

# Temporary Employment or Appointment of the Chief Executive Officer Policy

**POL-HRM 07**



## Objective

The Policy objective is to outline the process to be followed by the City of Mandurah in relation to when the Council employs a person to be in the position of Chief Executive Officer (CEO) for a term not exceeding one year and the appointment of an employee to act in the position of CEO for a term not exceeding one year.

## Statement

### 1. Employment of a person in the position of CEO for a term not exceeding one year

#### a) Appointment for any term less than one year

Council must approve, by Council resolution, of any person that is not already a designated Senior Employee identified in section 3 of the Policy, to be appointed in the position of CEO for a term not exceeding one year.

In accordance with section 5.36(2)(b) and 5.41 of the *Local Government Act 1995*, Council must believe the person is suitably qualified for the position and can carry out the functions of a CEO and is satisfied with the provision of the proposed employment contract\*.

\*Absolute Majority required.

### 2. Appointment of an employee to act in the position of CEO for a term not exceeding one year

#### 1. Appointment for less than 5 weeks

The CEO will appoint, in writing, a designated Senior Employee to act in the position of CEO for a term less than 5 weeks.

The CEO will notify Council of the period and the Senior Employee that is acting in the position.

#### 2. Appointment for 5 weeks or greater

The CEO will prepare a report for consideration by Council at the next Council Meeting to appoint a designated Senior Employee to act in the position of CEO for a term not exceeding one year.

#### 3. Appointment in Urgent and Exceptional Circumstances for less than 5 weeks

If the Chief Executive Officer cannot appoint a Senior Employee due to unforeseen circumstances, the Director of Business Services will be appointed as the acting CEO:

1. If the term will be less than 5 weeks, for the term required.
2. If the term is expected to be 5 weeks or greater, the term will be up until the day of the next Council meeting. The acting CEO will prepare a report for the upcoming Council meeting for Council to appoint the acting CEO for the period required.
3. If the CEO cannot confirm the appointment in writing due to unforeseen circumstances, the Mayor, will provide in writing the appointment, in accordance with this Policy.

### 3. Approved Senior Employees to act in the position of CEO

The employees of the City of Mandurah that are suitably qualified to perform the role of Acting Chief Executive Officer are the following designated Senior Employees in accordance with section 5.36 of the *Local Government Act 1995*:

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- Director Built and Natural Environment;
- Director Business Services;
- Director Place and Community; and
- Director Strategy and Economic Development

In accordance with section 5.39C(4) of the *Local Government Act 1995*, the CEO must publish an up-to-date version of the Policy on the City of Mandurah website.

Remuneration: 100% of the approved CEO's base salary will be paid for the term of the appointment. All other conditions remain in accordance with the Senior Employee contract.

### Legislative Context

Section 5.39C of the *Local Government Act 1995*

### Review

At a minimum this Council Policy will be reviewed every two years.

### Related Documents

Not applicable

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<b>Responsible Directorate:</b>	Chief Executive Officer
<b>Responsible Department:</b>	Chief Executive Officer
<b>Reviewer:</b>	Director Business Services
<b>Creation date and reference:</b>	23 March 2021, G.16/3/21
<b>Last Review:</b>	Not applicable

Amendments			
Version #	Council Approval Date, Reference	Date Document In force	Date Document Ceased
Nil			