



GOSFORD CITY COUNCIL

LATE AGENDA

**ORDINARY
COUNCIL MEETING**

TUESDAY, 2 APRIL 2013

PLEASE RETAIN THIS AGENDA FOR THE
RECONVENED ORDINARY MEETING ON

9 APRIL 2013

GOSFORD CITY COUNCIL - MEETING PROCEDURES

Public Participation

Council encourages members of the community of the City to participate in the decision making process of the Council and provides the following procedures which in part relate to the requirements stipulated in the Local Government Act 1993 (as amended).

Public participation is permitted for business before the Council when in Open Council, and at the Closed Council Meeting for confidential items. This does not allow the public to participate in respect to Petitions and Questions on Notice reports which are "information only" items, nor individual tenderers to participate in respect to tenders; nor reports concerning investigations of allegations of Code of Conduct violations by Councillors, General Manager or other Council employees. The speaker should not make defamatory or insulting statements. The speaker is to ensure they have approvals to discuss other people's personal information.

Ordinary Council Meetings commence at 6.00 pm and immediately close to consider confidential business in the Closed Council Meeting - Confidential.

Closed Council Meeting - Confidential

Council conducts a Confidential Session, commencing at 6.00 pm on Tuesday of Weeks 1 and 4 of each month and, if necessary, Week 2 of the month.

- 1 During these sessions, the Closed Council Meeting - Confidential is required to consider matters deemed confidential in accordance with Section 10A of the Local Government Act.
- 2 Prior to Closed Council Meeting considering these matters, members of the public may indicate reasons why any item listed should not be included in the Confidential Session [section 10A(4)].
- 3 Items to the Closed Council Meeting - Confidential will not be available. However the Table of Contents for the Ordinary Council meeting will identify that an item has been submitted to the Confidential Session.
- 4 The report of the Confidential Session will be included in the Ordinary Minutes for that meeting.
- 5 The Open Session of Council recommences at 6.45 pm.

Open Sessions of the Council Meetings

- 1 An Agenda Paper may be viewed on or collected from the Receptionist's Counter on the ground floor of the Administration Building after 12 noon on the Thursday preceding the meeting and at all Branch Libraries after 10.00 am on the Thursday preceding the meeting. The Agenda Paper is also available on Council's Internet site www.gosford.nsw.gov.au after 12 noon on the Thursday preceding the meeting.
- 2 All requests to address the Council must be submitted by each individual speaker to the Secretariat, or by Telephone on (02) 43258336 and (02) 43258379 or by Email addressed to secretariat@gosford.nsw.gov.au (**with the subject "Public Participation"**) before 12 noon on the Monday preceding the Ordinary meetings of Council, which are on Tuesdays in Weeks 1 and 4 of each month. All presentations must be limited to a maximum of three minutes. Electronic presentations to be given as part of the public participation must be submitted to the Secretariat at the email address above before the 12 noon deadline. If the electronic file is too large to email, contact should be made with the Secretariat on the above telephone numbers and Council's electronic drop box will be utilised. Please note: electronic presentations will not be accepted on the night of the meeting.
- 3 Requests from members of the public to address Council should include reference to the item number in the Agenda, the speaker's name, address, daytime telephone number and whether for or against the recommendation. Where a speaker wishes to address Council on behalf of an organisation, authorisation advice is required from the Organisation.
- 4 Items where Public Participation has been requested will be referred to the Open Council or the Closed Council. The number of participants speaking in favour of any one item is to be balanced by the same number of speaker(s) against the proposal. Council will decide who is to speak from the list of registered requests received and unless decided otherwise, speakers for/against will be in order of registration of intention to speak.
- 5 Registered participants will be invited to comment during Council's consideration of the matter (except the Closed Meeting, unless invited to do so by the Council or the Mayor).
- 6 Council may defer items on the Agenda for inspection or further discussion. Persons who have requested to address Council on any item listed for inspection by a Councillor will be advised, on the afternoon preceding the meeting, that their names have been registered to address Council at the Reconvened Meeting held at 6.45pm on Tuesday of Week 2.
- 7 Where a participant is to address a particular item, the Chairperson may invite that person, as well as any other persons present, to discuss the matter with Council.
- 8 Any proposed variations to the above shall be subject to a resolution of Council.
- 9 The Chairperson may curtail public participation where the information being presented is considered repetitive or irrelevant and may rule a participant or question out of order.

**LATE
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**Ordinary Meeting (2013/6) of Gosford City Council
to be held in the Council Chamber, Level 1, 49 Mann Street, Gosford
on Tuesday, 2 April 2013 at 6.00 pm**

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MATTER TO BE SUBMITTED TO THE OPEN COUNCIL

To be held at 6.00 pm on Tuesday, 2 April 2013

MATTER SUBMITTED BY THE GENERAL MANAGER

GEN.3 PROPOSED ORGANISATION STRUCTURE (IR 13353369)

Directorate: General Manager

BACKGROUND

Section 333 of the NSW Local Government Act requires Council to re-determine its organisation structure within 12 months after any ordinary election of the Council.

Given the last Council election occurred in September 2012, the organisation structure must be considered and adopted by Council prior to September 2013.

REPORT

Consultation process

The review of the Organisation Structure was initially raised for discussion at the Councillors Weekend Workshop held in February 2013. The opportunity was provided at that time for initial comments and suggestions by Councillors on areas for consideration in the review, and I provided a broad overview of potential changes.

Since this time the Senior Management Group (SMG) has met on numerous occasions and agreed on a proposed structure to be referred for staff consultation.

The staff consultation process commenced on 13 March at which time a number of meetings were held with management representatives from affected business units, service unit groups and local Union Delegates.

A communication package was then distributed to all staff on 15 March outlining the proposed changes and inviting comment and feedback by 25 March.

Staff were asked to give feedback in two areas:

1. Comments on proposed changes, and
2. Further opportunities for improvement

Twenty seven (27) comments on proposed changes were received and nineteen (19) opportunities for improvement were tendered for consideration.

The overwhelming majority of comments (20) were in support of the changes with the remaining feedback identifying some minor operational issues which will be referred to the relevant Directors for resolution.

In addition to this, staff put forward both operational and structural opportunities for improvement. These will be discussed by the Senior Management Group and noted for consideration in future structural reviews.

Further review

As a result of the staff feedback further discussions have taken place with Directors and relevant Managers.

A summary of the finalised proposed changes to the current structure is provided below;

General Manager's office

The following functions/business units will be transferred and report directly to the General Manager

- Internal Auditor
- Mayor's Office
- Customer Services & Communications (including W&S Communications)
- Organisational Development

Community Services & Organisational Development

This directorate will be retitled Economic & Community Development

The following functions/business units will be transferred and report directly to the Director Economic & Community Development

- Economic Development Advisor
- City Centre Development (temporary)
- Property Services
- Open Space & Leisure.

It is important to note that there will be no reduction in staffing numbers or positions as a result of this reorganisation, there will be no significant changes to roles and responsibilities and most importantly there will be no staff displacements.

Please refer to Attachments A and B which show the current and proposed structure.

Analysis

A comparison of the previous Organisation Structure with the new proposed Organisation Structure indicates there is significant alignment between the functions of the directorates within both structures. In essence there is no significant change to the directorates in terms of total staffing numbers, number of direct reports or the nature of the directorate business portfolios.

Due to this alignment, consultation has occurred with the Directors and agreement has been reached for their existing employment contracts to be varied to include the changes created by the adoption of the new Structure as follows;

- Director Water & Sewerage, Mr Rod Williams – No change required.
- Director City Services, Mr Stephen Glen – Variation under clause 6.1.3 'Duties & Functions Schedule B. Position description to be amended to reflect the removal of the Open Space & Leisure business unit.
- Director Corporate Services, Mr Nic Pasternatsky – Variation under clause 6.1.3 'Duties & Functions' Schedule B. Position description to be amended to reflect the removal of Property Services service unit.
- Director Community Services & Organisational Development, Mr Terry Thirlwell – Mr Thirlwell submitted his resignation which was effective as at 29 March and as such the position of Director Economic & Community Development is now vacant.
- Director Environment & Planning, Ms Colleen Worthy Jennings – Ms Worthy Jennings has agreed to a lateral transfer to the position of Director Economic & Community Development. This will also be achieved by a variation under clause 6.1.3 'Duties & Functions' Schedule B of her existing employment Contract.

Upon adoption of the structure and the changes identified above the position of Director Environment & Planning will be advertised and filled via a merit based selection process.

- Office of the General Manager, Mr Paul Anderson - I accept the additional reporting accountabilities outlined in the proposed structure and agree to a variation of my employment contract to include these changes under clause 6.1.3 'Duties & Functions' Schedule B.

Conclusion

It is my belief that the current Organisation Structure at this stage is generally appropriate for the exercise of Council's functions. I consider that the proposed changes detailed within this report will provide the opportunity to enhance Council's provision and management of its services and facilities.

The proposed structure represents only a minor reorganisation of functions/business units and will satisfy the aforementioned requirements under the Local Government Act. This will provide me with further time to gain an in depth knowledge of the Council and undertake extensive consultation with staff prior to considering any further changes.

Attachments: A and B

Tabled Items: Nil

FINANCIAL IMPACT STATEMENT

The recommendation does not impact on Council's financial position.

RECOMMENDATION

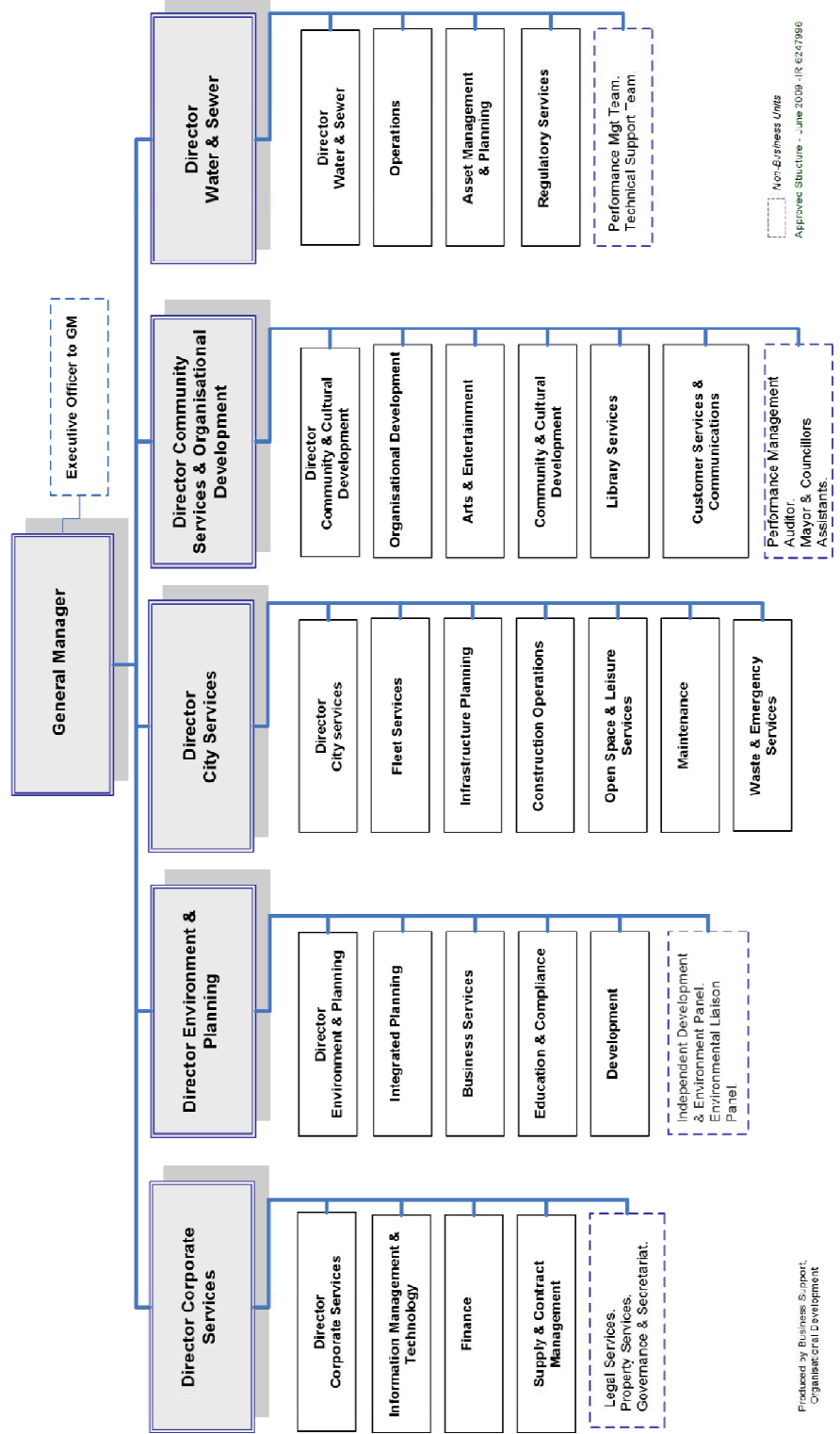
- A The proposed Organisation Structure shown in Attachment B be adopted and implemented.
- B The proposed Organisation Structure shown in Attachment B be referred to Council's Consultative Committee and the relevant Unions and Associations for information.
- C The General Manager undertake discussions with each of the Directors to facilitate variations to their existing contracts as outlined in the report with the termination dates of the varied contracts to be the same date as that in the existing contracts.
- D The Mayor undertake discussions with the General Manager to facilitate variations to his existing contract as outlined in the report with the termination dates of the varied contract to be the same date as the existing contract.

ATTACHMENT A



GOSFORD CITY COUNCIL
Current Organisational Structure to Business Units
 Revised 21 January 2013

ECM IR 5134115



Non-Business Units
 Approved Structure - June 2009 - IR 6247996

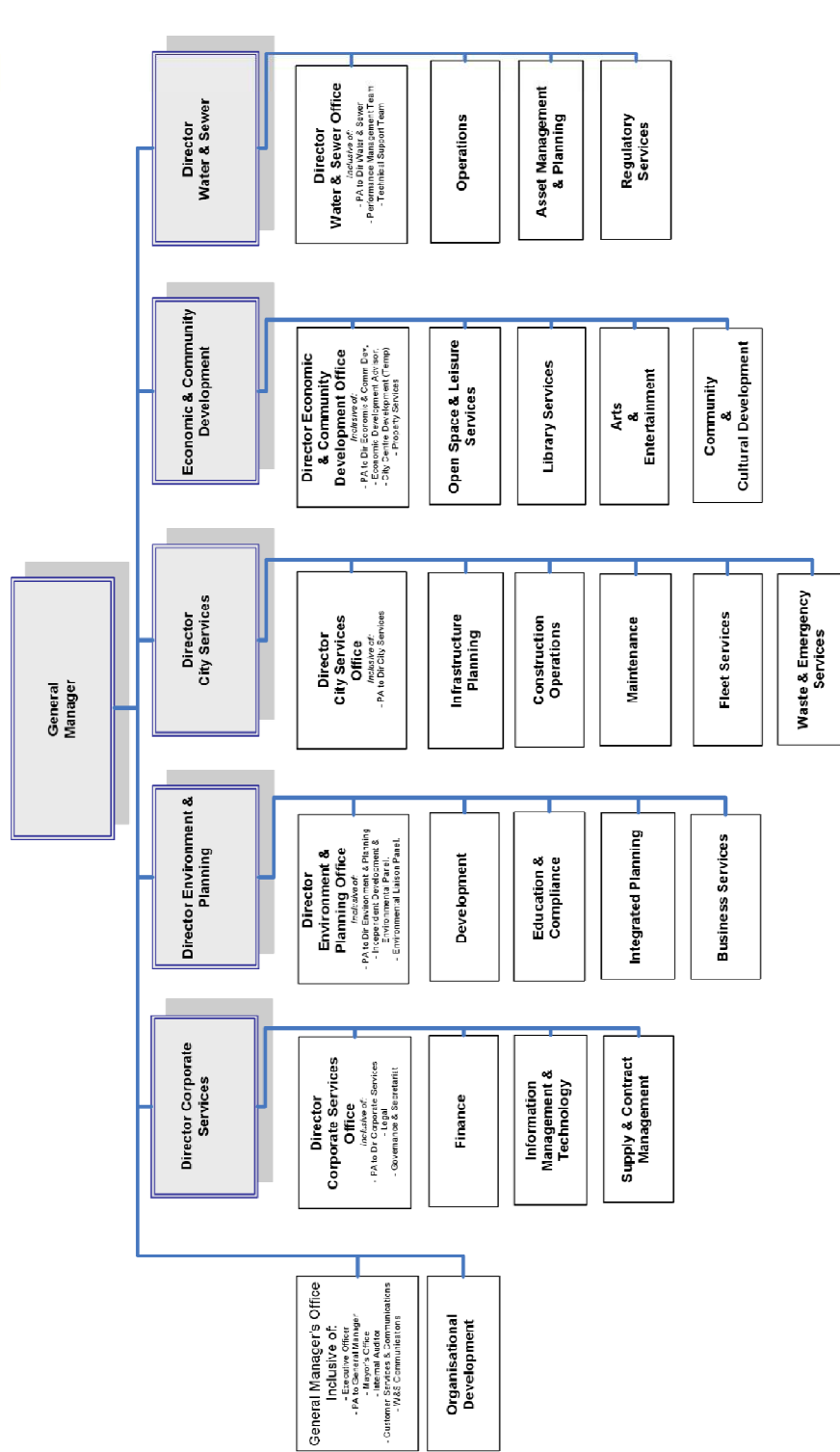
Produced by Business Support Organisational Development

ATTACHMENT B



GOSFORD CITY COUNCIL
Proposed Organisational Structure to Business Units

28 March 2013



Produced by Business Support,
Organisational Development