

SECTION 428 (2) (m) Human Resource Activities

Recruitment

Warringah Council adopts merit based selection practices in line with public sector standards.

Recruitment support was provided for over 250 vacancies/placements this year (consisting of a variety of permanent full-time, permanent part-time, temporary, casual and contract positions).

Recruitment activity included advertising in a variety of forums (newspaper, internet, web and relevant trade/professional or industry publication), receipt and acknowledgement of applications, selection committee support when required and appointment and induction of successful applicants.

Learning & Development

The priority this year were in areas identified in the Warringah Transition Plan, including Team Building, Customer Service and Business Writing. This year also saw a resumption of skilling in IT, an emphasis on building internal skills such as Interview & Selection and a continued commitment to legislative and compliance training.

Around 1365 staff attended over 170 courses, many of which were accredited either in NSW or nationally. In addition, considerable savings were made by sharing the costs of several courses with other local Councils.

SECTION 428 (2) (m) Human Resource Activities Learning & Development

The following is a detailed account of training courses run and the number of participants:

Course Description	Customer & Community Services	Office of the General Manager	Planning & Assessment Services	Corporate Services	Total
Computer Skills					
Access Basic	20	1	1	1	23
Access Queries	4	1		1	6
Advanced operations with Excel				1	1
DataWorks upgrade new features	26	4	17	14	61
Excel Advanced Troubleshooter	1		1	1	3
Excel Basic	10	1	2	1	14
Excel Intermediate	14		4	2	20
Internet Explorer	6				6
Intranet	8				8
Introduction to Computers	14				14
Introductory CorelDraw 11	5				5
Macros	1		2	1	4
Microsoft Project 2000 Beginners	4		1		5
Microsoft Project for Beginners		8	2		10
Outlook Advance	4		2	2	8
PowerPoint	12	1	2	5	20
Word Advanced	15	1	2	4	22
Word Basic	15			2	17
Word Intermediate	8	1		4	13
Total Computer Courses	167	18	36	39	260
Management					
Cert III in Customer Contact	5				5
Frontline Management Cert IV Project Services	6			1	7
Frontline Management Cert III Project Services	7				7
Frontline Management Cert IV	9	2		4	15
Preparing Performance Review	2				2
Management Total	29	2		5	36

Course Description	Customer & Community Services	Office of the General Manager	Planning & Assessment Services	Corporate Services	Total
General					
Access Checklist	12		30		42
Code of Conduct/EEO	54	3	13	7	77
Consultative Committee Training	18	4	7	5	34
Corporate Induction	84	2	26	12	124
Corporate Re-Induction	10			3	13
Deal with Difficult Circumstances	1		1		2
Dealing with Customer Aggression			14		14
Dealing With Difficult Customers	3	1	1	3	8
Effective Business Writing	25		5	3	33
English Skills	1				1
Improve Internal Consult Skills				2	2
Interview & Selection Skills	18		5	4	27
Job Application & Interview	2			1	3
Job Evaluation	1		7	6	14
Manage Conflict Through Negotiation				2	2
Myers Briggs Type Team Building	68	5	19	13	105
Organisational Awareness	95				95
Prepare Provide Perform Review	2				2
Presentation Skills Workshop	5		5	2	12
Priority Manager		1			1
Project Management Intro	1				1
Project Management Theory for Strategy & Policy		7	2		9
Refresher Job Evaluation Panel Members		1			1
Technical Writing			1		1
Train Small Groups	5	1	1	5	12
Total General Courses	406	24	139	66	635
Occupational Health & Safety					
Armed Hold-up Training	12		1		13
ChemCert Farm Chemical User	11				11
Confined Spaces Training	7		2		9
First Aid C.P.R. Certificate	1				1
First Aid Caring for Kids	13				13
Handling & Storage of Chemical	4			4	8
Manual Handling	1				1
OH&S Construction Induction	83		12	1	96

Course Description	Customer & Community Services	Office of the General Manager	Planning & Assessment Services	Corporate Services	Total
General					
OH&S Safety Committee Training	28		1	6	35
Senior First Aid	32		3	3	38
Snr First Aid Reaccreditation	9			1	10
Traffic Control	40				40
Using Stop Slow Bat Blue Ticket					
Warden Evacuation & Extinguisher	60	1	4	17	82
Total Occupational Health & Safety Courses	301	1	23	32	357
Position Specific Training					
2005 annual Financial Statements Training				5	5
Basic Administration of Windows 2000				1	1
Basic Purchasing Capabilities				1	1
Cert III in Asset Mgt - Waste Management	15				15
Cert III Welding	2				2
Certificate in Corporate investigations Workshop		1			1
Contract Management	1				1
Food Act			4		4
Introducing CHRIS21				6	6
Reporting in CHRIS21				5	5
Recruitment in CHRIS21				3	3
Investigators		1			1
ITIL Foundation Cert Course				1	1
Managing & Maintaining a MS Windows server 2003				1	1
Managing Windows Server				2	2
Sediment Erosion & Control			16		16
Wastewater Management Compliance			12		12
Total Position Specific Courses	18	2	32	25	77
Total all courses	921	47	230	167	1365

Occupational Health & Safety

WorkCover conducted the WorkCover Self Insurers Audit in May 2005. As a result of this audit an OHS System Improvement Strategy was developed to ensure that the OHS Policy and Management System complies with the requirements of the WorkCover Occupational Health and Safety Model for Self-Insurers.

An Occupational Health Safety and Risk Consultant was appointed to assist in implementing the Improvement Strategy.

To improve the management and reporting of workplace hazards, Human Resources and the Information Management & Technology Department developed a computer-based recording system for workplace hazards.

The OH&S Committee continued to be actively involved carrying out workplace inspections and supported managers and supervisors to provide a safe workplace for all Council staff and volunteers. New members of the Warringah Council OH&S Committee were elected and attended WorkCover accredited OH&S consultation training.

Staff attended several training courses with the focus on OH&S risk management. Council employees attended the following courses during 2004-2005:

- > OH&S Risk Management Supervisors and Managers
- > OH&S Risk Management for staff
- > Warden and Fire Extinguisher Training
- > Workplace Substances
- > Manual Handling

Employee Relations

Warringah Council's Consultative Committee (WC3) continued to be an effective consultation forum with regular and productive meetings held throughout the year.

Continuous improvement to Council's employee relations was sustained. This included the review/update of HR policies and procedures and the implementation of a reviewed Employee Assistance Program via a new service provider.

There were no industrial disputes resulting in lost time during the year.

Performance Management

A review of Council's performance management system began during the year to prepare for system changes identified in the Warringah Transition Plan project.

System changes will include relating performance to business outcomes and the business planning cycle; simplifying the current performance assessment process; further clarification of measurable performance standards; and incorporating performance-based rewards into the salary system.

General

Staff turnover (excluding casual and temporary employees) for the past four financial years are represented below (fig 1). The turnover rate for 2004-2005 is slightly higher following the implementation of Council's new organisational structure in July 2004.

Council went live with the CHRIS Human Resources Information System in July 2004. The system provides improved linkages between human resources, payroll, and finance functions, and improved reporting capabilities.

Fig 1. Staff turnover

2002/2003	2002/2003	2003/2004	2004/2005
18.4%	15.0%	13.1%	17.3%

SECTION 428 (2) (n) EEO Management Plan

The Council's EEO Management Plan aims to ensure fair outcomes in all areas of employment including recruitment; learning and development; performance management; equal access to information about Council policies, procedures and practices; supervision and management of staff and conditions of employment. The Council continued to implement its 2003-2005 EEO Management Plan throughout the year. Strategies included:

- > Maintaining the current EEO Management Plan by reviewing and updating to ensure consistency with Council's corporate priorities and structure.
 - > Development of EEO related policies by maintaining EEO policy within the HR Manual and on the intranet, plus policy review throughout the year. The HR Policy Manual was reviewed during 2004-2005.
 - > Maintaining and reviewing systems for tracking relevant EEO data. EEO data collection processes were reviewed following the introduction of a new HR information system.
 - > Monitoring recruitment processes by reviewing of all recruitment documentation to ensure conformance with EEO principles and recruitment policy.
 - > Maintaining the Employee Assistance Program.
 - > Provision of training to increase awareness of EEO matters. The Council continued its Code of Conduct and EEO Awareness sessions for all staff throughout the year.
- > Development of Service/Team Action Plans. Individual services and teams were encouraged to develop EEO-related action plans for their own work areas. Actions included:
 - a) Incorporating EEO actions in annual performance agreements
 - b) Monitoring funding distribution for staff education/training to ensure fairness in allocation
 - c) Including EEO as a regular item in service/team meetings
 - d) Providing a mentor to new employees in some areas
 - e) Ensuring supervisory staff are trained to deal with grievances
 - f) Rotating/sharing higher duties opportunities where appropriate
 - g) Scheduling staff meetings at times when all staff can attend
 - h) Ensuring staff have access to staff notices, procedure manuals and other appropriate information

Council's gender profile for all full-time and part-time employees as at 30 June 2005 appears below. Council's staff profile represents a deviation of only 4% from the LGA community profile for persons of working age*.

Council Staff Profile

Male: 46.1% **Female:** 53.9%

Warringah LGA Census 2001*

Male: 48.0% **Female:** 52.0%

* For comparative purposes, Council's staff profile is compared against the previous LGA census in 2001 for people of working age (deemed to be 15 to 64 years of age).

The age demographics for all full-time and part-time employees as at 30 June 2005 is as follows:

Age	Staff %
15-24 yrs	5.0%
25-34 yrs	20.9%
35-44 yrs	26.2%
45-54 yrs	30.4%
55-64 yrs	16.1%
65 yrs +	1.4%

Review of EEO Management Plan

Following the implementation of the Warringah Transition Plan, Council conducted a major review of its EEO Management Plan during 2004-2005, for implementation during the 2005-2007 period.

SECTION 428 (2) (o)

External Bodies with Delegated Authority

Advisory Committees and External Bodies

Abbott Road Land Steering Committee
Allambie Heights School Community Centre Management Committee
Australia Day Advisory Committee
Brookvale Park Advisory Committee
Companion Animals Advisory Committee
Community Advisory Committee
Cromer Park Management Committee
Cultural & Heritage Committee
Dee Why/Curl Curl Lagoon Joint Estuary/Floodplain Management Committee
Environmental and Stormwater Management Committee
Guringai Festival Committee
Internal Audit Committee
Legal Services Advisory Committee
Manly Lagoon Joint Estuary/Floodplain Management Committee
Manly Warringah Pittwater Local Emergency Management Committee
Narrabeen Lagoon Joint Estuary/Floodplain Management Committee
Northern Beaches Affordable Housing Steering Committee
Northern Beaches Neighbourhood Service Management Committee
Oxford Falls Peace Park Committee
Road Safety Steering Committee
SHOROC - Northern Peninsula Regional Organisation Of Councils
SHOROC Manly Warringah Pittwater Sportsfield Improvement Fund Committee
SHOROC Transport Steering Committee
Sister Cities Advisory Committee
Sister City Warringah-Brewarrina Community Sub-Committee
Sister City Warringah-Chichibu Community Sub-Committee
Sportsfield Rectification Advisory Committee
Stony Range Flora & Fauna Reserve Advisory Committee
Surf Club Liaison Committee
Sydney Coastal Councils Group Incorporated
Warringah Access Advisory Committee
Warringah Coastal Management Committee
Warringah Council Community Safety Committee
Warringah Manly Mosman Pittwater Joint Services Committee
Warringah Pittwater Rural Fire Service Forum
Warringah Pittwater Rural Fire Service Joint Councils' Liaison Committee
Warringah Pittwater State Emergency Services Committee
Warringah Traffic Committee
Warringah Youth Advisory Committee

The following community-based Committees exercised functions for the Council under Section 355 of the Local Government Act 1993:

- > Allambie Heights Public Hall/Beacon Hill Memorial Hall
- > Cromer Community Centre
- > Curl Curl Sports Centre
- > Curl Curl Youth and Community Centre
- > Forest Community Arts Centre / Forestville Memorial Hall / Senior Citizens Centre
- > Forestville Youth Centre
- > Harbord Literary Institute
- > Lionel Watts Shared Use Facility
- > North Balgowlah Community Centre
- > Terrey Hills Community and Seniors and Youth Centres
- > Tramshed Arts and Community Centre

SECTION 428 (2) (p) Council Controlled Companies

There were no Council-controlled companies during 2004-2005.

SECTION 428 (2) (q) Partnerships, Cooperatives and Joint Ventures

Kimbriki Waste & Recycling Centre, Terrey Hills

Council is a joint venturer with Manly, Mosman and Pittwater Councils in the management and disposal of rubbish and recycling of waste materials at the Kimbriki Waste & Recycling Centre.

The Council's interests in the assets, liabilities and output of this joint venture is dependent on the usage by the co-venturers, and as at 30 June 2005 was 51.33%. The joint venture agreement expires on 1 January 2007.

Warringah Pittwater Rural Fire Committee

Council has a 50% interest in the assets and liabilities of a joint venture project with Pittwater Council for the provision, control and management of bush fires. The joint venture will continue on a year-to-year basis until dissolved in accordance with the terms of the deed of agreement.

Both Councils have signed a Service Level Agreement with the Commissioner of the NSW Rural Fire Services to cover the provision of these services.

Warringah Pittwater State Emergency Service

Council has a two-thirds interest in the assets and liabilities of the Joint State Emergency Service for Warringah-Pittwater.

SHOROC

Warringah is an equal member of the SHOROC along with Manly, Mosman and Pittwater Councils. The SHOROC group is an advisory body that develops regional strategies and initiatives of benefit to the member Councils.

SECTION 428 (2) (r) Access & Equity Activities

Dee Why Town Centre Masterplan

During 2004-2005 the draft Masterplan for the Dee Why Town Centre was launched. The Masterplan incorporates improved urban design and community facilities, such as a town square, new library and a new park. This plan begins a new era for the centre of Dee Why - providing coordinated planning, improved community facilities and better access for both pedestrians and traffic. The Masterplan guides the development of improved retail, commercial, residential and community uses in the town centre. It has been prepared in association with the NSW Government Architect's Office with a key aim to give Dee Why a new heart with a landmark town square. The square will feature pedestrian arcades to link the rest of the Dee Why Town Centre to the new square. The whole area will allow Council to relocate and increase parking, increase public open space areas and improve pedestrian access and comfort around the area.

The Masterplan provides for new community facilities, including a library, improved public transport facilities and access for commuters on Pittwater Road and importantly, a larger Walter Gors Reserve, which will create a green pathway from the lagoon and beachside area.

Richer in Retirement Seminar

A Richer in Retirement Seminar was held in September, approximately 100 people attended. Topics were of interest to older residents to provide information to assist residents to plan early for ageing in the community. Guest speakers and information stalls covered topics such as pedestrian safety, public transport, falls prevention, low maintenance gardening, volunteering, activity groups, strength training and issues concerning moving into assisted living.

Youth Sustainability Forum

The second Youth Sustainability Forum, a joint initiative between Manly and Warringah Councils focuses on action for a sustainable future on the northern beaches. Schools presented their interpretation of results, and ideas for solutions to environmental issues. Each school group then met with a trained facilitator to develop an action plan for their school to address water management issues.

Paralympian Swimmers

Three Paralympian swimmers received intensive coaching and support at Warringah Aquatic Centre and achieved a total of nine gold, silver and bronze medals at the 2004 Athens Paralympic Games. As a result of this success, the Centre's Programs Coordinator and Senior Coach were invited to speak at a swimming coaches' conference in May 2005.

Road Safety

During 2004-2005, the Council ran a Motoring Maintenance Course for Women, Helping Learner Drivers Become Safer Drivers, Road Safety and Injury Prevention for Parents & Young Drivers.

Access Checklist

Disability Services facilitated training for relevant Council staff on the new Access Checklist. This Checklist enables development engineers and other key staff to ensure access requirements are met when evaluating development applications.

Aged Services

The Aged Services Team participated in a number of initiatives during the year, including the seminar 'Take Steps to Prevent a Fall' and a new Mini Bus Shuttle Service which will provide much needed transport to residents around the Manly, Warringah and Pittwater areas. Aged Services also produced several publications including the Leisure and Retirement Housing Guides for Older Residents, a Services Guide, a booklet on Walks for Seniors and a Seniors Safety Calendar.

SECTION 428 (2) (r) Access & Equity Activities

Late Night Travel Card

A joint initiative of Warringah, Manly and Pittwater Councils in partnership with RTA and STA, the Late Night Travel Card was launched in November 2004 to coincide with the end of year social season and to promote the safe use of public transport instead of private vehicles. The Travel Card provided information about late night travel options, including bus timetables, taxi contacts, drink driving penalties and travel safety tips.

The IMPAKT program

The Council participated in the inaugural IMPAKT program in Warringah. This program, coordinated by police, educates young people and their parents on the dangers of under-age drinking. Participants have the option of paying a fine or attending these meetings, accompanied by a parent. The program will continue in the future as a result of its success.

Young Driver Education Forum

"Drive to Survive" was a public forum designed to raise awareness about the serious consequences of car accidents involving young drivers. This inaugural forum involved relatives of crash victims, police, the ambulance service, fire service and hospital staff discussing the effects of accidents involving young drivers. The forum was well-attended by parents and young drivers.

Taking Council to the Community

This initiative was implemented to make it easier for residents to access Council meetings. Since its launch on February 8 2005, all Council meetings at Dee Why are now broadcast live over the internet. Warringah is only the second Council in New South Wales to provide this service. It means that anyone with access to the Internet can watch Council meetings without having to physically attend. In excess of 40 people have been visiting the website each time a meeting has been webcast. In addition to the webcasts, Council has committed to conducting meetings in regional areas approximately four times each year. The first regional Council meeting occurred in Terrey Hills on 22 March 2005 and approximately 110 people attended.

Seniors Week Event - Celebrating Contribution and Culture

Council hosted a Seniors Week event at Forestville Memorial Hall called "Celebrating Contribution and Culture" attended by 124 people. Frank McAskill Awards were presented to individuals and groups in recognition of contributions made to the lives of older people. Overall there were 24 individuals and 9 groups nominated and one overall winner in each of the two categories.

Youth Band Competition

The annual Northern Composure Band Competition was held again this year. The night was a record breaker. There was a crowd of 1400 in attendance, with the last night of the competition sold out. Nearly 30 bands entered the competition, 15 qualified for the heats and sponsorship resulting in \$10,000 worth of prizes awarded. The winning band "ManCower" played at Youth Fest in April 2005.

SECTION 428 (2) (r) Senior Staff Salary Packages

Senior Staff Packages	Director of Corporate Services	Director Planning & Assessment Services	Director Customer & Community Services	General Manager
Salary	\$165,215.25	\$165,615.25	\$169,126.06	\$225,556.20
Bonus Payments	\$5,000.00	\$5,000.00	-	
Superannuation	\$11,584.75	\$21,584.75	\$11,584.75	\$11,584.75
FBT- Motor Vehicle		\$6,125.49	\$4,946.68	
Non Cash Benefits - Motor Vehicle			\$9,811.01	\$9,799.78
Net Salary Package Total	\$181,800.00	\$192,200.00	\$196,647.31	\$251,887.41

Totals

Salary Totals: \$725,512.76

Bonus Payments Totals: \$10,000.00

Superannuation Totals: \$56,339.00

FBT- Motor Vehicle Totals: \$11,072.17

Non Cash Benefits: Totals: \$19,610.79

Net Salary Totals: \$822,534.72

SECTION 428 (2) (r) Categorisation of Council businesses

In April 1995 the Council of Australian Governments signed the Competition Principles Agreement. This committed each State to implementing policy changes to ensure a 'level playing field' for business competition.

The NSW Government published its Policy Statement on the Application of National Competition Policy in August 1996. This imposed a number of National Competition (NCP) obligations on Councils. As well, exemptions previously given to Local Government from certain provisions of the Trade Practices Act were removed.

Councils were required to examine their operations, identify business activities and classify them according to guidelines laid down by the Department of Local Government. Business activities may be classified as:

Category 1 – annual sales turnover greater than \$2million a year, or

Category 2 – annual sales turnover less than \$2 million a year.

Category 1 activities are required to have separate internal reporting and to apply full cost attribution which includes tax equivalent payments, debt guarantee fees (if the business benefits from Council's lower borrowing rate), and return on capital invested. The effect of cost attribution is to ensure that prices are charged by Council's businesses reflect the same costs which are borne by the private sector (tax, borrowing costs and the need to make a profit).

Category 2 activities have less demanding requirements placed on

them. Full cost attribution should apply where practicable, and Council is free to determine the extent of separation of the business in Council's internal reporting. However, as with Category 1 businesses, Council must make explicit any subsidies paid into the business and operate within the same regulatory framework as private business.

Council has examined its activities and classified them as follows:

- > Category 1 Business Activities
- > Children's Services (Childcare)
- > Kimbriki Waste and Recycling Centre
- > Reserves and Sportsfields Maintenance
- > Glen Street Theatre
- > Category 2 Business Activities
- > Warringah Aquatic Centre
- > The Construction Certification activity of Planning and Assessment Services

Special purpose financial reports are prepared and audited annually to demonstrate application of the National Competition Policy requirements to the six declared business activities. Refer to the audited financial statements in Appendix A of this report for more information.

Section 428 (2) (r) Freedom of Information

Two Freedom of Information requests were received during 2004-2005. One request was finalized and one is still pending resolution, having been referred to the NSW Government Administrative Appeals Tribunal for further advice.

Between 1 July 2004 and 30 June 2005 there were 460 requests to view Council files by members of the public.

These requests were processed under the Council's Access to Files policy and the provisions of related legislation such as the Privacy Act (2003).

For appointments to view Council files contact the Council's Records Department on (02) 9942 2111 or at council@warringah.nsw.gov.au

Section 428 (2) (r) Register of Interstate and Overseas Travel

The following interstate travel was undertaken by Council staff during 2004-2005:

Cities for Climate Protection conference	Victoria
Australia/New Zealand Mainstreet conference	Victoria
National Planning Institute of Australia conference	Victoria
Dataworks conference	Queensland
International Cities conference	Queensland
National Integrity System Assessment Forum	South Australia

No overseas travel was undertaken during 2004-2005 by Council staff.

Section 428 (2) (s) Rates & Charges Written Off

There were no rates and charges written off during 2004-2005.