

POL-C-093 Organisational Structure and Designated Senior Employees

1. OBJECTIVE

To establish:

- the Chief Executive Officer's (CEO) role and responsibilities in relation to the City's organisational structure; and
- those positions designated by Council as Senior Employees for the purposes of the *Local Government Act 1995* (the Act).

2. POLICY STATEMENT

2.1 Organisational Structure

(Refer Section 5.2 of the Local Government Act 1995)

- a) The CEO shall be responsible for the preparation of an appropriate organisational structure for administering the City.
- b) The CEO shall keep the Council informed of changes to the organisational structure.
- c) If the Council is not satisfied that an appropriate organisational structure exists, the Council shall, by resolution direct the CEO to establish a structure in accordance with any advice provided by the Council.

2.2 Senior Employees

(Refer Section 5.37 of the Local Government Act 1995)

- a) The following positions are classified as 'Senior Employees' for the purposes of the Act:
 - i. Chief Executive Officer
 - ii. Executive Manager Stakeholder Relations
 - iii. Executive Manager Operations
 - iv. Executive Manager Community Wellbeing
 - v. Executive Manager Planning and Development
- b) The CEO is to inform the Council of any proposal to employ or dismiss a Senior Employee.

Document Control

Document Approvals:			
Version #	Council Adoption		
1.	OCM 06/07/2005 - new policy, to provide the CEO with Council's guidelines for the administration of the City's Organisational Structure.		
2.	OCM 02/07/2008 - revised policy removes reference to statutory delegation and clarifies operational requirements.		
3.	OCM 02/09/2009 - revised policy includes new structure of the City of Swan.		
4.	OCM 26/09/2012 - revised policy includes new structure of the City of Swan		
5.	OCM 10/09/2014 - adopted policy for 2 years.		
6.	OCM 17/12/2014 - adopted revised policy.		
7.	OCM 16/12/2015 - adopted reviewed policy, with no amendments.		
8.	OCM 15/03/2017 - adopted revised policy		
Document Responsibilities			
Custodian:	Manager Organisational Planning and Development	Custodian Unit:	Organisational Planning and Development
Document Management:			
Risk Rating:	2	Review Frequency:	Triennial
Next Review:	2020	ECM Ref:	1355552
Compliance Requirements:			
Legislation:	Local Government Act 1995, s.5.2, s.5.37 Relevant Industrial Awards and Agreements		
Industry:			
Organisational:	Organisational Restructure Maintenance Process Business Unit Restructure Process		
Strategic Community Plan:	G1.1 Provide accountable and transparent leadership		