
ITEM NO:	8.4-1
REPORT FROM:	Executive Services
KEY DIRECTION:	Trusted and Effective Government
SUBJECT:	ORGANISATIONAL STRUCTURE REVIEW - ADDENDUM

Submitted to Council's Ordinary Meeting held on:

17 January 2017

PURPOSE

For Council's information, this report advises of a restructure of the Economic Development Department.

SUMMARY

Under the Local Government Act, this matter is a staffing and operational matter and is the responsibility of the CEO. However, as Council is considering the senior staff structure at this meeting, it was appropriate to inform Council of this process.

A number of activities have occurred at once.

- Council has adopted the draft economic development strategy and there needs to be a staffing structure that will best deliver the outcomes in the strategy,
- the economic development manager has resigned,
- an operational review of the Visitor Information Centre identified a range of opportunities to improve workflows.

The CEO assessed that it was necessary to proceed with the restructure immediately.

The steps taken so far are outlined below.

- Briefed the economic development department staff and volunteers
- Wrote to the United Services Union (USU) and have received verbal advice that the process as outlined so far is endorsed
- Met with the Staff Consultative Committee to explain the restructure. The Committee endorsed the process.
- Reminded the affected staff of the Council's free Employee Assistance Program
- Commenced recruitment of the new manager's position. The name has been changed to reflect the emphasis on investment attraction in the strategy. The new name is Economic Development and Investment Attraction Manager.
- Contracted a consultant to assist the CEO with the development of the position descriptions / competency statements for the new positions and to map out the detailed steps. This was necessary as the HR Co-ordinator is on long service leave until February 2017, and it is important to conduct the process quickly and efficiently so people know how they will be impacted.

Please note the proposed structure will not increase the salary budget.

ATTACHMENTS

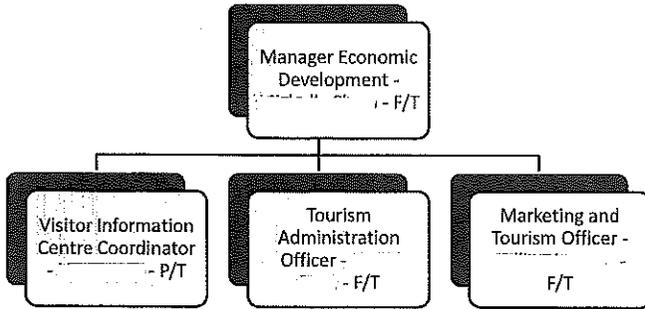
1. Current organisational structure
2. Proposed draft organisational structure

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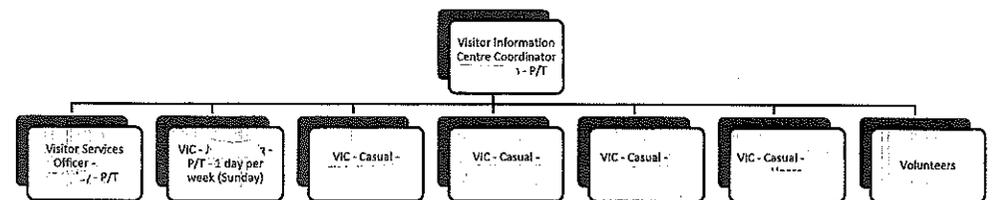
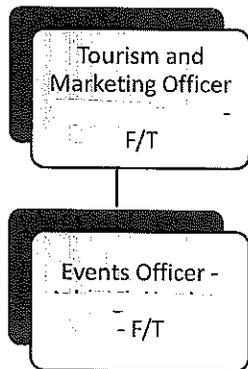
RECOMMENDATION

That Council note this report on the restructure of the Economic Development Department.

Current



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Proposed
Draft

Economic Development Department

