

## 2.1.14 ORGANISATIONAL STRUCTURE AND DESIGNATED SENIOR EMPLOYEES

### 1. Policy objective:

The purpose of this policy is to establish for the purposes of the *Local Government Act 1995* (the Act):

- the role and responsibilities of the Chief Executive Officer (CEO) in relation to the Shire's organisational structure; and
- those positions designated as Senior Employees.

### 2. Statement:

#### Organisation Structure

In accordance with Section 5.2 of the Act, the Council of a local government is to ensure there is an appropriate structure for administering the local government. To give effect to this requirement:

- a) The CEO shall be responsible for the preparation of an appropriate organisational structure for administering the Shire.
- b) The CEO shall keep Council informed of changes to the organisational structure.
- c) If the Council is not satisfied that an appropriate organisational structure exists, the Council shall inform the CEO of its reasons, and by resolution, direct the CEO to establish a structure that will address these reasons.

#### Senior Employees

In accordance with Section 5.37 of the Act, a local government may designate employees or persons belonging to a class of employees to be Senior Employees. To give effect to this provision:

- a) The following positions are designated as 'Senior Employees' for the purposes of the Act:
  - I. Chief Executive Officer
  - ~~II.~~ Manager Corporate Deputy Chief Executive Officer
  - ~~III.~~ II. Manager Infrastructure
- b) The CEO is to inform Council of any proposal to employ or dismiss a Senior Employee.
- c) The Council may accept or reject the CEO's recommendation, but if Council rejects a recommendation, it is to inform the CEO of the reasons for doing so.

#### Other Employees

In accordance with Section 5.41 of the Act, the CEO is responsible for the employment, management supervision, direction and dismissal of all other employees.

## Document Control

Policy Number	2.1.14
Policy Version	1
Creation Date	15 December 2021
Last Review Date	<del>21 February 2024</del> <u>21 August 2024</u>
Next Review Due	This policy will be reviewed annually or more often where circumstances require.
Legislation:	<i>Local Government Act 1995</i> <i>Local Government (Administration) Regulations 1996</i>
Related Documents:	N/A