

# ATTACHMENT 1

## REVENUE POLICY

Council's Revenue Policy identifies the Council's proposed revenue for each of the following sources of funding:-

- Rates
- Fees and Charges
- Private Works
- Borrowings

### **A. Ordinary Rate – Ad Valorem/Base Rate**

- Strathfield Municipal Council proposes for 2005/06 to make and levy an ordinary rate for that year pursuant to Sections 494 and 543 of the Local Government Act 1993 such rate to comprise:-
  - An ordinary residential rate to be named "Residential Ordinary Rate".
  - A base amount per each separate residential parcel of land to be named:- "Residential Base Amount".
  - An ordinary business rate – to be named "Business Ordinary Rate".
  - A base amount per each separate parcel of land to be named:- "Business Base Amount".

The rate to be made and levied under the Local Government Act 1993 shall consist of:-

- An ad valorem amount pursuant to Section 497; and
- A base amount of the rate levied in respect of each separate parcel pursuant to Section 548.

The Council proposes to make and levy the following rates for 2005/06:-

- A Residential Ordinary Rate of 0.0836682 (zero point zero eight three six six eight two) cents in the dollar on the value of all rateable land that falls within the "residential" category of the Strathfield Municipal Council and subject to a base rate of \$350.00 in respect of each separate parcel of rateable land, and

A Business Ordinary Rate of 0.4004749 (zero point four zero zero four seven four nine) cents in the dollar on the value of all rateable land that falls within the "business" category of the Strathfield Municipal Council and subject to a base rate of \$350.00 in respect of each separate parcel of rateable land, and

- The Rate Pegging Limit of 3.50% as set by the Minister for Local Government and variations due to new or amended valuations NOT yet finalised on rating files.

Interest charges on rates and charges which remain unpaid after they become due and payable shall accrue on a daily basis at the rate of nine per cent (9.00%) per annum simple interest in accordance with Section 566 of the Local Government Act 1993.

## Private Works

The Council may on request or by agreement with the owner or occupier of land, or pursuant to an order or notice issued under the Local Government act 1993 or other relevant legislation, carry out any kind of work on the land which may lawfully be carried out on that land.

The types of works, but not limited to are as follows:

- Road construction
- Kerbing and guttering
- Paving
- Fencing
- Landscaping
- Land clearing and fire hazard reduction or removal
- Demolition and excavation
- Giving effect to, or compliance with, an order issued pursuant to Section 124 of the Local Government Act 1993
- Building inspection
- Trade Waste

The amounts or rates to be charged, together with applicable GST, shall be the actual cost to the Council plus on-costs and subject to resolution of Council.

## Loan Borrowings

Under Section 622 the Council can propose to borrow, by way of ordinary loan. Application for loan borrowings is made to the Department of Local Government each year. Funds are borrowed from approved lenders at the relevant local government borrowing rate applicable at the time of draw down.

Loans are repaid by half yearly instalments of principal and interest combined.

The load liabilities and borrowings to date are:

Year	Loan Amount \$	Interest Rate Outstanding %	Principal \$
1995/96	1,000,000	9.23	145,163
1996/97	1,000,000	7.31	261,118
1997/98	1,000,000	6.29	367,252
1998/99	1,000,000	6.93	482,833
1999/00	750,000	6.97	438,610
2000/01	850,000	6.93	572,418
2001/02	Nil		
2002/03	Nil		

## **Borrowing Policy**

The current loan borrowings and annual redemption liability to remain at current levels.

Net loan borrowings to be kept to nil.

# ATTACHMENT 2

## ASSET MANAGEMENT PLAN

Proposed Property Disposal and Acquisition Program 2005/06.

### Disposal

Nil.

### Acquisition

30 Loftus Crescent	\$1,000,000
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### Major Capital Works 2005/2006

Plant Replacement	\$1,009,010
Plant Replacement Domestic Waste	\$500,000
Drainage Construction	\$1,500,000
Property Upgrades	\$203,500
Road Construction	\$477,900
Footpaths	\$112,860
Information Technology	\$286,598
Parkscape Projects	\$187,000
Section 94 Projects	\$1,986,000
Library Books	\$131,328
Library Technology	\$60,236

### Activities of a Business – Commercial Nature

#### 1. Golf Course

The Golf Course is maintained by day labour however the operation is subject to a license agreement.

Total Revenue:	(\$589,224)
Total Expenses:	\$318,060
Activity Result – Surplus	( \$274,164)

#### 2. Domestic Waste Management

Council utilises its own workforce in the removal of domestic waste from premises. Council utilises contractors for its recycling service.

Total Revenue:	(\$2,803,646)
Total Expenses:	\$2,803,646
Activity Result:	0

#### 3. Private Works

##### Restoration/Reinstatement

Total Revenue:	(\$543,400)
Total Expenditure:	\$465,804
Activity Result - Surplus	(\$77,596)

#### 4. Other

Total Revenue:	(\$102,600)
Total Expenditure:	\$98,496
Activity Result – Surplus	(\$4,104)

# ATTACHMENT 3

## STATEMENT OF FEES & CHARGES FOR DOMESTIC WASTE MANAGEMENT SERVICES 2004/2005

The full cost of providing a domestic waste management service, ie garbage, cleanup and recycling under the Local Government Act must be met from specific charges in accordance with Section 496 of the Act.

Section 496 of the Local Government Act provides that:-

- A council must make and levy an annual charge for the provision of domestic waste management services for each parcel of rateable land for which the service is available.
- A council may make an annual charge for the provision of a domestic waste management service for a parcel of land that is exempt from rating if:
  - the service is available for that land; and
  - the owner of that land requests or agrees to the provision of the service to that land; and
  - the amount of the annual charge is limited to recovering the cost of providing the service to that land.
- Section 502 provides that a charge may also be made for the actual use of the service, in addition to the availability charge under Section 496.
- Rate income cannot be used to subsidise the cost of the services and excess income, if any, from the service, cannot be taken to account as normal income.

The domestic waste management charge (DWMC) includes the full cost of administration, service provision and tipping fee for the garbage, cleanup and recycling collections.

Council faces a number of challenges both economic & environmental, in providing these services.

## ECONOMIC CHALLENGES

### Section 88 Levy

This levy is imposed by the State Government on each tonne of garbage disposed at landfill. The levy was originally imposed to assist in remediation of State owned landfill sites, but changed under the introduction of the Waste Minimisation and Management Act to the Waste Planning Management Fund to assist recycling. It is anticipated this levy will remain at \$18.00 per tonne this year.

## Tipping Fee

This is the fee paid by Council to Waste Service NSW (now known as WSN Environmental Solutions) for the disposal of waste (garbage and cleanup material) through the Auburn and Chullora Transfer Stations for disposal at Lucas Heights.

Tipping Cost: The cost of tipping is determined by WSN Environmental Solutions who manage the transfer stations and tipping facilities.

The tipping charge is made up of the Section 88 Levy plus the cost of tipping.

Council has been advised that the tipping fee from 1 July 2005 will be increased by approximately 5% per tonne:-

	<u>Existing fee</u>		<u>New Fee</u>
Tipping	\$77.28		\$81.14
Levy	<u>\$18.00</u>		<u>\$21.20</u>
<b>Total</b>	<b>\$95.28</b>	<b>Total</b>	<b>\$102.34</b>

**The increase in tipping fee (excluding the levy) is 4.8%.**

Council has no option but to pass on this increase.

WSN Environmental Solutions advise that the reason for the increase is the increasing number of Council's entering into individual waste service contracts. However, in past years increases have been due to:-

- site management and remediation costs;
- increase transport costs due to fuel increase; and
- moves to accelerate the use of new waste technologies.

## Clean Up

Council currently conducts a biannual cleanup service for residents.

Council tipped 9,360.07 tonnes of garbage and cleanup in 2003/2004.

As well as the above, Council has increased costs because of the increase in Consumer Price Index (March quarter 2.8%), increased fuel costs and the poor Australian dollar when purchasing equipment or spares.

The domestic waste management charge as a result of the increased costs of providing the service, the charge for the period 2004 to 2005 under Section 496 and 502 of the Local Government Act will be \$245.00, an increase of 5.1%.

## Environmental Challenges

The environmental challenge facing Council is to reduce the amount of material being disposed of to limited landfill and increase the amount of material being recycled.

# Attachment 4

## PROTECTING OUR ENVIRONMENT

### PRIORITY ENVIRONMENTAL ISSUES

Council's environmental programs are detailed in its Sustainability Action Plan. This Environmental Strategy outlines the projects, programs, and activities Strathfield Council will be coordinating over the next 3 years to work towards Ecologically Sustainable Development (ESD). In simple terms, ESD is about making sure that the way we live today does not jeopardise the quality of life for future generations.

The environmental management issues covered in the plan are:

#### Air

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**Goal:** To ensure Strathfield has clean, healthy air and to protect against the adverse health effects of air pollution

#### Biodiversity

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**Goal:** To protect and enhance our biodiversity

#### Greenhouse

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**Goal:** For the Strathfield Local Government Area to contribute towards the prevention of Global Warming

## **Noise**

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**Goal:** To maintain a comfortable living and working environment in Strathfield by preventing offensive noise

## **Public Health**

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**Goal:** To protect and promote the public health of the local community

## **Waste**

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**Goal:** To refuse, reduce, reuse and recycle waste in the Strathfield Local Government Area

## **Water and Catchment Management**

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**Goal:** To protect our local waterways and reduce demands on potable water

# ATTACHMENT 5

## STATE OF ENVIRONMENT SUMMARY 2004 / 05

### Air

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Air quality in the Strathfield area has stabilised in recent years and is generally within accepted guidelines for protecting public health. The regional pollution index (RPI) is used as an indicator of air quality. High readings for the RPI indicate that air quality is worse than accepted guidelines and this occurred during thirteen days in 2003 and seven days in 2004. A medium reading, indicating that air quality is approaching guideline limits occurred during seventy-eight days in 2003 and ninety days in 2004.

The primary cause of air quality degradation in the Sydney metropolitan area is pollution from motor vehicles, the impact of which can be exacerbated by adverse meteorological conditions. Council has over recent years taken action to facilitate a reduction in use of private vehicles in the local area. Initiatives include substantial improvements in cycleways and installation of bicycle storage racks, development of transport access guides and public education initiatives such as Walk to Work day. Council is also able to influence local traffic generation and flow through land use planning and this is recognised in the Draft Strathfield Local Environment Plan 2003.

Council receives and responds to complaints regarding local air quality. These are often related to dust from building sites and odours from other sources. Council is responsible for regulating these local air pollution sources and also works to raise awareness and encourage action through the local environment awareness program and development of targeted information sources.

Council intends to use a \$150,000 grant to construct a bridge linking Dean Reserve and Cleveland Street. The funds will also be used to construct a shared access pathway, plant indigenous vegetation along the river's western bank and to revegetate Dean Reserve.

A Bicycle and Pedestrian Access Feasibility Study for the Powells Creek Corridor was completed in December 2003. Both Council and the Powells Creek Steering Committee are considering aspects of the route proposed in the Study.

Council is also able to facilitate better traffic management and improved access to a wider variety of transport options through its planning and development approval powers. The Draft Strathfield Local Environmental Plan 2003 has as an objective "*To promote future development which integrates land use and transport planning, encourages public transport use and reduces the traffic and environmental impacts of private vehicle use.*" This objective is to be implemented by considering transport access in the location and design of new developments, particularly in commercial areas.

## Biodiversity

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In Strathfield, there are a number of small pockets of remnant vegetation throughout the municipality and many of these are listed as endangered ecological communities under the *Threatened Species Conservation Act 1995*. These remnant bushland areas also have regional significance as components of a regional network of habitat corridors that are essential to the viability of native plant and animal populations. Council actively ensures that remnant bushland and estuary areas are preserved as far as possible and that faunal habitat are protected and improved.

Under the terms of the Local Government Act and the Environmental Planning and Assessment Act, Council has a responsibility to protect local critical habitat and threatened species. The legislation gives Council the power to include biodiversity protection strategies in its development control plans, plans of management and policies.

Protection of remnant habitats generally requires that development activity in ecologically significant areas is restricted. It is Council's intention to include the preservation of existing vegetation remnants and natural waterways within council planning policies and development controls, and a biodiversity DCP has been prepared to help enable this. Council has acted to protect bushland in areas that are under its care and control. However, there are significant remnants on private land and land owned by State Government departments. Protecting these areas through the planning process is important but will require on-going negotiation and public support.

Restoration of important habitats has been carried out through collaboration between Council, community volunteers, adjoining Local Councils and key State Agencies. Three Bushcare Groups operate in the Municipality and, in the 2003/04 financial year, they provided approximately 540 hours of volunteer work restoring and maintaining bushland areas. Council is also part of the Cooks River Foreshore Working Group which provides the opportunity for productive collaboration between the six councils managing land along the Cooks River, Greening Australia and several key State Agencies to ensure the viability of this important regional habitat corridor.

Council updates Plans of Management for Natural Areas every 5 years to ensure that they incorporate best practice and address any emerging issues. The Plan for Mason Park Wetlands will be updated in 2005 and the Cox's Creek Reserve Plan is to be updated in 2006.

## Greenhouse

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As a large organisation with many roles and functions, Council produces greenhouse gases through our own activities and assets. Strathfield Council has recognised its role in greenhouse gas abatement and, in recent times, has undertaken a series of initiatives and that both reduce Councils contributions to greenhouse gas emissions and provide an example to the local community.

These include:

- solar powered lighting in parks;
- operating a hybrid petrol / electric powered vehicle; and
- energy audits of Council buildings and installation of energy efficient appliances.

Council's new library was designed to include a range of energy saving features, including solar panels on the roof, variable volume air conditioning, louvred windows to reduce air conditioning demands and the use of efficient appliances and lighting to lower energy demands. These initiatives provide the community with accessible examples of effective ways to reduce energy use.

Council has been proactive in developing policies to help reduce energy demands and greenhouse gas emissions from new developments.

The Energy Smart Homes policy was adopted in 2003 to reduce the quantity of greenhouse gas emissions generated by local residents. It does this by ensuring that minimum energy performance requirements are met for all new residential developments. The Policy is supported by the *Building Energy Smart Guide for Strathfield*. These initiatives have to some extent been overtaken by the introduction of the BASIX scheme by the State Government. However, work done to date will assist council in ensuring that locally relevant information and policies are available to support more energy efficient development.

Other initiatives to reduce Strathfield's contributions to greenhouse emissions include substantial improvements in cycleways and installation of bicycle storage racks, development of transport access guides and public education initiatives.

Council is actively pursuing improvements to street lighting without an increase in the present pricing structure through negotiations with Energy Australia. The proposed changes could, depending on the technology and cost structures adopted, progressively deliver:

- reduced energy and greenhouse gas emissions of at least 6%, with the prospect of this reduction being up to 36% if a trial of new lighting technology is successful;
- doubling of effective light levels on most residential roads while simultaneously cutting light pollution to the night sky by at least 75%, and reducing obtrusive light into nearby residents' windows;
- reduced frequency of lamp outages by 20-25% with the potential for even greater reductions on main roads;
- 100% re-use or recycling of lamps; and
- lower overall costs compared to current practice.

## Noise

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Figures from the number of complaints received in the past show that people have been disturbed most by noise from domestic sources such as barking dogs, lawn mowers and loud music. Considering all sources, noise problems within the Strathfield Municipality appear to be predominantly associated with localised disturbances.

The environmental planning and development control processes are used to avoid problems by ensuring that potential noise sources are kept away from places where noise is likely to be cause disturbance such residential areas and schools. Provisions for keeping noise producing activities to a minimum are included in the Draft Strathfield Local Environment Plan (2003).

During the assessment of development proposals, Council receives site-specific acoustic reports that are submitted to support development applications. These are assessed on their merits and conditions of consent are imposed if appropriate to protect the community and future occupants.

Council also takes action to reduce noise from its own operations. Noise reduction devices are currently fitted to plant and equipment where necessary. Maintenance schedules do not include specific noise mitigating measures but these may be formalised in the future.

Council recently upgraded its noise monitoring equipment with the purchase of the latest generation sound level meter and software in accordance with an objective developed in the Environmental Strategy document. This equipment shall be used in a proactive manner to monitor noise events and for the investigation of complaints.

A need that has been identified in Council's Environmental Strategy is for a background noise survey of the municipality. It is envisaged that university students may be engaged to conduct this survey as part of their course requirements and to keep Council's costs to a minimum. This data will be useful for monitoring changes in background noise and identifying problem areas that need further investigation and action.

A review of Council operations and procedures will be carried out in the next 12 months to identify tasks that could be carried out at times that the community find more reasonable. These community desires must be balanced with occupational health and safety concerns and operational needs.

Induction and training programs for new and existing staff will be reviewed to incorporate noise control measures and a general overview of Council's responsibilities and the community's expectations.

## Public Health

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Council monitors the standard of hygiene in food shops, hair salons and skin penetration premises (ear piercing and tattooing establishments) by carrying out regular inspections. In 2003/04, approximately 75 per cent of food premises were inspected twice. Most beauticians and hairdressers were inspected once.

Council also responds to complaints from the community relating to public health. During 2003/04, Council received various complaints, however, none of these resulted in prosecutions.

The relatively low numbers of complaints and infringement notices issued indicate that while dog control is important in a highly urbanized area, it is not a major local environmental issue.

The current management of Mason park wetlands, particularly in terms of tidal inundation, is targeted at restoring the ecological functions of the wetland. Unfortunately, this also provides a habitat favourable to mosquitoes. Council monitors mosquito populations within Mason Park so that in the event of a major outbreak pest controllers will be used to treat the area with larvicide. This action has not yet been required.

In July 2004, two seminars were held for food handlers in the municipality. The workshops were taught by a TAFE/OTEN teacher, who informed the participants about hygiene and correct food handling and storage procedures. Each participant received a food hygiene poster, stickers and gloves to encourage all staff to practice safe food handling. An information booklet was also distributed for future reference. Two seminars were held, with approximately 15 food handlers attending each seminar.

Council ceased conducting immunisation clinics in December 1999 due to low attendance at clinics and the shift in the State Government's focus to encourage greater participation from General Practitioners in administering vaccinations. Council still takes on a community education role and maintains records of previous vaccinations and provides certificates of immunisation status upon written request.

Like most highly urbanised areas, Strathfield acknowledges the requirement to address the disposal of used needles and sharps. To date, a sharps collection policy and procedure have not been implemented. Council has recently been made aware of State Government grants that are available for this purpose and will be investigating the possibility of applying for this money in 2005.

## Waste

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In recent times, the emphasis of domestic waste services has shifted from removal and disposal of waste to providing a service that facilitates recycling by households. In Strathfield, this has included the introduction of 240 litre recycling bins, collected fortnightly along with the regular weekly general waste collection. The introduction of these bins in 2001 saw a substantial increase in recycling.

Since that time, total amount of material collected through the domestic waste service has remained relatively constant with an 8.6% decrease in the amount that is disposed of to landfill, and a 55% increase in the amount of material recycled. Recycling has been a focus of council's waste education program for some years. As noted above, this program, combined with the introduction of single large recycling bins has resulted in substantial increases in recycling.

The ability to collect a mixture of recyclable material in a single bin was made possible by improvements in processing technology. However, contamination by non-recyclable material is still a problem that leads to wasted resources and reduces the financial viability of recycling.

Educational activities undertaken throughout 2003-2004 to encourage improved recycling included;

- a public display for National Recycling Week;
- development of a series of fact sheets;
- give-aways and prizes;
- development of a revised recycling collection calendar; and
- newspaper advertising.

In recognition of the diversity of languages spoken within the Council areas, public place display materials and fact sheets have been translated into Chinese, Korean, Tamil, Vietnamese and Arabic languages.

EnviroCom Australia has developed a Recycling Education Strategy for Burwood Council and Strathfield Municipal Council for 2004-2005. The strategy includes a combination of education activities that focus on achieving a decrease in levels of contamination in the recycling stream and increased recovery of recyclable materials, particularly in multi-occupancy dwellings (MODs). The Strategy includes:

- a laminated sign that can be displayed in public areas of MODs such as building notice boards to emphasise the correct use of the recycling system;
- a driver observation program will be designed to assess specific contamination problems throughout the Burwood and Strathfield Council areas including obvious contaminants to the recycling stream, presentation of recycling bins and cleanliness of waste area; and
- developing an education pack for new residents that Real Estate Agents and Strata Managers will distribute to inform new residents of the importance of correct recycling practices. It will also give information on who to contact if they need assistance with waste management issues.

Strategies to reduce dumping that are being pursued include:

- education programs in collaboration with real estate agents to reduce illegal disposal from movers and to provide information on waste and recycling services for new occupants;
- use of existing programs to educate the community about the environmental and economic implications of illegal dumping; and
- an Illegal Dumping database to better target and manage programs to eliminate illegal dumping.

## **Water and Catchment Management**

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Several rivers and creeks pass through the Municipality including the Cooks River, Cox's Creek, Powell's Creek, Saleyard Creek and Boundary Creek. Almost the entire Municipality is less than 30 metres above sea level.

Historically, urban areas have developed with little regard of the health of streams and rivers. They have been used essentially as drains for removing runoff that is generally polluted and their banks have been cleared, filled and engineered in an attempt to increase water flow through the channel and maximise the area of land available to be developed.

As the value of natural water courses has become recognised, for both their ecological importance and the aesthetic contribution that they make to the local area, a great deal of effort has gone into their protection and restoration. At the present time, both catchments continue to show signs of degraded water quality and pollution of waterways. Monitoring carried out by Council indicates that water flowing into both the Cooks River and Parramatta River catchments is of poor quality due to polluted runoff from urban areas as well as from polluted water that is being released into the stormwater system from commercial and industrial activities. Council is progressively implementing stormwater management plans with the aim of reducing the load of pollutants to the Cooks River and Homebush Bay catchments.

Council has been working to assist the local community to identify with water and catchment management issues as an important part of encouraging action to improve local waterways. Recognising that the whole community has a role in improving the condition of local waterways, Strathfield Council, in conjunction with the Cooks River Foreshores Working Group, developed the Riverlife Project. The Project included restoration work along the Cooks river foreshore combined with a range of activities to help people better understand and appreciate the value of the river system.

Water consumption is an issue that is becoming increasingly significant. The introduction of water restrictions has seen a 23% reduction in water use across the area. Council has also been working to reduce its own water consumption and has achieved a forty-three percent reduction in water usage to 35195 kl for the 2003 / 2004 financial year compared to the peak usage of 81 399 kl in the 1990 / 1991 financial year.

Council has been working to reduce water consumption in the area by requiring water tanks to be installed in new dwellings as well as reducing its own consumption, particularly through irrigation systems in its parks and sports grounds which are the areas of greatest water consumption in councils operations.

# ATTACHMENT 6

## OHS POLICY STATEMENT

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### ***Policy Statement***

Strathfield Municipal Council is committed to ensuring the health and safety of all employees, contractors and those visiting Council premises. The Council will take every possible opportunity to eliminate behaviour, practices and hazards which cause accidents or injuries to employees, contractors or the community and provide resources to comply with all relevant Acts and Regulations.

### ***Responsibility Of Employees***

Employees at all levels are responsible for their own health and safety and that of their co-workers and the community, and are required to:

- Co-operate with the employer to ensure all safe work procedures are adhered to;
- Observe and practice the correct safe work methods;
- Correctly use all appropriate tools, materials, personal protective equipment and clothing;
- Immediately report any unhealthy and/or unsafe working conditions, hazards, equipment or practices to their manager/supervisor and make suggestions on improvements;
- Immediately report to their manager/supervisor all injuries, illnesses, incidents and near misses, no matter how minor;
- Participate in Return to Work rehabilitation programme if injured; and
- Evacuate when instructed.

### ***Responsibility Of Managers/Supervisors***

Managers/supervisors are legally accountable under the Occupational Health & Safety Act 2000 for ensuring a safe and healthy workplace for staff, contractors and the public by:

- Observing and enforcing all laws that apply to their place of work;
- Supporting and developing the health and safety programme in their workplace;
- Informing and training staff so they can develop and maintain healthy and safe working conditions and systems;
- Removing or taking steps to control work hazards as soon as they are observed;
- Requiring staff to work safely and without risk to health;
- Investigating accidents and incidents and taking corrective action;
- Consult employees on issues which affect their health and safety; and
- Refer any concerns they may have on OH&S issues to management.

### ***Responsibility Of Contractors and Suppliers***

Contractors and suppliers to Strathfield Municipal Council, when supplying goods and performing duties, within this municipality, are required to know and comply with the Council's Occupational Health & Safety Policies, procedures and programmes and observe directions on health and safety from designated officers. Failure to comply or observe a direction will be considered a breach of the contract and be sufficient grounds for termination of the contract.

### **Responsibility of the Safety Committee**

The Safety Committee will be supported by staff at all levels, and is responsible for:

- Investigating, discussing and making recommendations about health and safety matters;
- Assisting in the identification of workplace risks and advising managers accordingly; and
- Monitoring all identified workplace risks to ensure action is taken.

### ***Occupational Health and Safety Programme***

In order to implement the general provisions of this policy, a programme of activities and procedures will be set up, continually updated and effectively carried out. The programme will relate to all aspects of occupational health and safety including:

- OH&S training and education;
- Work design, workplace design and standard work methods;
- Changes to work methods and practice; including those associated with technological change;
- Emergency procedures and drills;
- Provision of OH&S equipment, services and facilities;
- Workplace inspections and evaluations;
- Reporting and recording of incidents, accidents, injuries and illnesses; and
- Provision of information to employees, contractors and sub-contractors.

# ATTACHMENT 7

## HUMAN RESOURCE MANAGEMENT PLAN

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The Human Resources Management Plan is recognition of the importance of Council's workforce as vital resources contributing to the goals of this Council in providing superior customer service to the community and to colleagues. By providing superior customer service today will be tomorrow's competitive edge. Our community is the reason we exist.

The only way we can provide the level of performance needed to be on the competitive edge is to have staff throughout Council who can perform their tasks with the commitment, care and attention needed, who can meet the challenges of a changing environment and who have the ability to see beyond 'the way it has always been done.'

To attract and retain such people we need a caring and inclusive organisation, which encourages and empowers its staff to achieve. We must develop a culture and a set of values, which relate to everything we do and the way we behave.

### **Work Environment**

An organisation structure which provides for effective decision making and the workforce with a sense of ownership of their job and their Council.

To become an organisation that is strategically focused, efficient and effective, promotes continuous improvement and fosters a culture of leadership, innovation and openness.

Develop Workplace Agreements to empower staff to take responsibility for work outcomes and be rewarded for their achievements.

### **Capability**

Continuous improvement of individual, group and organisational performance through effective performance management

Identification and periodic review of the core competencies needed by the organisation to ensure that we are able to achieve our corporate goals with a framework for learning and development which will enhance the ability of achieving Council's corporate goals.

A planned approach to being able to place the right people in the right place, at the right time and at the right cost

## **Inspiration**

Providing constructive feedback on employee performance and the results of work activities and entrusting employees with the accountability and authority to perform their jobs.

Recognising and valuing staff contributions and providing fair reward for effort

Providing opportunities for personal development and addressing the social, psychological and physical needs of staff.

# ATTACHMENT 8

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## EQUAL EMPLOYMENT OPPORTUNITY

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Council is committed to both the elimination and prevention of discrimination and harassment in accordance with current legislation.

Council is committed to ensuring that people with equal skills and qualifications have an equal chance of obtaining a position, training opportunities and advancement within Council.

Council will promote EEO for women, members of racial minorities and people with disabilities in Council.

### **Key Objective & Strategies**

An EEO Management Plan that supports the achievement of the organisation's objectives through promotion of equal employment opportunity and the creation of a workplace free from harassment and discrimination

- EEO Management Plan revised with outcomes that are defined and agreed implementation timeframes
- All statutory requirements are met.
- A diverse workforce reflective of our local government area.
- All barriers to recruitment, career development and promotion are identified and removed.