

POLICY PW4 - Organisational Structure and Senior Designated Employees

Responsible Officer: Chief Executive Officer	Approved By: Council
Adoption Date: 27 August 2026	Last Reviewed: New policy
Version: 1.0	Next Review Date: August 2029

1. Purpose

To provide guidance to the Council and the Chief Executive Officer concerning the Organisation Structure for the Shire's administration and the designation of positions within the Shire of Bridgetown-Greenbushes as senior employees in accordance with section 5.37(1) of the *Local Government Act 1995*.

2. Scope

This Policy applies across the organisation.

3. Policy Statement

In accordance with Section 5.37 (1) of the *Local Government Act 1995*, in addition to the Chief Executive Officer, Council designates the following staff positions, as senior employees of the Shire:

- Director Corporate, Economic and Community Development.
- Director Projects and Environment.

4. Organisation Structure

In accordance with section 5.2 of the *Local Government Act 1995*, Council determines that the organisation structure of the Shire of Bridgetown-Greenbushes shall be:



- **Determining Organisation Sub-Structure**

To ensure the efficient, effective and orderly administration of the Shire, the Chief Executive Officer shall, within established budget parameters, determine:

- the operational responsibilities of each Directorate and the sub-structure sections within each Directorate needed to fulfil these responsibilities; and

- the sub-structure of each section, including the positions required to ensure the efficient and effective delivery of operational outcomes.
- **Council's Satisfaction with the Organisation Structure**

If Council is not satisfied that an appropriate structure exists, Council may, by resolution, request the Chief Executive Officer to review the structure.

5. **Legislative and Other References**

Local Government Act 1995

Local Government Amendment Act 2023

Local Government (Model Code of Conduct) Regulations 2021

6. **Review and Monitoring**

This Policy will be reviewed every two years, or earlier if:

- Legislative changes occur
- Governance requirements change

Monitoring of compliance will be undertaken by the Chief Executive Officer.

7. **Related Documents / Forms**

Document / Form	Description / Purpose
Senior Employee Contracts of Employment	Individual employment contracts for each designated senior employee position, entered into in accordance with section 5.39 of the Act.
CEO Recruitment, Selection and Performance Review Policy	Sets out the process for recruiting and appraising the performance of the Chief Executive Officer.