

Council Policy Name: Designation of Senior Employees and Acting CEO

Responsible Directorate: Finance and Corporate Services

Version: Current

**1. PURPOSE**

- 1.1. To designate Senior Employees in accordance with Section 5.37(1) of the *Local Government Act 1995*.
- 1.2. To provide for the appointment of a Senior Employee as Acting Chief Executive Officer during periods of Leave by the Chief Executive Officer or by Council such that the continuous and efficient execution of the City’s functions is maintained

**2. SCOPE**

- 2.1. This policy applies to the role of Chief Executive Officer of the City of Busselton and those employees designated as Senior Employees.

**3. DEFINITIONS**

Term	Meaning
Act	Local Government Act 1995
City	City of Busselton
Council	The Council of the City of Busselton
Leave	Annual or personal leave for periods of up to six continuous weeks

**4. STRATEGIC CONTEXT**

- 4.1. This policy links to Key Goal Area 6 “Leadership’ of the City’s Strategic Community Plan 2017 and specifically the following Community Objective/s:
  - a. 6.1: Governance systems, process and practices are responsible, ethical and transparent; and
  - b. 6.3: Accountable leadership that is supported by a skilled and professional workforce.

**5. POLICY STATEMENT**

- 5.1. In accordance with Section 5.37(1) of the Act, a local government may designate employees or persons belonging to a class of employees to be Senior Employees.
- 5.2. In accordance with Section 5.37(2) of the Act, the CEO is to inform the Council of each proposal to employ or dismiss a Senior Employee.
- 5.3. The Senior Employees of the City are designated as:
  - a. Director, Planning and Development Services;
  - b. Director, Community and Commercial Services;
  - c. Director, Engineering and Works Services; and
  - d. Director, Finance and Corporate Services

- 5.4. The Council has determined that those appointed as a Senior Employee are suitably qualified to perform the role of Acting Chief Executive Officer.
- 5.5. Council recognises that the appointment of Senior Employees to the role of Acting Chief Executive Officer is an effective succession planning strategy, providing Senior Employees with valuable exposure to and experience in the functions of a Chief Executive Officer.
- 5.6. Senior Employees will be appointed to the role of Acting Chief Executive Officer at the discretion of the Chief Executive Officer subject to performance and dependent on availability and operational requirements.
- 5.7. Appointment of a Senior Employee to the role of Acting Chief Executive Officer will be determined by Council resolution:
- a. for any periods exceeding six continuous weeks; or
  - b. in the event that the Chief Executive Officer is incapacitated or otherwise unable to make an appointment under paragraph 5.6.

**6. RELATED DOCUMENTATION / LEGISLATION**

6.1. *Local Government Act 1995.*

**7. REVIEW DETAILS**

<b>Review Frequency</b>		3 yearly		
<b>Council Adoption</b>	<b>DATE</b>	24 April 2019	<b>Resolution #</b>	C1904/075
<b>Previous Adoption</b>	<b>DATE</b>	13 June 2018	<b>Resolution #</b>	C1806/114