

POS	STRUCTURE FOR ADMINISTERING THE CITY OF COCKBURN	PSES11
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POSITION STATEMENT CODE:	PSES11
DIRECTORATE:	Executive Support Department
BUSINESS UNIT:	Executive Support Department
SERVICE UNIT:	Executive Support Services
RESPONSIBLE OFFICER:	Chief Executive Officer
FILE NO.:	182/002
DATE FIRST ADOPTED:	21 October 2003
DATE LAST REVIEWED:	8 September 2016
ATTACHMENTS:	Yes
VERSION NO.	5

Dates of Amendments / Reviews:		
DAPPS Meeting:	31 January 2013 24 August 2014 27 August 2015	25 February 2016 25 August 2016
OCM:	11 March 2011 14 February 2013 11 September 2014	10 September 2015 10 March 2016

BACKGROUND:

The City of Cockburn is administered through a structure of five Divisions, fourteen Business Groups and over forty Service Units. These units are managed by a Chief Executive Officer, Directors, Strategic Business Unit Managers and other managers. The structure is broadly based on the functions that local government has and is reviewed regularly. It is changed when the City embarks on new business opportunities, divests itself of service functions or when there is a need to reorganise functions into different units for better management.

PURPOSE:

To ensure that the City of Cockburn complies with the obligation imposed on it by Section 5.2 of the Local Government Act, 1995, (the Act) which prescribes that the Council "...is to ensure that there is an appropriate structure for administering the local government."

POSITION:

- (1) Council recognises its responsibility pursuant to s5.2 of the Act, and considers the attached [Structure for Administering the City of Cockburn](#) an appropriate structure for administering its local government;
- (2) Council approval is required to implement any variation to the *Structure for Administering the City of Cockburn*;

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- (3) The *Structure for Administering the City of Cockburn* describes the principal functions that Council directs are to be undertaken by each Business and Service Unit;
- (4) In accordance with the Act, the CEO's function is to manage the day-to-day operations of the local government and be responsible for employing those employees not designated as "senior employees";
- (5) Consistent with the functions described in (4), Council authorises the CEO to allocate employees across Service Units, where he or she considers doing so increases organisational efficiency.



**STRUCTURE FOR ADMINISTERING
THE CITY OF COCKBURN**

SEPTEMBER 2016

COUNCIL

CHIEF EXECUTIVE OFFICER



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EXECUTIVE SERVICES

Executive Support Business Unit

Strategy & Civic Support Business Unit

Executive Support

Service Function

To provide support to and on behalf of the Chief Executive Officer and the Executive Group

Strategy

Service Function

To support the City in the development and integration of corporate planning.

Civic Support

Service Function

To focus on the civic and ceremonial functions including planning, security and operation.

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GOVERNANCE & COMMUNITY SERVICES DIVISION

Library Services Business Unit

Branch Libraries

Service Function
Manage a public facility that provides spaces and staff to enable capacity building, community collaborations and to deliver collections and services specific to the catchment demographic of the branch.

Young Peoples Services

Service Function
Provide and support a range of inclusive library programmes, environments and collections that support the early and continued development of literacy skills in the children and young people of the City of Cockburn.

Adult Services

Service Function
Provide and support a range of programs and events in collaboration with major stakeholders that support lifelong learning and community engagement for Cockburn residents.

Technology & Digital Services

Service Function
Support and manage information technology for the library service to ensure that the systems run efficiently and meet the contemporary needs of a modern library service. Co-ordinate and support the delivery of the library's virtual network.

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GOVERNANCE & COMMUNITY SERVICES DIVISION

Recreation & Community Safety Business Unit

Leisure Centre	Recreation Services	Ranger & Community Safety	Grants & Research
<p>Service Function Provision of a range of affordable centre based aquatic and indoor sporting and recreational facilities and services to the community from the South lake Leisure Centre Facility and Cockburn ARC.</p>	<p>Service Function To provide effective high quality community based recreation services programs and Leisure facilities</p>	<p>Service Function These services work to improve the safety and security of City residents and visitors through the administration of local laws and state legislation utilising a range of education, prevention and mitigation strategies</p>	<p>Service Function To provide a central City of Cockburn co-ordinating service for the distribution of grants, donations and sponsorship to community organisations and individuals. To seek grants from Commonwealth, State Government and other sources for services and facilities for residents of the City. To carry out research on matters related to issues of concern and interest to the City of Cockburn and to promote the interests of the City</p>

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GOVERNANCE & COMMUNITY SERVICES DIVISION

Community Development & Services Business Unit

Childcare & Seniors

Service Function

Administer Council funded services, programs and facilities aimed at providing and developing increased social support, activity and leisure opportunities for the senior citizens of Cockburn.

Administer grant funds provided to Council for the operation of the Home and Community Care and Community Aged Care packages. Provide programs and services for aged and disabled citizens to assist them in maintaining their independence

To equitably and effectively administer grant and fees provided to Council for the operation of the Family Day Care/In Home Care Services and the Outside School Hours Care Service.

Family & Community Development

Service Function

Provides a range of individual, family and child focused services for residents, via a community development approach or direct service delivery, including information, referral, advocacy or direct assistance and support

To provide capacity building and community engagement mechanisms to strengthen and support community groups and volunteers operating within the City of Cockburn

Youth Services

Service Function

Administer grant and Council funded services, programs and facilities aimed at providing and developing increased social support, amenity, activity and leisure opportunities for the young people of Cockburn. Youth services offers three streams of services for young people – youth work, youth centre programs and youth development.

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GOVERNANCE & COMMUNITY SERVICES DIVISION

Corporate Communications Business Unit

Events & Culture

Service Function
To provide a range of entertainment and cultural events to the community that properly and positively reflect the Council's commitment to deliver quality and cost effective programs, services and activities.

Customer Service

Service Function
To provide a range of services that deliver quality, timely and cost effective customer service to the community.

Communications & Marketing

Service Function
To provide a range of communications material and services that ensures that the community is informed about the City's services and programs.

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GOVERNANCE & COMMUNITY SERVICES DIVISION

Governance & Risk Business Unit

Governance Services

Service Function

To ensure that Council's Compliance and Risk Management responsibilities are fulfilled in a timely manner within statutory and best practice standards

PLANNING & DEVELOPMENT DIVISION

<p><u>Building Services Unit</u></p>	<p><u>Environmental Health Services Unit</u></p>	<p><u>Statutory Planning Services Unit</u></p>	<p><u>Strategic Planning Services Unit</u></p>	
<p>Building Services Unit</p>	<p>Environmental Health Serv.</p>	<p>Statutory Planning Serv</p>	<p>Strategic Planning Serv.</p>	<p>Leasing & Land Administration Serv.</p>
<p>Service Function To ensure that buildings and structures within the district provide acceptable levels of public safety, amenity and comply with all relevant building codes, standards and regulations</p>	<p>Service Function To ensure that the conduct and operation of premises and activities within the district comply with accepted standards and practices for public health and to ensure that the quality of the environment is protected and improved</p>	<p>Service Function To provide control and management of development, land use and subdivision functions within the City to ensure standards of amenity are maintained. The Service also undertakes compliance and enforcement action against unapproved development</p>	<p>Service Function Prepares structure plans, formulates strategies, adopt policies which provide formal guidance and direction for the planning and development of the District and to ensure that all property interests and the City's land portfolio are appropriate and sufficient</p>	<p>Service Function Administers leases and licenses, purchases and develops land for council works, manages public requests for pedestrian access-ways, including closures</p>

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ENGINEERING & WORKS DIVISION

Waste Services Business Unit

Waste Disposal Serv.

Service Function

To operate a landfill site at Henderson to accept waste in accordance with the requirements of a Class II site under the Environmental Protection Act and maximise the financial return

Waste Collection Serv.

Service Function

To provide a regular reliable and safe waste and recycling collection service for every premise within the district and dispose of it in an environmentally acceptable manner

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ENGINEERING & WORKS DIVISION

Parks & Environmental Services Business Unit

Environment Serv.

Service Function

To prepare Plans, develop policies and strategies, undertake studies and provide advice on environmental matters and ensure the protection and management of areas of environmental importance

Parks Serv.

Service Function

The design, construction and operational maintenance of Public Open Space and Streetscapes to provide functional and attractive locations for recreational activities by the Community

ENGINEERING & WORKS DIVISION

Engineering Services Business Unit

Road Construction Serv.

Service Function

To construct and maintain roads, drains and associated infrastructure in accordance with adopted designs

Road Design Serv.

Service Function

To provide design services for roads, paths, drains, development assessment and traffic management treatments that are under the responsibility of Council in accordance with Australian Standards and industry best practice

Road Planning & Development Serv.

Service Function

To ensure development occurs in accordance with all relevant Australian Standards and Council's development conditions and specifications

Transport & Traffic Serv.

Service Function

To ensure that planning and development of the transport network within the City meets people and industry needs while minimising environmental impact

ENGINEERING & WORKS DIVISION

Infrastructure Services Business Unit

Facilities & Plan Serv.

Service Function

To manage, maintain and deliver Council owned buildings, structure and plant services to provide for the requirement of the staff and community.

Asset Serv.

Service Function

To ensure that Council's assets meet and provide the required levels of service in the most cost effective method through an optimal balance of creation, preservation, enhancement and disposal.

Project Management & Development Serv.

Service Function

To provide a consistent framework and methodology for the development and implementation of all major projects within the City.

Marina & Coastal Serv.

Service Function

To manage the Port Coogee Marina Facility including business development, pen-holder liaison and daily service operations plus plan and deliver on coastal infrastructure and management initiatives.

FINANCE & CORPORATE SERVICES DIVISION

Financial Services Business Unit

Rates & Revenue Serv.

Service Function

To deliver a rates (and other property based charges) issuing and collection service, creation and maintenance of the central property database for the City and all applicable statutory obligations; to control and delivery of all revenue services including invoicing and collection, and to provide and co-ordinate the electors Electoral Roll for Council.

Accounting Serv.

Service Function

This Unit is responsible for establishing and maintaining systems and processes that enable the identifying, recording, transacting, interpreting and communicating of the City's financial data as well as the delivery of accountability services to meet the City's budgetary statutory and business needs.

To provide financial services for the City related to meeting its statutory and business obligations with respect to financial risks, taxation and all outgoing payments; and to ensure the efficient deployment of works and project costing systems and the development of associated budgets.

To provide financial costing, management reporting and financial analysis for all business units, management and Council to meet Council's statutory

financial reporting and audit requirements; and to co-ordinate Council's financial planning function including compiling the Annual Budget and Long Term Financial Plan.

Procurement Serv.

Service Function

To provide an effective centralised procurement and contract administration service to the organisation and to ensure organisational compliance with statutory tendering requirements and internal purchasing procedures.

FINANCE & CORPORATE SERVICES DIVISION

Information Services Business Unit

Information, Communication and Technology Serv.

Service Function

To deliver support technical services and planning for future enhancement/ growth in respect of Council's information technology requirements

Business Systems Serv.

Service Function

To provide support to the City's core business systems, manage new projects and help facilitate continuous process improvement

GIS Serv.

Service Function

To provide an asset information service management system and a geographical information system

Records Serv.

Service Function

To provide a high standard of technologically advanced Records Management Services to support the needs of the user clients within the City of Cockburn, the governing function of Council and other identified external uses of the records function

FINANCE & CORPORATE SERVICES DIVISION

Human Resource Services Business Unit

Safety Serv.

Service Function

To provide advice and support in the areas of safety, workers' compensation and rehabilitation

HRM/Learning & Development Serv.

Service Function

To provide policy, programs and advice which shape the workforce to ensure it is capable of achieving the business objectives now and in the future

Payroll Serv.

Service Function

To pay employees and maintain accurate information in regard to leave, personal details and entitlements