

## CP.16 Organisation Structure

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| <i>Responsible Department</i>  | Office of the CEO                               |
| <i>Resolution Number</i>       | C.5181  |
| <i>Resolution Date</i>         | 20/11/2024                                      |
| <i>Next Scheduled Review</i>   | 2026/27   |
| <i>Related Shire Documents</i> |   |
| <i>Related Legislation</i>     | Local Government Act 1995, section 5.2,<br>5.37 |

### OBJECTIVE

To provide guidance to the Council and the Chief Executive Officer concerning the Organisation Structure for the Shire’s administration, including the management of functional responsibilities, senior employees and the allocation and management resources within the structure.

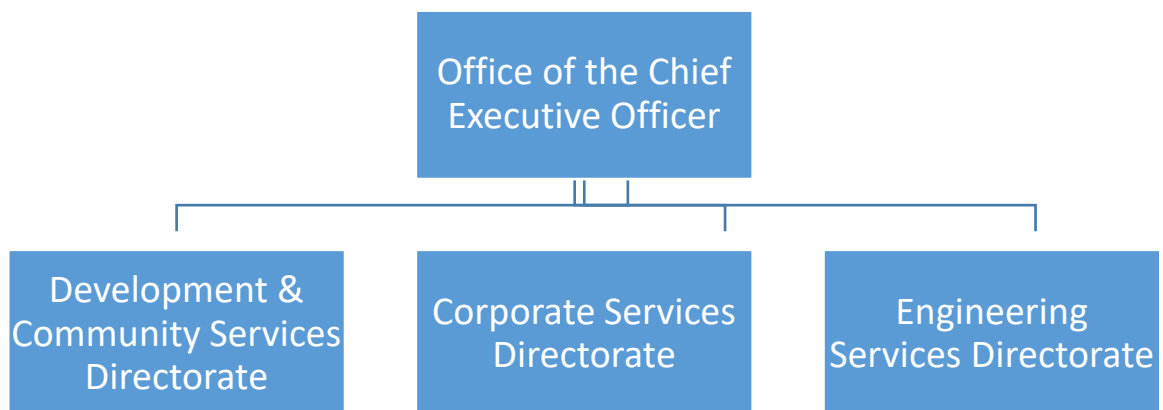
### SCOPE

The Policy applies across the organisation.

### POLICY

#### 1. Determination of Organisation Structure

In accordance with the Local Government Act 1995 Section 5.2, Council determines that the organisation structure of the Shire of Northam shall be:



### **a) Senior employees**

In accordance with Section 5.37 of the *Local Government Act 1995*, the Shire of Northam has no designated “Senior Employees”, other than the Chief Executive Officer.

### **b) Determining Organisation Sub-Structure**

To ensure the efficient, effective, and orderly administration of the Shire, the Chief Executive Officer shall, within established budget parameters, determine:

- i. the operational responsibilities of each of the Directorates and the subsequent substructure sections within the respective Directorates to fulfil these responsibilities; and
- ii. the sub-structure of each Section including the number of full-time equivalent positions required to ensure the efficient and effective delivery of operational outcomes.

### **c) Council’s Satisfaction with Organisation Structure**

If the Council is not satisfied that an appropriate structure exists, the Council may, by resolution, request the CEO to review the structure.

### **d) Council Plan Reporting**

The Council Plan of the Shire of Northam will provide information relating to service area planning and resourcing for the each Directorate.