

POL	APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER	SC30
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POLICY CODE:	SC30
DIRECTORATE:	Executive Services
BUSINESS UNIT:	Executive Support
SERVICE UNIT:	Executive Support
RESPONSIBLE OFFICER:	Director, Governance & Community Services
FILE NO.:	086/001
DATE FIRST ADOPTED:	20 July 2004
DATE LAST REVIEWED:	12 December 2013
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	N/A
VERSION NO.	2

Dates of Amendments / Reviews:	
DAPPS Meeting:	22 March 2012 28 November 2013
OCM:	12 October 2006 12 April 2012

BACKGROUND:

1. Experience indicates that an Acting CEO is required for between 5-7 weeks each year. Council recognises that it is responsible for the performance and appointment of its CEO. Council therefore believes it is important it is responsible for the appointment of both the CEO and Acting Chief Executive Officer (CEO).
2. Council also believes it is important and beneficial to both itself and its Senior Employees that it provides equal opportunities for its Senior Employees to act as CEO.

PURPOSE:

To outline the process by which Council appoints Senior Employees to the position of Acting CEO.

POLICY:

- (1) In this Policy:

“the appointment” is the process specified in Clause 2.

“Senior Employees” are those classes of Council’s employees designated as Senior Employees pursuant to s5.37 of the Local Government Act, 1995.

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- (2) At the December Ordinary Council Meeting each year, Council will appoint a Senior Employee to fill the position of Acting CEO, for the following period of 1 January to 31 December.
- (3) 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) Any Senior Employee wanting to be considered by Council for the Appointment, must write to the Presiding Member of the Chief Executive Officer's Performance and Senior Staff Key Projects Appraisal Committee and the CEO, no later than 31 October in each year, indicating they wish to be considered.
- (5) For any period of leave or absence by the CEO, the Senior Employee chosen to serve as Acting CEO pursuant to the Appointment for that period of time, is automatically appointed by Council to the position of Acting CEO.
- (6) 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 1.3 of their current cash component salary rate. For periods of absence greater than three months the rate of pay is to be equivalent to the cash component paid to the CEO.
- (7) The Terms of Reference of the Chief Executive Officer's Performance and Senior Staff Key Projects Appraisal Committee are amended to include, "Recommending to Council the appointment of Senior Employees to the position of Acting CEO pursuant to Policy SC30".