

STATEMENT

Resource Recovery Group is obliged to comply with the *Local Government Act 1995* in relation to the employment of employee.

SCOPE

This Policy applies to all employees and 'senior employees' of the Resource Recovery Group, other than the CEO position.

OBJECTIVES

To ensure the Council complies with the *Local Government Act 1995* in relation to the employment of employees.

DEFINITIONS

Term	Definition
Senior Employee	An employee designated as a senior employee under section 5.37 of the <i>Local Government Act 1995</i> .

ROLES AND RESPONSIBILITIES

Chief Executive Officer

The Chief Executive Officer is responsible for ensuring that the Resource Recovery Group follows all appropriate Acts, Regulations, policies and procedures in relation to the appointment of employees to the Resource Recovery Group.

The Chief Executive Officer must approve newly created positions in accordance with the adopted budget.

The Chief Executive Officer approves all employee appointments or may delegate this authority in accordance with S5.44 of the *Local Government Act*.

Human Resources Officer

The Human Resources Officer is responsible for ensuring that the organisation remains abreast of all current HR legislation, regulations, industry awards, standards and any other legal requirements pertinent to the appointment, care and management of all employees at Resource Recovery Group.

CONTENT

- The following sections in the *Local Government Act 1995* should be observed in relation to employees.
 - Division 4 of Part 5 – Administration of the *Local Government Act 1995* Sections 5.36 – 5.51.
- In accordance with section 5.37 (1) of the *Local Government Act 1995* the Southern Metropolitan Regional Council has designated the following positions to be classified as 'senior employees' for the purposes of the Act.
 - Nil

Issued: August 2022	Review Date: August 2024	Title: COUNCIL POLICY NO 3.5 (HR3.1) EMPLOYEE APPOINTMENTS	Version 8
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a. Chief Executive Officer

The Chief Executive Officer in accordance with Section 5.41(g) of the Local Government Act 1995 (LGA), is responsible for the appointment, employment, management, supervision, direction and dismissal of employees other than 'senior employees' (section 5.37(2) of the LGA).

REFERENCES & REVIEW

Statutory Compliance	<ul style="list-style-type: none"> ▪ <i>Local Government Act 1995 s5.37(2) and s5.41(g)</i> ▪ <i>Local Government Industry Award 2020</i> ▪ <i>National Employment Standards 2010</i> 	
Organisational Compliance	<ul style="list-style-type: none"> • RRRC Enterprise Agreement 2021 	
Approved by	Regional Council	
Related Documents	Individual Employment Contracts	
Next Revision Date	August 2024	
Policy Administration	Responsible Officer	Review Cycle
Corporate (HR)	Chief Executive Officer	Biennial
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Location of document	Website – Members Area Staff Intranet 9 Aldous Place, Booragoon – Corporate Services 350 Bannister Road, Canning Vale – staff room	

DOCUMENT CONTROL REGISTER

Date	Review	No.	Author	Resp Officer	Council
2007	Original	1	MAF	MAF	27/09/07
2009	Review	2	HRO	MAF	
2012	Review	3	DCS	DCS	26/07/2012
2014	Review	4	EMCS	EMCS	28/08/2014
2016	Review	5	EMCS	EMCS	28/04/2016
2018	Review	6	EMCS	EMCS	19/04/2018
2020	Review	7	EMCS	CEO	27/08/2020
2022	Review	8	MGC	CEO	25/08/2022

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