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# CGP018 – Temporary Employment or Appointment of a Chief Executive Officer

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## 1. Intention

To ensure effective management of the administration and Council is maintained at all times.

## 2. Scope

This policy applies during absences by the Chief Executive Officer as detailed in clause 3.1

## 3. Statement

The role of the Chief Executive Officer is considered to be crucial to achieving good governance and for fulfilling the functions prescribed in s.5.41 of the *Local Government Act 1995* (the Act). The opportunity to act from time to time in that position is useful in the development of the executive leadership.

Council recognise that the Directors employed by the Shire under contract are suitably qualified and skilled to act in the position of Chief Executive Officer under this policy.

### 3.1 Endorsing an Appointment

Council shall by adopting this policy endorse the appointment of an Acting Chief Executive Officer to exercise the powers and discharge the duties of the Chief Executive Officer for those periods when the Chief Executive Officer is:

- (a) on annual, sick or long service leave for a period exceeding one week;
- (b) not within the State of Western Australia for a period of more than one week;
- (c) during other absences, as determined necessary by the Chief Executive Officer;

but in any case, not for a period exceeding thirty (30) consecutive working days in any one occasion.

The appointment of an Acting Chief Executive Officer shall be made from the Shire of Waroona Directors at the discretion of the Chief Executive Officer, and shall be in writing.

### 3.2 Emergency Provisions

In the case of the unavailability of the Chief Executive Officer due to an emergency, the Director Corporate Services is automatically appointed as the Acting Chief Executive Officer for a period of no more than six (6) months from commencement, and continuation is then subject to determination by Council, pursuant to the requirements of the Act.

### 3.3 Entitlements

A Director's employment conditions are not varied when Acting in the role of Chief Executive Officer, other than the appointed Director is entitled at the Chief Executive Officer's discretion, no greater than the salary equivalent to that of the Chief Executive Officer, during the Acting period.

## 4. Legislative and Strategic Context

The *Local Government Act 1995* and the associated subsidiary legislation provide the broad framework within which this policy operates.

## 5. Review

This policy is to be reviewed as required.

## 6. Associated Documents

Nil.

<b>Division</b>	Corporate & Governance				
<b>Policy Number</b>	CGP018				
<b>Contact Officer</b>	Chief Executive Officer				
<b>Related Legislation</b>	Local Government Act 1995				
<b>Related Shire Documents</b>	Nil				
<b>Risk Rating</b>	Low	<b>Review Frequency</b>	As required	<b>Next Review</b>	When required
<b>Date Adopted</b>	18/12/2018				OCM18/12/126

Amendments		
Date	Details of Amendment	Reference
18/12/2018	Updated as part of major review.	OCM18/12/126
27/04/2021	Amended to reflect updated legislation and reformatted.	OCM21/04/048
22/06/2021	Updated as part of major review and reformatted.	OCM21/06/071
Previous Policies		
CORP041 – Temporary Employment or Appointment of a Chief Executive Officer		
CORP041 – Acting Chief Executive Officer (CEO) Appointment		