

Title	Structure for Administering the City of Cockburn
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Policy Type

Council

Policy Purpose

The City of Cockburn is administered through a structure of four Directorates. This structure is managed by a Chief Executive Officer, and four Senior Officers. The structure is aligned to the activities and functions of the City 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.

The Policy serves to ensure that the City of Cockburn complies with the obligation imposed on it by s5.2 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

- (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* in relation to the four Directorates, however the CEO may undertake minor variations as they see fit with regards to the allocations of functions and resources across those four Directorates.
- (3) 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".
- (4) Consistent with the functions described in (4) above, Council notes the CEO will allocate employees across functions and activities, where he or she considers doing so increases organisational efficiency.
- (6) The roles of:
 - Director Community and Place
 - Director Corporate and System Services
 - Director Infrastructure Services
 - Director Planning and Sustainability

are deemed to be a senior role and designated as a Senior Employee, pursuant to Section 5.37 of the Act. This is to ensure a distinction in this role between the

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Governance function of the organisation and the Governance responsibilities of the Council.

The following Directorate table provides clarity around the directorates, Senior Officers and associated purpose.

Chief Executive Officer	Director Community and Place	Director Corporate and System Services	Director Infrastructure Services	Director Planning and Sustainability
Leading the strategic direction	Engaging and servicing the community	Running and improving the business	Maintaining the community	Planning and renewing communities

Strategic Link:	Workforce Plan
Category:	Governance
Lead Business Unit:	Human Resource
Public Consultation: (Yes or No)	No
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