



3/007 Senior Employees and Appointing Acting Chief Executive Officer

Objective

The objective of this policy is to:

- (a) identify 'Senior Employees' positions within the Town of Port Hedland pursuant to section 5.37 of the *Local Government Act 1995*;
- (b) to provide for the appointment of one of the Town's senior employees to perform the role of Acting Chief Executive Officer during limited absences of the Chief Executive Officer; and
- (c) in the absence of any appointment of an Acting Chief Executive Officer or the absence of both the Chief Executive Officer and the appointed Acting Chief Executive Officer, the Director Corporate Services is deemed to be the Acting Chief Executive Officer.

Content

For the purposes of section 5.37 of the Act the Council shall designate the following employees to be 'Senior Employees':

- Director Corporate Services
- Director Community Services
- Director Infrastructure Services
- Director Regulatory Services

In accordance with the requirements of the *Local Government Act 1995*, section 5.36(2)(a), the Council has determined that the persons appointed as the permanent incumbent to the position of a Senior Employee are suitably qualified to perform the role of Acting Chief Executive Officer.

The Town's Senior Employees will be appointed to perform the role of Acting Chief Executive Officer during limited absences of the Chief Executive Officer due to annual leave, extended sick leave or other type of leave up to a maximum of three (3) months.

Appointment to the role of Acting Chief Executive Officer shall be made in writing prior to the period of appointment for a defined period that does not exceed three months. A Council resolution is required for periods exceeding three months.

Any one of the Senior Employees may be appointed to the role of Acting Chief Executive Officer at the discretion of the Chief Executive Officer, subject to:

- Nature and type of decisions having regard to the operational requirements of the role of the Chief Executive Officer during the period of absence; and
- Performance and availability of the Senior Employee.

In the event that (a) no Senior Employee has been appointed or (b) both the Chief Executive Officer and the appointed Acting Chief Executive Officer is unavailable



during a period of acting, the role of Acting Chief Executive Officer shall, by default, be performed by the role of the Director Corporate Services.

Definitions

Nil

Relevant legislation	<i>Local Government Act 1995</i>
Delegated authority	
Business unit	Governance
Directorate	Corporate Services

<i>Governance to complete this section</i>			
Version Control	Version No.	Resolution No.	Adoption date
	01	-	24 November 2004
	02	201415/143	17 December 2014
	03	201516/012	29 July 2015
	04	CM201617/176	30 March 2017
	05	CM201920/058	25 September 2019
	06	CM201920/105	27 November 2019
	07	CM202021/042	23 September 2020
Review frequency	3 Yearly		

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