



POLICY MANUAL GOVERNANCE

1.21 APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER

Distribution	Elected members, Chief Executive Officer
Responsible Officer	Chief Executive Officer
Date adopted	17 March 2021
File Reference	160

Objective

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

Purpose

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

Scope

Elected Members, Chief Executive Officer

Standard

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 to the CEO, appointment of an internal employee higher duties Acting CEO subject to the following conditions:

1. The appointment is to be for a period of no more than 3 months; and
2. The person appointed is to be suitably qualified, experienced and knowledgeable for the Acting CEO role; and
3. The appointment not being due to a vacancy of the CEO's position.

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

For CEO vacancy periods over 3 months 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 three months with as much advanced notice as possible. In this case the CEO may recommend a suitable internal candidate for higher duties and must also provide an alternative recommendation to Council, to convene a CEO Recruitment and Selection Committee to progress the Acting CEO recruitment.

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

Roles & Responsibilities

Elected Members

- Appoint suitably qualified Acting CEO for periods greater than 3 months.
- Ensure compliance with this policy.

Chief Executive Officer

- Appointment of suitably qualified Acting CEO for a period of no more than 3 months, excluding vacancy's to the CEO position.
- Inform elected member of the proposed arrangements.
- Ensure compliance with this policy.

Legislation

[Local Government Act 1995](#) (s5.39c)

(which also refers to any prescribed matters but as at the date of adoption of this Policy, there were no such prescribed matters)

Document Links

Strategic Community Plan

Nil

Procedures Manual

Nil

Local Law

Nil

Delegation

Nil

Review History

Version	Review date	Minute no.	Notes
1	March 2021	331. OM 170321	New policy