

# **PALM ISLAND ABORIGINAL SHIRE COUNCIL**

## **POLICY STATEMENT**

- SUBJECT:** STAFF CLASSIFICATIONS
- AUTHORITY:** Council of the Whole.
- PURPOSE:** Guidelines for the review of staff salaries.
- POLICY:** The chief executive officer is authorised to approve re-classification of office staff under the conditions set out below.
- PROCEDURE:** Other than as provided for in (2) below, requests for re-classification of staff under the Local Govt Officers' Award shall be referred to the Chief Executive Officer.
1. In evaluating re-classifications, the Chief Executive Officer will have regard to the career path relevant to the position and will determine whether the job holder meets the criteria set out therein in terms of qualifications, demonstrated skills, training undertaken and relevant underpinning knowledge, e.g. of Council services and policies.
  2. In cases where the Award specifies that progression from one level to another shall be automatic subject only to satisfactory appraisal, or where the approved Job Description shows multiple classifications levels, the case will nevertheless be submitted to the Chief Executive Officer for review to ensure that the job-holder's responsibilities are kept in line with the new salary.
  3. Where the Chief Executive Officer is satisfied that a case for re-classification meets the required criteria, the CEO shall approve the re-classification.
- DELEGATION:** Authority in respect of this Policy is hereby delegated to the Chief Executive Officer.

**RESOLUTION DATED:** May 2010