Council’s Corporate Management Team includes the Chief Executive Officer and five Directors who are responsible for the following divisions: Corporate Planning and Finance, City Development, Community Development & Services, Infrastructure Services and Human Resources. The Executive Manager – Corporate Administration and Customer Service and the Manager – Communications are also members of the Corporate Management Team.

**Corporate Planning and Finance**

**Objective**
To determine the overall business strategy framework for the City through the development of business and council plans and to determine financial policies and strategies to secure the City’s long-term financial position.

**Managers**
- Strategic Procurement: Mick Ross
- Organisation Development and Planning: Dan Wade
- Information Technology: Brian Lane
- Finance Services: Danny Wain

**City Development**

**Objective**
To further develop the City’s environment through effective strategic city, environmental and social planning, building control and municipal regulation.

**Managers**
- Health and Local Laws: Adrian White (Acting)
- Economic Development: Jeff McAlpine
- Property Management: Frank Bua Giancarro
- Planning and Building: Brian Goyen (Acting)
- Urban Design & Architecture: Charles Nilsen

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* This Division was renamed Corporate Services in July 2013
** Sue Wilkinson commenced as Director in July 2013
*** This Department moved into the City Development Division in July 2013
Below is our entire management team, as at 30 June 2013.

THE MANAGEMENT TEAM

Chief Executive
Andi Diamond

Communications Manager
Ainslie Gowan (Acting)

To provide a wide range of customer focused services which are relevant, of high quality and accessible to all residents of Monash.

To efficiently provide and maintain City infrastructure and facilities to meet operating performance standards set by other Divisions.

To determine effective personnel and industrial relations strategies and policies in support of organisational change and development.

Community Development and Services
Julie Salomon
Dip Teaching (IECD), Grad Dip in Spec Ed, Grad Cert in Applied Business, Grad Cert Mgmt

Infrastructure Services
Ossie Martinez
B. Eng (Civil) and Post Grad (Municipal Eng and Mgt), Post Grad Env Eng

Human Resources
Leigh Harder
B. Bus, CAHRI

Community Planning & Development
Fee Harrison

Children’s & Family Services
Geoff Loftus

Aged Care Services
Dawn Ellis

Information & Arts
Anne-Maree Pfabe

Youth and Recreation
James Collins

Transport & Infrastructure Planning
James Paterson

Sustainable Infrastructure & Emergency Management
Kim Hanisch

Asset Services
Robert Renshaw

Horticulture Services
Phillip Plumb

Waste Services
Joe Lunardello

Capital Works
Andrew Andonopoulos

As at 30 June 2013
As at 30 June 2013 we employed 1,270 people across six divisions – Executive, Corporate Planning & Finance, Human Resources, Infrastructure Services, City Development and Community Development & Services.

### Staffing Composition - 30 June 2013

| Division                                | Permanent | | Temporary | | Casual | | Total |
|-----------------------------------------|-----------|-----------|-----------|-----------|---------|-----------|
|                                         | Female    | Male      | Female    | Male      | Female  | Male      | Female  | Male     | TOTAL |
|                                         | Full Time | Part Time | Full Time | Part Time | Full Time| Part Time | Full Time| Part Time|       |
| Executive                               | 21        | 12        | 5         | 1         | 7       | 33        | 13      | 46       |       |
| Corporate Planning & Finance            | 21        | 12        | 15        | 1         | 2       | 35        | 16      | 51       |       |
| Human Resources                         | 6         | 1         | 4         | 1         |         | 8         | 4       | 12       |       |
| Infrastructure Services                 | 34        | 8         | 152       | 2         | 1       | 1         | 48      | 156      | 204   |
| City Development                        | 28        | 33        | 39        | 3         | 2       | 8         | 2       | 72       | 47    |
| Community Development & Services        | 125       | 285       | 33        | 44        | 9       | 40        | 226     | 111      | 649   |
| **TOTAL**                               | **235**   | **351**   | **248**   | **51**    | **4**   | **1**     | **237** | **121**  | **1,270** |

STAFF PROFILE
Training And Development

Council is committed to providing training and development opportunities for our staff. In 2012/2013, more than 300 staff received training in a range of areas including Customer Service, Assertive Skills, Science of Recruitment, Selection Interviewing Skills, Communication Skills, Managing Reactions in a Challenging Situation, and Operating within a Team.

In 2012/2013, an extensive leadership development program – “Authentic Leadership Program” - was provided to all Directors, Managers and Coordinators. Delivered by Monash University and Resolutions RTK, the three day course included the following five modules: Keys to Leadership Excellence, Frontline Management Fundamentals, Career and Personal Development, Developing your Team, and Individual Strengths. This program will ensure our leaders have the capability, the knowledge and the commitment to achieve and act as role models of our preferred culture.

As part of our Corporate Training Program, staff have been encouraged to enrol in further tertiary studies, and we provide support to staff members who take up this opportunity. Further education courses being undertaken by our staff include:

- Bachelor of Business (Marketing), Swinburne
- Masters of Education (Early Childhood), Monash University
- Diploma of Engineering, Box Hill TAFE
- Certificate IV in Occupational Health and Safety, University of Ballarat
- Masters of Health Promotion, Deakin University
- Masters of Public Health, Deakin University
- Masters of International Community Development, Deakin University
- Bachelor of Nursing, Deakin University
- Diploma of Children’s Services (Early Childhood Education and Care)
- Graduate Diploma of Infant and Parent Mental Health, University of Melbourne
- Graduate Diploma of Legal Practice, Australian National University
- Certificate IV in Training and Assessment, Plenty Training
- Certificate III Horticulture, Holmesglen TAFE.

Council offers a significant Work Experience program for Year 10 students who live in, or attend school in, Monash. Students participating in the program are provided with work placements in Council departments. More than 50 students participated in the program in 2012/2013.

The Corporate Health and Wellbeing Program was established to support Council employees by promoting a balanced and healthy lifestyle. A range of activities was offered through this program in 2012/2013 including information seminars and workshops, weight loss and fitness programs, and staff medical assessments. The program also ran casual dress days in which donations were raised for various charities.
Equal Opportunity

Council believes that its employees are entitled to be treated on the basis of their abilities and merit, and to work in a safe, productive and congenial environment where they are treated fairly and equitably and are not subject to harassment, discrimination, bullying or occupational violence of any kind.

Council runs an education program for staff, providing them with full details of our Equal Opportunity Policy and Guidelines, Harassment Policy and Guidelines, and Bullying and Occupational Violence Policy. The program provides clarification on the grounds of discrimination, what behaviour constitutes discrimination and harassment, employee and employer responsibilities, and processes within Council for dealing with these issues. Training of staff in the Selection Interview Techniques has also reinforced our requirement for merit-based selection.

All new staff members are provided with full details of the Equal Opportunity, Harassment and Bullying and Occupational Violence policies, guidelines and processes through Council’s online Induction Program. This program was developed in 2012 and it ensures all new staff members settle in quickly and gain an overview of common policies and guidelines which are important for staff to know and understand. In 2012/2013, 60 new permanent staff participated in Council’s one day Corporate Induction Program.

Occupational Health & Safety

One of Council’s core principles is the provision of a safe and healthy work environment. During 2012/2013 we strived to continually improve health and safety standards across the organisation and to minimise the risk of injury to staff, visitors and contractors. Through our OHS Management System, we continue to review systems of work and define the responsibilities of Managers and staff.

The second year actions of the OHS Strategy achieved in 2012/2013 included:

- The Corporate OHS Committee convened six times and continued to empower staff through involvement, sharing knowledge and discussion of OHS matters.
- Council continued its participation in the WorkSafe worker Health Check program and introduced a Sun Smart skin check program.
- Council developed an OHS Roles and Responsibility Guide for duty holders.
- Divisional safety induction programs were converted into the Corporate e-learning system to ensure staff receive information and practical guidance on core OHS procedures.
- The Corporate OHS management system was reviewed.