

**Policy Title: ACTING CHIEF EXECUTIVE OFFICER APPOINTMENT**

**PURPOSE**

To provide guidance to the **Council's appointed** Chief Executive Officer (CEO) for the process of appointing an Acting CEO in the event the incumbent is not available to perform normal duties

For this policy:

1. **CEO** is the Council appointed Chief Executive Officer
2. **Acting CEO** is appointed by either the CEO or the Council.

**OBJECTIVE**

To:

1. ensure that the Council is not without a CEO for any period;
2. remove uncertainty on the procedure to follow when the CEO is absent or not available to perform normal duties; and
3. provide for an orderly transfer of power.

**PROCEDURE**

The role of the CEO may be delegated as follows:

1. When leave or other absence from the office is known and or arranged in advance.  
5 Days or less
  - a) No need to appoint an Acting CEO if the CEO is contactable.
  - b) Discretion of the CEO whether Acting CEO is necessary.
  - c) CEO to appoint Acting CEO if necessary.

More than 5 days up to 3 months

- a) CEO to appoint an Acting CEO.

The appointment of an Acting CEO for periods in excess of 3 months should be presented in a report to Council for consideration.

2. Absence from Australia for any reason, including leave or work related travel, the CEO is to appoint an Acting CEO.
3. If the position of CEO is vacant for any reason other than the above:
  - a) The Council is to appoint an Acting CEO, at the next scheduled ordinary Council meeting if the timing of the meeting allows for the timely appointment to occur,

Otherwise;

- b) The Chairman shall call for a Special Council meeting for the purpose of appointing an Acting CEO.

Where the CEO delegates any powers to an Acting CEO, the delegations are to be made in accordance with the Act.

The CEO will provide delegations in writing and may be general or as otherwise provided in the instrument of delegation to the Acting CEO.

If the position of the CEO is vacant, the Council will provide delegations in writing and may be general or as otherwise provided in the instrument of delegation to the Acting CEO.

<b>Legislation</b>	Local Government Act 1995 (Section 5.36, 5.37, 5.39, 5.42)
<b>Reference/s</b>	
<b>Attachment/s</b>	
<b>Council Meeting Date</b>	
<b>Responsible Officer</b>	CEO
<b>Review History</b>	13/08/2019, 18/06/2020,
<b>Next Review Date</b>	01/08/2021
<b>Revision History</b>	13/08/2019 no change 21/09/2021 remove Interim CEO