

Council Policy – Temporary Employment or Appointment of Acting Chief Executive Officer

Responsible Directorate	Corporate Services
Responsible Business Unit/s	Governance
Responsible Officer	Manager Corporate Services
Affected Business Units	Executive

Objective

The objective of this Policy is to give effect to the requirement in section 5.39C of the *Local Government Act 1995* that a local government must prepare and adopt a policy that sets out the process to be followed by the local government in relation to the following:

- the employment of a person in the position of CEO for a term not exceeding 1 year;
- the appointment of an employee to act in the position of CEO for a term not exceeding 1 year.

Scope

This Policy applies to the temporary employment or appointing of acting the Chief Executive Officer only.

Policy

Council authorises the CEO to appoint a Director to the position of Acting Chief Executive Officer for periods of absence by the Chief Executive Officer of no longer than thirty (30) days. The CEO will inform Council of each instance this authority is exercised. In other circumstances, Council is to determine:

- the employment of a person in the position of CEO for a term not exceeding one (1) year;
- the appointment of an employee to act in the position of CEO for a term exceeding thirty (30) days but not exceeding one (1) year; or
- the appointment of an employee to act in the position of CEO for a term less than thirty (30) days where the CEO is unable to make the appointment.

The employment of a person in the position of CEO for a term exceeding one (1) year must be in accordance with legislation and the model standards for CEO recruitment, performance and termination specified in section 5.39A of the *Local Government Act 1995*.

Adoption

Council may amend this policy by Absolute Majority in accordance with section 5.39C(2) of the Act.

Definitions

Nil.

Related Documents

Nil.

Legislation / Local Law Requirements

- *Local Government Act 1995*
- *Local Government Administration Regulations 1996*

Amendment Record

Relevant Delegations		Nil	
		Date	Resolution Number
Council Adoption		19/05/2021	OCM102/04/21
Version	Date	Resolution Number	Amendment Details
2	16/05/2022	OCM114/05/22	
3	17/03/2025	OCM068/03/25	Formatted to new template and added adoption by Absolute Majority