

# ORGANISATIONAL STRUCTURE AND DESIGNATION OF “SENIOR EMPLOYEES”



<b>Responsible directorate</b>	Office of the CEO
<b>Responsible team</b>	Office of the CEO
<b>Responsible officer</b>	Chief Executive Officer
<b>Affected teams</b>	All
<b>Legislation / local law requirements</b>	<i>Local government act 1995</i> sections 5.2, 5.37(1), 5.37(2), 5.38 and 5.39(1a)
<b>Relevant delegations</b>	N/A
<b>Related policy procedures and documents</b>	N/A

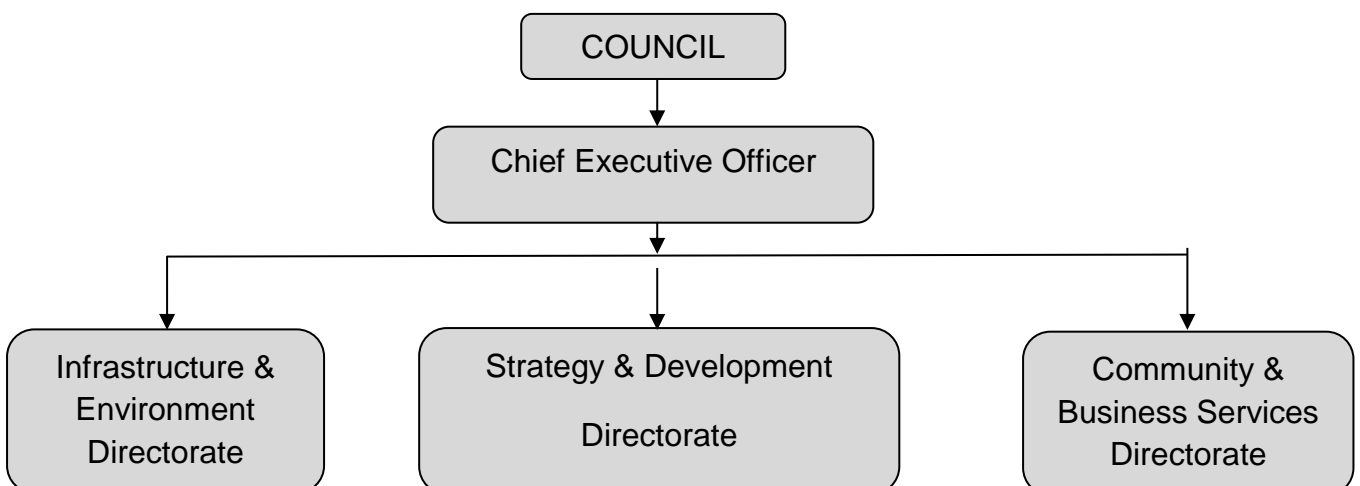
## PURPOSE

To provide guidance to the Council and the Chief Executive Officer (CEO) concerning the Organisational Structure for the City’s administration, including the management of functional responsibilities and the allocation and management resources within the structure and to prescribe the positions to be classified as a “Senior Employee”.

## POLICY

### 1. Determination of Organisational Structure

In accordance with the *Local Government Act 1995* Section 5.2, Council determines that the organisational structure of the City of Vincent shall be:



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## 1.1 Determination of Organisational Sub-Structure

In order to ensure the efficient, effective and orderly administration of the City, the CEO shall determine:

- (a) the operational responsibilities of each of the Directorates and the subsequent sub-structure sections within the respective Directorates to fulfil these responsibilities; and
- (b) 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.

## 1.2 Council’s Satisfaction with Organisational Structure

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

## 2. Senior Employees

- (a) The positions of “Executive Director” 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 City’s obligations in the management of Senior Employees as follows:
  - (i) provide a recommendation to the Council 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.

## 3. Senior Employees

In determining the Organisational Sub-structure in accordance with Clause 1.1 above, the CEO has authority (subject to sufficient funds being provided in the City’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;

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- (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.

*Include terms continually referred to in the policy. Industrial terminology or jargon should also be defined to provide a clear and consistent meaning for the reader.*

<b>OFFICE USE ONLY</b>	
<b>INITIAL COUNCIL ADOPTION</b>	<b>Date: 09/02/2010, Ref# D18/115781</b>
<b>REVIEWED / AMENDED</b>	<b>Date: 20/08/2019, Ref#: D19/123351</b>
<b>NEXT REVIEW DATE</b>	<b>Date: 05/03/2023</b>