



POLICY NO	CP/HR-3350	
POLICY	Designation of Senior Employees	
RESPONSIBLE DIRECTORATE	Governance	
COUNCIL ADOPTION	Date: 16.12.14	Resolution No: 10739
REVIEWED/MODIFIED	Date:	Resolution No:
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LEGISLATION	<i>Local Government Act 1995 Section 5.37, 5.3, 5.39.</i>	
RELEVANT DELEGATIONS	Nil	
CEO SIGNATURE		

OBJECTIVES:

To provide guidance to the Council and the Chief Executive Officer (CEO) for prescribing the positions to be classified as a 'Senior Employee'.

POLICY STATEMENT/S:

1. Senior Employees

- (a) The class of employee whose position title commences with the word 'Director' and who report directly to the Chief Executive Officer are determined to be 'Senior Employee' for the purposes of the Local Government Act 1995 Section 5.37(1).
- (b) Appointment of a person to a Senior Employee position on a temporary or acting basis is in accordance with Local Government Act 1995 Section 5.39(1a).
- (c) The CEO is responsible for fulfilling the Shire's obligations in the management of Senior Employees as follows:
 - (i) Inform the Council of an intention to employ, dismiss, or create a new Senior Employee position (refer Local Government Act 1995 Section 5.37(2));
 - (ii) review the performance of each senior employee on an annual basis (refer Local Government Act Section 5.38); and
 - (iii) make determinations to exercise contract renewal options or re-negotiate existing employment contracts in accordance with the Local Government Act 1995 Section 5.37.

2. Other Employees

The CEO has authority (subject to sufficient funds being provided in the Shire's budget) to:

- (a) create new positions, other than Senior Employees [in accordance with the Local Government Act 1995 Section 5.37(2)];
- (b) determine the functions of new and existing positions;
- (c) determine the remuneration of new and existing positions;

(d) undertake the annual performance appraisals of all employees in accordance with the Local Government Act 1995 Section 5.38; and

(e) terminate existing positions, including determinations on employee redundancy if required.