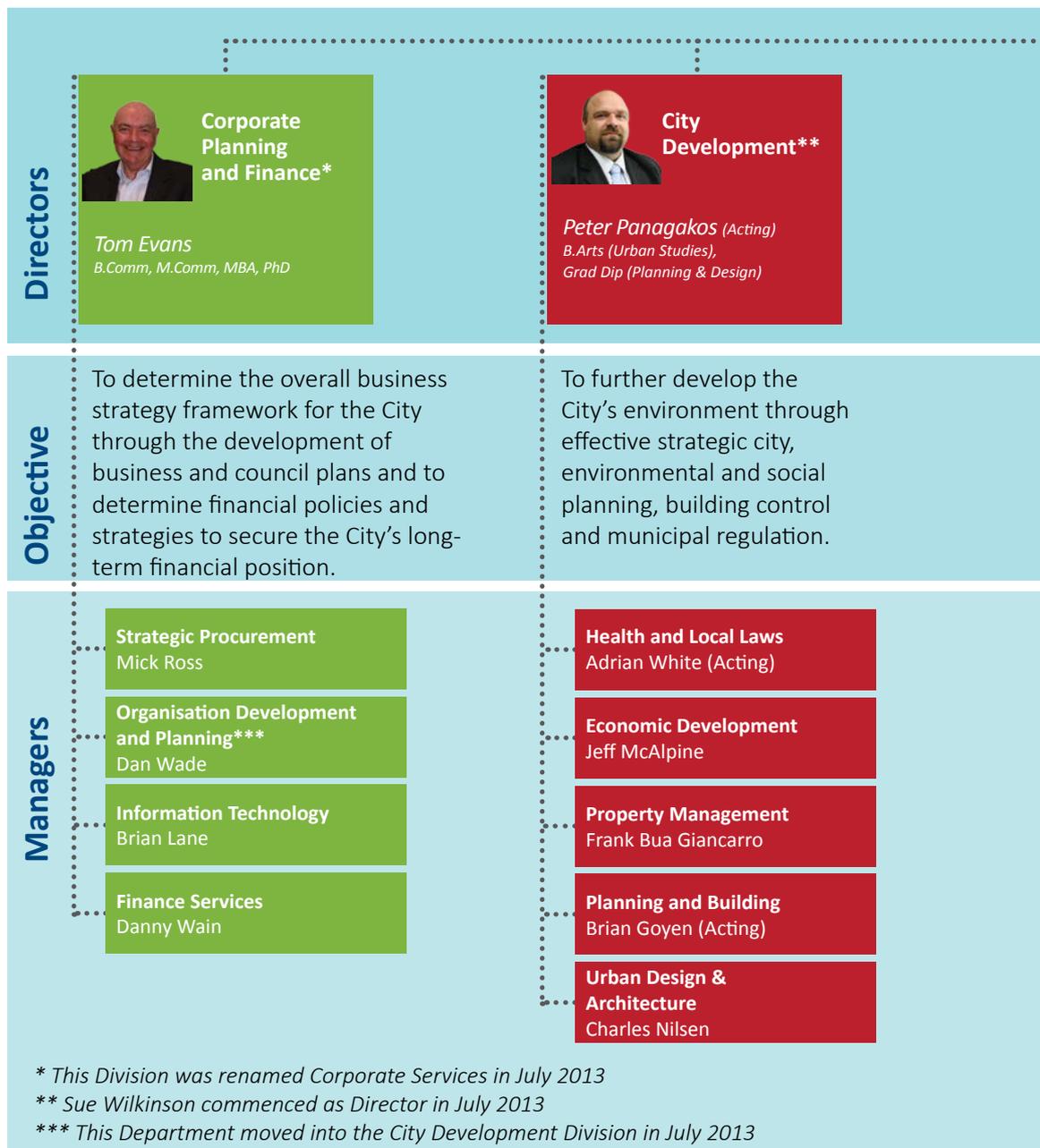


Section Three Our Organisation

ORGANISATION STRUCTURE

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.

Executive Manager, Corporate Administration and Customer Service
Jarrod Doake



Below is our entire management team, as at 30 June 2013.

THE MANAGEMENT TEAM



Chief Executive
Andi Diamond

Communications Manager
Ainslie Gowan (Acting)



Community Development and Services

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

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



Infrastructure Services

Ossie Martinz
B. Eng (Civil) and Post Grad (Municipal Eng and Mgt), Post Grad Env Eng

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



Human Resources

Leigh Harder
B. Bus, CAHRI

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

- Youth and Recreation**
James Collins
- Community Planning & Development**
Fee Harrison
- Children's & Family Services**
Geoff Loftus
- Aged Care Services**
Dawn Ellis
- Information & Arts**
Anne-Maree Pfabe

- 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

STAFF PROFILE

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		TOTAL
	Female		Male		Female		Male		Female	Male	Female	Male	
	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	2	1	1		3	1	48	156	204
City Development	28	33	39	3	3		2	1	8	2	72	47	119
Community Development & Services	125	285	33	44	9	40	1		226	111	649	189	838
TOTAL	235	351	248	51	17	5	4	1	237	121	845	425	1,270



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.

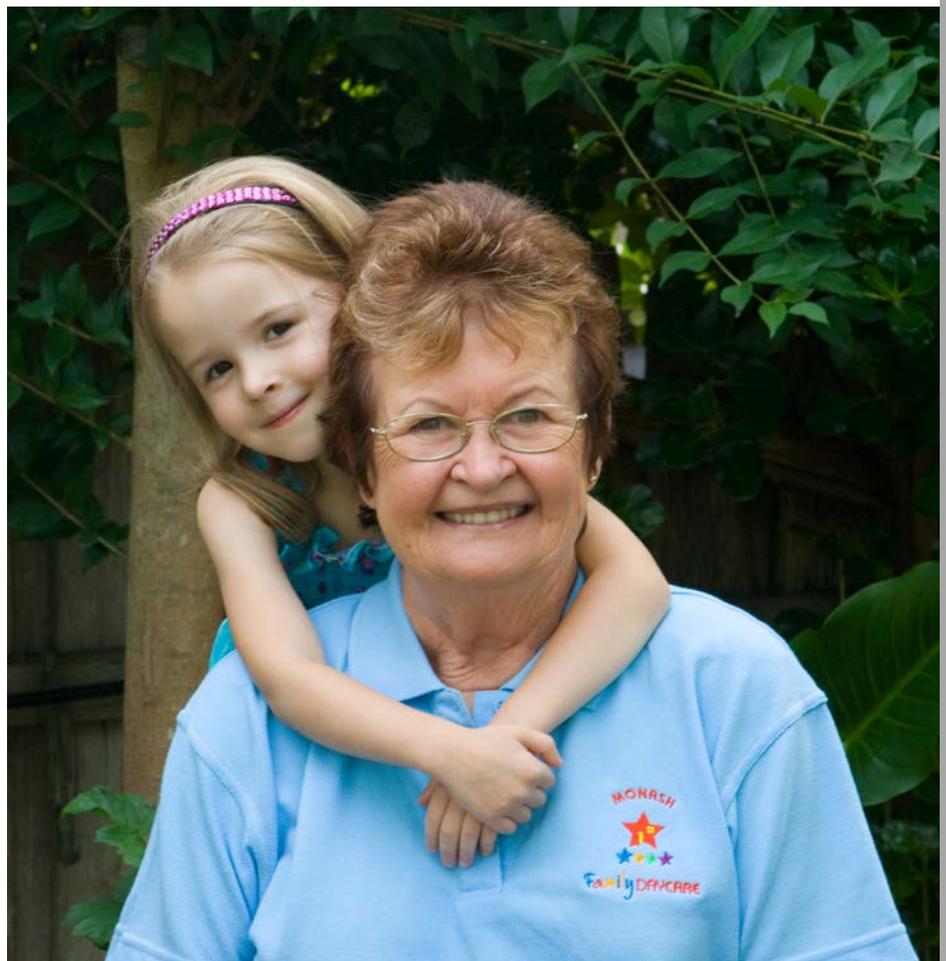
More than
300
staff received
training

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.

60
new staff
participated in
our corporate
induction
program

