

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 organisation, the functions of a chief executive officer or chief employee are to manage that department or organisation, and in particular —
- (a) to provide leadership, strategic direction and a focus on results for that department or organisation;
 - (b) to provide policy advice to the responsible authority of that department or organisation;
 - (c) to plan for and undertake financial, information and other management in relation to that department or organisation and to monitor the administrative and financial performance of that department or organisation;
 - (d) to ensure the appropriate deployment and redeployment of resources within that department or organisation;
 - (e) to ensure the proper organisation of that department or organisation, including the devising of organisational 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 organisation;
 - (g) to manage and direct employees employed in that department or organisation 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 organisation 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* employer-employee agreement under Part VID of the *Industrial Relations Act 1979*; 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 organisation;
 - (j) subject to the *Equal Opportunity Act 1984*, to devise and implement initiatives to ensure that employees in that department or organisation 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 organisation;

- (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) subject to the *State Records Act 2000*, to ensure that the department or organization keeps 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; No. 53 of 2000 s.21; No. 20 of 2002 s.25(2); amended in Gazette 15 Aug 2003 p. 3690.]