forum

**11 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**

**12 MATTERS FOR WHICH THE MEETING IS CLOSED TO THE PUBLIC**

Nil

**13 DATE AND TIME OF NEXT MEETING**

Wednesday 15 April 2020 at 1.00pm

**14 CLOSURE OF MEETING**

There being no further business the President declared the meeting closed at



# ***EFT & Chq Payments***

*0*

**Presented to Council Meeting held  
#REF!**

# Shire of Kulin

EFT & Chq Listing for period ended 29 February 2020

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
<b>TRIP</b>			
<b>TRUST</b>			
<b>MUNICIPAL</b>			
EFT16197	18/02/2020	AVON WASTE	\$11,740.17
		Waste Service	
EFT16198	18/02/2020	CHILD SUPPORT AGENCY	\$641.26
		Payroll Deduction	
EFT16199	18/02/2020	BEST OFFICE SYSTEMS	\$1,284.23
		Printing Cost	
EFT16200	18/02/2020	COURIER AUSTRALIA	\$373.01
		Freight	
EFT16201	18/02/2020	DEPARTMENT OF HUMAN SERVICES	\$64.78
		Reimburse for Access Point	
EFT16202	18/02/2020	JTAGZ	\$150.00
		Supply & Make Santa Costume - Cancelled Incorrect CR	
EFT16203	18/02/2020	KULIN HARDWARE & RURAL	\$9,796.27
		Various Buildings, Depot & Road Maintenance Supplies	
EFT16204	18/02/2020	KULIN SOCIAL CLUB	\$400.00
		Payroll Deduction	
EFT16205	18/02/2020	KULIN SHIRE TRIP FUND	\$1,890.00
		Payroll Deduction	
EFT16206	18/02/2020	KULIN SHIRE TRUST FUND	\$1,430.00
		Payroll Deduction	
EFT16207	18/02/2020	KULIN HOTEL/MOTEL	\$1,200.00
		Seniors Christmas Lunch Catering	
EFT16208	18/02/2020	KULIN IGA	\$2,980.90
		Statement January 2020	
EFT16209	18/02/2020	KULIN LIBRARY, POST OFFICE AND MAIL	\$1,323.30
		Library Service Fee	
EFT16210	18/02/2020	NARROGIN FURNISHINGS	\$14,750.00
		Carpet & Labour, FRC	
EFT16211	18/02/2020	SPYKER BUSINESS SOLUTIONS	\$990.66
		IT Monitoring & Management, Risk Intel Scan & Labour	
EFT16212	18/02/2020	SHUTUP ROLLER SHUTTERS	\$1,200.00
		Shutters, FRC	
EFT16213	18/02/2020	TOLL EXPRESS	\$168.03
		Freight	
EFT16214	18/02/2020	UNLIMITED MAINTENANCE	\$2,700.00
		Painting, FRC	
EFT16215	18/02/2020	SYNERGY	\$1,658.92
		Electricity Usage	
EFT16216	18/02/2020	WESTRAC PTY LTD	\$392.89
		Parts & Repairs	
EFT16217	28/02/2020	AVON WASTE	\$11,861.09
		Waste Service	
EFT16218	28/02/2020	AIR LIQUIDE WA	\$21.70
		Cylinder Rent	
EFT16219	28/02/2020	ALL-WAYS FOODS	\$669.60
		Cleaning Supplies	
EFT16220	28/02/2020	ADVERTISER PRINT	\$387.00
		Printing	
EFT16221	28/02/2020	ACRES OF TASTE	\$801.90
		Council Catering	



# Shire of Kulin

EFT & Chq Listing for period ended 29 February 2020

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
EFT16222	28/02/2020	<b>BLACKWOODS</b> Depot Supplies	\$220.13
EFT16223	28/02/2020	<b>COATES HIRE OPERATIONS</b> Hire of Barrier & Lighting Towers	\$4,302.16
EFT16224	28/02/2020	<b>COUNTRY WIDE FRIDGE LINES PTY TLD</b> Freight on Bar Purchase	\$248.22
EFT16225	28/02/2020	<b>COCA-COLA AMATIL (AUST) PTY LTD</b> Bar Purchase	\$979.06
EFT16226	28/02/2020	<b>COV'S PARTS</b> Parts & Repairs	\$24.15
EFT16227	28/02/2020	<b>CORRIGIN ENGINEERING</b> Headwalls/Culverts	\$644.02
EFT16228	28/02/2020	<b>LANDGATE</b> January Statement	\$26.20
EFT16229	28/02/2020	<b>DENARO NOMINEES</b> Plant Hire	\$6,858.50
EFT16230	28/02/2020	<b>DA HOPE &amp; BC PHILLIPS</b> Staff Housing, Stratco Garage	\$3,025.00
EFT16231	28/02/2020	<b>ENGINE PROTECTION EQUIPMENT PTY LTD</b> Parts & Repairs	\$709.97
EFT16232	28/02/2020	<b>DEPARTMENT OF FIRE AND EMERGENCY SERVICES</b> ESLB 3RD QTR Contribution	\$15,049.65
EFT16233	28/02/2020	<b>GANGELLS AGSOLUTIONS</b> Various Buildings, Depot & Road Maintenance Supplies	\$6,462.38
EFT16234	28/02/2020	<b>G &amp; M DETERGENTS</b> Cleaning Supplies	\$100.00
EFT16235	28/02/2020	<b>HOST CATERING SUPPLIES HEAD OFFICE</b> Kitchen Supplies	\$102.85
EFT16236	28/02/2020	<b>KULIN HOTEL/MOTEL</b> Catering	\$280.00
EFT16237	28/02/2020	<b>KOMATSU FORKLIFT AUSTRALIA PTY LTD</b> Parts & Repairs	\$91.30
EFT16238	28/02/2020	<b>KONDININ MEDICAL CENTRE</b> Medical	\$227.65
EFT16239	28/02/2020	<b>LITTLE EVIL ADVERTISING &amp; DESIGN</b> Edit & Printing, Tin Horse Brochures	\$798.60
EFT16240	28/02/2020	<b>MARKETFORCE</b> Prime Mover Tender	\$254.50
EFT16241	28/02/2020	<b>MRK MARKETING PTY LTD</b> Protective Clothing	\$270.60
EFT16242	28/02/2020	<b>NAREMBEEN COMMUNITY RESURCE CENTRE</b> Waste Station Calendars	\$505.45
EFT16243	28/02/2020	<b>OIL TECH FUEL</b> Distillate & Unleaded	\$38,676.59
EFT16244	28/02/2020	<b>PRECISE PROPERTY MAINTENANCE</b> Painting, Caravan Park	\$1,500.00
EFT16245	28/02/2020	<b>THE ROYAL LIFE SAVING SOCIETY WA</b> Safety Assessment	\$535.74
EFT16246	28/02/2020	<b>RAW CREATIVE</b> Artwork & Production Management, Visitor Guide Pads	\$1,770.00
EFT16247	28/02/2020	<b>RUDD INDUSTRIAL</b> Depot Supplies	\$144.05
EFT16248	28/02/2020	<b>RYLAN PTY LTD</b> Town Kerbing	\$15,097.50
EFT16249	28/02/2020	<b>SHIRE OF KONDININ</b> Bus Hire	\$85.00
EFT16250	28/02/2020	<b>NM &amp; MA SCADDING</b> Concrete, Staff Housing	\$534.60
EFT16251	28/02/2020	<b>SHIRE OF MERREDIN</b> Advertisement Charges	\$1,615.00
EFT16252	28/02/2020	<b>SIGMA CHEMICALS</b> Photometer	\$72.60

# Shire of Kulin

EFT & Chq Listing for period ended 29 February 2020

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
EFT16253	28/02/2020	<b>SMOKER, BRADLEY</b> Sitting Fee, Feb/June 2019	\$1,000.00
EFT16254	28/02/2020	<b>STORYPARK LIMITED</b> Annual Subscription	\$415.80
EFT16255	28/02/2020	<b>STEWART &amp; HEATON CLOTHING CO PTY LTD</b> Fire Brigade Clothing	\$6,629.54
EFT16256	28/02/2020	<b>SPYKER BUSINESS SOLUTIONS</b> IT Instalments, Administration Computers	\$17,905.90
EFT16257	28/02/2020	<b>TAMORA PLUMBING AND GAS</b> Johnston Street Unit Gas Testing	\$276.10
EFT16258	28/02/2020	<b>THE AG SHOP</b> Parts & Repairs	\$22.38
EFT16259	28/02/2020	<b>OFFICEWORKS BUSINESS DIRECT</b> Stationery	\$198.03
EFT16260	28/02/2020	<b>VALLEY AIRCONDITIONING AND REFRIGERATION</b> Supply & Install Air-Conditioner	\$2,010.00
EFT16261	28/02/2020	<b>WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION</b> Staff Training, E-Learning Subscriptions	\$2,795.00
EFT16262	28/02/2020	<b>SYNERGY</b> Electricity Usage	\$9,965.70
EFT16263	28/02/2020	<b>WESTRAC PTY LTD</b> Parts & Repairs	\$2,948.58
EFT16264	28/02/2020	<b>WAGIN EARTHMOVING</b> FRC, Electrical	\$484.00
EFT16265	28/02/2020	<b>WATERMAN IRRIGATION AUSTRALIA</b> Standpipe Supplies	\$3,213.65
EFT16266	28/02/2020	<b>WA HINO SALES &amp; SERVICE</b> Parts & Repairs	\$1,370.44
EFT16267	28/02/2020	<b>WA CONTRACT RANGER SERVICES</b> Ranger Service	\$561.00
EFT16268	28/02/2020	<b>YILGARNIA WINES PTY LTD</b> Bar Purchase	\$475.20
37206	18/02/2020	<b>TELSTRA</b> Phone Usage & Equipment Rent	\$1,743.03
37208	18/02/2020	<b>WATER CORPORATION</b> Water Usage	\$1,319.14
37209	20/02/2020	<b>WATER CORPORATION</b> Water Usage	\$40.00
37210	28/02/2020	<b>CATHY HOWARD</b> Reimbursement, Meals	\$80.20
37211	28/02/2020	<b>TELSTRA</b> Mobile Phone Usage	\$249.12
37212	28/02/2020	<b>WATER CORPORATION</b> Water Usage & Rates	\$2,041.25
DD7214.1	01/02/2020	<b>BENDIGO BANK</b> Bank Charges	\$1.80
DD7214.2	18/02/2020	<b>WESTNET INTERNET SERVICES</b> Westnet Service	\$109.90
DD7214.3	26/02/2020	<b>BENDIGO BANK</b> Bank Charges	\$9.60
DD7214.4	28/02/2020	<b>BENDIGO BANK</b> Bank Charges	\$7.80
DD7214.5	02/02/2020	<b>BENDIGO BANK</b> Bank Charges	\$225.57
DD7214.6	03/02/2020	<b>BENDIGO BANK</b> Bank Charges	\$3.38
DD7214.7	03/02/2020	<b>FIRST DATA MERCHANT SOLUTIONS AUSTRALIA PTY LTD</b> Bank Charges	\$373.21
DD7214.8	03/02/2020	<b>WESTNET INTERNET SERVICES</b> Westnet Service	\$179.90
DD7214.9	10/02/2020	<b>BENDIGO BANK</b> Bank Charges	\$0.15

# Shire of Kulin

EFT & Chq Listing for period ended 29 February 2020

CHQ / EFT No.	DATE	DESCRIPTION	AMOUNT
DD7216.1	01/02/2020	BENDIGO BANK	\$5.10
		Bank Charges	
DD7217.1	23/02/2020	WA LOCAL GOVT SUPERANNUATION PLAN	\$11,755.93
		Superannuation Contribution	
DD7217.2	23/02/2020	WEALTH PERSONAL SUPER AND PENSION FUND	\$186.74
		Superannuation Contribution	
DD7217.3	23/02/2020	COLONIAL FIRST STATE WHOLESALE PERSONAL SUPER	\$808.66
		Superannuation Contribution	
DD7217.4	23/02/2020	BENDIGO SUPERANNUATION PLAN	\$281.10
		Superannuation Contribution	
DD7217.5	23/02/2020	AUSTRALIAN SUPERANNUATION	\$868.33
		Superannuation Contribution	
DD7217.6	23/02/2020	ANZ SMART CHOICE SUPER	\$184.86
		Superannuation Contribution	
DD7217.7	23/02/2020	AMP	\$449.14
		Superannuation Contribution	
DD7217.8	23/02/2020	PRIME SUPERANNUATION	\$393.11
		Superannuation Contribution	
DD7217.9	23/02/2020	MLC MASTERKEY SUPERANNUATION	\$183.35
		Superannuation Contribution	
DD7219.1	09/02/2020	WA LOCAL GOVT SUPERANNUATION PLAN	\$11,197.67
		Superannuation Contribution	
DD7219.2	09/02/2020	AMP	\$214.81
		Superannuation Contribution	
DD7219.3	09/02/2020	COLONIAL FIRST STATE WHOLESALE PERSONAL SUPER	\$1,087.51
		Superannuation Contribution	
DD7219.4	09/02/2020	BENDIGO SUPERANNUATION PLAN	\$326.23
		Superannuation Contribution	
DD7219.5	09/02/2020	AUSTRALIAN SUPERANNUATION	\$888.76
		Superannuation Contribution	
DD7219.6	09/02/2020	ANZ SMART CHOICE SUPER	\$175.83
		Superannuation Contribution	
DD7219.7	09/02/2020	PRIME SUPERANNUATION	\$393.11
		Superannuation Contribution	
DD7219.8	09/02/2020	MLC MASTERKEY SUPERANNUATION	\$182.16
		Superannuation Contribution	
DD7219.9	09/02/2020	REST SUPERANNUATION	\$185.89
		Superannuation Contribution	
DD7214.10	12/02/2020	BENDIGO BANK	\$10.05
		Bank Charges	
DD7214.11	18/02/2020	BENDIGO BANK	\$3.00
		Bank Charges	
DD7217.10	23/02/2020	REST SUPERANNUATION	\$293.47
		Superannuation Contribution	
DD7217.11	23/02/2020	THE PIPA SELF MANAGED SUPER FUND	\$186.74
		Superannuation Contribution	
DD7219.10	09/02/2020	THE PIPA SELF MANAGED SUPER FUND	\$186.74
		Superannuation Contribution	
DD7219.11	09/02/2020	WEALTH PERSONAL SUPER AND PENSION FUND	\$186.75
		Superannuation Contribution	
5723560	12/02/2020	SHIRE OF KULIN	\$75,309.87
		Bulk Payroll PPE 9 February 2020	
5757799	26/02/2020	SHIRE OF KULIN	\$77,492.30
		Bulk Payroll PPE 23 February 2020	
<b>Sub-total: EFT &amp; Chq Payments</b>			<b>\$410,179.76</b>
<b>TOTAL PAYMENTS FOR MONTH ENDING 29 February 2020</b>			<b>\$410,179.76</b>

**Bendigo Business Credit Card**

Date	Transaction	Withdrawals	Payments	Balance
<b>Opening balance</b>				<b>\$2,635.16</b>
5 Feb 20	KOMATSU FORKLIFT AUS TR,KEWDALE AUS RETAIL PURCHASE 04/02 CARD NUMBER 552638XXXXXXXX706 1	E143140.31 91.30	staff Training	2,726.46
14 Feb 20	PERIODIC TFR 00074214151201 00000000000		2,635.16	91.30
16 Feb 20	Telstra Direct Debit ,AUSTRALIA AUS RETAIL PURCHASE 14/02 CARD NUMBER 552638XXXXXXXX426 1	E112030.47 115.95	Aquatic Centre Internet	207.25
16 Feb 20	CTX WOW MURDOCH, MUR DOCH AUS RETAIL PURCHASE 13/02 CARD NUMBER 552638XXXXXXXX823 1	MV120 0152 728 76.66	DCEO, Fuel	283.91
18 Feb 20	SIMPLEINOUT.COM, 701 4918762 US RETAIL PURCHASE-INTERNATIONAL 15/02 19.99 U.S. DOLLAR CARD NUMBER 552638XXXXXXXX405 1	E042060.31 29.79	Subscription	313.70
18 Feb 20	INTERNATIONAL TRANSACTION FEE	" 0.89	"	314.59
22 Feb 20	BP TOMEO'S S/S 745,K ARRAGULLEN AUS RETAIL PURCHASE 21/02 CARD NUMBER 552638XXXXXXXX706 1	PMV30 0152 728 60.00	Fuel, Judd Hobson	374.59
22 Feb 20	PAYPAL *XINNIWANGL1, 4029357733 AUS RETAIL PURCHASE 19/02 CARD NUMBER 552638XXXXXXXX706 1	E122121.31 14.85	Led lights Depot	389.44
25 Feb 20	SHIRE OF KULIN, KULI N AUS RETAIL PURCHASE 22/02 CARD NUMBER 552638XXXXXXXX706 1	MV01 0152 728 50.00	Fuel	439.44

...continued overleaf >

www.bendigobank.com.au

Date Paid \_\_\_ / \_\_\_ / \_\_\_ Amount \$ \_\_\_\_\_

**Bendigo Business Credit Card - Payment options**


**Pay in person:** Visit any **Bendigo Bank** branch to make your payment.



**Pay by post:** Mail this slip with your cheque to -  
**PO Box 480 Bendigo VIC 3552.**  
 If paying by cheque please complete the details below.



**Internet banking:** Pay your credit card using ebanking 24 hours a day, 7 days a week.  
[www.bendigobank.com.au](http://www.bendigobank.com.au)



Register for Internet or Phone Banking call **1300 BENDIGO** (1300 236 344). This service enables you to make payments conveniently between your Bendigo Bank accounts 24/7.



**Bill code: 342949**  
**Ref: 691211254**

Bank@Post™ Agency Banking Pay at any Post Office by **Bank@Post** using your credit card.


**Bendigo Bank**
**Bendigo Business Credit Card**

**BSB number** 633-000  
**Account number** 691211254  
**Customer name** SHIRE OF KULIN  
**Minimum payment required** \$14.15  
**Closing Balance on 29 Feb 2020** \$471.94  
**Payment due** 14 Mar 2020  
**Date** **Payment amount**

Drawer	Chq No	BSB	Account No	\$	¢

^ Fees will apply for payments made using Bank@Post. Refer to Bendigo Bank Schedule of Fees & Charges and Transaction Account Rebates.

**Bendigo Business Credit Card** *(continued)*

Date	Transaction	Withdrawals	Payments	Balance
28 Feb 20	ALIMENT (WA) P/L,WES T LEEDERVI AUS RETAIL PURCHASE 27/02 CARD NUMBER 552638XXXXXXXX405 1	E042042-31 12.50	CEO, Meals NSFN Meeting	451.94
28 Feb 20	CARD FEE 5 @ \$4.00	E032100-31 20.00		471.94
<b>Transaction totals / Closing balance</b>		<b>\$471.94</b>	<b>\$2,635.16</b>	<b>\$471.94</b>

AUTOMATIC PAYMENTS HAVE BEEN SPECIFIED  
FOR YOUR ACCOUNT.

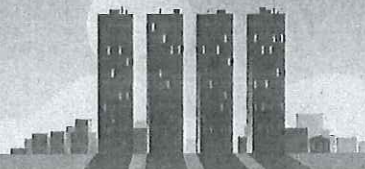
Bendigo Bank suggests you carefully check all entries on your statement. Apparent errors or possible unauthorised transactions are to be promptly reported to your branch. It is important that you notify Bendigo Bank of any disputed transactions as soon as possible as Bendigo Bank's ability to investigate disputed transactions and to subsequently process a chargeback in your favour is restricted by the time limits imposed under the operating rules of the applicable credit card scheme. If you wish to obtain further information about this product (including your chargeback rights) or you have a question or concern about your account or its operation please contact your local Bendigo Bank Branch (details supplied on the front of the statement).

All card transactions made in currencies other than Australian dollars will incur a fee of 3% of the transaction value. (Additional charges may apply for cash transactions.)

**Card Security**

For information on how to securely use your card and account please visit [bendigobank.com.au/cardsecurity](http://bendigobank.com.au/cardsecurity)

There's four big reasons  
to do more with us.



Try more  
**Bendigo.**

---

## G6 COUNCIL MEMBERS - TRAINING AND DEVELOPMENT

---

### Governance

**PREAMBLE:** Detailing the nature and extent of training and development provided for Council members.

**OBJECTIVE:** To ensure that Council members have equitable access to a range of relevant training and professional development opportunities to enhance their ability to fulfil their roles and responsibilities as Council members.

To enable Councillors to meet their statutory obligations in relation to Councillor training and gives effect to the requirement to adopt a continuing professional development policy.

Part 5, Division 10 of the *Local Government Act 1995* (the Act) describes provisions related to the universal training of Councillors:

- under Section 5.126 of the Act, each Councillor must complete training in accordance with the Regulations;
- under Section 5.127 of the Act, the CEO must publish a report on the local government's website within one month of the end of the financial year detailing the training completed by Councillors;
- under Section 5.128 of the Act, a local government must prepare and adopt a policy in relation to the continuing professional development of Councillors.

**PRACTICE:** The Shire shall ensure adequate resources are allocated annually in the Shire of Kulin budget to provide the opportunity for Council members to participate in appropriate training and development.

### Authorised Training / Conferences

The Shire recognises the value of training to enable Councillors to foster their skills to enable them to meet the ongoing requirements of their role and functions required under the Act.

Council members are permitted to attend the following training opportunities without requiring further Council authorisation:

- Regional meetings in which a training or development element is included;
- WALGA or Central Zone regional conferences, seminars and workshops where a training and development component is included;
- Relevant training of Council members of the member's choice from within the budget allocation, but not exceeding \$1000 per annum.
- This training must be relevant to the member's role, experience and standing and must be assessed in accordance with the following matrix below by the Council to meet the required points of training suitability;
- Costs relating to training required to be undertaking under Section 5.126 of the Act can be over and above Councillors individual budget allocation.
- If the approved delegate, WALGA Annual Conference as part of Local Government week each year.

Councillors should be aware that all training undertaken, including conferences paid for by the Shire needs to be reported and this report published on the Shire's website in accordance with Section 5.127 of the Act.

### Prescribed Training Requirements

The *Local Government (Administration) Regulations 1996* (the Regulations) requires Councillors to complete a 'Council Member Essentials' course consisting of five modules.

Training must be completed by all Councillors following their election within 12 months of taking office. Training is valid for five years.

Non-compliance with the requirement to complete training is an offence under the Act punishable by a fine not exceeding \$5,000.

### **Training / Conference Costs**

Shire of Kulin will meet the costs of all the Council members accommodation, travelling (including meals), and transport and conference costs up to the approved annual allowance for each Council member. The Council members incurred costs shall be paid upon provision of receipts for expenses upon the members return. Over budget expenses supported by receipts shall not be reimbursed to the Council member.

It is Shire of Kulin preference to provide all assistance to the Council member by way of pre-ordering and arranging attendance requirements after attendance approval has been confirmed and before departure to minimise accounting paperwork.

Excepting for the approved delegates at the WALGA Annual Conference,

- Members will be required to meet the additional costs of any partner or family accommodation, expenses incurred and for private travel over and above the number of nights' accommodation and expenses required to attend the training or conference unless directly approved by Council.
- Whilst Shire of Kulin supports Council members in balancing their local government duties with their family commitments, it does not support having to pay the full cost of partner's or family accompanying Council members on Shire of Kulin business.

The Council member is to provide written and/or verbal reports on the key outcomes and important learnings from any training or conference attended at the next Council meeting or within two months of returning from the conference. This is a requirement of attendance and must be an agreed condition in the approval process.

### **Reporting on Training**

In accordance with Section 5.127 of the Act, a report will be published on the Shire's website within one month of the end of the financial year, detailing the training completed by Councillors.

In order to complete the report, Councillors are required to provide evidence of completion of the training to the Executive Support Officer. The report will be a register stating:

- Councillor name
- Each training course or module completed
- Cost of any training and any associated travel and accommodation paid for by the Shire
- Training provider or conference name

For reporting purposes, the costs of group training will be apportioned individually.

### **Additional Training / Conference Opportunities require Council Approval**

In order to receive Council approval for additional training over and above the authorised training Budget (**not included costs related to prescribed training**) in any year Council members are to provide a written request to the CEO a minimum of one week prior to the distribution of the Council agenda.

For any relevant training opportunities outside of the authorised training listed above or when a Council member has expended his or her budget allocation and wants to access further

training, the following conference / training assessment matrix is to be completed by the CEO in liaison with the Shire President and included in the report.

A minimum rating of 20 points is required across the following criteria for the CEO to recommend that the Council approve the Council member's attendance, including the signed commitment to provide written and /or verbal reports on learnings.

Conference / Training Assessment Matrix Criteria

POINTS      1      2      3      4      5

Relevance to member's role as Councillor or President as opposed to operational information and roles at the Shire of Kulin.

Value for Money & Cost/Benefit.

Provides direct relevance with Shire of Kulin Strategic Plans and current priorities.

Lack of alternative training opportunities to gain same skills.

Level of quality networking opportunities with peers.

Total Score \_\_\_\_\_

I ..... (Council member)

hereby agree to provide written and/or verbal reports on the key outcomes and important learnings

from the ..... training or conference by the

Council meeting..... (Date) or within two months of returning from the conference.

Signed: ..... Date:.....



# Equal Employment Opportunity Management Plan

2020 – 2022



## Shire of Kulin

Address 38 Johnston Street Kulin WA 6365

Phone 08 9880 1204

Fax 08 9880 1221

Email [eso@kulin.wa.gov.au](mailto:eso@kulin.wa.gov.au)

Web [www.kulin.wa.gov.au](http://www.kulin.wa.gov.au)

## Contact Information

If you require further information regarding this plan please contact the following person:-

Mr Garrick Yandle  
Chief Executive Officer  
[ceo@kulin.wa.gov.au](mailto:ceo@kulin.wa.gov.au)

## Document Management

Author Mr Garrick Yandle

Council Resolution 18 March 2020



## Opening Statement

### Council Approval

The Council adopted the 2020 – 2022 Equal Employment Opportunity Plan at its ordinary meeting on 18 March 2020. A minute of the Council resolution adopting the Plan is attached as Appendix A.

### Compliance

This plan has been developed in accordance with Section 145 of the *Equal Opportunity Act 1984*. The plan shows the strategies we currently have in place and the strategies we propose to develop or review during the period of this plan. This plan is developed with consideration to the fact that the Shire of Kulin has less than 50 employees.

### Aims

The Shire of Kulin aims to provide an environment of fairness and equity in its workplace. Council believes that equal opportunity creates a more harmonious and productive workplace, which not only benefits Council, but also the wider community.

# *Equal Employment Opportunity Management Plan*

## **EEO Outcome to be Achieved**

### **1. *Workplace Culture and Accountability***

The organisation values and has clear management accountability for EEO and Diversity. There is an inclusive work environment that is free from sexual and racial harassment and harassment due to any of the grounds covered by equal opportunity legislation.

## **Strategies**

Equity and Diversity values are incorporated into the corporate values and ethics and policy frameworks and Corporate Executive includes equity and diversity objectives in corporate planning, resourcing and monitoring.

Recruitment and performance management criteria for managers include the capacity to recruit and develop diverse staff and promote an inclusive work culture.

Effective action is taken to promote a positive, inclusive and harassment free workplace culture. Accountability for the implementation of equity and diversity plans, strategies and culture occurs throughout the organisation and there is an effective grievance management process.

Workplace culture is monitored and assessed to determine:

- that it is inclusive and free from harassment and unlawful discrimination
- that people feel able to raise concerns and issues of complaint
- that it contributes positively to attracting and retaining a diverse workforce

## **EEO Outcome to be Achieved**

### **2. *Workplace Practices Support Equity and Diversity***

Workplace policies and practices support the achievement of equity and diversity objectives and are free from bias and unlawful discrimination against employees or potential employees.

- Structures, jobs and career paths
- recruitment and selection
- induction
- working hours and conditions
- training and development opportunities
- performance management
- restructuring

## Strategies

Organisational structure and job design provides for entry and career paths for people from diverse backgrounds

Recruitment and selection practices allow consideration of the candidate's work related capacities and the organisation's diversity objectives. They provide for appropriate flexibility to ensure people from diverse backgrounds are attracted and can demonstrate their capacity through appropriate selection methods

Workplace policies and practices cater for and support the identification of diverse needs during induction and the implementation of appropriate adjustments to the workplace, working hours and working conditions to enable people from diverse backgrounds to operate effectively in the workplace

Performance management and development policies and practices enable recognition and fostering of the skills, talents and perspectives of a diverse range of employees and equitable access to opportunities for development.

Flexible work policies and practices enable availability of part time work and other family friendly practices at all levels of the organisation.

## EEO Outcome to be Achieved

### 3. *An Equitable and Diverse Workforce Profile*

The organisation has an equitable and diverse workforce profile suited to their business and client imperatives, consistent with equity and diversity principles and government and legislative frameworks. Employment programs recognise and include strategies to achieve workforce diversity.

## Strategies

A mechanism is in place to collect and report on the representation and distribution of equity and diversity groups in the workforce to assess progress towards the benchmark.

A benchmark workforce diversity profile has been identified for the organisation and integrated into strategic and business plans.

Strategies have been established to improve diversity in the following areas:-

- Women
- Indigenous Australians
- People with Disabilities
- People from Culturally Diverse Backgrounds
- Youth
- Mature Workers

## Summary

The Council will use this plan to help create an environment of equal opportunity and diversity to achieve good working relationships and to recognise the diverse cultural needs of employees and the community as a whole.

# GENERAL COMPLIANCE CHECKLIST – FEBRUARY 2020

Class	Task	Date	Frequency	Detail	Yes/No
Governance	Local Government Week	1/02/2020	Annual	Have Council determine accommodation required for Local Government Week	Temp reservation at Intercontinental Hotel
Governance/CEO	Compliance Audit Return	1/02/2020	Annual	Submit Compliance Audit Return to Council - to DLG by 31st March	
Governance/CEO	Local Government CEO & Elected Members Remuneration Survey	13/02/2020	Annual	Salaries and Allowances Tribunal - Compulsory survey to be completed and submissions if required	
Governance/CEO	WALGA Honours Awards	28/02/2020	Annual	Investigate potential candidates and follow up with nomination process	Information provided at Feb Meeting
Governance/SAO	Ordinary Council Meeting Dates	1/02/2020	Annual	Determine and advertise ordinary Council meetings for the next 12 months	Yes
Bushfire/ Governance	Advertise Annual Bushfires Meeting Pingaring	15/02/2020	Annual	Brigades and FCO meeting best in first week of March - then time to report to Council meeting in March	Meeting date set Wed 1 April 2020
Bushfire/ Governance	Prepare Agenda for Bushfires meeting and send	15/02/2020	Annual	Standard Agenda items - Order food and book Pingaring Hall - check on keys	Hall booked
DCEO	Budget Review - required between 1 January to 30 April	1/02/2020	Annual	Prepare Report and present to Council	To be April following Audit
DCEO	Financial management Systems	1/02/2020	Annual	Review appropriateness of the financial management systems and processes - only required every 4 years. Next time June 2019	
DCEO	Insurance	February	Annual	LGIS Annual Review	Meeting 19 March
DCEO	Notice to Tenants - Annual Building Inspections	31/03/2020	Annual	Arrange for Notices to be sent in relation to date for April properties inspection to all tenants	
WM	Vegetation Control	1/02/2020	Dec-Feb	Spray road side suckers – Dec – Feb	Ongoing
WM	School Bus Routes	February	Annual	Check with School (School Bus Services) if any change to bus routes	Complete
WM	Building Gutter Cleaning	February	Annual	Commence gutter cleaning of all Shire buildings - whilst leaves etc. are not wet. 2-3 week program before winter	Quote received from Tim McInnes
WM	Budget - Plant Replacement program - Price Check	28/02/2020	Annual	Complete WALGA Equotes for proposed plant replacement - to determine Budget provision for plant	
WM	Road Construction & Maintenance Review	01/02/20	Monthly	Review previous month road construction and maintenance - complete recoups, MRD line marking requests, MRD Form 8 etc. as required - Advise DCEO of invoices required for MRD and private works recovery - complete report to CEO/Council	Ongoing

## GENERAL COMPLIANCE CHECKLIST – FEBRUARY 2020

WM	Review of Occupational Health Safety legislation - risks register	28/02/20	Annual	Review of Occ Health Safety health legislation in relation to risks register	Yes
WM	Spray caltrop golf course	Summer rain		As required	Complete
WM/Oval Mtce	Waste Water Recycling Scheme water samples				Yes
CRC	Updating of Town Notice Board/Website		Weekly		Website Training Scheduled March
CDO	Review Agreement with Kulin DHS	31/01/2020	Annual	Finalise Agreement	No
SPM	Swimming Pool Water Sampling		Oct>Apr	due once a month in opening season	Yes