



POLICY NO. CP 1.1.2

APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER

PURPOSE

To provide for the appointment of one of the City's Directors as Acting Chief Executive Officer during limited absences of the Chief Executive Officer.

POLICY

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 Director are suitably qualified to perform the role of Acting Chief Executive Officer.
2. Directors may be appointed to the role of Acting Chief Executive Officer for a period of up to three months at the discretion of the Chief Executive Officer, subject to performance and dependent on availability and operational requirements.
3. Where it is proposed that a person is appointed to act in the position of Chief Executive Officer for a period exceeding three months, the appointment is required to be approved by Council.

GOVERNANCE REFERENCES

Statutory Compliance	Local Government Act 1995, s5.36(2)(a)
Industry Compliance	Department of Local Government Operational Guideline No.10 Appointing a CEO
Organisational Compliance	Nil.
Process Links	Nil.

POLICY ADMINISTRATION

Directorate		Officer Title		Contact:	
Chief Executive Officer		Chief Executive Officer		9397 3000	
Risk Rating	Low	Review Cycle	Triennial	Next Due:	2024
Version	Decision Reference	Synopsis			
1.	OCM 415/25/08/2009	New policy to enable smooth administrative transition in the absence of the Chief Executive Officer			
2.	OCM 418/28/08/2012	Reviewed with no amendments			
3.	OCM 372/22/09/2015	Reviewed and amended with formatting changes.			
4.	OCM 305/11/09/2018	Reviewed with no amendments			
5.	OCM 16/08/02/2022	Reviewed with amendments to clause 3			