

APPOINTMENT OF AN ACTING CHIEF EXECUTIVE OFFICER

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1. OBJECTIVE

The policy provides for clear guidance on the provisions that apply to the appointment of a person as Acting Chief Executive Officer (A/CEO) and allows for the approval of the CEO on extended sick leave, long service leave, annual leave or other extended absences by the Mayor.

2. PRINCIPLES

The *Local Government Act 1995* (the Act), Section 5.36 requires that a local government is to employ a person to be the Chief Executive Officer of the local government.

On occasions, such as periods of annual leave, long service leave or other periods of extended absence, it is appropriate for a person to perform the duties of the Chief Executive Officer to enable the efficient functioning of the local government's administration. A person performing such duties is traditionally referred to as the Acting CEO.

2.1 Appointment of a person as Acting CEO

There are special constraints under s5.36(2) of the Act which apply to the employment of a person as CEO. These are that a person is not to be employed in the position of CEO unless the council believes that the person is suitably qualified for the position and is satisfied with the provisions of the proposed employment contract.

It is considered these provisions also apply to the appointment of a person as Acting CEO, where the appointment is made directly by resolution of the council and where the person is not an existing employee of the local government. The proposed policy does not purport to deal with the employment of a person who is not an existing employee of the local government directly by resolution of the council.

If an existing employee of the local government is required to perform the role of Acting CEO, then this can be achieved by the CEO appointing an employee under delegated authority from the Council. Council approved delegated authority to the Chief Executive Officer to appoint an officer in the role of Acting Chief Executive Officer for a continuous period not exceeding four weeks in October 2003.

2.2 Subheading

It is intended that the Directors of the Divisions will carry out the role of Acting CEO during periods of absence of the CEO due to annual, long service leave or extended sick leave.

It is intended that a senior employee will only be appointed as Acting CEO under the terms of this Policy if in the opinion of the CEO and the employee, the employee has the capacity to perform the duties of Acting CEO along with his/her current duties satisfactorily.

An additional/higher duties form will trigger the Acting CEO appointment.

2.3 Leave Approval Chief Executive Officer

An application for Annual Leave, Long Service Leave, Personal Leave or an extended absence is to be approved by the Mayor.

3. CONSEQUENCES

This policy represents the formal policy and expected standards of the City of Karratha. Appropriate approvals need to be obtained prior to any deviation from the policy. Elected Members and Employees are reminded of their obligations under the Council's Code of Conduct to give full effect to the lawful policies, decisions and practices of the City.

4. REFERENCES TO RELATED DOCUMENTS

- N/A

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| Previous Policy Number: | N/A |
| Resolution Numbers: | 151538-Mar2011 |
| Last Review: | March 2011 |
| Next Review: | March 2012 |
| Responsible Officer: | Manager Human Resources |

This Policy takes effect from the date of adoption by Council and shall remain valid until it is amended or deleted.