



Appointment of Acting Chief Executive Officer

Status	Council
Responsible Division	Office of the Chief Executive Officer
Objective	To ensure compliance with Local Government Act 1995 s5.39C by having a policy regarding the employment of an acting Chief Executive Officer.
Context	To provide a framework and guidelines for the employment of an acting CEO.

Statement

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.

Related Documentation

Nil.



Related Local Law / 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).

Related Delegation

Delegations register - Section 5.39C

Review History

Adopted by Council 23 February 2021 (Item 13.9)