Appointment of an Acting Chief Executive Officer Policy

Objectives

To outline the process for the appointment of an Acting Chief Executive Officer to cover periods of leave up to 6 weeks in duration.

Scope

This policy applies in respect of periods of leave and during periods of unforeseen prolonged absence of the Chief Executive Officer (CEO) for periods of leave up to 6 weeks in duration.

Policy Statement

The *Local Government Act 1995*, section 5.36. (1) (a) requires that a local government is to employ a person to be the CEO of the local government.

1. Application for Leave

An application for annual leave, long service leave, personal leave or an extended absence made by the CEO is to be approved by the Mayor.

2. Appointment of an Acting CEO

Where there are periods of annual leave, long service leave or other periods of extended absence of the CEO, it is appropriate for a person to perform the duties of the CEO to enable the efficient functioning of the local government's administration.

Directors 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.

Appointment to the role of Acting CEO must be made in writing by the CEO.

Appointment to the role of Acting CEO may only be made by the CEO for periods of leave up to 6 weeks.

A Council resolution is required for periods exceeding 6 weeks.

Where the CEO appoints a Director to the position of Acting CEO, the CEO is to advise all Council Members in writing of the appointment and the period to which the appointment covers.

3. Unexpected leave or vacancy

In the event that the CEO is required to take unexpected leave or is otherwise incapacitated or the position falls unexpectedly vacant, and no appointment has been made, the following line of succession shall apply until Council appoints an Acting CEO –

- Director Corporate Services;
- Director Community and Place;
- Director Infrastructure and Sustainability

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