

COUNCIL POLICY

Title: Acting Chief Executive Officer

Shire of
Kellerberrin

Responsible Officer: Deputy Chief Executive Officer

Version: Current

1. PURPOSE

The purpose of this policy is to appoint an Acting Chief Executive Officer while the Chief Executive Officer is away on an extended period of leave.

2. SCOPE

This policy is applied to the Shire of Kellerberrin Chief Executive Officer and senior staff.

3. DEFINITIONS

NIL

Term	Meaning
Act	Local Government Act 1995
CEO	Shire of Kellerberrin Chief Executive Officer
Council	Local Government of the Shire of Kellerberrin, as per <i>Act Division2, Section 2.5</i>

4. STRATEGIC CONTEXT

This policy links to key goal areas:

1. Relationships that bring us tangible benefits (to the Shire and our community)
2. Our lifestyle and strong sense of community
3. We are prepared for opportunities and we are innovative to ensure our relevancy and destiny

5. POLICY STATEMENT

Pursuant to Section 5.37 of the Act, the following employees are designated as senior employees –

- a) Deputy Chief Executive Officer; and
- b) Manager Works & Services

For the purposes of Section 5.36 (2) of the Act, the Council has determined that employees that are appointed in one of the above positions are suitably qualified to be appointed as Acting CEO by the CEO, from time to time, when the CEO is on periods of leave, subject to the following condition:

1. The CEO is not an interim CEO or Acting in the position;
2. The term of appointment is not longer than 20 working days consecutive;
3. That the employee's employment conditions are not varied other than the employee is entitled at the CEO's discretion, no greater than the salary equivalent to that of the CEO during the Acting period.

In the case of the unavailability of the CEO due to an emergency, the Deputy Chief Executive Officer is automatically appointed as the Acting CEO for up to a period of 2

weeks from commencement, and continuation is then subject to determination by the Council.

All other interim, Acting or CEO appointments to be referred to Council.

6. RELATED LEGISLATION/ DOCUMENTATION

CEO is a designated senior employee under the Act. There is no requirement to have designated employees other than for the purpose of automatic appointment as Acting Chief Executive Officer. Most requirements placed on designated employees are already covered by s.5.74 – to declare gifts and to make primary / annual declarations if making direct report to Council or exercising delegated authority.

Local Government Act 1995.

7. HISTORY

Original Adoption	Date	20/04/2021	Resolution #	MIN 039/21
Last Reviewed	Date		Resolution #	
Amended	Date		Resolution #	