

Ordinary Council Meeting

20th January 2015



Papers Relating

CONTENTS

<u>Item Number</u>	<u>Report</u>
10.1.1	Development Assessment Panel
10.3.1	Equal Employment Opportunity Management Plan



10.1.1

Development Assessment Panel

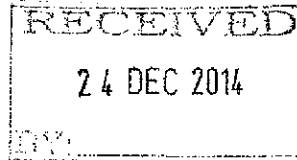


Government of Western Australia
Development Assessment Panels

D7

FILE NUMBER	GR, LO
RECORD NUMBER	1020151352
PRESIDENT	<input checked="" type="checkbox"/>
CEO	
DCEO	
HEALTH / BUILDINGS	
WORKS	
FINANCE	
RATES	Our Ref: DP/12/00609
PAYROLL	Enquiries: DAPs secretariat
PROJECT OFFICE	or phone: 6551 9919
LIBRARY	
CRC	
YOUTH	
COM OVEL	

Mr Richard Brookes
Chief Executive Officer
Shire of Dundas
PO Box 163
NORSEMAN WA 6443



Dear Richard

DEVELOPMENT ASSESSMENT PANELS: LOCAL GOVERNMENT NOMINATIONS

As you would be aware, fifteen Development Assessment Panels (DAP) came into operation on 1 July 2011 to determine development applications that meet a certain threshold value. Each DAP comprises five members: three specialist members, one of which is the presiding member, and two local government members.

Appointments of all local government DAP members expire on 26 April, 2015. Members whose term has expired will be eligible for re-consideration at this time.

An Expression of Interest for Development Assessment Panel specialist members was advertised in the West Australian on 6 and 10 December, 2014 and in regional newspapers in the week commencing 8 December, 2014. Nominations for specialist members will close on Friday, 23 January, 2015. You will be advised of the new specialist members once they have been appointed by the Minister.

Under regulation 26 of the *Planning and Development (Development Assessment Panels) Regulations 2011*, your local council is requested to nominate four elected members of the Council, comprising two local members and two alternate local members to sit on your local DAP as required.

Using the attached form, please provide names, address, email, mobile and land line telephone numbers, date of birth, employer(s), position(s) and include curriculum vitae details of your four local government DAP nominees.

Nominations are required to be received no later than Friday 27 February, 2015.

Following receipt of all local government nominations, the Minister for Planning will consider and appoint all nominees for up to a two-year term, expiring on 26 April 2017. All appointed local members will be placed on the local government member register and advised of DAP training dates and times. It is a mandatory requirement, pursuant to the DAP regulations, that all DAP members attend training before they can sit on a DAP and determine applications. Local

government representatives who have previously been appointed to a DAP and have received training are not required to attend further training.

Local government elections may result in a change to local DAP membership if current councillors, who are DAP members, are not re-elected. In this instance, the deputy local DAP members will take the place of the former local DAP members. If both local and alternate (deputy) local members are not re-elected, the local government will need to re-nominate for the Minister's consideration of appointment.

The Council should consider the above matters in selecting nominees as local DAP members.

Local DAP members are entitled to be paid for their attendance at DAP training and at DAP meetings, unless they fall within a class of persons excluded from payment.

Members who are not entitled to payment of sitting, training and State Administrative Tribunal attendance fees include Federal, State and local government employees, active or retired judicial officers and employees of public institutions. These DAP members are not entitled to be paid without the Minister's consent, and such consent can only be given with the prior approval of Cabinet. This position is in accordance with *Premier's circular – State Government Boards and Committees Circular (2010/02)*.

Further information, including DAP location maps and the Premier's Circular, is available online at <http://daps.planning.wa.gov.au>.

Local representation is vital to DAPs. If no nominations are received by Friday 13 March, 2015, or if I have not allowed the local government a longer nomination period, regulation 26 of the *Planning and Development (Development Assessment Panels) Regulations 2011*, enables me to include on the local government register a person who is an eligible voter of your local government district and who has relevant knowledge or experience that will enable that person to represent the interest of the local community of your district.

If you have any queries regarding this request for nominations, please contact the DAPs secretariat – phone 6551 9919 or email daps@planning.wa.gov.au.

Yours sincerely



Gail McGowan
Director General

/8 December 2014

DEVELOPMENT ASSESSMENT PANEL NOMINATION FORM

Local Government:	DAP Name:
Nominated Local DAP Member 1	Nominated Alternate Local Member 1
Name: Address: Phone: Mobile: Email: Date of Birth: Employer name(s): Position(s):	Name: Address: Phone: Mobile: Email: Date of Birth: Employer name(s): Position(s):
Nominated Local DAP Member 2	Nominated Alternate Local Member 2
Name: Address: Phone: Mobile: Email: Date of Birth: Employer name(s): Position(s):	Name: Address: Phone: Mobile: Email: Date of Birth: Employer name(s): Position(s):

Note: Employer name and position details are required for Cabinet submission and to determine if the nominee is entitled to be paid fees in accordance with the Premiers Circular 2010/02.

Name and contact details of local government minute taker and/or DAP meeting contact (if known):

Name: _____ Phone: _____ Email: _____

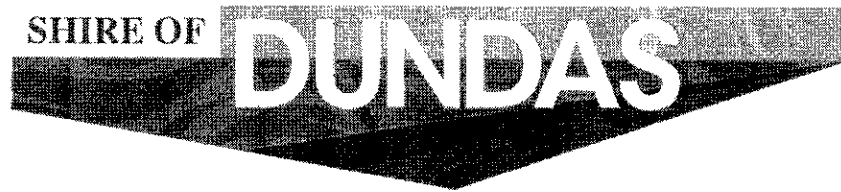
DAP Secretariat Use

Date received: _____ Officer Name: _____ Date Registered: _____



10.3.1

Equal Employment Opportunity Management Plan



Equal Employment Opportunity Management Plan 2014 - 2017

Adopted by the Council January 2015

Contents

Introduction.....	3
Overview of the Shire	4
Policies.....	4
HR.10 Equal Opportunity	4
Other HR Policies	5
Other Initiatives	6
Current Employee Profile (Dec 2014).....	6
Equal Opportunity Management Plan:.....	7
Priorities:.....	7
Objectives:	7
Strategies:.....	7
Equal Opportunity Management Plan Outcomes:	7
Outcome 1	7
Outcome 2.....	8
Outcome 3	8
Outcome 4.....	8

Introduction

Part IX Section 140 of the Equal Opportunity Act 1984 sets out the objects of this part:

- (a) to eliminate and ensure the absence of discrimination in employment on the ground of sex, marital status, pregnancy, family responsibility or family status, sexual orientation, race, religious or political conviction, impairment or age;
- (b) to eliminate and ensure the absence of discrimination in employment against gender reassigned persons on gender history grounds; and
- (c) to promote equal employment opportunity for all persons,

in the authorities to which this Part applies.

In accordance with the requirements of Section 145 of the Western Australian Equal Opportunity Act, the Shire of Dundas has prepared this draft Equal Employment Opportunity Management Plan for review by the Council, Staff and the Office of Equal Employment Opportunity.

Section 145 of the Western Australian Equal Opportunity Act provides:

- (1) Each authority shall prepare and implement an equal opportunity management plan in order to achieve the objects of this Part.

The management plan of an authority shall include provisions relating to-

- (a) the devising of policies and programmes by which the objects of this part are to be achieved;
- (b) the communication of those policies and programmes to persons within the authority;
- (c) the collection and recording of appropriate information;
- (d) the review of personnel practices within the authority (including recruitment techniques, selection criteria, training and staff development programmes, promotion policies and patterns, and conditions of service) with a view to the identification of any discriminatory practices;
- (e) the setting of goals or targets, where these may reasonably be determined, against which the success of the management plan in achieving the objects of this Part may be assessed;
- (f) the means, other than those referred to in paragraph (e), of evaluating the policies and programmes referred to in paragraph (a);
- (g) the revision and amendment of the management plan; and
- (h) the appointment of persons within the authority to implement the provisions referred to in paragraphs (a) to (g).

Overview of the Shire

The Shire of Dundas is located in the Goldfields Esperance Region of Western Australia and covers an area of 92,725 square kilometres. The main town is Norseman, which is located about half way between Kalgoorlie and Esperance. The Shire stretches from the state border with South Australia at the townsite of Eucla to approximately 182 kilometres west of Norseman.

The main industries in the Shire of Dundas are Mining, Pastoral and Tourism.

The Shire of Dundas is governed by a Council consisting of six councillors (4 female and 2 male) and the Shire employs a total workforce of 28 staff (22.8 FTE's).

Policies

The Council and senior staff are all aware of the positive benefits that accrue to the organisation through Equal Employment Opportunity and the Shire has developed and adopted an Equal Opportunity Policy to address the issue as follows:

HR.10 Equal Opportunity

Objective

To ensure that the Shire actively promotes equal employment opportunity based solely on merit to ensure that discrimination does not occur on the grounds of gender, age, marital status, pregnancy, race, disability and religious or political convictions.

Policy Statement

The Shire recognizes its legal obligations under the Equal Opportunity Act, 1984, and actively promotes equal employment opportunity based solely on merit to ensure that discrimination does not occur on the grounds of gender, marital status, pregnancy, race, disability and religious or political convictions.

- All employment training with the Shire is directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability to meet the minimum requirements for such training.
- All promotional policies and opportunities with the Shire are directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such promotion.
- All offers of employment within the Shire are directed towards providing equal opportunity to prospective employees provided their relevant experience, skills and ability meet the minimum requirements for engagements.
- The Shire does not tolerate harassment within its workforce. Harassment is defined as any unwelcome, offensive action or remark concerning a person's race, age, sex, colour, language, ethnicity, political or religious convictions, gender, marital status or disability.
- The equal employment opportunity goals of the Shire are designed to provide an enjoyable, challenging, involving, harmonious work environment for all employees where each has the opportunity to progress to the extent of their ability.
- The Shire in no way deems that the adoption of this policy as meaning that the Shires current attitude, or those of its current employees, as requiring to be changed or modified.

The Equal Employment Opportunity Policy was adopted by the Shire on the 20th May 2008 and last reviewed by the Council on the 20th January 2015

Other HR Policies

The Council has other positive policies relating to Human Resources as follows:

Conferences – Staff Training

Objectives To determine the nature and extent of Shire employee's attendance at international, national and interstate conferences, study tours, seminars or conventions.

Travel & Accommodation Allowances & Expenses

Objectives To determine the travel and accommodation expenses payable in respect of officers travelling on official Shire business (e.g. conferences, seminars, study tours, conventions and the like).

Internet & Email Usage

Objective To ensure that Shire employee's usage of the internet and email is appropriate.

Occupational Health & Safety

Objective To provide all employees with a safe and healthy working environment.

Acting Chief Executive Officer

Objective To compensate the Acting Chief Executive Officer for additional duties undertaken during the absence of the Chief Executive Officer.

Use of Shire Vehicles

Objective To clearly define the level of use of Shire vehicles by employees.

Sexual Harassment

Objective To provide a safe working environment free from sexual harassment.

Defence Reservist's Leave Policy

Objective To ensure that members of the Defence Reserve Service employed by the Shire are able to access a reasonable amount of additional leave for that purpose.

Protection from the Sun for Outdoor Work

Objective To protect employees from being exposed to long periods of ultra violet radiation from the sun.

Equal Opportunity

Objective To ensure that the Shire actively promotes equal employment opportunity based solely on merit to ensure that discrimination does not occur on the grounds of gender, age, marital status, pregnancy, race, disability and religious or political convictions.

Staff Training

Objective To improve the services provided by the Shire by training and enhancing the skills of its employees.

Smoke Free Environment

Objectives To protect the health of all employees and the public users of the Shire's facilities

To ensure that the Shire maintains and can attract appropriate staff, the Shires employment package is well above the minimum levels of remuneration provided under the appropriate awards. In addition the Shire provides the following above award financial incentives:

Gratuity Payments

Objective This policy is to determine the manner in which the Shire may grant a gratuity payment or farewell gift in addition to any amount to which the employee is entitled under a contract of employment or award at the completion of their service with the Shire of Dundas.

Employee Bonus

Objective To provide an annual incentive for employees to remain employed with the Shire.

Removal Expenses

Objective In order to be competitive in attracting suitable staff the Shire may assist in the relocation expenses of employees.

Uniforms

Objective In order to maintain a high level of professionalism and standard of dress, the Shire will assist staff in the purchase of suitable corporate uniforms.

Superannuation

Objective In order to be competitive in attracting suitable staff the Shire will make additional contributions to employee's superannuation where the employee also makes an additional contribution.

Public Service Holidays – Extra Leave

Objective This policy is to continue the provision of "Public Service Holidays" as "Extra Leave" and to determine the time of year during which the "Extra Leave" is to be taken.

Gymnasium – Staff Usage

Objective To encourage Shire of Dundas staff members to use the gymnasium.

Personal Leave - Incentive Bonus

Objective This policy is to encourage staff not to take unnecessary personal leave and determines the manner in which the Shire of Dundas will pay a personal leave incentive bonus.

With the equal opportunity employment and other human resource policies the Shire have been able to keep its staff turnover levels relatively low.

Other Initiatives

The Shire of Dundas is working with the Norseman District High School to develop career opportunities for school leavers. At present the Shire has offered and granted a traineeship in Civil Construction in conjunction with local employment agencies. The Shire also assists with the "work for the dole scheme"

The Shire of Dundas has implemented an effective Grievance Resolution Process where people feel able to raise concerns and issues.

Current Employee Profile (Dec 2014)

Total Number of Employee		% of Total workforce
28	Employees in total (22.8 full time equivalent FTE)	100 %
20	Employees aged over 40 years of age	71 %
3	Employees aged less than 25 years of age.	11 %
11	Employees that are women	39 %
7	Employees come from Culturally Diverse Backgrounds	25 %

Refer to Equity Index Calculators submitted in the annual EEO returns.

Equal Opportunity Management Plan:

Priorities:

In considering priority outcomes to be achieved in 2014 to 2016, the following objectives has been developed in relation to improving workforce diversity:

Objectives:

The objective of the Shire of Dundas is to improve its workforce diversity by implementing strategies that will encourage more applications for employment from younger members of the community.

Strategies:

To achieve the objective of encouraging more applications for employment from the younger members of this community, the following strategies / actions will be implemented:

1. More visits by Shire staff will be made to the Norseman District High School and presentations will be made to the school students and teachers, on employment opportunities that may arise within the Shire and / or within the local government industry.
2. Particular emphasis will be made on the following factors:
 - (a) Large variety of occupations available in the local government industry.
 - (b) Large number of locations throughout the State where employment opportunities are available in the local government industry.
 - (c) Transferability of service and employment benefits between local governments
3. In conjunction with the Norseman District High School, participate and "offer" local students "Work Place" experience as part of the school to work and "Work Experience" programmes.

Equal Opportunity Management Plan Outcomes:

Outcome 1 The organisation values EEO and Diversity and the work environment is free from sexual and racial harassment:

- Equal Employment Opportunity (EEO) and Diversity values are incorporated into corporate values, business planning processes and human resource workforce plans.
- A positive, inclusive and harassment-free workplace culture is communicated and promoted within the organisation.
- Performance management criteria for managers includes an ability to recruit a diverse workplace and promote an inclusive work place.
- Implementation of strategies within this EEO Management Plan occurs throughout the organisation.
- There is an effective grievance resolution process where staff are able to raise concerns and issues.
- Workplace culture is monitored and assessed to determine that it is inclusive and free from harassment and unlawful discrimination.

Outcome 2 Work places are free from employment practices that are biased or discriminate unlawfully against employees or potential employees

- Organisational structure and job design provide career paths for all diversity groups.
- Recruitment and selection practices provide appropriate flexibility for all diversity groups.
- Mechanisms are in place to identify the needs of diversity groups to operate effectively in the workplace (eg: diversity, review of exit interview feedback).
- Retention practices are in place to identify, develop and retain staff from all diversity groups (eg: induction processes, training and development opportunities, working hours and condition, flexible work options and performance management).
- The organisation monitors and assesses employment practices to ensure they contribute positively to attracting and retaining a diverse workforce.

Outcome 3 Employment programs and practices recognise and include strategies for EEO groups to achieve workforce diversity

- Demographic data is systematically collected to monitor and report on progress of all diversity groups.
- Diversity objectives are identified to reflect the agency's business needs.
- Strategies have been developed to improve employment outcomes for the following diversity groups.
 - Women in Management
 - People from Culturally Diverse Backgrounds
 - Indigenous Australians
 - Youth
 - People with a Disability

(Different organisations have different priorities according to their existing diversity profile and service delivery. The priorities for the organisation may not necessarily cover all diversity groups).

Outcome 4 Maintain a relevant and achievable EEO Management Plan through communication, review/amendment and evaluation

- The Plan and its policies and programs are communicated to all staff.
- Each initiative/strategy/task is linked to a measure of success and timeframe for completion.
- The Plan is monitored, reviewed and amended to ensure strategies remain relevant to the operation of the organisation.
- The Plan and its policies and programs are evaluated to determine the effectiveness of the Plan.