

Title	Appointment of Acting or Temporary Chief Executive Officer
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Policy Type

Council

Policy Purpose

This policy outlines the process by which Council appoints an Acting Chief Executive Officer, as required by Section 5.39C(1)(a) and (b) of the Local Government Act 1995.

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, up to 12 months:

1. In cases where the CEO position is expected to be vacant for six months or longer, up to 12 months maximum, 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; and

2. Alternatively, Council may wish to temporarily employ a person who is not a current City of Cockburn employee in the position of CEO for a term not exceeding 12 months.

(3) Process

Regardless of the expected period, the Chief Executive Officer's Performance Review and Key Projects Appraisal Committee (CEOPRKPA) will make a recommendation to Council regarding the appointment taking into account:

1. The "principles affecting employment by local governments", specified in s5.40 of the Local Government Act 1995 (WA) when making its recommendation; and
2. Succession planning for the City.

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(4) Appointment

The CEO may directly confirm, from the Council approved Acting CEO candidates made in accordance with Clause (1) above, the Acting CEO for periods of absence up to six months (for example, annual leave).

(5) 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 being the lesser of:

1. the mid-point for Level 1 Local Government CEO as determined by the Salaries and Allowances Tribunal at the time of the appointment; or
2. 90% of the current CEO cash component of salary.

For the temporary employment of a person who is not a current City of Cockburn employee in the position of CEO for a period not exceeding 12 months, the Council will determine a remuneration package payable to the appointed person.

Strategic Link:	Governance Framework
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