

1.7 Mayoral Minute – Submission Review of Approved Wyong Shire Council Organisation Structure 24 October 2012

TRIM REFERENCE: F2012/01895 - D03199847

AUTHOR: Doug Eaton; Councillor

SUMMARY

A new organisation structure was endorsed by Council 24 October 2012. Staff, Consultative Committee and Unions were provided 21 days to provide comment on the approved structure to be considered by Council at the 28 November Council meeting for a final organisation structure to be determined.

I formally move:

- 1** *That Council receive and note all submissions.*
- 2** *That Council adopt the proposed organisation structure as presented in Attachment 4 as the Wyong Shire Council Organisation Structure.*
- 3** *That Council delegate power to the General Manager to undertake continuous improvement to the WSC Organisation structure to enhance customer service, staff satisfaction and financial savings.*
- 4** *That Council designate the positions of Director Development and Building, Director Land Management, Manager Sustainability and Manager Waterways and Asset Management as Senior Designated Officers.*

BACKGROUND

At Councillor briefing sessions on Wednesday 10 October and 24 October 2012, Councillors provided direction and review of the current organisation (attachment 1) structure in accordance with the Local Government Act.

As an outcome an endorsed new structure (attachment 2) resulted from the 24 October, Council meeting and Council provided Staff, the Consultative Committee and Unions the opportunity of 21 days to provide comment on the endorsed structure that would be considered at the 28 November Council meeting. Council again stated to ensure that staff below Service Unit Manager level are given a guarantee of job security and for the FTE establishment not to exceed 1050. Councillors also confirmed their commitment to have a focus by the organisation on Waterways and to creating roles and attracting investment Council.

The endorsed organisation structure 24 October (see attachment 2) focuses on people, infrastructure, development, land management and governance. The key changes of this structure included:

1.7 Mayoral Minute – Submission Review of Approved Wyong Shire Council Organisation Structure 24 October 2012 (contd)

- Environment and Planning Services and Corporate Services are no longer departments;
- There are two new departments being Development and Building and Land Management ;
- A directorate has been created to oversee the CCWC/JSB project. This is to be a joint initiative of WSC and GCC. This directorate has a dotted reporting line to the Gosford City Council General Manager to strengthen the alignment of services to the Central Coast community;
- The service units of Land Use Planning and Environment and Natural Resources have been merged into a new Sustainability unit within the Land Management Department;
- The drainage element (planning, design and quality)of the Roads and Drainage unit and EMP have been merged with Asset Management and is now titled Waterways and Asset Management and remains in the Infrastructure Management Department;
- The Integrated Planning unit has moved into the Finance unit;
- The Executive Manager to the General Manager has moved into the Corporate Governance unit; and
- Finance, IT, and HR have moved into the GM's unit.

The following positions were identified to be filled through a merit based recruitment process in compliance with the Local Government Act as Senior Designated Officers:

1. Director of Development and Building
2. Director of Land Management
3. Manager Sustainability
4. Manager Waterways and Asset Management

It was also agreed the position of Director CCWC/JSB was to be filled by an Expression of Interest process within the two Councils for up to three years.

Submission process

A large amount of consultation occurred throughout the 21 day submission period that concluded 21 November including:

- Regular email communication from the General Manager (see attachment 3)
- Face to face outdoor onsite meetings with the General Manager at Charmhaven and Long Jetty Depots and with indoor civic centre staff
- Numerous one on one face to face discussions between staff and the GM
- Email communication from the Manager HR
- Numerous one on one face to face discussion between staff and the Manager HR
- Development of a Structure implementation team
- Development of a Structure implementation project plan with a concerted focus on communication

A total of 44 submissions were submitted.

No material changes were recommended to change the high level structure (see attachment 4). The key recommended changes at the high level of the structure are:

1.7 Mayoral Minute – Submission Review of Approved Wyong Shire Council Organisation Structure 24 October 2012 (contd)

- The Department titled Infrastructure Management be changed to Infrastructure Management and Operations
- The unit titled Roads within Infrastructure Management be changed to Roads and Drainage
- The unit titled Building and Certification within Development and Building be changed to Building, Certification and Health
- The unit Information Technology within the GM's unit be changed to Information Management
- The CCWC/JSB department be moved outside main organisation structure

Below the high level structure several recommended changes. Some of the submissions include: (attachment 5):

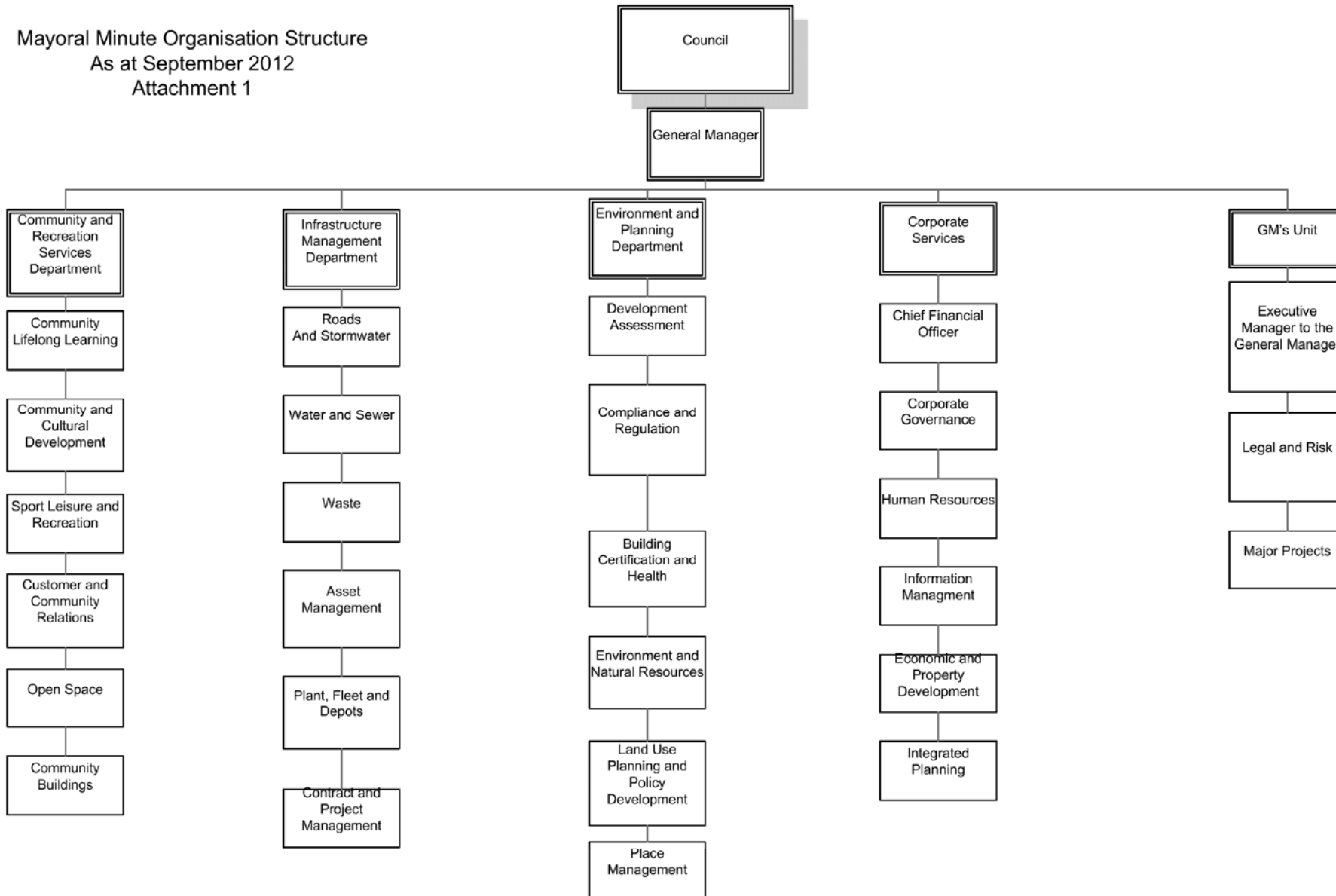
- Greg McDonald proposed structure for Waterways impacting staff from CRS and Land Management (draft structure previously discussed at Council meeting 14 November 2012)
- Contributions 94 roles x 1 FTE move to finance
- Noxious Weeds and Pest Species Officer x 1 FTE move to Open Space
- Duty Planner x 1 FTE and Duty Health and Building Surveyor x 1 FTE on front counter with solid line reporting to Development and Building and dotted line reporting to Community and Customer Relations
- Risk management staff x 3 FTE move from Human Resources to Legal
- Civic Centre Management move from Corporate Governance to Community Buildings proposed equivalent of 5 FTE
- The responsibility of probity review allocated to Corporate Governance
- Delegation of Authority responsibility centralised to Corporate Governance
- Transportation and traffic management move from Infrastructure Management to Land Management in the Sustainability Unit proposed equivalent of 4 FTE
- Environmental officer roles x 2 FTE move to the Community Safety and Compliance unit
- Asset Management Coordinator role x 1 FTE remain in Community and Recreation Services reporting to the Director of the Department
- Centralisation of 3 GIS staff x 3 FTE transferred to Information Management from Land Management

The remainder of the submissions were recommendations or comments identified as local management actions (see attachment 5).

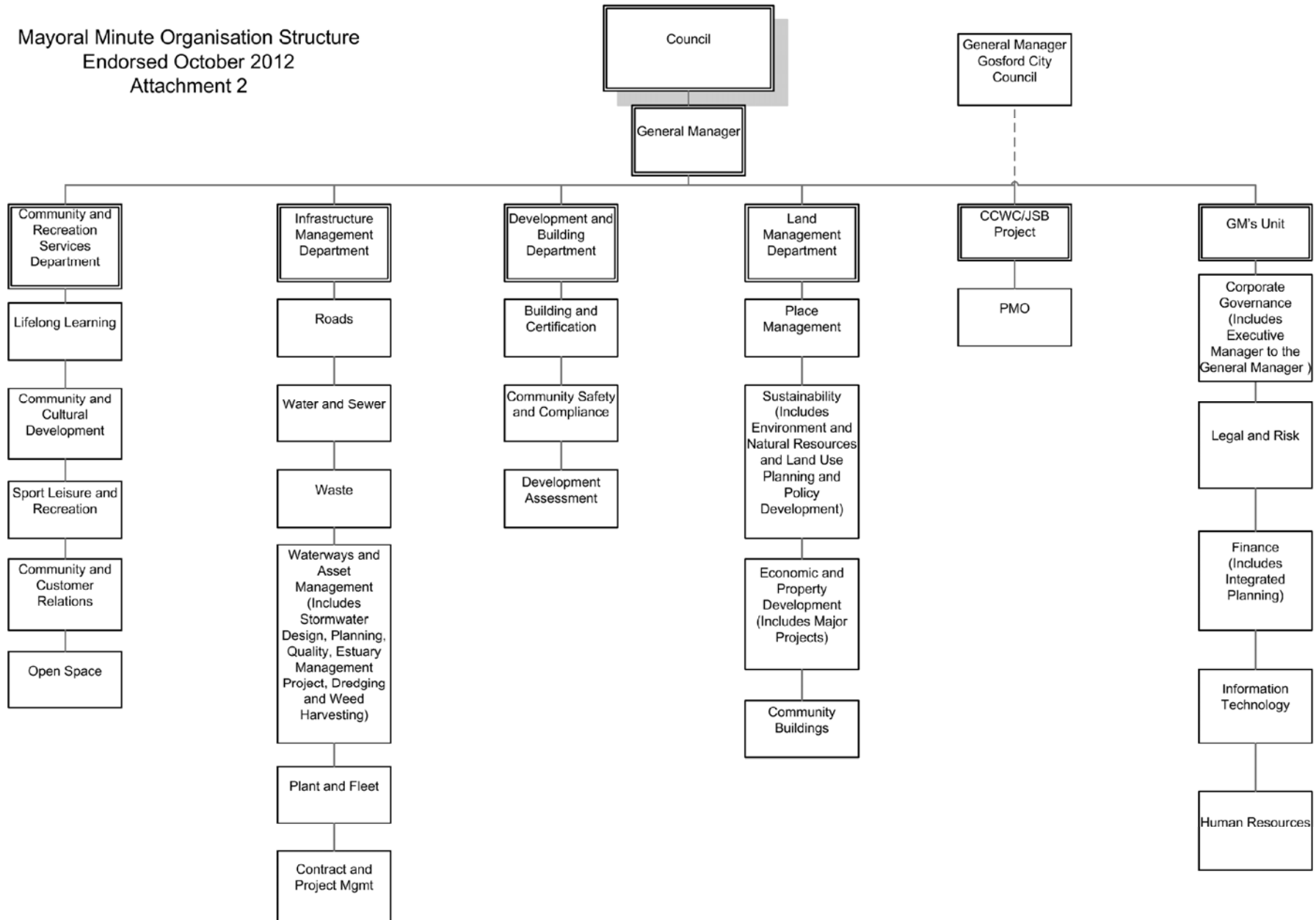
ATTACHMENTS

1	Attachment 1 September 2012 Council Structure	D03200922
2	Attachment 2 Endorsed October 2012 Council Structure	D03200970
3	Attachment 3 Submission Consultation Process - Communications and Current Work in Progress Project Plan	D03201130
4	Attachment 4 Post submission proposed Council Structure	D03201037
5	Attachment 5 Submission Register Extract	D03201345

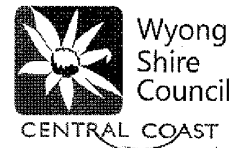
Mayoral Minute Organisation Structure
As at September 2012
Attachment 1



Mayoral Minute Organisation Structure
Endorsed October 2012
Attachment 2



Attachment 3



2012 Structure Implementation

Proposed Schedule of GM messages

Date of issue	Topic	Distribution	Status
29 Oct 2012	Re-structure has been requested by Council	Email all users Intranet Latest News	DONE
16 Nov 2012	Still time to have your input – closing 21 Nov	Email all users Intranet Latest News Post Depot noticeboards	DONE
29 Nov 2012	Final structure decided – what it looks like – what has changed – what happens next	Staff newsletter notice Email all users Intranet Latest News Post Depot noticeboards	TBD
Mid Dec 2012	Decision on movements, next steps for movement (preparing for move), remind strategic focus	Email all users Intranet Latest News Post Depot noticeboards	TBD
Mid-late Jan 2013 (or when movements done)	Movements completed, current status of hiring etc, remind all to work together on main focus of Council	Staff newsletter notice Email all users Intranet Latest News Post Depot noticeboards	TBD
When happens	Announce new directors	Email all users Intranet Latest News Post Depot noticeboards	

16 November 2012

An Important Message

From General Manager

Michael Whittaker



Opportunity for staff input to the new structure closes next Wednesday, 21 November 2012

Dear Colleagues

I am writing to you to update you on the progress of the Council requested new structure that I last wrote to you about on the 25 October.

Council has requested a new structure to streamline the organisation to align with their vision. A new structure was put forward and adopted by Council at the 24 October 2012 Ordinary meeting. I have since addressed staff meetings at the two Depots and in Chambers and a copy of the adopted structure is available on the intranet and is posted to this noticeboard.

You can still provide positive suggestions to enhance the Structure. Council will consider suggested changes to the adopted structure at the Ordinary Council meeting on 28 November 2012. So far a number of people have provided suggestions and input.

Your chance to provide input closes on Wednesday 21 November 2012.

If you would like to make a suggestion, but have not yet done so, please send it by email or internal mail to Manager Human Resources, Marie Hanson-Kentwell. Your submission must arrive in writing before 5pm on 21 November.

I would like to reiterate that job security for all staff below Service Unit Manager level is assured and I have asked the Project Working Group to ensure that staff movements under the new structure are minimal.

Regards

Michael Whittaker
GENERAL MANAGER

[Email to staff]
16 November 2012

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Michael Whittaker



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I would like to reiterate that job security for all staff below Service Unit Manager level is assured and I have asked the Project Working Group to ensure that staff movements under the new structure are minimal.

Regards

Michael Whittaker
GENERAL MANAGER

Questions & Answers (dated 16 November 2012)

Why are we doing a new structure?

Council has requested a new structure to streamline the organisation to align with their vision. This is the right of Council in accordance with the Local Government Act.

Why does Council want a new structure?

The Councillors unanimously spoke of the great efforts by Staff over the past couple of years and stated that they saw the new structure as building on what we have achieved and moving to the next stage of driving Wyong Shire forward as a Customer Focused organisation. The new structure is in response to Councillors wanting a focus on creating jobs, attracting investment and lakes improvements. This Council wants us to find solutions, make decisions, take action and move Wyong forward.

How have staff been consulted?

Staff, Union representatives and Consultative Committees have 21 days (from 24 October to 21 November 2012) to provide their suggestions for improving the new structure. **This is a real opportunity to have your say** and a number of suggestions have been received. All suggestions will be considered and any that are of merit to the current vision will be presented to Council and considered at the 28 November Ordinary Council meeting.

Can I still have a say?

Yes, but hurry! **Your suggestions must be received in writing by next Wednesday 21 November 2012.** Send them in writing to Marie Hanson-Kentwell, Manager, Human Resources.

How will the structure affect me?

Council is seeking minimal impact. Some staff may be affected by either a change to their reporting structure or a physical relocation. View the [new structure here](#) but remember this may change on 28 November 2012. A Project Working Group is currently assessing the seating arrangements and minimal movements are expected. More information will be posted when it is available.

If my position is a shared position, what should I do?

There are a number of positions shared between business units, mainly in administration. If you are in one of these positions, talk to your supervisor about what you would prefer to do, and make a suggestion to Marie Hanson-Kentwell before 21 November 2012.

Will I be moving to a new location within the building?

Some people will be moving to a new location although minimal movements are expected. Exactly which positions will be relocated is currently being determined. More information will be available on this soon.

Is my job safe?

All jobs below Service Unit Manager level are secure.

How does this impact the MyVoice / Let's Work Together project?

The MyVoice teams will continue to work on the basis of the survey content provided and will address the staff movements and its impact to the survey content after 28 November.

Why has this been done so quickly?

Council wanted to act quickly to ensure clarity for staff and to get started on working towards achieving their vision.

What exactly has changed in the structure?

[Click here to view the new structure](#) as it currently stands. As you will see, the key changes are:

- Environment and Planning Services and Corporate Services are no longer departments;
- There are two new departments, these are Development and Building; and Land Management;
- A directorate has been created to oversee the CCWC/JSB project. This is to be a joint initiative of Wyong Shire Council and Gosford City Council. This directorate has a dotted reporting line to the Gosford City Council General Manager, to strengthen the alignment of services to the Central Coast community (this is subject to Gosford City Councils agreement);
- The service units of Land Use Planning and Policy Development and Environment and Natural Resources have been merged into a new Sustainability unit within the Land Management Department;
- The stormwater element (planning, design and quality) of the Roads and Stormwater unit; the Estuary Management project; and the activity of dredging and weed harvesting from Open Space have been merged with Asset Management; and are now titled Waterways and Asset Management. This will remain in the Infrastructure Management Department;
- Finance, IT, and HR have moved into the GM's unit; and
- Corporate Governance has moved into the GM's unit and will include The Executive Manager to the General Manager;
- The Community Building unit has moved into the new Land Management Department;
- The Major Projects unit has merged with Economic and Property Development under Land Management Department;
- The Compliance and Regulation unit has been renamed to Community Safety and Compliance and is under the Development and Building Department;
- The Integrated Planning unit has moved into the Finance unit under the GM's unit.

Does this structure apply now and do I now report under the new structure?

Yes it does apply now. Final changes in the Oracle system will occur in the first week of December after the submissions have been reviewed and presented to Council on 28 November.

Who will be the new directors and managers?

The following new positions will be filled through a merit based recruitment process in compliance with the Local Government Act as Senior Designated Officers:

1. Director of Development and Building
2. Director of Land Management
3. Manager Sustainability
4. Manager Waterways and Asset Management

The position of Director CCWC/JSB is to be filled by an Expression of Interest process within the two Councils for up to three years (subject to Gosford City Council's agreement). We will advise details of new directors and managers as soon as they are available.

How long will the Acting Directors or Managers be acting?

Until the new Directors or Managers are appointed.

What are the next steps?

Council will make a final decision on any further changes to the structure on 28 November 2012.

The structure will be then be implemented with an expected completion date of 1 January. This will be

a very minor restructure and we will be looking to keep costs at a minimum by keeping relocations and changes to the bare minimum. That said, some staff will need to move locations, and there will be new building signage, budget amendments and changes to IT systems such as HR Oracle, Kronos and TRIM to reflect the new structure. We will ensure staff are informed of the progress being made.

###

17 October 2012

Dear Colleagues

I would like to take the opportunity to provide you with an update on the progress made in respect to the recently elected Council.

For those staff who may be unaware the Council is comprised of the following Councillors; Cr Greg Best, Cr Doug Eaton, Cr Bob Graham, Cr Ken Greenwald, Cr Lisa Matthews, Cr Luke Nayna, Cr Lloyd Taylor, Cr Adam Troy, Cr Doug Vincent, and Cr Lynne Webster. Councillor Doug Eaton has been voted in as Mayor and Councillor Lynne Webster has been elected as Deputy Mayor. The first official meeting for the Council occurred on Wednesday 10 October. Work has already begun and as an outcome of the first Council meeting the following new Committee and Advisory Group has been established;

- Employment and Economic Development Committee
- Multicultural Advisory Group

For your information, a complete list of Committees and Advisory Boards is attached.

At a briefing session on Wednesday 10 October, Councillors provided the direction to the Directors and myself that they wanted a "can do Council" with more focus on job creation and attracting investment to Wyong including a review of the current organisation structure (this is the right of Council in accordance with the Local Government Act). I will now work with Council towards the development of a new organisation structure to support this new direction. The Council has requested that this occur as soon as possible and that I am to brief Council next Wednesday when it is expected that a preliminary structure may go to Council for endorsement. Another key element of the Council's direction is to ensure that Staff below Service Unit Manager level are given a guarantee of job security and that the FTE establishment (core numbers) will be maintained at 1050. This is excellent news as this means that 99% of staff will not be affected except for possibly a change of name of your Service Unit or Department and who the Senior Manager is.

The Council has agreed that Staff, Unions and the Consultative Committee will be provided an opportunity to provide comment on the adopted preliminary Structure for 21 days. So make sure you give constructive feedback or suggestions to enhance the Structure proposed by Council for the next 4 years. Council have advised that they wish to finalise the new Organisation Structure by December 2012. It will then be up to us to implement Council's decision as efficiently as possible.

A great deal of progress has been made towards addressing the many challenges facing Council over the last couple of years and I thank Staff for all their hard work and dedication to achieve great results. I believe your efforts are the reason this Council has so much confidence in Staff and has allowed them the comfort in giving the guarantee around job security and maintenance of core FTE numbers.

With plenty of work yet to be done, the future promises to be an exciting time and an opportunity for a continued "can do" approach by us to ensure the Wyong Shire community continues to benefit.

I look forward to leading and working with you to achieve even greater success.

I will provide a further update towards the end of next week on the progress of the new organisation structure to ensure everyone is engaged. Could all Staff make sure this communication is given to Staff who may not have access to emails.



I would appreciate that discussions on this matter are undertaken in a professional and factual manner as "gossip" adds no value and may cause stress to individuals.

If you have any questions on this matter feel free to contact me.

Regards

Michael Whittaker

General Manager
Executive

Wyong Shire Council

P.O. Box 20, WYONG NSW 2259

Tel: 02 4350 5200 Fax: 02 4351 2098

E-mail: Michael.Whittaker@wvong.nsw.gov.au WWW: <http://www.wvong.nsw.gov.au/>



COMMUNICATION STRATEGY - Structure Implementation

Communication Objectives

The objective of communications for the **Structure Implementation** is to deliver key information and assist staff in relation to the support a successful implementation. The Strategy is designed to focus on stakeholders with the intent to create awareness, interest and involvement. Communications initiatives will proactively address issues, react to progress and setbacks and provide a feedback mechanism.

The **Structure Implementation** communication strategy will be to:

- Provide information
- Manage expectations
- Gain support for the change
- Build ownership
- Manage conflicts and concerns

Communication Strategies

The key communication strategies and principles identified are:

Strategies:

Inform → Educate → Consult → Engage

Principles:

Communicate for buy-in - Involve as many people as possible, communicate the essentials, simply, and to appeal and respond to people's needs. De-clutter communications. Make it a two-way approach.

Make it face-to-face as much as possible.

Keep people informed – ensure the right information goes out to those affected and to those impacted.

Involve managers – staff like to find out about issues that affect them from their line managers.

Tie it in with external communications – staff feel valued if they know important council news as soon as possible.



Stakeholders

- Indoor staff
- Outdoor staff *
- Child care centre staff *
- Library staff
- Managers
- Long term staff members
- Disillusioned staff members
- Staff on leave *
- Councillors
- Potential new employees

* Those marked with an asterisk are considered as potentially high risk due to circumstances that may limit their ability to become informed and consulted.

Risks

Risk Rank	Risk	Control
High	Resistance – active and passive	Communicate reason for change and real impact Ensure plenty of face to face communication
Medium	Morale declines	Communicate security for positions below SUM
	Stress, fatigue	Good communication, practical solutions for staff involved and EAP services
	Confusion	Information internally and externally on new structure and roles and responsibilities
Low	Delay in achieving milestones and schedule targets due to shortage of resources	Clear communication by Director and Manager's
	Project or issues are missed	Clear handover between previous director/manager and new director/manager Clear information from staff in relation to operations

Communication Evaluation

In order to ensure that communications are effective, it is essential to provide feedback mechanisms and to regularly review all feedback. Communication evaluation can provide an early indicator for changes required to communications and to the program itself.

Possible feedback mechanisms for the **Structure Implementation** include:



- Survey – intranet page for direct feedback
- Comments – emails or questions sent from people who received the communication. A reactive form of feedback.
- KPIs – metrics on usage of internet portal
- Change readiness assessment by Project Team



Decision Phase	Level of engagement	Key Message	Channels	Target reaction - evaluation	Communications Actions	Date	Complete
Phase 1	Inform → Awareness	We are going through a restructure	<ul style="list-style-type: none"> • Face to face Presentation GM • Email by GM • Face to face Managers /Supervisors discuss with staff • Notification on Intranet • Fact Sheet or Q&A • Screen savers – computer and stores • Noticeboards libraries, child care, civic centre, depots 	<p>"Thank you for telling me this information"</p>	<p>Develop GM email with HR</p> <p>Develop Intranet page</p> <p>Develop Latest news</p> <p>Develop content for internal ConneXions newsletter</p>	Tues 6/11/12	Yes
	Educate → Understanding	How am I affected and who is impacted	<ul style="list-style-type: none"> • Fact Sheet or Q&A • Screen savers – computer and stores • Noticeboards libraries, child care, civic centre, depots 	<p>"Having explored my concerns and tested this, now I understand the focus of the change and why it is needed"</p>	<p>Develop schedule of GM messages</p> <p>Develop messages for depot noticeboards</p> <p>Develop fact sheet and Q&A</p> <p>Develop leader message</p>	Friday 9/11/12	Yes
	Consult → Have your say	You can have your say	<p>What has changed so far</p> <p>Frequency:</p> <ul style="list-style-type: none"> • Fortnightly email from GM • 1 x Face to face – GM for all depots, Civic Centre and Customer Contact 	<p>"This change means X for my department and Z for me and my job"</p>	<p>Develop key messages and timings for each target audience</p> <p>Develop Who is who?</p> <p>Develop collateral - posters, flyers, screen savers, Kronos messages</p> <p>Set up intranet site for fact sheets, Q&As, timely information – including accommodation plan, system changes etc.</p>	<p>Friday 16/11/12</p> <p>Monday 12/11/12</p> <p>Wednesday 14/11/12</p>	Yes



Decision Phase	Level of engagement	Key Message	Channels	Target reaction - evaluation	Communications Actions	Date	Complete
Phase 2	Consult → Acceptance	What you said and what happened with that	<ul style="list-style-type: none"> Information on feedback and any changes implemented Face to face Presentation GM at Big Picture Email by GM Face to face Managers /Supervisors discuss with staff Notification on Intranet Fact Sheet or Q&A Frequency: <ul style="list-style-type: none"> Fortnightly email from GM GM at big picture for all depots, Civic Centre Weekly or fortnightly information on intranet 	"I have accepted the change and just want to get on with the job" "When will the systems and process be ready for this to occur" Opportunity to discuss any issues with co-workers, direct supervisor and/or leaders of change	Council report – Governance Feedback report – HR	24/11/12 25/11/12	
		Who is impacted			Council resolution and email message from GM Prepare Big Picture information Press release Information for website	29/11/12 5/12/12	
		When will change occur			Instructions on how to move and what to pack for those affected Information from IT Picnic Day move notification 7/12/12	29/11/12 5/12/12 7/12/12	



Decision Phase	Level of engagement	Key Message	Channels	Target reaction - evaluation	Communications Actions	Date	Complete
Phase 3	Engage to gain commitment → Commitment	We are now implementing the change	<ul style="list-style-type: none"> Face to face Presentation GM at Christmas Parties Christmas Message by GM – hard copy and intranet <p>Frequency: Once</p>	"I personally want this change to succeed and am willing to contribute fully so that it does"	Christmas Party message 21 Dec Develop new team profiles for each Department on what they do and who they are Information on website with new organisational structure	Prepare by 10/12/12	
		We have a new leadership team	<ul style="list-style-type: none"> Face to face Presentation GM at Big Picture GM Email Latest News Intranet 			March 2013	

25 October 2012

Dear Colleagues

I am writing to you to update you on the progress of the Council requested new structure that I last wrote to you about on the 17 October.

As I said then, Council has requested a new structure to streamline the organisation to align with their vision (this is the right of Council in accordance with the Local Government Act) and if they choose to, this must be re-determined within 12 months of the Local Government Elections.



A new structure has now been put forward and was adopted by Council at last night's Ordinary meeting. The resolution included a period of Staff consultation which allows us to provide positive suggestions to enhance the Structure. The resolution also gives the assurance of job security for 99 per cent of staff including all staff below Service Unit Manager level. The Councillors unanimously spoke of the great efforts by Staff over the past couple of years and stated that they saw this structure as building on what we had while taking our service delivery model to the next stage of evolution to drive Wyong Shire forward as a Customer focused organisation.

All staff, Consultative and Union members now have 21 days to provide feedback on the new structure before Council considers it again at the 28 November Ordinary Council meeting.

The new structure is in response to Councillors wanting a focus on creating jobs, attracting investment and lakes improvements. To do this, the new structure introduces two new departments titled Land Management and Development and Building to join Infrastructure Management and Community and Recreation Services.

The key changes are:

- Environment and Planning Services and Corporate Services are no longer departments;
- There are two new departments, these are Development and Building; and Land Management;
- A directorate has been created to oversee the CCWC/JSB project. This is to be a joint initiative of Wyong Shire Council and Gosford City Council. This directorate has a dotted reporting line to the Gosford City Council General Manager, to strengthen the alignment of services to the Central Coast community (this is subject to Gosford City Councils agreement);
- The service units of Land Use Planning and Policy Development and Environment and Natural Resources have been merged into a new Sustainability unit within the Land Management Department;
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The following new positions will be filled through a merit based recruitment process in compliance with the Local Government Act as Senior Designated Officers:

1. Director of Development and Building
2. Director of Land Management
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4. Manager Waterways and Asset Management

The position of Director CCWC/JSB is to be filled by an Expression of Interest process within the two Councils for up to three years (subject to Gosford City Council's agreement).

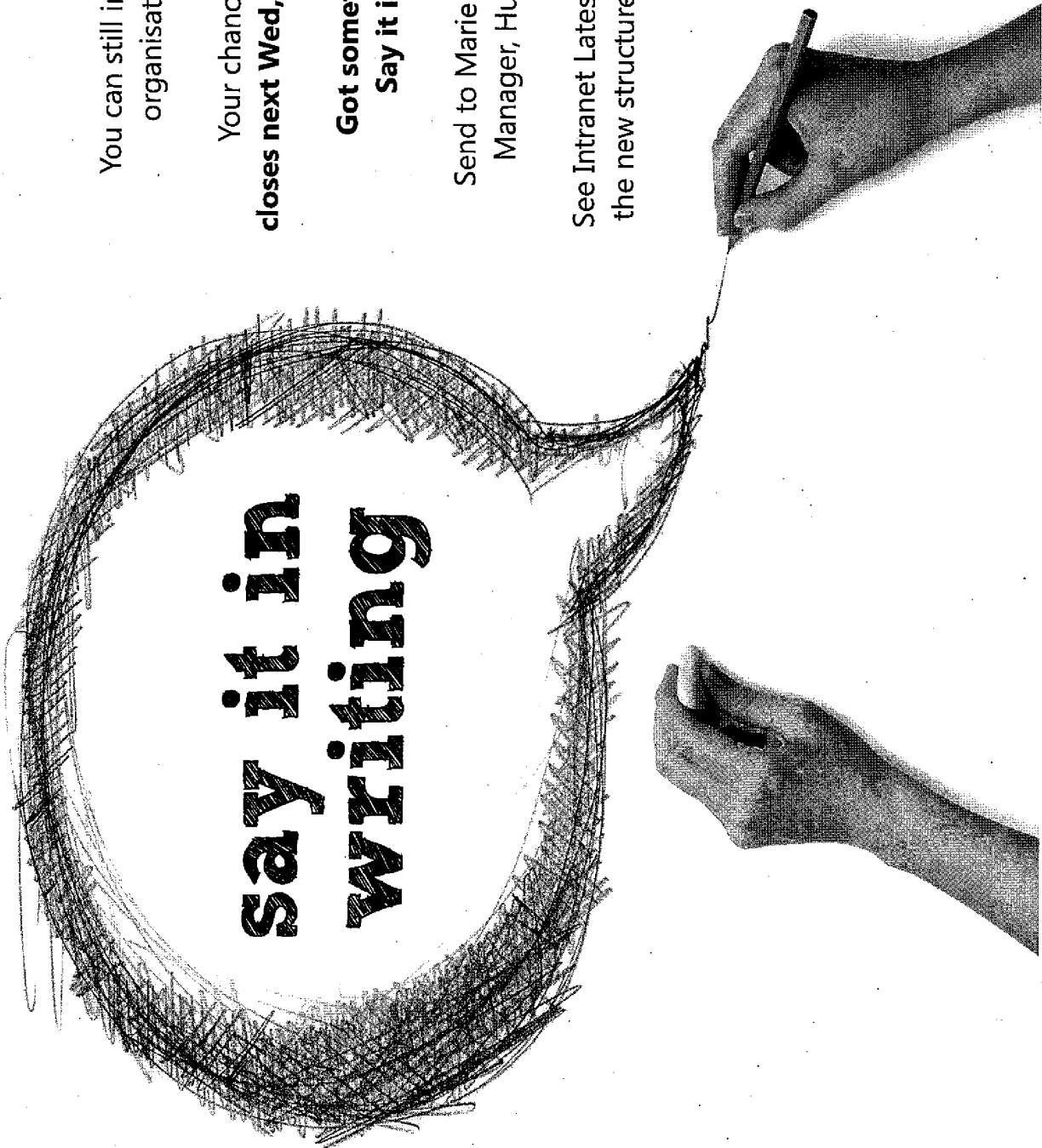
I would like to reinforce that staff, Consultative Committee and Unions have an opportunity for 21 days to provide comment on the structure. [Click here for a copy of the new structure as proposed by Council](#). Submissions must be made in writing or [via email to Marie Hanson-Kentwell, Manager Human Resources](#). Council will consider submissions at the 28 November Ordinary Council meeting.

I have committed to personally addressing all staff about the new organisational change by attending Long Jetty depot today, Charmhaven Depot on Wednesday, 31 October at 7.30am and Chambers Wednesday 31 October at 10am to ensure an opportunity to ask any questions you may have and to ensure all of you are accurately informed.

Could administration staff at Depots and Child Care centres and all Supervisors of staff who do not have e-mail access or who are away on leave please ensure that this communication is given to staff and posted on Council's Noticeboards.

Regards

Michael Whittaker
GENERAL MANAGER



You can still influence the new organisation structure

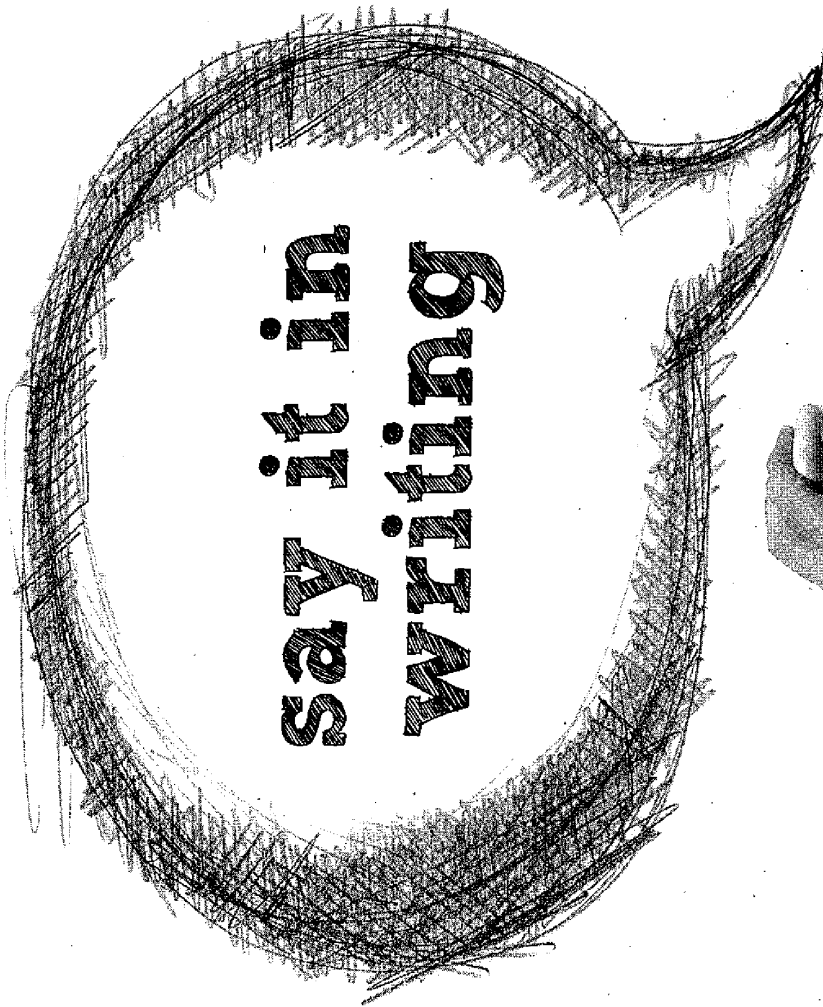
Your chance to comment closes next Wed, 21 November 2012

**Got something to say?
Say it in writing.**

Send to Marie Hanson-Kentwell
Manager, Human Resources

See Intranet Latest News for a copy of the new structure organisation chart.





You can still influence the new organisation structure

Your chance to comment closes next Wed, 21 November 2012

**Got something to say?
Say it in writing.**

Send to Marie Hanson-Kentwell
Manager, Human Resources

See noticeboard for a copy of the new structure organisation chart.





Wyong
Shire
Council
CENTRAL COAST

Structure Implementation Plan Meeting



Location:	Strathaven Room	Date:	27 November 2012
Invitees:	Marie Hanson-Kentwell, Stephen Naven, Bob Platt, Lesley Crawley, Ian Clarke, Donna Bringolf, Nicole Derham, Sue Ledingham, Janine Crawford, Marianne Cowen, Gary Kinney		
Apologies:			

Item no.	Agenda Item	Responsibility
	Minutes from 20 November issued	
1.	IT update	BP
2.	Finance update	SN
3.	HR update	DB
4.	Accommodation update	IC, LC
5.	Communication update	SL
6.	Union	MC, GK
7.	Project scope and plan update	All
8.	Next steps	SN
9.	General Business	ALL

ID	Task Name	Duration	Start	Finish	Producers	Resource Names	2 Oct 10
1	Restructure Administrative Tasks	118 days?	Thu 25/10/12	Sun 31/03/13			
2	Human Resources	118 days?	Thu 25/10/12	Sun 31/03/13			
3	Recruitment for 2 Directors (+ EOJ for JSP Director) and 2 Service Unit Managers (Sustainability and Waterways/Asset Management)	96 days?	Thu 25/10/12	Thu 28/02/13			
4	Position Descriptions drafted	12 days?	Wed 31/10/12	Tue 13/11/12		Marie Hanson-Kentwell, David Low	
5	Position Descriptions finalised	14 days?	Tue 13/11/12	Fri 30/11/12		Marie Hanson-Kentwell, David Low	
6	Media Advertising	1 day?	Mon 03/12/12	Mon 03/12/12		Marie Hanson-Kentwell, David Low	
7	Appointment	84 days?	Thu 04/12/12	Thu 28/02/13		Marie Hanson-Kentwell, David Low	
8	JSP/CCWC Director EOJ - dates TBA	1 day?	Thu 25/10/12	Thu 25/10/12		Marie Hanson-Kentwell	
9	HR Business Partners	72 days?	Wed 31/10/12	Thu 31/01/13			
10	Determine initial staff movement via Director and Manager consultation	12 days?	Wed 31/10/12	Tue 13/11/12		Human Resources Business Partners	
11	Position Descriptions outcome of final structure	72 days?	Wed 31/10/12	Thu 31/01/13		Human Resources Business Partners	
12	HR Operations	46 days?	Sat 01/12/12	Wed 30/01/13			
13	Leavers - change of reporting/department - maternity leave, extended leave, leave without pay employees	46 days?	Sat 01/12/12	Wed 30/01/13		HR Operations	
14	Remuneration	114 days?	Wed 31/10/12	Sun 31/03/13			
15	Initial Contract variations	25 days?	Wed 31/10/12	Fri 30/11/12		Craig Shiel	
16	New Contracts - Senior Designated Officers	89 days?	Sat 03/11/12	Thu 28/02/13		Craig Shiel	
17	Remaining contract variations	92 days?	Wed 31/10/12	Thu 28/02/13		Craig Shiel	
18	Remaining recruitment	113 days?	Thu 01/11/12	Sun 31/03/13			
19	Restructure Monthly Meetings	70 days?	Thu 01/11/12	Wed 30/01/13		Senior HR Team	
20	Restructure 2012 System Changes	96 days?	Thu 25/10/12	Thu 28/02/13			
21	Human Resources	38 days?	Thu 25/10/12	Mon 10/12/12			
22	HR Operations	38 days?	Thu 25/10/12	Mon 10/12/12			
23	Oracle HR	38 days?	Thu 25/10/12	Mon 10/12/12			
24	Implementation Team to provide details of Org Structure (including Dept, Unit, Section and Team)	16 days?	Tue 13/11/12	Sun 02/12/12		Donna Bringolf, Nicole Derham	
25	Work out what Position Names, Org Names, New Structure have to be changed in Oracle HR	16 days?	Tue 13/11/12	Sun 02/12/12		Donna Bringolf, Nicole Derham	
26	Run Organisation Extract Report	16 days?	Tue 13/11/12	Sun 02/12/12		Donna Bringolf, Nicole Derham	
27	Run Position Extract Report (Before creating new structure and end dating current version of 2012 Position Hierarchy)	16 days?	Tue 13/11/12	Sun 02/12/12		Donna Bringolf, Nicole Derham	
28	Change Position and Organisation names to fit in with 40/20 rule	14 days?	Tue 13/11/12	Fri 30/11/12		Donna Bringolf, Nicole Derham	
29	Maintain Master Assignment Spreadsheet	27 days?	Wed 31/10/12	Sun 02/12/12		HR Operations	
30	Create new Employee Assignment Reason charge of "2012 Restructure" under Application Utilities Lookup > EMP_ASSIGN_REASON	1 day?	Mon 26/11/12	Mon 26/11/12		HR Operations	
31	Create New Reason for Position of "2012 Restructure" under Value Sets > COL_HR_REASON_FOR_POS	1 day?	Mon 26/11/12	Mon 26/11/12		HR Operations	
32	Create Position Title Value Sets Via Databad	16 days?	Mon 26/11/12	Mon 26/11/12		HR Operations	
33	2010 Organisation Hierarchy - create a version 2	2 days?	Sat 01/12/12	Sun 02/12/12		Donna Bringolf, Nicole Derham	
34	Email System Administrators when work is to commence or is completed	1 day?	Fri 30/11/12	Fri 30/11/12		HR Operations	
35	Create New or Amend Organisation Names	2 days?	Sat 01/12/12	Sun 02/12/12		Dot Goss, Jenny Rose, Nicole Deftz	
36	Generate Discoverer Report of Organisation Structure	2 days?	Sat 01/12/12	Sun 02/12/12		HR Operations	
37	2010 Position Hierarchy - create a version 2	2 days?	Sat 01/12/12	Sun 02/12/12		Donna Bringolf, Nicole Derham	
38	Email System Administrators when work is to commence or is completed	1 day?	Fri 30/11/12	Fri 30/11/12		HR Operations	
39	Create New or Amend Positions	2 days?	Mon 03/12/12	Tue 04/12/12	92.37	Dot Goss, Jenny Rose, Nicole Deftz	

Project: Restructure 2012 System Cha
Date: Tue 27/11/12

Task Split

Milestone Summary

Project Summary External Tasks

External Milestone Inactive Task

Progress Deadline

Page 1

ID	Task Name	Duration	Start	Finish	Predecess	Resource Names	2 Oct 10
40	New Position Alert/Updated Position Alert is generated	2 days?	Sat 01/12/12	Sun 02/12/12		All Users	
41	Report from Finance of new home costing information for Employees	1 day?	Sat 01/12/12	Sat 01/12/12	102	Finance	
42	Update Costing information for employee assignments as per Product and Services on master assignment spreadsheet	1 day?	Thu 25/10/12	Thu 25/10/12		Garry Teesson, Dave McDonald	
43	Generate checklist with assignment changes for data entry	1 day?	Thu 25/10/12	Thu 25/10/12		Nicole Derham	
44	Update Assignment screen in Cascade HR	2 days?	Sat 01/12/12	Sun 02/12/12		Dot Goss, Jenny Rose, Nicole Derham	
45	Internal Transfer Alert is generated	2 days?	Sat 01/12/12	Sun 02/12/12	51	All Users	
46	Review Building levels to determine if any changes required	5 days?	Wed 05/12/12	Mon 10/12/12	39,42,29	HR Ops	
47	Freeze Old Positions - - Navigations-Work Structures-Positions-Description	5 days?	Wed 05/12/12	Mon 10/12/12		Jenny Rose	
48	Generate a report of frozen positions and send to TRIM, The Vault and Krones	5 days?	Wed 05/12/12	Mon 10/12/12		Nicole Derham	
49	Navigations-Others Key Flexfield. De-enable old position if 1st segments are no longer to be used.	5 days?	Wed 05/12/12	Mon 10/12/12		Jenny Rose	
50	End Date old Organisation Names - Navigations-Work Structures-Organisations-Description	5 days?	Wed 05/12/12	Mon 10/12/12		Jenny Rose	
51	Create new Organisation Chart	6 days?	Fri 30/11/12	Fri 30/11/12		HR Operations	
52	Assign new Assignment Categories to employees	2 days?	Sat 01/12/12	Sun 02/12/12		Dot Goss, Jenny Rose	
53	Assign new ASCO Codes to employees	2 days?	Sat 01/12/12	Sun 02/12/12		Dot Goss, Jenny Rose	
54	Verifying budgeted FTE with Finance and HR report	13 days?	Fri 30/11/12	Fri 07/12/12		HR Operations	
55	Change HR Reporting to incorporate new Assignment Categories in Discoverer Reports	10 days?	Wed 28/11/12	Fri 07/12/12		Nicole Derham	
56	Update manual spreadsheets with new org structure	10 days?	Wed 28/11/12	Fri 07/12/12		HR Operations	
57	People Pulse	4 days?	Fri 30/11/12	Mon 03/12/12			
58	Need to update lookup tables with new org structure	4 days?	Fri 30/11/12	Mon 03/12/12		Cheryl Robertson	
59	Talent Management	16 days?	Tue 20/11/12	Fri 07/12/12			
60	Update vacancy requisitions were a name change has occurred	16 days?	Tue 20/11/12	Fri 07/12/12		Talent Management Team	
61	Update manual spreadsheets with new org structure	8 days?	Fri 30/11/12	Fri 07/12/12		Talent Management Team	
62	Business Partners	8 days?	Fri 30/11/12	Fri 07/12/12			
63	Update manual spreadsheets with new org structure	8 days?	Fri 30/11/12	Fri 07/12/12		HRBP	
64	OH&S	8 days?	Fri 30/11/12	Fri 07/12/12			
65	Update Safe/Smart Organisation Hierarchy	8 days?	Fri 30/11/12	Fri 07/12/12		OHS Team	
66	Review OH&S Committee members, fire wardens and first aid officers to ensure all new departments are represented accordingly	8 days?	Fri 30/11/12	Fri 07/12/12		OHS Team	
67	Update manual spreadsheets with new org structure	8 days?	Fri 30/11/12	Fri 07/12/12		OHS Team	
68	Learning and Development	1 day?	Thu 25/10/12	Thu 25/10/12			
69	Update future training events that have been entered for an employee that has had an organisation name change (i.e. 2nd segment)	1 day?	Thu 25/10/12	Thu 25/10/12		Karen Vella	
70	Update manual spreadsheets with new org structure	1 day?	Thu 25/10/12	Thu 25/10/12			
71	Remuneration	8 days?	Fri 30/11/12	Fri 07/12/12			
72	Appraisal and Job Evaluation system: (if necessary) review data to update with position and organisation name changes.	8 days?	Fri 30/11/12	Fri 07/12/12		Ray Smith, Craig Shiel	
73	Update manual spreadsheets with new org structure	8 days?	Fri 30/11/12	Fri 07/12/12		Remuneration Team	
74	Corporate Governance	9 days?	Thu 29/11/12	Fri 07/12/12			
75	Update/Develop New Delegations	9 days?	Thu 29/11/12	Fri 07/12/12		Lesley Crawley	
76	InfoCouncil	9 days?	Thu 29/11/12	Fri 07/12/12			
77	Export InfoCouncil authors table to spreadsheet	9 days?	Thu 29/11/12	Fri 07/12/12		Sonia Witt	
78	Create report from HR to update spreadsheet	9 days?	Thu 29/11/12	Fri 07/12/12		Nicole Derham	

Project: Restructure 2012 System Cha
Date: Tue 27/11/12

Task Split

Milestone Summary

Project Summary External Tasks

External Milestone Inactive Task

Progress Deadline

Page 2

2012 Restructure Implementation Plan						
ID	Task Name	Duration	Start	Finish	Predecess	Resource Names
79	Import new InfoCouncil authors table into InfoCouncil	9 days?	Thu 29/11/12	Fri 07/12/12		Sonia Witt
80	Finance	98 days?	Thu 29/10/12	Thu 29/02/13		
81	Create New or Amend Finance Organisations	6 days?	Wed 28/11/12	Mon 03/12/12		Garry Tesson, Dave McDonald
82	Produce FY2012/13 Budget and Actuals - Preliminary	1 day?	Thu 01/11/12	Thu 01/11/12		Steve Naven
83	Re-map Products to Principle activities	1 day?	Thu 01/11/12	Thu 01/11/12		Steve Naven
84	Calculate FTE by Directorship and Service Unit under Preliminary structure	2 days?	Thu 01/11/12	Fri 02/11/12		Steve Naven
85	Agree FTE numbers with HR	1 day?	Fri 02/11/12	Fri 02/11/12	83	Steve Naven
86	Communication with SUMs on impact to budget preparation	7 days?	Fri 02/11/12	Thu 08/11/12		Steve Naven
87	Direct and indirect overhead models - revise to preliminary structure	6 days?	Fri 23/11/12	Fri 30/11/12		Steve Naven
88	Nov Month End Finance Procedures and reporting in Legacy Structure	9 days?	Mon 03/12/12	Wed 12/12/12		Steve Naven
89	Confirm any changes arising between preliminary and final structure	2 days?	Tue 27/11/12	Wed 28/11/12		Steve Naven
90	Post budget transfers between Responsibility centres (in Oracle)	2 days?	Tue 29/11/12	Fri 30/11/12	89	Steve Naven
91	Determine if there are any Open PO's or float implications for transferred staff	2 days?	Thu 29/11/12	Fri 30/11/12	89	Steve Naven
92	Produce Powerbudget reports on final structure	1 day?	Mon 03/12/12	Mon 03/12/12	91	Steve Naven
93	Calculate FTE by Directorship and Service Unit under Final structure	1 day?	Wed 05/12/12	Wed 05/12/12	92	Steve Naven
94	Agree FTE numbers with HR (Final Structure)	2 days?	Thu 06/12/12	Fri 07/12/12	93	Steve Naven
95	Direct and indirect overhead models - revise to final structure	3 days?	Wed 12/12/12	Fri 14/12/12		Steve Naven
96	Socialise Preliminary Budgets with Existing Directors	4 days?	Mon 17/12/12	Thu 20/12/12		Steve Naven
97	Define and map Security Settings in powerbudget to align to final structure	20 days?	Wed 05/12/12	Mon 31/12/12		Steve Naven
98	Monthly Powerbudget Reports - Align to new structures	20 days?	Wed 05/12/12	Mon 31/12/12		Steve Naven
99	Quarterly, Annual and Ad-hoc and Customer Powerbudget Reports	35 days?	Fri 11/01/13	Thu 29/02/13		Steve Naven
100	Dec Month End Finance Procedures and reporting in Legacy Structure	7 days?	Wed 02/01/13	Thu 10/01/13		Steve Naven
101	Contact Caggemini to set the new Hierarchy for Expenditure/Costing on Projects Module after HR have completed the build on the new Org Hierarchy	1 day?	Tue 25/10/12	Thu 25/10/12		Caggemini, David Macdonald
102	Report to HR of new home costing information for employees	2 days?	Thu 29/11/12	Fri 30/11/12		Finance
103	Powerbudget	45 days?	Mon 26/10/12	Fri 21/12/12		
104	Build two sets of Hierarchy	37 days?	Thu 07/11/12	Fri 14/12/12		Justin Kaaser
105	Create two new environments	37 days?	Mon 29/10/12	Tue 11/12/12		Justin Kaaser
106	Create new reports	37 days?	Mon 29/10/12	Tue 11/12/12		Justin Kaaser
107	Setup Users	37 days?	Mon 29/10/12	Tue 11/12/12		Justin Kaaser
108	Reconfigure Overdue Leave Reports	15 days?	Tue 04/12/12	Fri 21/12/12		Nicole Darham & Garry Tesson
109	Projects	2 days?	Thu 29/11/12	Fri 30/11/12		Nicole Darham
110	Log change request with Caggemini to switch over to new version of Org Hierarchy	2 days?	Thu 29/11/12	Fri 30/11/12		Nicole Darham
111	Payroll	10 days?	Wed 28/11/12	Fri 07/12/12		Payroll Team
112	Update manual spreadsheets with new org structure	7 days?	Sat 01/12/12	Fri 07/12/12		
113	Kronos	3 days?	Sat 01/12/12	Mon 03/12/12		Nicole Darham
114	Create new position ids in Kronos	3 days?	Sat 01/12/12	Mon 03/12/12		Trudy Broadley, Jenny Moore
115	Create/amend Labour Level Sets - security access to timecards	3 days?	Sat 01/12/12	Mon 03/12/12		Trudy Broadley, Jenny Moore
116	Create/amend new hyperlinks	3 days?	Sat 01/12/12	Mon 03/12/12		Trudy Broadley, Jenny Moore
117	Check if all Supervisors have a manager licence in Kronos.	3 days?	Sat 01/12/12	Mon 03/12/12		Trudy Broadley

Project: Restructure 2012 System Cha
 Date: Tue 27/11/12

Task Split

Milestone Summary

Project Summary External Tasks

External Milestone Inactive Task

Progress Deadline

ID	Task Name	Duration	Start	Finish	Predecessor	Resource Names	2 Oct 10
118	Check if new GL accounts are available	3 days?	Sat 07/12/12	Mon 08/12/12		Tudy Broadley, Nicole Derham	
119	Run IS Summary report and allocate new labour level set for employees	3 days?	Mon 08/12/12	Mon 08/12/12		Tudy Broadley, Nicole Derham	
120	Assign new labour level set to employees	3 days?	Sat 07/12/12	Mon 08/12/12		Nicole Derham	
121	Check no employee records have errored out in Oracle to Kronos interface once the employees' assignment has been updated in Oracle	1 day?	Mon 08/12/12	Mon 08/12/12	44	Tudy Broadley, Jenny Moore, Nicole Derham	
122	Check costing in schedules for split costing employees esp W&S, multiple assignment	3 days?	Sat 07/12/12	Mon 08/12/12		Tudy Broadley	
123	Verifications of Hyperlinks and Labour Level Sets	2 days?	Mon 08/12/12	Tue 04/12/12	44	Tudy Broadley, Jenny Moore, Nicole Derham	
124	OK! position ID's to be removed from Kronos	5 days?	Mon 08/12/12	Fri 07/12/12	44	Tudy Broadley, Jenny Moore, Nicole Derham	
125	Purchasing	34 days?	Mon 29/10/12	Fri 07/12/12		John McCarthy	
126	Update Delegations in Oracle Purchasing	32 days?	Wed 31/10/12	Fri 07/12/12	44	Cappemini	
127	Switch over to 2010 Position Hierarchy version 2	1 day?	Mon 08/12/12	Mon 08/12/12		John McCarthy	
128	Purchase Orders that are still open - do they need to be realigned to new org structure	32 days?	Mon 29/10/12	Wed 08/12/12		John McCarthy	
129	Confirmation from Cappemini that when creating a new version of the existing Position Hierarchy, that no configuration change is required	1 day?	Thu 01/11/12	Thu 01/11/12		Nicole Derham	
130	Information Technology	22 days	Mon 12/11/12	Fri 07/12/12			
131	Preparation Tasks	11 days	Mon 12/11/12	Mon 28/11/12			
132	Complete data integrity of Active Directory (eg only one position for each user)	5 days	Mon 12/11/12	Fri 18/11/12		Helpdesk	
133	Obtain spread sheet for of new positions vs old positions for Cappemini	1 day	Mon 19/11/12	Mon 19/11/12		HR Operations	
134	Define scope of changes	1 day	Mon 19/11/12	Mon 19/11/12	133SS	Helpdesk, Michael Miles	
135	Develop and test script for Active Directory changes (GP names, user objects eg Department)	2 days	Tue 20/11/12	Wed 21/11/12	134	Michael Miles	
136	Define K drive moves/rename and share changes required	1 day	Tue 20/11/12	Tue 20/11/12	134	Helpdesk	
137	Develop communication re impacts of K drive changes (eg eview links, shortcuts, macros, linkages in documents & spread sheets)	1 day	Wed 21/11/12	Wed 21/11/12	136	Helpdesk	
138	Define group membership and permission changes required	1 day	Wed 21/11/12	Wed 21/11/12	136	Michael Miles	
139	Generate report for of new positions vs old positions for Cappemini	1 day	Tue 20/11/12	Tue 20/11/12	134	Nicole Derham	
140	Create new position and K drives if required	2 days	Wed 21/11/12	Thu 22/11/12	136	Helpdesk	
141	Define phone system changes and prepare any changes in advance	5 days	Tue 20/11/12	Mon 28/11/12	134	Kirsty Harris	
142	Cutover	2 days	Sat 01/12/12	Sun 02/12/12			
143	Active Directory & Fileshares	2 days	Sat 01/12/12	Sun 02/12/12			
144	Run script for Active Directory Changes	1 day	Sat 01/12/12	Sat 01/12/12		Michael Miles	
145	Generate report with network id for TRIM/CRM/InfoCouncil	1 day	Sun 02/12/12	Sun 02/12/12	144	Michael Miles	
146	Make K drive adjustments including share name changes and moving data if required	2 days	Sat 01/12/12	Sun 02/12/12	145SS	Helpdesk	
147	Adjust distribution lists	2 days	Sat 01/12/12	Sun 02/12/12	145SS	Helpdesk	
148	Update group membership and permission changes required	2 days	Sat 01/12/12	Sun 02/12/12	145SS	Helpdesk	
149	Create new SharePoint groups (GS) (no members added)	1 day	Sun 02/12/12	Sun 02/12/12	148FF	Helpdesk	
150	Update Vault	2 days	Sat 01/12/12	Sun 02/12/12	148FF	Helpdesk	
151	Cappemini to run script for copying accesses from old position to new position	1 day	Sat 01/12/12	Sat 01/12/12	145SS	Cappemini, Nicole Derham	
152	Check if script has worked correctly	1 day	Sat 01/12/12	Sun 02/12/12	145SS	Helpdesk	
153	New positions will need to have responsibilities added that weren't included in the script	2 days	Sun 02/12/12	Sun 02/12/12	152FF	Helpdesk	
154	Other	2 days	Sat 01/12/12	Sun 02/12/12			
155	Relocate IT equipment for staff moves	2 days	Sat 01/12/12	Sun 02/12/12	145SS	Desktop Team	
156	Add new MFD scanning directories	1 day	Sun 02/12/12	Sun 02/12/12	148FF	Kirsty Harris	

Project: Restructure 2012 System Cha
 Date: Tue 27/11/12

Task Split

Milestone Summary

Project Summary External Tasks

External Milestone Inactive Task

Progress Deadline

2012 Restructure Implementation Plan						
ID	Task Name	Duration	Start	Finish	Predecess	Resource Names
157	Run bulk auto-signatures update	1 day	Sun 02/12/12	Sun 02/12/12	144	Michael Miles
158	Make phone system changes (hunt group or pickup group changes)	1 day	Sun 02/12/12	Sun 02/12/12	144	Kirsty Harris
159	Cleanup	3 days	Wed 05/12/12	Fri 07/12/12		
160	Remove old MFD scanning directories	3 days	Wed 05/12/12	Fri 07/12/12	142FS+2	Kirsty Harris
161	Systems Support	8 days?	Fri 30/11/12	Fri 07/12/12		
162	TRIM	8 days	Fri 30/11/12	Fri 07/12/12		
163	Create new Organisation	2 days	Fri 30/11/12	Sat 01/12/12		Pat Velevitch
164	Rename positions	2 days	Fri 30/11/12	Sat 01/12/12		Pat Velevitch
165	Create new positions	2 days	Fri 30/11/12	Sat 01/12/12		Pat Velevitch
166	Processing Transfers users to positions	6 days	Sun 02/12/12	Fri 07/12/12	165	Pat Velevitch
167	CRM	8 days?	Fri 30/11/12	Fri 07/12/12		
168	Create new Organisation (to follow HR structure)	8 days?	Fri 30/11/12	Fri 07/12/12		Peter Hunter
169	Move Groups to new Organisation (Groups contain users not positions)	8 days?	Fri 30/11/12	Fri 07/12/12		Peter Hunter
170	SharePoint	8 days?	Fri 30/11/12	Fri 07/12/12		
171	Install Quest SharePoint Security Admin	3 days?	Fri 30/11/12	Sun 02/12/12		Cathy Mitcherson, Michael Stoten
172	Create new Organisation	3 days?	Fri 30/11/12	Sun 02/12/12		Cathy Mitcherson, Michael Stoten
173	Create new Team Sites	3 days?	Fri 30/11/12	Sun 02/12/12		Cathy Mitcherson, Michael Stoten
174	Create new Positions	3 days?	Fri 30/11/12	Sun 02/12/12		Cathy Mitcherson, Michael Stoten
175	Processing transfers users to Positions	5 days?	Mon 03/12/12	Fri 07/12/12	174	Cathy Mitcherson, Michael Stoten
176	Processing transfers Positions to Team Sites	5 days?	Mon 03/12/12	Fri 07/12/12	174	Cathy Mitcherson, Michael Stoten
177	Migrate Data from old Team Sites to new Team Sites	5 days?	Mon 03/12/12	Fri 07/12/12	174	Cathy Mitcherson, Michael Stoten
178	MailMan	4 days	Fri 30/11/12	Mon 03/12/12		
179	Create new Organisation (to follow HR Structure)	4 days	Fri 30/11/12	Mon 03/12/12		David Nobury
180	Create new Groups	4 days	Fri 30/11/12	Mon 03/12/12		David Nobury
181	Move Groups to new Organisation	4 days	Fri 30/11/12	Mon 03/12/12		David Nobury
182	Council Utilities	8 days?	Fri 30/11/12	Fri 07/12/12		
183	Are there any changes to accounts	8 days?	Fri 30/11/12	Fri 07/12/12		
184	Communications Update	7 days?	Tue 06/11/12	Wed 14/11/12		David Irving
185	Develop content for Internal Connections newsletter	1 day?	Tue 06/11/12	Tue 06/11/12		Janine Crawford
186	Develop key messages and timings for each target audience	1 day?	Fri 09/11/12	Fri 09/11/12		Janine Crawford
187	Develop schedule for GM messages	1 day?	Fri 09/11/12	Fri 09/11/12		Janine Crawford
188	Setup call in voicemail message for outdoor staff	1 day?	Mon 12/11/12	Mon 12/11/12		Janine Crawford
189	Develop collateral - posters, flyers, screen savers, Kronos messages	1 day?	Wed 14/11/12	Wed 14/11/12		Janine Crawford
190	Develop Leader message pack	1 day?	Wed 14/11/12	Wed 14/11/12		Janine Crawford
191	Setup Intranet site for fact sheets, Q&As, timely information	58 days?	Thu 15/11/12	Wed 30/01/13		Janine Crawford
192	Accommodation	1 day?	Thu 15/11/12	Thu 15/11/12		Ian Clark
193	Order boxes, tape and labels	1 day?	Thu 06/12/12	Thu 06/12/12		Staff
194	Pack up, box items and label	28 days?	Mon 24/12/12	Wed 30/01/13		Information Technology
195	Relocate PCs & IP Phones					

Project: Restructure 2012 System Cha
Date: Tue 27/11/12

Task Split

Milestone Summary

Project Summary External Tasks

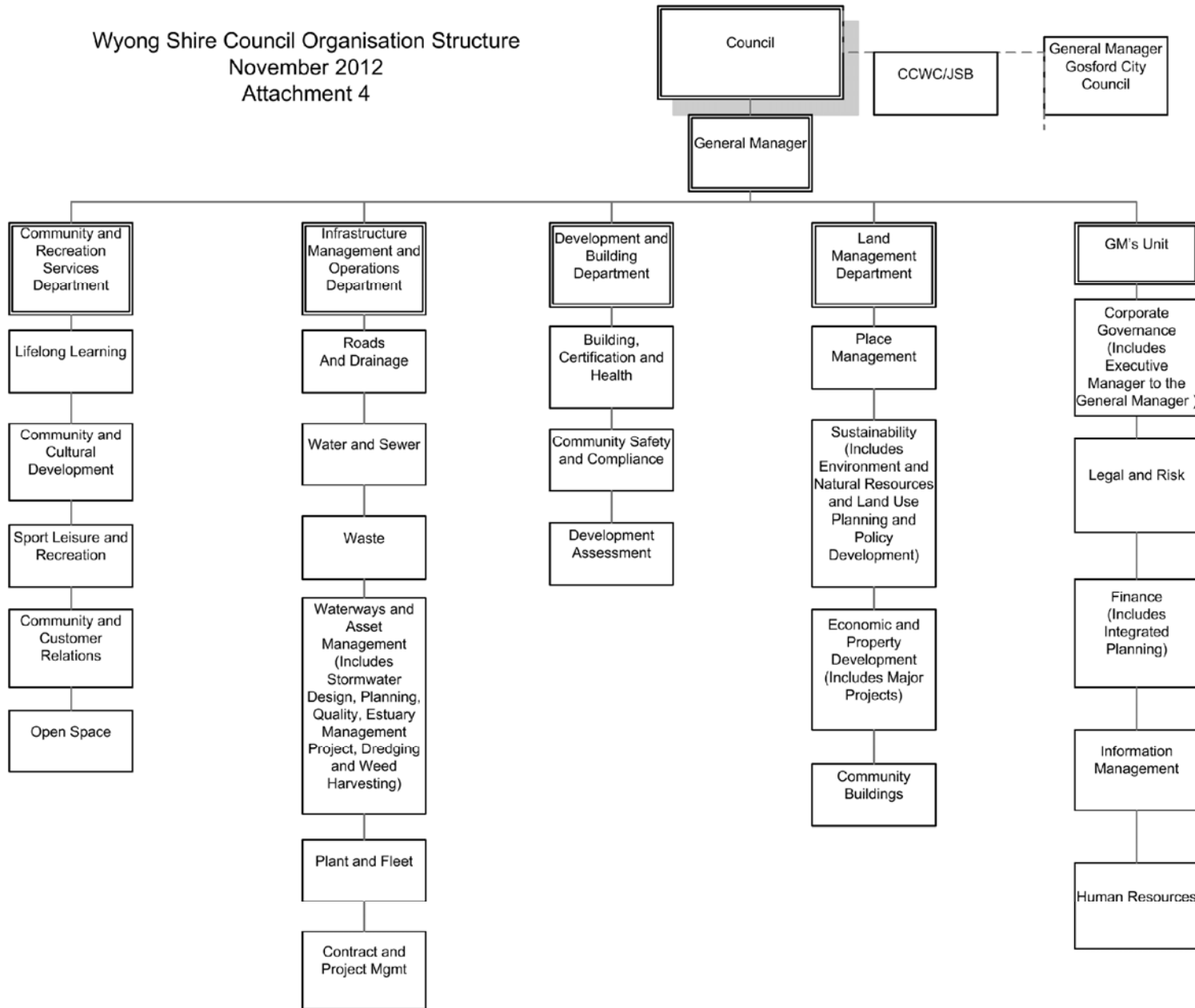
External Milestone Inactive Task

Progress Deadline

2012 Restructure Implementation Plan									
ID	Task Name	Duration	Start	Finish	Predecess	Resource Names	2 Oct	10	
196	Review Security Access	2 days?	Thu 29/11/12	Fri 30/11/12		Leslie Crawley			
197	Make Security Access Changes	2 days?	Mon 03/12/12	Tue 04/12/12		Leslie Crawley			
198	Relocate Boxes	1 day?	Sat 08/12/12	Sat 08/12/12		Ian Clark			
199	Unpack boxes	1 day?	Mon 10/12/12	Mon 10/12/12		Staff			
200	Internal Council Signage	21 days?	Mon 03/12/12	Fri 28/12/12					
201	Review physical layout for Wardens, Emergency Plans, First Aid	15 days?	Mon 10/12/12	Fri 28/12/12	202	Ian Clark			
202	Review Floor Layouts and Plans for Wardens, Emergency Plans, First Aid	4 days?	Mon 03/12/12	Thu 06/12/12		Ian Clark			

Project: Restructure 2012 System Cha	Task	Milestone	Project Summary	External Milestone	Progress
Date: Tue 27/11/12	Split	Summary	External Tasks	Inactive Task	Deadline

Wyong Shire Council Organisation Structure
November 2012
Attachment 4



Restructure Submission Register

Number	Impact	Submission	Agree	Partially Agree	Disagree	Notes
11	GM's Unit	Composition of Legal Services and Governance Risk and Compliance. Title of IT to Information Management. Transport Planning should move to Roads Service Unit rather than be under Waterways and Asset Management Service Unit.				
	GM's Unit	Corporate Governance full responsibility for delegations. Contract and Project Governance move to Legal Services. Civic Centre Management move to Community Buildings. Purchasing move to Finance.				
15	GM's Unit	Assets Planner', employees and contractors relating to Civic Centre management should be within Economic and Property Development Unit. Corporate Governance to include probity and governance review.				
21	GM's Unit	The shift of GIPA to Governance is not compatible with the GM's view of the new LR structure. Contract governance, and therefore Mary-Ellen, should stay where it is. Workers Comp and Insurance should shift to LR. Risk and IA sit in LR or Governance.				
38	GM's Unit	Proposes centralisation of GIS resources across Council				
23	GM's Unit	CCWC/JSB Project - we would have thought that this would sit outside the main structure as a project. Development and Building Department - we propose that this doesn't warrant its own department/director				
2	Infrastructure Management	Create a Directorate that purely looks after planning and construction of all of Council's assets.				
13	Infrastructure Management	Roads title on the plan should be 'Roads and Drainage' and look at potential to move a few resources to the new Waterways group.				
25	Infrastructure Management	Don't change name of Unit from 'Roads and Stormwater' to 'Roads', if name must be changed suggests 'Roads and Drainage'. Trunk drainage systems should be kept within Unit. No capacity to lose any design staff. Recommends forming a traffic section.				
26	Infrastructure Management	Asset Management to not be centralised but undertaken by the appropriate Department				
27	Infrastructure Management	Comment, not submission. Refer to email.				
28	Infrastructure Management	Transport Planning Unit should remain in Asset Planning and NOT go to Roads and Stormwater				
31	Infrastructure Management	Waterways and AM Unit Structure - refer to chart Change of name to Infrastructure Management and Operations	APPROVED			
35	Infrastructure Management	Bush Fire should be part of emergency management within Infrastructure Management				

Restructure Submission Register

Number	Impact	Submission	Agree	Partially Agree	Disagree	Notes
32	Infrastructure Management	Structure of Waterways and Asset Management, lack of administrative support, centralised unit for traffic management issues, construction gangs could be benchmarked against other like construction outfits, inconsistent approach for Roads Act approvals				
37	Infrastructure Management	Concern regarding future involvement in stormwater related survey detail, monitoring and set out work				
5	Land Management	Contributions team would be better suited to be located in the Place Management unit.				
6	Land Management	Environmental Health Officers (Building Inspectors) be allocated as "district officers" and existing compliance officers be incorporated back within their relevant service units.				
9	Land Management	Client Manager (Duty Planner) that currently sits within the Land use Planning and Policy Unit moved to Sustainability Unit. Senior Planner Client Manager should be located within the Development Assessment Unit. Aligning the functions of the Rangers with Units involved in the management of Council Open Space and Parks.				
10	Land Management	Building and Certification title does not include 'Health'. Reallocation of EPS admin staff into service units. Duty Planner position moved into DAU. Private pool audit function be transferred to the BCH Unit.				
12	Land Management	Refinement of section names (Asset Management and Information Management), should CCWC/JSB have dotted line to WSC GM, Sustainability within GM's Unit.				
16	Land Management	Environment and Natural Resources positions to relocate from Sustainability to Compliance within Development and Building				
20	Land Management	Refer to chart for recommendations.				
22	Land Management	Protect and resource the existing 2 FTEs dedicated to 'Sustainability' and make Senior Officer level, additional FTE allocated, business partner or secondment model be developed.				
24	Land Management	Relationship between Sustainability Unit and Economic and Property Development - procedure outlined in the Audit needs to be put in place ASAP.				
30	Land Management	Refer to chart for recommendations.				
40	Land Management	Proposes relocating 2 staff to manage bush fire issues within the Waterways & Asset Management Unit, as part of a revamp of Emergency Management generally.				
41	Land Management	Ongoing need for the role of the Sustainability Officer - Coastal Management within the organisation				
39	Development and Building	2 options presented on structure of Building Certification and Health Unit - 2 or 3 Managers.				
3	Development and Building	Temporary Companion Animals Registration officer become a permanent position.				
29	Development and Building	Environment and Natural Resources and Admin staff consultation				
18	Development and Building	Director's Support Group' and 'Manager Community Safety and Compliance' - refer to directorate chart for recommendations.				
7	Development and Building	Officer position should be Land Management Department (Sustainability) or possibly Community and Recreation Services Department (Open Space).				

Restructure Submission Register

Number	Impact	Submission	Agree	Partially Agree	Disagree	Notes
19	Development and Building	Compliance should have a coordinator which reports to the Manager of Community Safety and Compliance.				
14	Community and Recreation Services	Recommends waterways sits within CRS as it is about the community with regards to amenity, recreation and work balancing for directorates.				
36	Community and Recreation Services	Introduction of a "Duty Health and Building Surveyor (DHBS)" who physically sits in Customer Contact alongside the current Duty Planner to provide frontline assistance				
44	Community and Recreation Services	Buildings Maintenance stay with CRS, Graffiti Management (from strategy to ongoing maintenance) should sit with Community Buildings. Consideration be given to resourcing the marketing and promotions and event management needs to support the Economic Development Strategy. Why wouldn't Waterways come under CRS? Cemetery Development and Management to sit with Economic and Property Development. All dumped waste be responsibility of Waste unit				
42	Community and Recreation Services	Transfer of Community Buildings: if the intention is to centralise all property under one Director then why has our our task/roles/functions also not transferred? Titles of Community Building Maintenance and Community Safety?				
	Administration					
17	Development and Building	Retain the existing management hierarchy for the administration team within the Development and Building Department and create a similar administration structure for Land Management.				
33	Development and Building	Suggest that position should report directly to the Manager of DAU				
34	Land Management	Suggest that current position of ESO be relocated to the Land Management Department				
43	Land Management	Secondment since 2008, where will substantive position of Research Officer - Environment and Planning Services sit?				
8	Land Management	Remain as Personal Assistant to the Director (Acting) Development and Building with Gina in the interim but be considered for the position of Personal Assistant to the Director Land Management once the Director is appointed. Merit based recruitment process.				
4	Land Management	Admin Coordinator position be made available to lead the pool of admin staff that will be placed within the 'Land Management Department'.				
1	GM's Unit	First preference would be to move with Managers of Governance, IT, Finance and HR who will be the GM's unit. Second preference would be to transfer to the Land Management Department.				