

<b>Title</b>	<b>Structure for Administering the City of Cockburn</b>
<b>Policy Number</b> (Governance Purpose)	



## Policy Type

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Council

## Policy Purpose

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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, Senior Management Team 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.

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."

## Policy Statement

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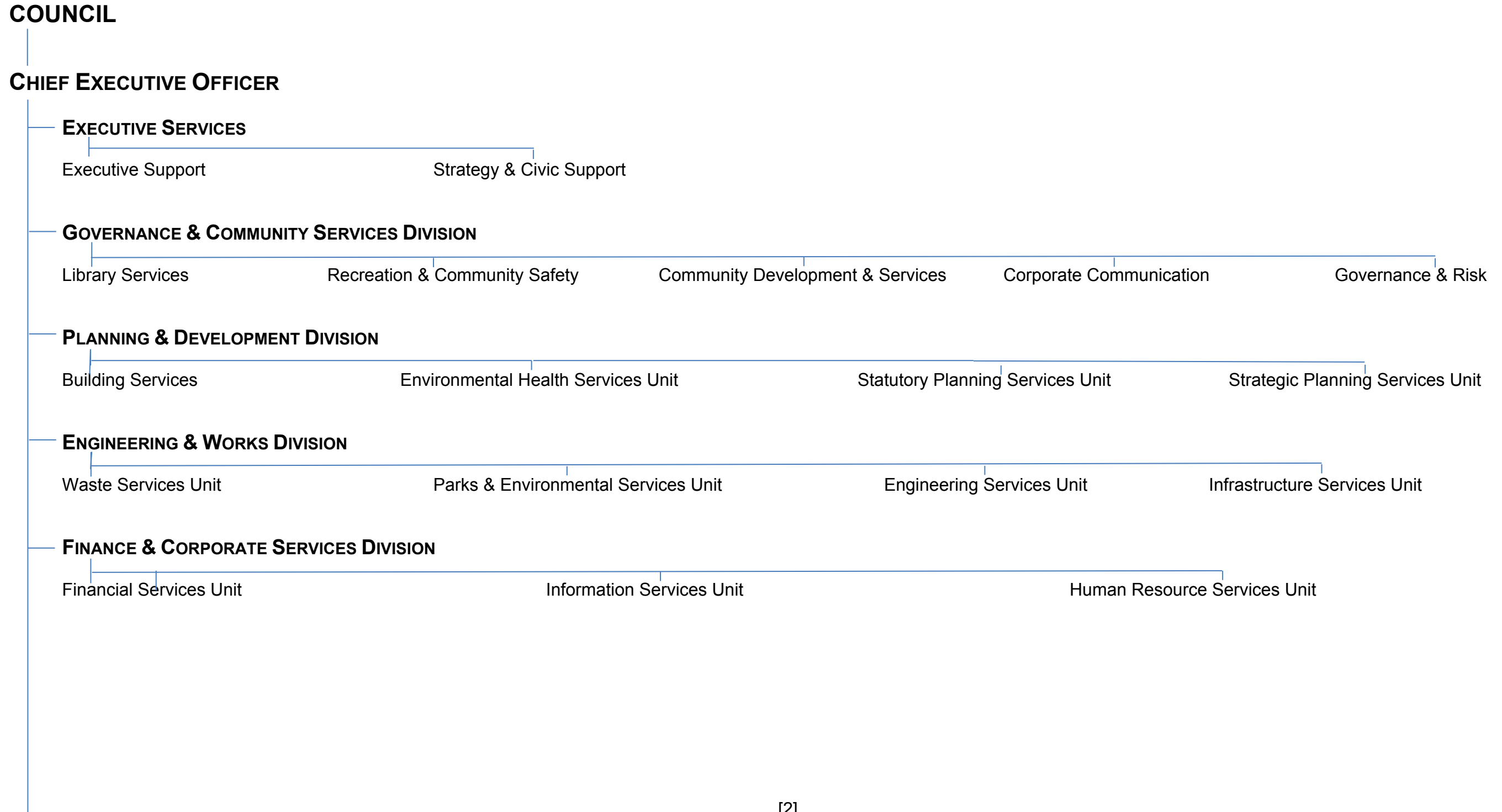
- (1) Council recognises its responsibility pursuant to s5.2 of the Act, and considers the attached Structure for Administering the City of Cockburn an appropriate structure for administering its local government;
- (2) Council approval is required to implement any variation to the *Structure for Administering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

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**STRUCTURE FOR ADMINISTERING  
THE CITY OF COCKBURN**

**MARCH 2019**



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## **EXECUTIVE SERVICES**

### **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

#### **Recreation Facilities**

Service Function  
Provision of a range of affordable centre based aquatic, indoor sports and recreation programs/services from Cockburn ARC

#### **Recreation Services**

Service Function  
To provide effective high quality community based recreation services programs and Leisure facilities.

#### **Ranger & Community Safety**

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.

#### **Leisure Planning**

Service Function  
Provides strategic direction and guidance in the future provision and design of sport and recreation facilities/reserves to ensure they adequately meet the needs of the community.

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## GOVERNANCE & COMMUNITY SERVICES DIVISION

### Community Development & Services 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.

#### **Grants & Research**

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.

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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.



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## PLANNING & DEVELOPMENT DIVISION

### **Building Services**

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

### **Environmental Health Services**

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.

### **Statutory Planning Services**

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.

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## PLANNING & DEVELOPMENT DIVISION

### Strategic Planning Business Unit

#### **Strategic Planning Services**

##### Service Function

Prepares structure plans, formulates strategies, adopt policies which provide formal guidance and direction for the planning and development of the district, maintains the City's development contribution plans, provides cartographic and GIS expertise relevant to planning and administers geographic naming and street numbering.

#### **Land & Lease Administration Services**

##### Service Function

Administers leases and licenses which span commercial, community and tourism purposes, purchases and develops land according to the adopted strategy of the City, manages public requests for pedestrian access-ways, including closures and ensures that all property interests and the City's land portfolio are appropriate and sufficient.

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## **ENGINEERING & WORKS DIVISION**

### **Waste Services Business Unit**

#### **Waste Disposal Services**

##### 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 Services**

##### 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 & Environment Services Business Unit**

#### **Parks Services**

##### 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.

#### **Environment Services**

##### 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.

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## ENGINEERING & WORKS DIVISION

### Engineering Services Business Unit

#### **Road Construction Services**

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

#### **Road Design Services**

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 Services**

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

#### **Transport & Traffic Services**

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

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## **ENGINEERING & WORKS DIVISION**

### **Infrastructure Services Business Unit**

#### **Facilities & Plant Services**

Service Function

To plan and deliver the Council's building and facility operational and minor capital works programs as well as deliver the City's plant and fleet acquisition and maintenance services.

#### **Project and Asset Services**

Service Function

To manage the development and delivery of project and asset management frameworks, systems, processes and procedures and provision of services for best practice asset and project management including in the delivery of the City's major building and facility and other infrastructure capital works programs and operational activities.

#### **Marina & Coastal Services**

Service Function

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

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## FINANCE & CORPORATE SERVICES DIVISION

### Financial Services Business Unit

#### **Rates & Revenue Services**

Service Function

To raise, collect and account for the City's rates and other revenue and administer its banking and online payment systems, as well as maintaining the City's property database and co-ordinating preparation of the electors roll for Council.

#### **Accounting Services**

Service Function

To establish and maintain systems and processes enabling the transacting and management of the City's financial information, as well as providing accounting support and services for the City's business activities, financial planning, performance reporting and auditing needs.

#### **Procurement Services**

Service Function

To provide effective centre-led procurement services and support for competitive sourcing and the associated contract management, whilst also ensuring organisational compliance with statutory tendering and internal procurement requirements.

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## FINANCE & CORPORATE SERVICES DIVISION

### Information Services Business Unit

#### **Information, Communication & Technology Services**

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

#### **Business Systems Services**

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

#### **GIS Services**

Service Function  
To provide an asset information service management system and a geographical information system.

#### **Records Services**

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.



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**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.

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Strategic Link:	Workforce Plan
Category	Governance
Lead Business Unit:	Human Resources
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	14 March 2019
Next Review Due: (Governance Purpose Only)	March 2020
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