Irenes list

Agendas Ordinary (Budget and Special) (PROCEDURE DONE)

Minutes Ordinary (Budget and Special) making sure that the previous months minutes are signed by the Shire President

Putting agenda items up to Council (generally annually for Delegations, Code of Conduct, dates for Council meetings next year )

* Once item gone to council do Delegation letters which can be updated they are kept in human resources on the T drive
* Dates for Council meeting need to keep a copy of the page where it is printed for Auditors

Ensuring everything is there for Council meeting ie spare copies of documents, dinner menus, and fridges sorted

Central Records (opening, recording and distributing the mail)

Fines Enforcement (someone will have to be trained by ITVISION)

Placing ads in the relative paper for Employment Positions and the procedures for the same (PROCEDURE DONE)

Information Bulletin (making sure that if and document have had the seal that they are listed in the info bulletin and in the book in the safe)

General Typing when required

Tender Register this includes all relevant documents and placing adverts (PROCEDURE DONE)

Advertising for Government Gazette

Advertising for Ad, Local Government Notices etc employment positions anything that is required by Local government

Elections (where required) ie: owner/occupier’s names to use with the roll (biennial in Oct)

Organise inductions for new Councillors with CEO biennial

Organising Citizenship Ceremonies for Shire President ad hoc (PROCEDURE DONE)

Organising flowers for ANZAC day for Wongan and Ballidu yearly

Advertising for Australia Day starts just before Xmas in the Boomer and we do a flyer to all households from the Shire president with the dates we are closed over Xmas and New Year and advertising Australia Day

Organising bits and pieces for Australia Day ie: lists for Len, Karl and myself. (advertising ensuring we have enough stick on labels) yearly

Organising printed certificates from [info@ausdaywa.com.au](mailto:info@ausdaywa.com.au) prior to Australia Day, (these guys are super helpful these are also the people you need to deal with to get the stickers)

Organising advertising invite for nominations for Citizen of the Year and ensuring all docs are up to date yearly forms are in t/administration/forms/Citizenship Awards – Community Service

Organise the advertising of community grants in boomer again in the T drive /administration/forms/community development fund

Organise and produce the annual report this includes letters to the Director General and advertising report is in Irene/reports. Copy of previous notices are in the media folder

Organise any other civic functions where and when required this includes liaising with various community groups for catering

Organising the plaques and name labels for boards for Citizen of the Year plaques from Middlewick Jewellers and the labels are with Alltype Engraving

Organising catering and drinks for Citizen of the Year usually in late March where possible I use Kylie Davey but the CWA have also done one.

Distributing Shire emails to the relevant person

Updating play account in Synergy

Making sure Synergy users have the right permissions and access to the necessary functions

Making sure that all documents required by the auditor and kept up to date

Organise the dates and poster for kerbside pickups with Karl flyer in T drive in Administration/Forms/verge collection brochure

All other duties as requested and required

Assist Rachael every year with her ads and things for the pool

Help round the office with IT stuff where I can