

ORDINARY MEETING 7 JULY 2015	5.6
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ORGANISATIONAL STRUCTURE

Darryl Crees: General Manager Corporate Services #457700

RECOMMENDATION:

That Council adopts the revised Organisational Structure.

EXECUTIVE SUMMARY:

Due to statutory provisions, Council is required to adopt an organisational structure which details the administrative hierarchy of the business operations. The recent adoption of the 2015 – 2016 Annual Budget included the provision of three new positions including the Senior Procurement Officer. As the position of Senior Procurement Officer will be reporting directly to the General Manager of Corporate Services, the revised organisational structure has been presented to Council for adoption.

BACKGROUND:

Council is required to adopt an organisational structure and section 196(1) of the Local Government Act 2009 states:

“A local government must, by resolution, adopt an organisational structure that is appropriate to the performance of the local government’s responsibilities.”

By way of definition, an organisational structure is a hierarchy of Council’s administration segmented into the various departments and branches which there is a chain of command leading to a senior executive officer. The following is an extract from the commentary on the *Local Government Act 2009* pertaining to section 196:

“In the author’s view, a Council complies with this section if the structure approved by resolution indicates the management levels and position designations at which substantive decision making power is exercised. This will generally involve identifying the CEO and the departments or directorates reporting directly to the CEO, together with details of the areas of responsibility of each directorate and, desirably, position designations for managers under each director who have a degree of autonomy for a particular aspect of a directorate.”

Council’s existing organisational structure and the revised structure now presented, meets all requirements and is legislative compliant.

COMMENT:

Contained within the 2015 – 2016 Annual Budget is the provision of three new staff positions, which were the subject of Councillors workshops during budget deliberations.

One of these new positions is the Senior Procurement Officer. This role is integral to Council operations due to importance of not only ensuring legislative compliance with purchasing activities but also achieving Council’s Corporate objectives of supporting the local economy and obtaining ‘value for money’ in all transactions. Purchase of materials and services is a

significant portion of Council's budget. To achieve the optimum financial benefit possible strategic planning along with efficient and effective processes is vital in maintaining service levels to our communities.

Accordingly due to the responsibilities of this position the Management Team have deemed it appropriate for the Senior Procurement Officer to report directly to the General Manager Corporate Services.

PROPOSAL:

That Council adopts the revised organisational structure which incorporates the new position of Senior Procurement Officer reporting directly to the General Manager of Corporate Services.

CORPORATE/OPERATIONAL PLAN, POLICY REFERENCE:

This report has been prepared in accordance with Council's Corporate Plan 2014 – 2019 and in particular:

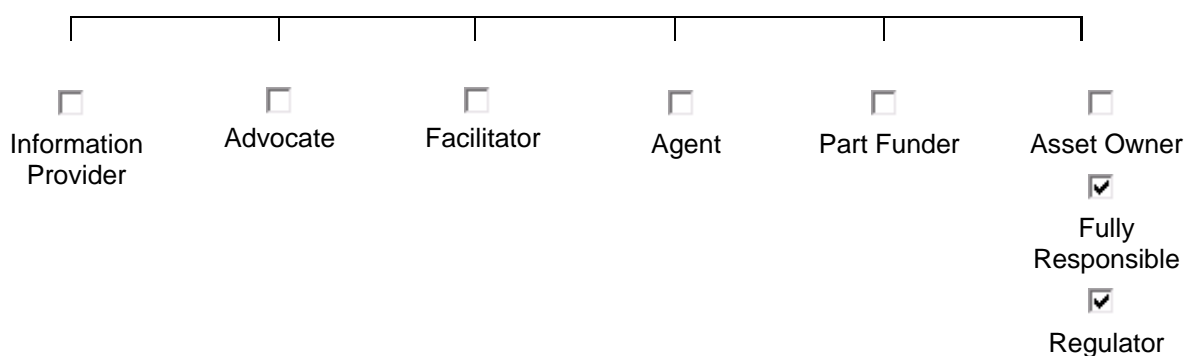
5.1.1 Establish and develop long term financial, resource and infrastructure planning to ensure ongoing capacity to fund operations and capital works programs.

5.3.2 Recruit and retain skilled staff who are committed to quality customer service.

COUNCIL'S ROLE:

Council can play a number of different roles in certain circumstances and it is important to be clear about which role is appropriate for a specific purpose or circumstance. The implementation of actions will be a collective effort and Council's involvement will vary from information only through to full responsibility for delivery.

The following areas outline where Council has a clear responsibility to act:



Fully Responsible:

Funding the full cost of a program or activity.

Regulator:

Meeting the responsibilities associated with regulating activities through legislation or local law.

FINANCIAL/RESOURCE IMPLICATIONS:

Through savings achieved in operating expenditure, the 2015 – 2016 Annual Budget was able to be constructed with additional staff positions, critical to operational requirements, without adversely affecting Council's long term strategic goal for a balanced budget in 2019/2020.

RISK MANAGEMENT IMPLICATIONS:

Ensuring that Council operations is adequately staffed, within the confines of tight and prudent financial management, allows maintenance of service levels for the Douglas communities and mitigates the risk of reputational damage of the organisation.

INTERNAL/EXTERNAL CONSULTATION:

The additional staff positions contained within the 2015 – 2016 Annual Budget were workshopped with Councillors prior to the budget adoption on 24 June 2015.

ATTACHMENTS:

Attachment 1 – Organisational Structure 7 July 2015

DOUGLAS SHIRE COUNCIL – ORGANISATIONAL STRUCTURE 7 JULY 2015

