

**CITY OF MARION
GENERAL COUNCIL MEETING
28 MARCH 2017**

CONFIDENTIAL REPORT

Originating Officer: Deborah Horton, Unit Manager Corporate Performance
Manager: Jaimie Thwaites, Acting Manager Corporate Governance
General Manager: Vincent Mifsud, General Manager Corporate Governance
Subject: Organisational Service Reviews – Status Report March '17
– City of Marion Library Service Review” (Appendix two)
Reference No: GC280317F01

If Council so determines, this matter may be considered in confidence under Section 90(3)(a) of the *Local Government Act 1999* on the grounds that it relates to matters that may affect personal affairs of a person/s living or dead.



Adrian Skull
Chief Executive Officer

RECOMMENDATION:

1. That pursuant to Section 90(2) and (3)(a) of the *Local Government Act 1999*, the Council orders that all persons present, with the exception of: Adrian Skull Chief Executive Officer, Vincent Mifsud General Manager Corporate Services, Abby Dickson General Manager City Development, Tony Lines General Manager Operations, Liz Byrne Manager Community & Cultural Services, Ray Barnwell Manager Finance, Jaimie Thwaites Acting Manager Corporate Governance, Victoria Moritz Governance Officer, Craig Clarke Unit Manager Communications, Deborah Horton Unit Manager Performance & Improvement be excluded from leaving the meeting as the Council receives and considers information relating to the City of Marion Libraries Service Review (Appendix Two), upon the basis it is satisfied that the requirement for the meeting to be conducted in a place open to the public has been outweighed by the need to keep consideration of the matter confidential on the grounds that the report contains information relating to personnel matters.

REPORT OBJECTIVE AND EXECUTIVE SUMMARY

This order excludes the public to enable fluid conversation regarding personnel matters. The detail has been extracted from section four of the "*City of Marion Library Service Review Report*" which is provided as Appendix two to "*Organisational Service Reviews – Status Report March 2017*" as presented to Council 14 March 2017.

RECOMMENDATIONS:

DUE DATES

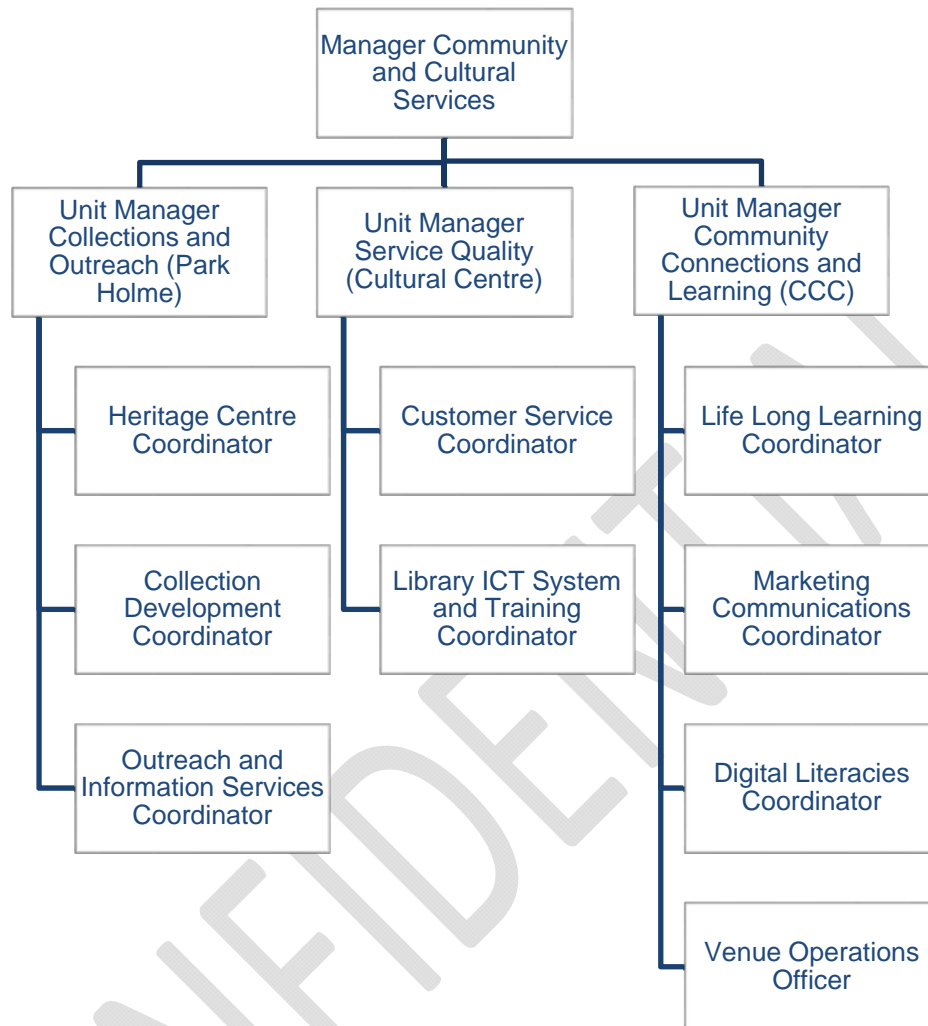
That Council:

12 Dec 2017

1. In accordance with Section 91(7) and (9) of the Local Government Act 1999 the Council orders that this report, City of Marion Library Service Review and the minutes arising from this report having been considered in confidence under Section 90(2) and (3)(d) of the Act, except when required to effect or comply with Council's resolution(s) regarding this matter, be kept confidential and not available for public inspection for a period of 12 months from the date of this meeting. This confidentiality order will be reviewed at the General Council Meeting in December 2017.

Attachment 4: Staffing and Resourcing

The current library organisation structure is as follows:



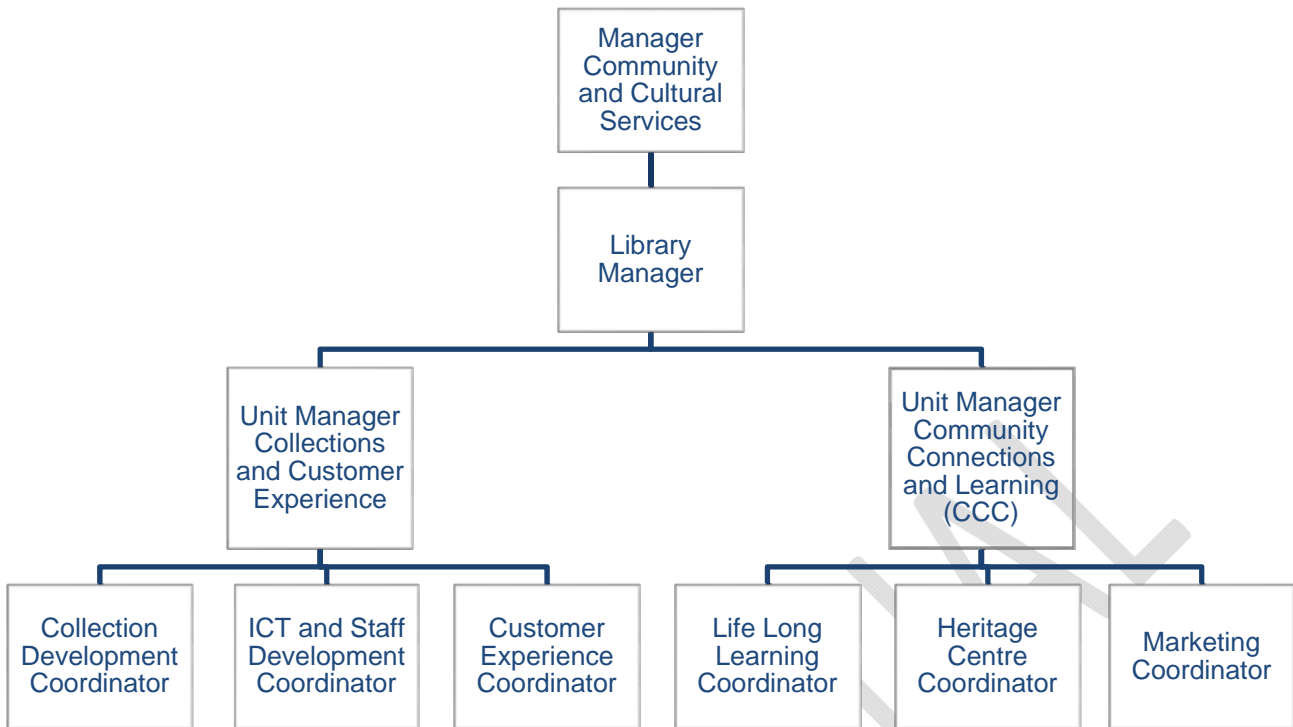
There is a need for a Library Manager who will provide leadership to the Marion Library Service and be a key advocate for libraries within the organisation.

The current structure has been reviewed, and the following changes suggested:

- A new Library Manager reporting to the Manager Community and Cultural Services, reducing direct reports to the Manager Community and Cultural Services from seven to five.
- Broadly combining the Unit Managers for Collections & Outreach and Service Quality, thus retaining three key managers to look after the staff and facilities at each of the three library sites.
- Undertaking minor improvements to roles and reporting.

Staff are currently located at the three libraries, and this was considered to be the most efficient service delivery method. Advantages include being able to provide their services on site, being near their 'tools of the trade', minimising travel time, and having a library as their home base. All three libraries are designed to house library staff in back workrooms.

The proposed library organisation structure is therefore as follows:



The new structure recognises the need for a flexible and adaptive workforce:

- Staff at all branch locations need to be involved in the delivery of outreach programs
- Consider the rotation of staff through the various library teams to build organisational competencies, capacity, individual skills and experience, and for succession planning purposes
- Expand training and experience with digital technology and innovations
- Develop general staff venue hire skills and experience to assist the Venues Officer – this will maximise the use and quality of venue hire to customers
- Ensure all contemporary and core library services are included in all position descriptions i.e. children's, technology, information services, etc.; this will enable the library to develop better training plans, manage staff performance, deliver quality contemporary services, and inform recruitment strategies and processes
- Redesign staff roles: consider reducing staff hours responsible for collection development and reassign them to the program delivery area.