

## Employee Appointments

**Policy Type: Council Policy**

**Policy Owner: Executive Manager  
Organisational Development**

**Policy No. CP- 026**

**Last Review Date: 19 June 2018**

### Policy Objectives

To ensure the City of Melville complies with the *Local Government Act 1995* in relation to Employee appointments.

### Policy Scope

This Policy applies to the determination of Senior Employees within the City of Melville.

### Policy Statement

In accordance with Section 5.37 (1) of the *Local Government Act 1995* ('the Act'), the City of Melville has designated the following positions to be classified as 'Senior Employees' for the purpose of the Act:

- Chief Executive Officer
- Director Corporate Services
- Director Community Development
- Director Technical Services
- Director Urban Planning

In relation to the appointment of 'Employees', the Chief Executive Officer has authority to employ such persons as are necessary to enable the functions of the Local Government to be performed from time to time. This authority is provided in accordance with Section 5.36(1)(b) of the Act and is subject to 5.37(3) of the Act.

In relation to the appointment, employment, management supervision, direction and dismissal of Employees in general, this function is a Statutory Power of the Chief Executive Officer as per Section 5.36(1), 5.36(3) and 5.41(g) of the Act (subject to 5.37(2) in relation to Senior Employees).

#### References that may be applicable to this Policy

Legislative Requirements: *Local Government Act 1995*

Procedure, Process Maps, Work Instructions: Recruitment Procedure

Other Plans, Frameworks, Documents Applicable to Policy: People Framework

Delegated Authority No:



**ORIGIN/AUTHORITY**

Corporate & Community Services Committee  
(Formerly Human Resources Policy HR1)

05/10/99

**ITEM NO.**

A99/1015

**REVIEWS**

Corporate & Community Services Committee  
Community & Technical Services Committee  
Ordinary Meeting of Council  
Ordinary Meeting of Council  
Ordinary meeting of Council  
Ordinary meeting of Council  
Ordinary Meeting of Council  
Ordinary Meeting of Council  
Ordinary Meeting of Council

05/03/02  
05/10/04  
18/07/06  
10/02/09  
15/12/09  
15/05/12  
17/06/2014  
17/05/2016  
19/06/2018

C02/1004  
C04/5015  
C06/5020  
C09/5042  
C09/5097  
C12/5230  
M14/5370  
C16/5484  
C18/5617