

1.2.9 Appointment of Acting Chief Executive Officer

Type:	Office of the CEO – Human Resources
Legislation:	<i>Local Government Act 1995</i>
Delegation:	DA1 Acting Chief Executive Officer
Other Related Documents:	Policy 1.2.2 CEO Leave Approval

Objective

To ensure compliance with *Local Government Act 1995 s5.39C* by having a policy regarding the employment of an acting Chief Executive Officer.

Scope

To provide a framework and guidelines for the employment of an acting CEO.

Policy

Section 5.39C of the *Local Government Act* requires the adoption of a policy regarding the employment of an acting Chief Executive Officer (CEO).

Council delegates (DA1) to the CEO, appointment of an internal employee higher duties Acting CEO subject to the following conditions:

1. The relief appointment is for a period not exceeding 5 weeks.
2. Policy 1.2.2 CEO Leave Approval – requires the CEO to obtain approval from the Mayor prior to taking to leave.

The Chief Executive Officer must inform the elected members of all proposed Acting CEO arrangements.

For CEO vacancy periods over 5 weeks the appointment of the Acting CEO shall be determined by Council.

The CEO shall report to Council any proposal to fill an Acting CEO role over five weeks with as much advanced notice as possible. In this case the CEO may recommend a suitable internal candidate for higher duties.

If the Chief Executive Officer's position becomes vacant, all acting arrangements are to be determined by the Council.

Section 5.39C of the *Local Government Act 1995* prevents the appointment of an Acting CEO for a period greater than 12 months.

Responsible Directorate:	Office of the Chief Executive Officer
Reviewing Officer:	Chief Executive Officer
Decision making Authority:	Council
Policy Adopted:	16/3/21
Policy Amended/Reviewed:	