

ADDITIONAL ITEM

9 September 2015

To the Ordinary Council Meeting

1.6 Mayoral Minute - Confirmation of Staff Establishment

TRIM REFERENCE: F2010/00500 - D12075988

AUTHOR: Doug Eaton OAM; Councillor

With the potential amalgamation of Wyong Shire Council and Gosford City Council and the resignation of the General Manager it is important that there is stability for our workforce for the next 12 months.

As such I am proposing that Council sets the staff full time equivalent (FTE) establishment for the Organisation, Departments, Service Units and Sections to provide assurance that staff changes are kept to a minimum during the next year.

I formally move:

- 1 That Council receives and notes this report.**
- 2 That Council adopts the staff establishment for full time equivalent (FTE) number for the organisation, departments, service units and sections as detailed in Attachment 1, until 30 September 2016.**
- 3 That Council determine any proposed change outside the adopted establishment numbers via a report to Council.**

ATTACHMENTS

- 1 ORG Chart with FTE's VERSION 3 D12076964**

WYONG SHIRE COUNCIL – ORGANISATION HIERARCHY 9 September 2015
General Manager - MICHAEL WHITTAKER Total FTE – 984.64

| GENERAL MANAGERS DEPARTMENT (3) FTE - 140.66 MICHAEL WHITTAKER 4350 5200 / 0417 177 511 | |
|--|---|
| Section | GM's Support Office Manager Debbie Aitchison 4350 5201 / 0439 302 488 Admin and Councillor Support Officer Debbie Marks 4350 1662 / 0408 364 068 |
| Unit | Finance (3.66) (47.6) STEPHEN NAVEN 4350 5206 / 0419 780 124 |
| Section | Integrated Planning (3.00) <i>Kath Morris</i> |
| Section | Financial Performance (8.80) <i>Kim Futcher</i> |
| Section | Financial Systems (4.80) <i>Viv Louie</i> |
| Section | Financial Operations (27.34) <i>Carlton Oldfield</i> |
| Team | Payroll |
| Team | Accounts Payable |
| Team | Revenue Services |
| Team | Credit Management |
| Team | Treasury and Taxation |
| Unit | Human Resources (1.60) (26) KELLIE REEVES (as of 21 Sept) |
| Section | HR Business Partners (5.80) |
| Team | Partnering and IR |
| Section | Safety and HR Info (11) <i>Craig Shiel</i> |
| Team | HR Information |
| Team | Injury Management and Wellbeing |
| Team | Work Health and Safety |
| Section | Organisational Development (7.60) <i>Linda Sutton</i> |
| Team | Talent Management |
| Team | Learning and Development |
| Team | Workforce Development |
| Unit | Information Management (1) (45.26) BOB PLATT 4350 5354 / 0400 345 516 |
| Section | Corporate Information (13) Sharon Gawne |
| Section | Information Technology (10.00) <i>Martin Elwell</i> |
| Section | Land Information Systems (4.69) <i>Sue Pager</i> |
| Section | Systems Support (10.03) Linda Cameron |
| Section | Project Management Office (6.54) <i>Ann Cain</i> |
| Unit | Legal and Governance (1) (18.80) BRIAN GLENDENNING 4350 5590 / 0423 829368 |
| Section | Legal (4.00) |
| Section | Internal Audit (2.00) Chief Internal Auditor Tina Baker |
| Section | Internal Ombudsman Senior Internal Ombudsman (0.80) LILLY MOJSIN 4350 5371 |
| Section | Insurance (2.60) David Secomb |
| Section | Governance & Councillor Services (8.40) LESLEY CRAWLEY 4350 5504 / 0401 580326 MAYOR'S PA's Jean Pooley 43505211 |

| COMMUNITY AND RECREATION SERVICES DEPARTMENT (3.00) FTE – 249.61 MAXINE KENYON 4350 5595 / 0414 270 301 | |
|--|--|
| Section | CRS Executive Support PA to the Director VACANT |
| Unit | Community Partnerships and Planning (3) (67) JULIE VAUGHAN 4350 5120 / 0418 650 958 |
| Section | Community and Cultural Programs (11.81) <i>Glenn Cannard</i> |
| Section | Community Infrastructure (4.00) <i>Justin Kelaher</i> |
| Section | Community Planning and Learning (6.49) <i>Kerrie Forrest</i> |
| Section | Care and Education (41.70) <i>Beth Burgess</i> |
| Team | Little Coast Kids Kanwal |
| Team | Little Coast Kids Toukley |
| Team | Little Coast Kids Northlakes |
| Team | Little Coast Kids Wyong |
| Unit | Customer and Community Relations (3.50) (78.77) SUE LEDINGHAM 4350 1652 / 0408 409 810 |
| Section | Customer Engagement (26.66) |
| Team | VACANT |
| Team | Customer Contact |
| Team | Engagement |
| Section | Marketing Tourism and Communications (9.6) Teresa Walters |
| Team | Communications |
| Team | Graphic Design and Print |
| Team | Marketing |
| Section | Library Services (39.02) <i>Andrea Edwards</i> |
| Team | Support Services |
| Team | Library - Bateau Bay Village |
| Team | Library and Council Services Centre – Lake Haven |
| Team | Library and Council Services Centre – The Entrance |
| Team | Library and Council Services Centre - Tuggerah |
| Team | Library – Toukley |
| Unit | Open Space and Recreation (3) (100.84) BRETT SHERAR 4350 5152 / 0408 681 678 |
| Section | Recreation Planning and Development (6.80) <i>Michael Ross</i> |
| Section | Natural Areas (32.04) <i>Alan Cibilic</i> |
| Team | Coastline and Lake Foreshore Maintenance |
| Team | Landcare |
| Team | Public Tree Maintenance |
| Team | Lifeguard Operations |
| Team | Noxious Weeds and Pest Species |
| Team | Litter Collection |
| Team | CSO Supervision |
| Section | Parks and Sportsfields (59) <i>Keith Ollier</i> |
| Team | Parks and Reserves Maintenance |
| Team | Sports Facility and Roadside Landscapes |

| DEVELOPMENT AND BUILDING DEPARTMENT (2) (14.23) FTE – 81.23 SCOTT COX 4350 5400 / 0419 977 660 | |
|---|--|
| Section | DB Executive Support Executive Support Officer Neryl Little 4350 5259 |
| Section | Administration Services (12.23) <i>Lyn Littlefield</i> |
| Unit | Building Certification, Compliance and Health (1.00) (36.00) JAMIE LOADER 4350 5180 / 0423 298 476 |
| Section | Building Certification (13.00) <i>Scott Rathgen</i> |
| Section | Ranger Services (10.40) <i>Renee Prajeski</i> |
| Section | Compliance and Health (11.60) <i>Brian Jones</i> |
| Team | Compliance |
| Team | Public Health |
| Unit | Development and Rezoning (1.00) (31.00) TANYA O'BRIEN 4350 5585 / 0417 687 092 |
| Section | Development Assessment (11.00) <i>Emily Goodworth</i> |
| Section | Rezoning (6.00) <i>Scott Duncan</i> |
| Section | Engineering Assessments (13.00) <i>Adam Mularczyk</i> |

| PROPERTY AND ECONOMIC DEVELOPMENT DEPARTMENT (1) (4) FTE – 197.54 MICHAEL DOWLING 4350 5202 / 0408 292 592 | |
|---|--|
| Section | PED Executive (1) |
| Section | PED Executive Support (2) Executive Support Officer Margaret Collins 43505788 |
| Unit | Property & Business Development STEVEN MANN (2) (13) 4350 1397 0438 311 193 |
| Section | Development Management (6) <i>Vacant</i> |
| Section | Airport Operations (2) <i>Kevin Langford</i> |
| Section | Business Development (1) <i>John Willey</i> |
| Section | Contributions (2) <i>David Kitson</i> |
| Unit | Strategic and Environmental Planning (1) (11) <i>Vacant</i> |
| Section | Strategic Planning (9) <i>Wesley Folitarik</i> |
| Section | Transport Engineering (1) <i>Steven McDonald</i> |
| Unit | Property Management (5) (63.13) PETER STOKES 4350 5150 / 0437 599 841 |
| Team | Town Centre Management |
| Section | Property Services (2) <i>Paul Forster</i> |
| Section | Property and Asset Management (10.53) <i>Fiona Chan</i> |
| Team | Civic Centre |
| Team | Depot Management |
| Section | Facilities Management (42) <i>David Norbury</i> |
| Team | Building Services |
| Team | Depot Administration Long Jetty |
| Team | Asset Project Management |
| Team | Asset Maintenance |
| Team | Building Activity |
| Section | Natural Assets (3.6) <i>Vacant</i> |
| Unit | Commercial Enterprises (2) (106.41) ANDREW PEARCE 4350 5451 / 0417 423 820 |
| Section | Holiday Parks (2.20) <i>Darryl Priestland</i> |
| Section | Cemeteries (1) <i>Christine Flippence</i> |
| Section | Plant and Fleet (82.81) <i>Paul Ogden</i> |
| Team | Depot Administration Charmhaven |
| Team | Mobile Plant Workshop |
| Team | Plant Pool |
| Team | Small Plant Workshop |
| Section | Waste (18.39) <i>Stefan Botha</i> |
| Team | Waste Management |
| Team | Buttongery Operations and Maintenance |

| INFRASTRUCTURE AND OPERATIONS DEPARTMENT (4.6) FTE – 315.60 GREG MCDONALD 4350 5454 / 0428 882 848 | |
|---|--|
| Section | IO Executive Support PA to the Director Karina Curtis 4350 5468 |
| Section | IO Projects Daryl Mann |
| Unit | Roads and Drainage (2) (121.00) PETER MURRAY 4350 5494 / 0401 742 919 |
| Section | Design (10.0) Michael Bamber |
| Section | Assets and Planning (14.0) Stephen Dignam |
| Team | Traffic Operations |
| Team | Drainage and Structures |
| Team | Roads Engineering |
| Team | Asset Inventory and Inspection |
| Section | General Works (57.0) Grant Williams |
| Team | Roadside Facilities and Drainage Charmhaven |
| Team | Roadside Facilities and Drainage Long Jetty |
| Team | Pavements |
| Section | Construction (38.0) Stuart Baverstock |
| Team | Major Construction |
| Team | Pavement and Contracts |
| Team | Survey |
| Team | Geotechnical Services |
| Unit | Contract and Project Management (1.9) (42.70) STUART HULL 4350 5765 / 0447 849 297 |
| Section | Commercial CPM (1) Vacant |
| Section | CPM Team 1 (7.60) Gary Kinney |
| Section | CPM Team 2 (16.60) Doug Marchant |
| Section | Purchasing (15.60) John McCarthy |
| Unit | Waterways & Asset Management (2.5) (21.7) PETER HAM 4350 6551 / 0419 428 848 |
| Section | Asset Systems (1) Vacant |
| Section | Hydrology (3) Peter Sheath |
| Section | Emergency Management (1) Scott Irwin |
| Section | Waterways and Coastal (14.2) Luke Sulkowski |
| Team | Catchment Operations |
| Unit | Wyong Water Operations (2) (84.60) DAVID DAVIES 4350 5237 / 0408 742 330 |
| Section | Systems Control (2) Aaron Mitchell |
| Section | Network Operations (4.6) Vanessa Trzcinka |
| Section | Contracts and Technical Support (4) <i>David Irving (Acting)</i> |
| Section | Field Services (72) Daniel Kemp |
| Team | Civil 1 |
| Team | Civil 2 |
| Team | Dispatch |
| Team | Mechanical |
| Team | Projects and Contracts |
| Team | Electrical |
| Crew | Telemetry and Instrumentation |
| Unit | Wyong Water Commercial & Planning (2) (41.00) GREG CASHIN 4350 1621 / 0400 679 064 |
| Section | Headworks (3) Gary Casement |
| Section | Planning (8.6) Luke Drury |
| Section | Dams and Treatment (19) Mark Coleman |
| Team | Wastewater Treatment |
| Team | Mardi WTP |
| Section | Regulation (8.4) Ian Johnson |
| Team | Laboratory |
| Team | Trade Waste |

STAFF EMAIL ADDRESS FORMAT
firstname.surname@wyong.nsw.gov.au

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