

Title	Appointment of Acting Chief Executive Officer
Policy Number (Governance Purpose)	



Policy Type

Council

Policy Purpose

This policy outlines the process by which Council appoints an Acting Chief Executive Officer.

Policy Statement

Council is responsible for the appointment of its CEO and the appointment of an Acting CEO. To ensure clarity around functions and delegated authority, the following process occurs for appointment of an Acting CEO.

(1) Periods up to six months

There are periods in each year when the Chief Executive Officer (CEO) is unavailable for short term periods including during leave and travel.

At the December Ordinary Council Meeting each year, Council will endorse the position of Acting CEO, for the following period of 1 January to 31 December.

(2) Periods expected to be six months or longer

In cases where the CEO position is expected to be vacant for six months or longer, Council is not bound by any decision made in regard to periods up to six months. This is because short periods of Acting CEO may be shared by two or more senior employees. However, for longer periods, it is preferable to appoint one employee as Acting CEO to provide stability and consistency, in these circumstances a separate report will be presented to Council for a decision.

(3) Process

Regardless of the expected period, the Chief Executive Officer's Performance and Senior Staff Key Projects Appraisal Committee will:

1. Make a recommendation to Council regarding the Appointment;
2. Take into account the "principles affecting employment by local governments", specified in s5.40 of the Local Government Act 1995 (WA) when making its recommendation.

(4) Remuneration

For any period of absence of the CEO of less than three months continuous duration, an Acting CEO is to be paid a cash component salary rate at 85% of the current CEO cash component of salary.

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