

## GOVERNANCE POLICIES

# Appointment of Acting Chief Executive Officer



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Policy Number:	G4
Relevant Delegation:	Replaces DE2-1 Appointment of Acting Chief Executive Officer (For Periods of 10 Working Days or Less)
Adoption Details:	3 July 2019
Last Review Details:	25 November 2019

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### **POLICY OBJECTIVE:**

To provide for the appointment of one the Shire's designated senior employees as Acting Chief Executive Officer during limited absences of the Chief Executive Officer (CEO).

### **POLICY SCOPE:**

This policy applies to the discharge of responsibilities by the Council under the *Local Government Act 1995* (the Act) Sections 5.2 and 5.36.

### **POLICY STATEMENT:**

#### **INTRODUCTION**

Section 5.2 of the Act requires the Shire of York Council to ensure that there is an appropriate structure for administering the local government.

Section 5.36(1) provides that the Council is to employ a person to be the CEO of a local government and such other persons necessary to ensure Council's and the Shire's functions are performed.

Section 5.36(2) requires that Council must be satisfied that the person is suitably qualified for the position.

This policy sets out the process to be followed in order for the CEO to appoint an Acting CEO to fulfil the functions of the CEO during periods of absence of ten working days or less.

#### **PRINCIPLES**

- (a) Only a designated senior employee will be eligible to be appointed as Acting CEO.
- (b) Any designation of a position as a 'senior employee' will in accordance with Council's policy *G2 Organisation Structure and Designation of Senior Employees*.

#### **PROVISIONS**

1. In accordance with the requirements of the *Local Government Act 1995*, section 5.36(2)(a), the Council has determined that the persons appointed as the permanent incumbent to the position of a senior employee are suitably qualified to perform the role of Acting CEO.
  2. Senior Employees will be appointed to the role of Acting CEO at the discretion of the CEO, subject to performance and dependent on availability and operational requirements.
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3. Appointment to the role of Acting CEO shall be made in writing for a defined period that does not exceed 10 working days. A Council resolution is required for periods exceeding 10 working days.

**PENALTIES:**

Not applicable.

**KEY TERMS/DEFINITIONS:**

Not applicable.

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Responsible Officer: Chief Executive Officer  
Contact Officer: Chief Executive Officer  
Relevant Legislation: Local Government Act 1995. Sections 5.52 and 5.36  
Relevant Policy: G2 - Organisation Structure and Delegation of Senior Employees  
Review History:

<b>Date Review Adopted:</b>	<b>Resolution Number</b>
Date Adopted – 3 July 2019	
Reviewed - 25 November 2019	191119
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