

Senior Employee Policy

Council Policy: Pol/120	Senior Employee Policy		
Reference	<i>Strategic Community Plan 2013-2023</i> Priority Area: 6 Major Strategy: 6.2	<i>Corporate Business Plan 2020 - 2024</i> Priority Area: 6 Actions:	
Responsible Officer	Chief Executive Officer		
Policy Area	Executive Services		
Council Adoption Date	22/08/2023	Version Number	1
Amendment Dates		Next Review Date	2028

Policy Purpose and Objective

To designate the employee positions which are determined by the Town of Cottesloe Council as “Senior Employees” for the purposes of section 5.37 of the Local Government Act 1995.

Section 5.37 of the Local Government Act 1995 states that:

- (1) A local government may designate employees or persons belonging to a class of employees to be senior employees.
- (2) The CEO is to inform the Council of each proposal to employ or dismiss a senior employee, other than a senior employee referred to in section 5.39(1a), and the Council may accept or reject the CEO’s recommendation but if the Council rejects a recommendation, it is to inform the CEO of the reasons for its doing so.
- (3) Unless subsection (4A) applies, if the position of a senior employee of a local government becomes vacant, it is to be advertised by the local government in the manner prescribed, and the advertisement is to contain such information with respect to the position as is prescribed.
- (4A) Subsection (3) does not require a position to be advertised if it is proposed that the position be filled by a person in a prescribed class.
- (4) For the avoidance of doubt, subsection (3) does not impose a requirement to advertise a position where a contract referred to in section 5.39 is renewed.

Policy Statement

In accordance with section 5.37 of the Local Government Act 1995 the following positions are designated as being Senior Employees:

- The Chief Executive Officer (CEO)
- The Director Corporate and Community Services (DCCS)
- The Director Development and Regulatory Services (DDRS)
- The Director Engineering Services (DES)

In accordance with the provisions of section 5.37, the Chief Executive Officer will exercise the right to extend or renegotiate existing employment contracts of Senior Employees, except in relation to the Chief Executive Officer's employment contract.