

5.23 APPOINTMENT OF AN ACTING CHIEF EXECUTIVE OFFICER

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| Policy Owner: | Governance and Compliance |
| Person Responsible: | Chief Executive Officer |
| Date of Approval: | 17 October 2017, 20 October 2020 |
| Amended: | February 2021 |

Objective: To outline the process for the appointment of an Acting Chief Executive Officer to cover periods of leave up to 3 months in duration.

Policy: This policy applies for periods of planned leave such as long service leave, annual or personal leave as well as during periods of unforeseen extended absence of the Chief Executive Officer (CEO) for periods of leave up to 3 months.

1. The Local Government Act WA 1995 requires that a local government is to employ a person to be the CEO of the local government.
2. In accordance with the requirements of the *Local Government Act 1995*, section 5.36(2)(a), the Council has determined that the Deputy Chief Executive Officer (DCEO) is suitably qualified to perform the role of Acting CEO. In the event that the DCEO is unavailable to undertake the role of Acting CEO the Council has determined the most suitably qualified person will be the Governance Project Officer.
3. An application by the CEO for annual, personal or long service or other periods of extended absence is to be approved by the Shire President.
4. During periods of annual, personal and long service leave, or other periods of extended or unplanned absence, it is appropriate for an Acting CEO to perform the duties of the CEO in order to ensure the efficient operation of the shire administration.
5. The DCEO will be appointed to the role of Acting CEO at the discretion of the CEO, subject to officer performance and dependent on availability and operational requirements.
6. Appointment to the role of Acting CEO must be made in writing by the CEO.
7. Appointment to the role of Acting CEO may only be made by the CEO for periods of leave greater than one week and less than three months. A Council resolution is required for periods exceeding three months.