





# Organisation Structure and Responsibilities Summary\*



## Council

<p><b>Chief Executive Officer</b> – Anthony Basford </p> <p>Executive Assistant – Colleen Smith</p> <p>Executive Projects – Maryanne Bennett</p>		
<p><b>General Manager Business Excellence</b> – Peter Cannizzaro </p> <p>Personal Assistant – Wendy Veldhuizen</p>	<p><b>General Manager Place and Community</b> – Stuart McConnell </p> <p>Personal Assistant – Vicki Jerrett</p>	<p><b>General Manager Assets and Environment</b> – Fiona Weigall </p> <p>Personal Assistant – Jacqui Walker</p>
<p><b>Manager Customer Experience and Communications</b> Swathi Kartik </p> <ul style="list-style-type: none"> <li>• Call centre</li> <li>• Civic events</li> <li>• Communications incl. media liaison, design, web and social media</li> <li>• Service Centres incl. remote library services</li> </ul>	<p><b>Manager Community Engagement</b> Sascha Johns </p> <ul style="list-style-type: none"> <li>• Access and inclusion incl. Aboriginal liaison, positive ageing and disability</li> <li>• Children, youth and family programs</li> <li>• Community engagement policy and strategy</li> <li>• Community library service</li> <li>• Emergency management incl. planning, response and recovery</li> <li>• Place managers</li> </ul>	<p><b>Acting Manager Assets and Projects</b> Sam Macpherson </p> <ul style="list-style-type: none"> <li>• Asset management planning</li> <li>• Capital works program incl. road renewal</li> <li>• Council owned/managed building asset maintenance/construction</li> <li>• Fleet and plant management</li> <li>• Project planning and implementation incl. detailed design work</li> </ul>
<p><b>Manager Finance</b> Liz Collins </p> <ul style="list-style-type: none"> <li>• Accounts payable / receivable</li> <li>• Financial reporting and compliance</li> <li>• Investment strategy</li> <li>• Operational and capital budget formation, monitoring, reporting and control</li> <li>• Rates and valuations incl. property information maintenance</li> </ul>	<p><b>Manager Council Enterprises</b> John Morton </p> <ul style="list-style-type: none"> <li>• Aquatic facilities (Bairnsdale, Lakes, Orbost)</li> <li>• Caravan Parks (Eagle Point, Mallacoota, Swifts Creek and Cann River)</li> <li>• East Gippsland Livestock Exchange</li> <li>• Marina management and maintenance (Metung and Paynesville)</li> <li>• The Forge Theatre and Arts Hub</li> </ul>	<p><b>Manager Community Facilities and Open Space</b> Wayne Richards </p> <ul style="list-style-type: none"> <li>• Arborist and tree services</li> <li>• Committees of Management liaison</li> <li>• Community facility planning</li> <li>• Open space planning incl. foreshore and public reserves</li> <li>• Parks and gardens incl. environmental works</li> </ul>
<p><b>Acting Manager Governance</b> Simon Alleaume </p> <ul style="list-style-type: none"> <li>• Corporate governance incl. legal and compliance</li> <li>• Procurement and tendering</li> <li>• Property matters incl. leases, licensing, sales and acquisitions</li> <li>• Representative governance incl. Mayor and Councillors support, Council business papers and Councillor policies</li> </ul>	<p><b>Acting Manager Economic Development and Tourism</b> Stephen Kleinitz </p> <ul style="list-style-type: none"> <li>• Business and industry support incl. chamber of commerce liaison and peak body liaison</li> <li>• Festivals and events development and attraction</li> <li>• Economic development strategy incl. marketing and promotion and government policy analysis</li> <li>• Tourism strategy and development incl. destination plans, advocacy and Visitor Information Centres</li> </ul>	<p><b>Manager Sustainability and Waste Minimisation</b> Kartik Venkatraman </p> <ul style="list-style-type: none"> <li>• Environmental sustainability</li> <li>• Kerbside collection</li> <li>• Old landfill rehabilitation and monitoring</li> <li>• Waste management incl. landfills, transfer stations, trailers and kerbside services</li> </ul>
<p><b>Manager Information Services</b> (shared with Wellington Shire) Phill Phillipou </p> <ul style="list-style-type: none"> <li>• Business Systems</li> <li>• Information (Records) Management</li> <li>• ICT Operations</li> </ul>	<p><b>Manager Planning</b> Aaron Hollow </p> <ul style="list-style-type: none"> <li>• Community and social planning incl. place plans</li> <li>• Land use planning (Statutory)</li> <li>• Strategic planning incl. planning scheme amendments and significant social and environmental issues</li> </ul>	<p><b>Manager Works</b> Mark Burnett </p> <ul style="list-style-type: none"> <li>• Aerodrome operations and maintenance – Bairnsdale, Orbost and Mallacoota</li> <li>• Maintenance Service Contract Auditing</li> <li>• Council owned/managed infrastructure maintenance</li> <li>• Raymond Island Ferry operations and maintenance</li> <li>• Road safety (technical/engineering)</li> <li>• Remote place-based service crews</li> </ul>
<p><b>Manager People, Performance and Culture</b> Rebecca Aston </p> <ul style="list-style-type: none"> <li>• Corporate planning and reporting</li> <li>• Human resource management incl. workforce planning, learning and development and industrial relations management</li> <li>• Insurance/Risk management</li> <li>• Occupational Health &amp; Safety</li> <li>• Organisation development incl. continuous improvement and service reviews</li> <li>• Payroll services</li> </ul>	<p><b>Acting Manager Regulatory and Compliance Services</b> Leah McLeod </p> <ul style="list-style-type: none"> <li>• Community (local) laws incl. parking, enforcement and school crossings</li> <li>• Environmental Health incl. immunisation program</li> <li>• Fire prevention</li> <li>• Statutory building regulations enforcement</li> </ul>	

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\* This summary is indicative of the Manager's portfolio and does not include all functions or facets.

Updated 11/10/19