

SENIOR EMPLOYEES AND APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER

1. Background

Section 5.36 of the *Local Government Act 1995* requires that a local government is to employ a person to be the Chief Executive Officer of the local government, as well as such other persons as the council believes are necessary to enable the functions of the local government and the functions of the council to be performed.

Additionally, Section 5.37 of the *Local Government Act 1995* provides that a local government may identify a class of employees to be Senior Employees, and for those same employees to be designated employees, pursuant to the provisions of the *Local Government Act 1995*.

The intent of this Policy is to deal with the appointment of Senior Employees, and the appointment of an existing Senior Employee of the local government to perform the role of Acting Chief Executive Officer during the temporary absence of the existing Chief Executive Officer, in accordance with the provisions listed below.

2. Objectives

To determine those employees that are designated as Senior Employees for the purposes of Section 5.37(1) of the *Local Government Act 1995*.

To determine those employees that are considered to be suitably qualified to act in the position of Chief Executive Officer in accordance with Section 5.36(2)(b) of the *Local Government Act 1995* and how the position of Chief Executive Officer will be filled on an action basis as required.

3. Policy

3.1 Senior Employees

In accordance with Section 5.36(2)(b) of the *Local Government Act 1995*, all Senior Employees employed by the Town are considered to be suitably qualified to act in the position of Chief Executive Officer.

The Deputy Chief Executive Officer is designated as a Senior Employee for the purposes of Section 5.37(1) of the *Local Government Act 1995*.

3.2 Appointment of Acting Chief Executive Officer

Where the Chief Executive Officer is to be absent from work or at work but interstate or overseas for a period of four consecutive working days, the Deputy Chief Executive Officer shall be appointed act in the position of Acting Chief Executive Officer.

Where the period of absence of the Chief Executive Officer is for a period exceeding four consecutive working days but not greater than four consecutive weeks, the Chief Executive

Officer shall be authorised to appoint the Deputy Chief Executive Officer to act in the position of Acting Chief Executive Officer.

Where the period of absence of the Chief Executive officer is for a period exceeding four consecutive weeks, the Council, on advice from the Chief Executive Officer shall determine whom it wishes to appoint to act in the position of Acting Chief Executive Officer.

Where the Chief Executive Officer appoints the Deputy Chief Executive Officer in the position of Acting Chief Executive Officer in accordance with the above, the Chief Executive Officer is to advise all Elected Members in writing of the appointment and the period to which the appointment relates.

Adopted	
Expected date of review	