

## STRATEGIC PLANNING SUB-COMMITTEE

Meeting held in the Committee Room, Level 4, Civic Centre  
on Friday 25<sup>th</sup> November, 2016 at 1.00 p.m.

### MINUTES

PRESENT: Cr F Morello (Presiding Member)  
Mayor A Lee, Cr M Lovett (arrived at 1.10 p.m.), Cr S Perryman and  
Cr P Richardson

APOLOGIES: Nil

COUNCIL OFFICERS: Chief Executive Officer, Mark McShane  
Manager Business and Strategic Planning, Tracy Tzioutziouklaris

COUNCIL MEMBERS  
AS OBSERVERS: Nil

**WE ACKNOWLEDGE THE BOANDIK PEOPLES AS THE TRADITIONAL CUSTODIANS OF THE LAND WHERE WE MEET TODAY. WE RESPECT THEIR SPIRITUAL RELATIONSHIP WITH THE LAND AND RECOGNISE THE DEEP FEELINGS OF ATTACHMENT OUR INDIGENOUS PEOPLES HAVE WITH THIS LAND.**

MINUTES: Mayor Lee moved that the Minutes of the previous meeting held on Friday 28<sup>th</sup> October, 2016 be taken as read and confirmed.

Cr Perryman seconded

Carried

### QUESTIONS:

(a) With Notice - nil submitted

(b) Without Notice - nil submitted

1. **BEST PEOPLE BEST COMMUNITY - Community Plan - Organisation Structure - Strategic Planning Sub-Committee Report No. 8/2016 - Ref. AF16/185**

Cr Richardson moved it be recommended Strategic Planning Sub-Committee Report No. 8/2016 be received and the contents noted.

Mayor Lee seconded

Carried

Cr Perryman vacated the meeting at 1.50 p.m. and did not return.

2. **STRATEGIC PLANNING SUB-COMMITTEE - Scheduled Meeting Dates - Ref. AF15/266**

The Manager Business and Strategic Planning reported:

- (a) Important scheduled meetings for Members in relation to Best People Best Community include:

Monday 5<sup>th</sup> December, 2016 Special Meeting of Council

Strategic Planning Sub-Committee Minutes, Friday, 25<sup>th</sup> November, 2016 cont'd...

**Mayor Lee moved it be recommended:**

- (a) the report be received and the Special Meeting of Council to be held on Monday 5<sup>th</sup> December be noted.

Cr Lovett seconded

**Carried**

**MOTIONS WITH NOTICE** - Nil

**MOTIONS WITHOUT NOTICE** - Nil

The meeting closed at 2.15 p.m.  
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## **STRATEGIC PLANNING SUB COMMITTEE REPORT NO: 8/2016**

**SUBJECT: COMMUNITY PLAN – BEST PEOPLE BEST COMMUNITY – ORGANISATION STRUCTURE**

**REF: AF16/185**

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### **INTRODUCTION**

The Best People Best Community framework was developed to deliver the Community Plan through a review of all services to identify Council's strengths, weaknesses and to identify opportunities to improve on the effective and efficient delivery of services.

Steps 3 and 4 involving a Service Review, SWOT Analysis and Functional Alignment of all of the services identified have now been completed. Consideration is now being given to the structure of the organisation to achieve the best delivery of services provided by Council (Step 5 of Best People Best Community).

### **DISCUSSION**

As identified with Strategic Planning Sub-Committee Report No 6/2016 all of Council's services have been assessed in accordance with:

1. The level of alignment of the service with the strategic goals as contained within the Community Plan and Council core business;
2. Options per alternative service delivery including:
  - to continue with the level of a service.
  - alternative Service Delivery Models.
  - to decrease the level of service.
  - to provide no service.
  - to increase the level of a service.
3. How well a service meets intended performance outcomes and identifies:
  - Maintain performance;
  - Continuous Improvement;
  - Value and Efficiency; and
  - Delivery Review.

Upon the completion of the review of Council Services, consideration has been given to the most appropriate organisational structure to deliver the outcomes identified by the Community Plan and the ongoing demands placed on Local Government.

Council's Strategic Planning Sub-Committee will receive a verbal presentation by the Chief Executive Officer of the revised organisational structure at the Strategic Planning Sub-Committee meeting scheduled for Friday 25<sup>th</sup> November, 2016.

Following the Special Council Meeting on 5<sup>th</sup> December 2016, meetings will occur with Directors, Managers/Supervisors to inform them of the structure. Staff whose roles and reporting lines have been altered by the reviewed structure will meet with the Chief Executive Officer and relevant Directors & Supervisors.

There will be a general release of the organisational structure to all staff including a presentation by the Chief Executive Officer and Directors at staff meetings.

Strategic Planning Sub-Committee Report No. 08/2016 cont'd...

The implementation of the new structure will be staged over the first four months in 2017 with each new department coming 'on stream' following the commencement of each Director. Logistical office accommodation arrangements will occur in due course during 2017.

With a new organisational structure, it is likely that the reporting structure to Council will also be reviewed. Should the structure of the organisation reflect in part or fully, the four goals within the Community Plan, consideration will need to be given to the Standing Committee and Sub-Committee structure of Council to provide an effective reporting process between the Elected Members of Council and the administration. As the new structure will be implemented over several months in early 2017 Council will have adequate time to reflect upon and adjust the Decision Making Structure.

Once this process has been completed action plans for the new business units and individual staff will be developed and further refined to reflect the outcomes of each service that has been aligned to the Community Plan. Performance Manager will be modified to report on the Community Plan outcomes. The Action Plans will be supported by a revised Performance Development Review process with accomplishment records and development centres. These are outlined in Steps 6 – 8 of the Best People Best Community project work flow.

Not only is Best People Best Community a review process investigating the efficient and effective service delivery as outlined within the Community Plan, it also provides a strong focus on staff development. It is designed to build staff capacity, be inclusive, build capacity to think innovatively, challenge the status quo and embed a culture of continuous improvement.

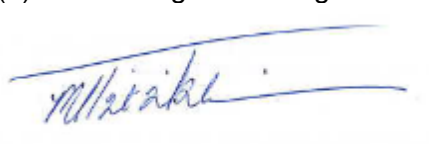
## **CONCLUSION**

Best People Best Community is the framework being used to develop an understanding of the resource implications of the Community Plan.

It focuses on the efficiency and effectiveness of services delivered by Council for the community. The consideration of the organisation structure is about targeting improvement to Council's service delivery and aligning efforts towards achieving the aspirations of the Community Plan. Structure is not fixed and will be continuously recalibrated to meet the effective service delivery and needs of the community.

## **RECOMMENDATION**

- (a) Strategic Planning Sub –Committee Report No 8/2016 be received and the contents noted.



**Tracy TZIOUTZIOUKLARIS**  
MANAGER BUSINESS AND STRATEGIC PLANNING

Sighted:



**Mark McSHANE**  
CHIEF EXECUTIVE OFFICER