

Armidale

Regional Council

BUSINESS PAPER

ORDINARY MEETING OF COUNCIL

To be held on

Wednesday, 13 July 2016
9am

at

Armidale Council Chambers

Members

Administrator, Dr Ian Tiley

SUPPLEMENTARY AGENDA

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Item:	7.2.3	Ref: AINT/2016/01403
Title:	Organisational Structure	Container: ARC16/0057
Author:	General Manager	
Attachments:	Nil	

RECOMMENDATION:

That Council develop a consultancy brief and employ a Local Government based consultancy service and Council's Internal Auditor to jointly provide an independent external management audit and internal audit to assist Council in developing a new organisational structure.

Introduction:

The Administrator has requested this report. Council has been undertaking a review of the organisational structure of the merged council and to ensure that it complies with the protection requirements for staff under the *Local Government Act 1993* and Local Government Award.

Report:

A structure had previously been submitted to the council for consideration and it was withdrawn following discussion with the Administrator who stated that additional work and review was needed to ensure that the councils service levels and outcomes are improved, that the structural reviews undertaken meet the requirements under the Act for all staff, and ensure that the staff of the former Guyra Shire Council area meet the retention requirements.

The review to date has shown a need to identify in future position descriptions, change of some roles of staff across Armidale Regional Council to meet the service levels and expectations of the community. The reviews will also pick up on changes identified to the future staffing needs to address items from the councils internal audit committee in the areas of planning and development processing, project management, financial management and overall service level needs of front line staff. To ensure that a complete review of the structure is undertaken and that service levels are enhanced for the future, the council will require the services of a recognised local government specialist in organisational reviews and for this specialist to work with Council's current internal auditor. This process will ensure that the future organisation has a staff structure that will meet the performance benchmarks expected by a future council and the community.

To undertake this review, Council will prepare a brief and select a consultancy service along with its internal auditor, Thomas Noble & Russell Chartered Accountants to undertake the review. It is estimated that the review will take approximately three months to complete. Council would review the outcomes before formalising a fresh organisation structure.

Financial Implications:

This review is considered to be an essential element of the merger process and costs will be met from the merger implementation fund supplied by the NSW Government. The long term financial benefits of a review of staffing and workforce needs at this time will allow future councils and communities to address service level outcomes and operational costs of the organisation in the future. Council has adequate financial resources to undertake the review and to address structural changes that may be identified.

Environmental Implications:

Not applicable.

Policy Issues:

Not applicable.

Social Implications:

Not applicable.

Integrated Planning and Reporting Issues:

Council is required to ensure it has a workforce that can meet the community expectations under the Community Strategic Plan and its Delivery Plan. Council is required to develop a Workforce Resourcing Strategy under the Act and Regulations.

Risk Management Issues:

A review of an organisations workforce should be undertaken on a regular basis and as prescribed by the *Local Government Act 1993*, which requires a council to undertake this review within the first twelve months of being elected. This review is to be undertaken within the term of administration and complies with the Act. Further, this review will address the issues around long term staff development, career progression, retention of corporate knowledge and changes to be determined once the mandatory staff protection period expires.