Organisational Structure

General Manager
Gary James

Manager Communications
Justine Henderson

- Communication strategies planning
- Improving two way communications with community
- Issues management
- Standardisation of published material
- Oversee Website Development & content

Director Planning & Development
Allan Coker

Manager Strategic Planning
Chris Bluett

- Urban Development Policies & Strategies
- Local Environmental Plans
- Development Control Plans
- Section 94 Plan, Section 94A Plan
- Development Control Plans
- State of the Environment Reporting
- Environmental Projects
- Environment Policies and Strategies
- Heritage Conservation planning
- Heritage Advice and Referrals
- Urban Design
- Public Domain strategies
- Special projects
- Publications
- Certificates (Planning, Notices & Orders, Rates)

Manager Development Control
Patrick Robinson

- Pre-lodgement Advice
- Assessment of Development Applications
- Determination of applications under Delegation
- Section 96 Applications
- Section 82A Reviews
- Appeals
- Construction Certificates (Class 1 & 10)

Manager Compliance
Tim Tuxford

- Construction Certificates (Class 2-9)
- Complying Development Certificates
- Building Compliance
- Land Use Compliance
- Fire Safety
- Food safety
- Public health inspections
- Air, Noise & Water Pollution
- Swimming pools fencing
- Microbial Control, Immunisation
- Parking Enforcement
- Abandoned Vehicles
- Dumped rubbish, Littering
- Erosion & Sediment Controls
- Companion Animals & Impounding
- Security Services, Beach safety

Director Technical Services
Tom O'Hanlon

Manager Civil Operations
Mark Ramsay

- Waste Management
- Business Centre Cleaning
- Street Cleaning
- Fleet Management
- Vehicle & Plant Repair
- Purchasing
- Stores Management
- Civil Depots Management
- Emergency Services
- Civil Maintenance
- Road and Footpath Restorations
- Minor Capital Works (Civil)
- Harbourside Structures Maintenance

Manager Capital Projects
Jake Matuzic

- Capital Projects Management - Open Space
- Capital Projects Management - Civil
- Capital Projects Management - Traffic
- Capital Projects - Environmental
- Civil Design
- Landscape Design
- Capital Projects Procurement
- Project Management Systems

Manager Open Space & Trees
Bruce Rann

- Open Space Management
- Open Space Maintenance
- Tree Management
- Tree Maintenance
- Recreation Planning
- Environmental Sustainability
- Natural Areas Management
- Open Space Asset Management
- Community Land Management
- Open Space Improvement Programs
- DA Referrals
- Parks Depot Management
- Minor Capital Works (Parks)

Manager Property
Zubin Marolia

- Building Management
- Building Maintenance
- Land & Property Management
- Building Trades
- Property Assets Management
- Property Capital Projects
- Street Furniture Maintenance & Installation
- Car Parks
- Graffiti Removal

Manager Engineering Services
Cathy Edwards-Davis

- Traffic & Transport
- DA Referrals
- Storm water Management
- Street lighting
- Asset Management systems
- Civil Assets Management
- Road & Driveway approvals
- Road Opening Permits
- Street Furniture Management
- Harbourside Structures Management

Director Community Services
Kylie Walshe

Manager Library & Information Services
Vicki Munro

- Three library lending service points
- Local history Centre
- Home Library Service
- Collection development
- Literacy programme
- Cultural programs including Writers & Readers, Tea Topics, Poets Picnic etc
- Staffing co-ordination
- Community information

Manager Community Development
Susan Turner

- Social Planning
- Woollahra Preschool
- Woollahra Seniors Centre
- Community Grants
- Community Committees, ie Safety, Access, Youth
- Support and facilitate community services & activities e.g Holdsworth Community Centre

Cultural Development Coordinator
Jo Jansyn (on maternity leave)

- Cultural Policy & Planning
- Small Sculpture Prize & Public Art Program
- Cultural Events and Grants
- Partnerships with cultural organisations, ie
- Critical Path, Philharmonic Orchestra, ESORA

Community Liaison Coordinator
Andrea Alger

- Community Information (inc.What's on, Website)
- Community Facilities Management & Hall Hire
- Marketing & Promotion of community service activities

Director Corporate Services
Stephen Dunshea

Manager Organisational Development and Human Resources
Ian Mackinlay

- Recruitment
- Organisational Development
- Training
- EEO
- Staff policies
- Performance management system
- Job re-design
- Industrial Relations
- Payroll

Manager Finance
Don Johnston

- Financial planning, management & reporting
- Rates
- Investments
- Accounts receivable & payable
- Financial system administration and training

Manager Business Assurance and Risk
Cheryle Burns

- Managing risk
- OH & S
- Insurances
- Workers compensation
- Rehabilitation programs
- Motor vehicle insurance

Manager Governance
Les Windle

- Probity
- Council & Committees Business papers
- Secretariat
- Printing
- Mayoral Driver
- Records Management
- Records service within legislative requirements
- Document management system
- Archive storage
- Appropriate community access to records

Manager Information Systems
Nabil Saleh

- Information services
- Land information systems
- Systems administration
- Systems support

Acting Manager Customer Service
Cristina Fotakopoulos

- Customer service
- Telephone service
- Complaints management
- Customer service strategies & policy
- Promotion & enhancement of Council image

As at JANUARY 2012