

Council Policy – Senior Employees and Acting Chief Executive Officer

Responsible Directorate	Office of the Chief Executive Officer
Responsible Business Unit/s	Human Resources
Responsible Officer	Manager Human Resources
Affected Business Unit/s	Human Resources

Objective

To designate a class of employees to be 'senior employees' pursuant to the *Local Government Act 1995* (the Act) and to provide guidance for those designated senior employees to be appointed to act as the Chief Executive Officer (CEO) during limited absences.

Scope

Applies to all employees designated by the Council (or the CEO under delegation) to be senior employees.

Policy Statement

Designated senior employees

The Council, pursuant to section 5.37 of the Act, determines that the class of positions with the title 'Director' and reporting directly to the CEO, are designated as senior employees.

Pursuant to section 5.37 of the Act, the CEO, with support from Human Resources must ensure that whenever a senior employee is to be engaged or dismissed, that the statutory consultation with Council takes place.

Acting CEO

In accordance with section 5.36(2)(a) of the *Local Government Act 1995*, Council has determined that persons appointed as senior employees in accordance with section 5.37 of the Act, are suitably qualified to perform the role of acting CEO.

In the event of an absence of the CEO, an incumbent of the position of Director may be appointed, for a period not exceeding 30 working days.

Such an appointment shall be made by the CEO, under delegated authority, or may be made by the Council.

Elected members and the Executive Leadership Team will be advised via email, of the appointment of the acting CEO.

Definitions

Nil

Relevant policies/documents

Nil

Relevant legislation/local laws

Local Government Act 1995

Section 5.36(2)(a) Local government employees

Section 5.37 Senior employees

Office use only

Relevant delegations	01.01.27 Appointment of an Acting Chief Executive Officer			
Council adoption	Date	13 December 2022	Resolution #	171/2022
Reviewed/modified	Date		Resolution #	
Next review due	Date	2024		