

# OFFICE OF THE CHIEF EXECUTIVE OFFICER

## Human Resources

1.3.7

<b>TITLE:</b>	<b>RECRUITMENT OF EXECUTIVE STAFF</b>
<b>ADOPTED:</b>	13 April 2006
<b>REVIEWED:</b>	OCM 19 March 2009 – Pages 26 – 31 OMC 15 March 2012 – Pages 96 – 103 OMC 17 December 2015 – Pages 110 - 121
<b>ASSOCIATED LEGISLATION:</b>	Local Government Act 1995
<b>ASSOCIATED DOCUMENTS:</b>	
<b>REVIEW RESPONSIBILITY:</b>	Manager Human Resources
<b>DELEGATION:</b>	

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Previous Policy Number 2.2.6

### **Objective:**

1. To attract and retain qualified and experienced staff.
2. To provide flexibility to meet the varying needs of Executive Staff.

### **Definitions:**

Executive Staff	Chief Executive Officer Deputy Chief Executive Officer/Director Community & Economic Development Director Corporate Services Director Infrastructure Director Development Services
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### **Policy:**

#### BACKGROUND

Following a report provided by Kimberley Consulting in 2000 on the cost of staff housing, Council resolved at an ordinary Council meeting held on 19 September 2000 to dispose of all its housing in favour of leasing housing for designated senior staff or providing mortgage assistance should staff wish to purchase.

The decision was based on analysis which calculated the cost to Council of providing the existing staff accommodation at \$152,000pa. The new arrangements were also designed to provide flexibility for meeting the different requirements of singles, couples and families.

At the time of adoption the calculation was based on a lease of \$330 per week with rent charged to the senior staff member at \$49.85, yielding a net subsidy of \$280.15 or \$14,568 per annum.

The Value of the mortgage assistance was \$280.15 less FBT payable of \$89.70 yielding a \$190.45 per week contribution.

Council reviewed the subsidy in June 2002 that determined that the CEO and Manager Engineering Services receive a 100% rental subsidy (accommodation rent free).

A subsequent review of the Policy in March 2006, determined that housing allowances and other benefits are generally negotiated under the contract of employment for Executive staff.

## POLICY

1. This policy applies to Senior Employees designated by Council under the Local Government Act, excluding the Chief Executive Officer. The recruitment process for the Chief Executive Officer is subject to the provisions of the Local Government Act 1995.
2. The Chief Executive Officer may invite the Shire President or his/her delegate to participate in the selection process for recruitment of an Executive Staff position.

The Local Government Act (s5.37) requires that the CEO inform Council of the appointment of a designated senior employee. Council may reject the CEO's decision; however it is required to give the reasons for doing so. Advice from the Department of Local Government and Regional Development indicated that the final decision is with the CEO; however they should take on board the reasoning of Council.

3. The Chief Executive Officer has the ability to negotiate as part of the recruitment process and contract of employment the housing allowances and phone allowances. Negotiations for other utilities such electricity, gas, water etc will not be undertaken.
4. Should the employee take a property leased by the Shire of Broome, the employee will be required to sign a payroll authorisation for the Shire of Broome to deduct the amount of the bond paid by the Shire of Broome to the landlord to cover costs incurred in respect of the lease agreement between the Shire of Broome and the owner. The Employee is responsible for all utility and incidental costs incurred and these shall be recouped at the end of the lease.