

# Council Policy: Appointment of Acting Chief Executive Officer

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## Purpose & Scope

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

## Strategic Objectives

- SCP 5 - Develop a productive and capable team.

## Relevant legislation

- Section 5.39C of the *Local Government Act 1995*.
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## Policy

The appointment of an internal employee to act as Acting Chief Executive Officer is delegated to the CEO (as per Delegations Register) and is subject to the following conditions:

1. The relief appointment is for a period not exceeding 5 weeks.
2. The CEO obtains approval from the Chairman prior to taking to leave.
3. The CEO informs elected members of all proposed Acting CEO arrangements.

For periods of over 5 weeks, the appointment of the Acting CEO is required to be determined by Council. 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 Council. Section 5.39C of the Local Government Act 1995 prevents the appointment of an Acting CEO for a period greater than 12 months.

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## Adopted / Modified

This policy is required to be reviewed every 3 years

	Meeting Date	Resolution #	Implementation Responsibility
Council Adoption	03/06/2021	Item 15.2	Manager Finance & Governance