

Policy number	Policy 005
Policy title	Acting Chief Executive Officer
Strategic outcomes supported	CL1 – Effectively managing resources and performance CL3 - Accountability and good governance

Policy objective:

To prescribe the processes for the appointment of an Acting Chief Executive Officer in expected and unexpected circumstances.

Policy scope:

This policy applies in respect of the office of Chief Executive Officer.

Policy definitions:

Nil.

Policy statement:

CEO Leave Entitlements

1. The Chief Executive Officer (CEO) is contractually entitled to certain leave conditions as outlined in their employment contract and the relevant industrial relations legislation.
2. Approval for the CEO to take leave entitlements is at the discretion of the Mayor or where the Mayor is on an approved leave of absence, the Deputy Mayor. The Mayor/Deputy Mayor cannot unreasonably withhold approval.
3. When the CEO is on leave, an Acting Chief Executive Officer (Acting CEO) is to take up their duties in accordance with this Policy.

Appointment of an Acting Chief Executive Officer – Expected leave periods under three months

4. Acting arrangement for the position of CEO for leave periods less than 3 months is at the discretion of the CEO in accordance with Delegation 1.1.29.
5. The following Council conditions on this delegation apply:
 - a. *The Town employee appointed to act must be a senior employee holding the title of Chief.*
 - b. *The Chief appointed to act as Chief Executive Officer at the discretion of the Chief Executive Officer, is subject to performance and dependent on availability and operational requirements.*
 - c. *Appointments to the role of Acting Chief Executive Officer under this delegation may not be for a period longer than three months without the approval of Council.*
 - d. *The Chief Executive Officer is to advise the Council when a Chief is to be appointed as Acting Chief Executive Officer.*

6. Appointment to the role of Acting CEO shall be made in writing, for a defined period, that does not exceed 3 months.

Appointment of an Acting Chief Executive Officer – Leave periods in excess of 3 months but no more than 12 months

7. Acting arrangements in excess of 3 months must be selected on the basis of merit and equity. The Chief Executive Officer Recruitment and Performance Review Committee will coordinate the selection process and make a recommendation to Council on the preferred officer.
8. Acting arrangements for periods in excess of 3 months must be approved by a resolution of Council.

Appointment of an Acting Chief Executive Officer – Unexpected leave or vacancy

9. In the event that the CEO:
 - a. takes unexpected leave
 - b. is incapacitated
 - c. is unable to perform their duties as a result of a disaster or crisis event
 - d. the position falls unexpectedly vacant; or
 - e. is suspended or terminated

the following shall occur:

- f. if Council has already appointed an Acting CEO, that person shall act as CEO.
 - g. If the Council has not appointed an Acting CEO, the following line of succession shall apply until Council appoints an Acting CEO:
 - i. the Chief Financial Officer will become the Acting CEO
 - ii. if the Chief Financial Officer is unable or unwilling, the Chief Operations Officer will be the Acting CEO
 - iii. if the Chief Operations Officer is unable or unwilling, the Chief Community Planner will be appointed to act in the position
 - iv. if no Chief officer is able or willing to act as Acting CEO, then the Manager who has served the longest as a Manager, and is able and willing to act as CEO, will become the Acting CEO.
10. Where it is likely that a person will act as CEO under clause 9f for a period of more than five (5) working days, a Special Council Meeting shall be convened, upon request of the Mayor, so that an ongoing acting appointment can be made.

Salary and conditions of Acting CEO

11. Unless Council otherwise resolves and the acting CEO agrees, a person acting as CEO shall be remunerated pro rata at the following rates:
 - a. 80% of the substantive CEO's salary component if acting for less than 5 weeks; or
 - b. 90% of the substantive CEO's salary component if acting for more than 5 weeks.

Related documents

[Local Government Act 1995](#)

Responsible officers	Manager People and Culture
Policy manager	Chief Executive Officer
Approval authority	Council
Next evaluation date	February 2027

Revision history

Version	Action	Date	Authority	Resolution number	Report number
1	Approved	21/04/2020	Council	378/2020	Item 15.1
2	Administratively amended	24/08/2023	Delegation		
3	Reviewed	20/02/2024	Council	7/2024	Item 11.3