



2. **CORPORATE POLICIES**
2.1 **HUMAN RESOURCES**

2.1.3 Appointment of Acting and Temporary Chief Executive Officer

Background & Issues

This policy is to clarify when the Chief Executive Officer (CEO) is on planned or unplanned leave, or the CEO's employment with the Shire has ended, an Acting CEO or Temporary CEO is to be appointed in accordance with this Policy to fulfil the functions and perform the duties of CEO under the Act or any other written law.

Objectives

The key objective of this policy is to clarify the chain of command within the organisation when unscheduled absences and scheduled absences of the Chief Executive Officer and nominated Senior Managers occur, or to maintain continuity in the event the CEO's employment with the Shire ends.

Senior Managers

Inclusive of the Chief Executive Officer, the following employment positions are considered Senior Manager positions:

- Director of Business;
- Director of Community Services;
- Director Development and Regulation; and
- Director of Works & Services.

Given the Senior Managers substantive rolls, they are considered qualified to perform the role of Acting CEO or Temporary CEO.

Area of Application

This policy applies to the Chief Executive Officer and nominated Senior Managers.

Policy Measures

Acting Chief Executive Officer

The Chief Executive Officer may appoint a Senior Manager to be authorised to act as the Chief Executive Officer in the event of scheduled absences of up to 4 consecutive weeks at any time. In the event of unscheduled absences, the Director of Development and Regulation is authorised to act in the role of Chief Executive Officer.

In all other cases of scheduled absences of the Chief Executive Officer beyond 4 weeks, a Senior Manager is to be appointed by the Council as Acting Chief Executive Officer.

The Chief Executive Officer, Temporary Chief Executive Officer or Acting Chief Executive Officer is authorised to make the appointment to acting and relieving Senior Manager positions.



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Temporary Chief Executive Officer

In the event the CEO's employment with the Shire is ending, Council may appoint a Temporary CEO.

Council when determining to appoint a Temporary CEO, may either:

- i. Appoint a Senior Manager identified above to be Temporary CEO until such time a new substantive CEO has commenced their employment with the Shire;
- ii. Appoint a Temporary CEO following an external recruitment process for a Temporary CEO in accordance with principles of merit and equity prescribed in section 5.40 of the Act; or
- iii. Appoint a Senior Manager identified above to be an interim Temporary CEO until and external recruitment process for a Temporary CEO can be completed and their employment with the Shire as Temporary CEO has commenced.

The Chief Executive Officer or Temporary Chief Executive Officer is authorised to make the appointment to acting and relieving Senior Manager positions.

The Shire President will liaise with the designated Senior Manager to coordinate the necessary Council reports to facilitate a Temporary CEO appointment.

Unless Council otherwise resolves, an employee appointed as Acting CEO or Temporary CEO shall be remunerated at the cash component only, of the substantive CEO's total reward package.

Subject to relevant advice, the Council retains the right to remove a Senior Manager, by resolution from an Acting or Temporary CEO appointment, or terminate an external Temporary CEO.

Administration

This policy is to be administered by the Office of the CEO.

Adoption and Date Due for Revision

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