

Responsible Directorate	Office of the Chief Executive Officer
Responsible Business Unit/s	Governance
Responsible Officer	Manager Governance
Affected Business Unit/s	Office of the Chief Executive Officer Governance Human Resources

Objective

To guide the Chief Executive Officer (CEO) and Council on the process and considerations for the appointment of an Acting or Temporary CEO.

Scope

This policy applies during:

- Periods of absence of the incumbent CEO; and
- Vacancy in the role of CEO.

Policy

Acting CEO

Council considers that the Directors (as senior employees) have suitable skills, capabilities and qualifications to perform the role of Acting CEO. Consistent with the City's Delegations Register, the incumbent CEO may appoint an Acting CEO, subject to the following conditions:

- The appointment must be for a period not exceeding **20 consecutive working days** with all other appointments to the position of Acting CEO **must** be referred to the Council for determination;
- Only employees classified as Directors can be appointed to the position of Acting CEO; and
- The CEO must provide the Elected Members with appropriate notice of all appointments to the position of Acting CEO.

Where there is a period of absence expected to be more than 20 consecutive working days, the CEO is to prepare a report to Council recommending a Director of the City to be appointed as Acting CEO.

Where an Acting CEO is appointed by the CEO for a period less than 20 consecutive days, but the period extends or will extend beyond 20 consecutive days, the Acting CEO is to prepare an urgent report to Council recommending a Director ('senior employee') of the City to be appointed as Acting CEO.

Where there is an unexpected period of absence and there has not been an opportunity for Council or the CEO to appoint an Acting CEO, the Director with the longest tenure at the City is to be the Acting CEO until further decision of the incumbent CEO or the Council.

Temporary CEO

Where a vacancy in the role of CEO is required to be filled on a temporary basis of up to one year, Council is to decide, in its absolute discretion, the appointment of a Temporary CEO in accordance with the *Local Government Act 1995*.

The following principles apply.

The appointment of a Temporary CEO where there is no advance notice.

- Where there is an unexpected vacancy, and there has not been an opportunity for Council to appoint a Temporary CEO, the Director with the longest tenure as a Director at the City is to be the Acting CEO until further decision of the Council.
- The appointment of a Temporary CEO is to be subject of an urgent report to Council for decision.
- The Acting CEO is to prepare a report recommending a Director ('senior employee') of the City to be appointed as Temporary CEO. That report is to outline the terms and conditions of the proposed contract for the Temporary CEO.
- Council is to appoint the Temporary CEO.

The appointment of a Temporary CEO where there is advance notice.

- Where there is an expected vacancy in the position of CEO that is to be filled temporarily, the CEO is to prepare a report to Council outlining:
 - the process to be followed to select a Temporary CEO;
 - the criteria for selecting a Temporary CEO; and
 - the terms and conditions of the proposed contract for the Temporary CEO.
- The CEO and Council are to consider, to the extent practicable and as suitable for the circumstances, the City's Model Standards for Recruitment of a CEO in the process, criteria and selection of a Temporary CEO.
- Council is to appoint the Temporary CEO.

Definitions

"Acting CEO" means a person appointed to act in the office of CEO during periods of absence of the incumbent CEO.

"Temporary CEO" means a person appointed to fill the role of CEO temporarily for up to one year during a period of vacancy in the role.

Relevant management practices/documents

Delegations Register

Legislation/local law requirements

This policy is required under s5.39C of the *Local Government Act 1995*.

Local Government Operational Guidelines – Number 10 Appointing a Chief Executive Officer.

Office use only			
Relevant delegations	Appointment of Acting Chief Executive Officer		
Initial Council adoption	Date 16 March 2021	Resolution #	0321/019
Last reviewed	Date	Resolution #	
Next review due	Date 2023		