

29. Functions of chief executive officers and chief employees, and ancillary powers

- (1) Subject to this Act and to any other written law relating to his or her department or organization, the functions of a chief executive officer or chief employee are to manage that department or organization, and in particular —
 - (a) to provide leadership, strategic direction and a focus on results for that department or organization;
 - (b) to provide policy advice to the responsible authority of that department or organization;
 - (c) to plan for and undertake financial, information and other management in relation to that department or organization and to monitor the administrative and financial performance of that department or organization;
 - (d) to ensure the appropriate deployment and redeployment of resources within that department or organization;
 - (e) to ensure the proper organization of that department or organization, including the devising of organizational structures and arrangements;
 - (f) to ensure the appropriate division of responsibilities between, and the assignment of functions to, the employees employed in that department or organization;
 - (g) to manage and direct employees employed in that department or organization and, without limiting the generality of this paragraph, to be responsible for the recruitment, selection, appointment and deployment of those employees;
 - (h) to classify, and determine the remuneration of, employees in that department or organization and their offices, posts or positions, and to vary any such classification or remuneration, in accordance with —
 - (i) the requirements of any binding award, order or industrial agreement under the *Industrial Relations Act 1979* or of any workplace agreement made under the *Workplace Agreements Act 1993*; and
 - (ii) such classification systems and procedures, if any, as are approved in respect of those employees or any class of those employees;
 - (i) to evaluate the performances of employees employed in that department or organization;
 - (j) subject to the *Equal Opportunity Act 1984*, to devise and implement initiatives to ensure that employees in that department or organization have equal opportunities in relation to their employment in accordance with the principles of merit and equity;
 - (k) to establish and implement necessary management training programmes and staff training, education and development programmes;
 - (l) subject to Part 7 and the *Industrial Relations Act 1979*, to resolve or redress the grievances of employees in that department or organization;

- (m) subject to the *Occupational Safety and Health Act 1984*, to implement any health and safety standards and programmes adopted with respect to employment in the Public Sector;
 - (n) to maintain proper records; and
 - (o) to perform such other functions as are conferred or imposed on the chief executive officer or chief employee under this Act or any other Act.
- (2) A chief executive officer or chief employee has power to do all things that are necessary or convenient to be done for or in connection with the performance of his or her functions.

[Section 29 amended by No. 30 of 1995 s.48.]