

GO5

**Review of the Organisation Structure 2017**

238277

TRIM 582

**EXECUTIVE SUMMARY**

- A Council must within the first twelve months of an ordinary election determine an organisational structure.
- This report presents some proposed minor revisions to the organisation structure that have been determined by the General Manager to best achieve the strategic directions outlined in the Community Strategic Plan and deliver upon Council's newly adopted four (4) year Delivery Program.
- Under the new changes to the Local Government Act 1993 which came into effect from November 2016:
  - The Council, after consulting with the General Manager, are to determine the senior staff positions within the organisation, their roles and reporting lines and the resources allocated towards employment of staff.
  - The General Manager must, after consulting the Council, determine the positions (other than the senior staff positions) within the organisation structure of the Council.

**REPORT**

In accordance with Section 333 of the Local Government Act (1993), (the Act) the Council must review, and may re-determine, the organisation structure within 12 months after any ordinary election of the Council.

Section 332 (1) and (1A) of the Act provides:

*(1) A council must, after consulting the General Manager, determine the following:*

- a) the senior staff positions within the organisation structure of the Council,*
- b) the roles and reporting lines (for other senior staff) of holders of senior staff positions,*
- c) the resources to be allocated towards the employment of staff.*

*(1A) The General Manager must, after consulting the Council, determine the positions (other than the senior staff positions) within the organisation structure of the Council.*

Please see attached Office of Local Government Circular to Councils - Commencement of Phase 1 Amendments – An Overview **Attachment 2**.

The adopted Community Strategic Plan 'Create Wollondilly' identifies a number of key priorities for our community including:

- Management and provision of infrastructure
- Sustainable and balanced growth
- Caring for the environment
- Looking after the community
- An efficient and effective Council

To deliver on these key priorities for the community, Council's Delivery Program establishes projects and actions Council will undertake over the next four years.

The organisational structure proposed gives effect to the priorities set out in the Community Strategic Plan and the Delivery Program of the Council. It also achieves the organisational vision and supports our refreshed corporate values of Integrity, Collaboration, Accountability, Respect and Embrace Innovation.

#### **CONSULTATION**

Discussions have taken place with the Mayor and Councillors during a Workshop held in April 2017. In addition, the following staff consultation has occurred:

- Staff Consultative Committee Meetings in April and May 2017.
- All Manager and Executive Meetings in April 2017.
- All Staff Meeting in April and May 2017.
- Individual discussions with relevant union delegates (various dates).
- Formal notification given to the three relevant unions.

#### **RELEVANT CONSIDERATIONS**

As a result of a range of strategic initiatives that we recently put in place, Council achieved 'fit for the future' status and remained a stand-alone Council.

Council, as an organisation, must continue to responsibly manage its resources and capacity to ensure its long term viability. There is an ever increasing need for the organisation to be resilient and capable of responding to change, particularly with growing demand for services, limited resourcing capacity and continual Local Government reform.

The following proposed structure addresses the challenges and opportunities we face by continuing to focus on key priority areas in the Community Strategic Plan, particularly infrastructure and planning while also maintaining a fundamentally important focus on community services and organisational improvement.

The senior staff structure consists of:

- Executive Director Community Services & Corporate Support
- Director Infrastructure and Environment

- Director Planning

Under the proposed adjustments to the structure, the Manager of Executive Services position will change and be retitled Assistant Director People, Legal and Governance. This position will head up the Office of General Manager. Council's Governance and Legal Function also form part of this portfolio. The focus of the Office of the General Manager will be to further enhance Council's governance and employee relations functions to ensure an efficient and effective Council. An in-house Legal Counsel will also be appointed to the Office of the General Manager to support Council's legal transactions and build better capacity to respond to future legal matters.

The three (3) Directors and Assistant Director form the Executive Leadership Team.

Council's Economic Development and Tourism function will report to the Executive Director Community Services & Corporate Support to allow better synergies with Council's Events and Community Services Teams.

The Chief Financial Officer will have a strategic reporting line to General Manager on strategic financial issues only and will continue to report to the Executive Director Community Services & Corporate Support on all other financial matters.

The proposed Organisation Structure is at **Attachment 1**.

**FINANCIAL IMPLICATIONS**

This matter has no financial impact on Council's adopted budget or forward estimates.

**ATTACHMENTS INCLUDED IN A SEPARATE BOOKLET**

1. Proposed Organisation Structure 2017
2. Office of Local Government Circular to Councils - Commencement of Phase 1 Amendments – An Overview

**RECOMMENDATION**

That the proposed structure be adopted by Council and take immediate effect.