

Governance & Compliance

Appointment of an Acting Chief Executive Officer

Objective

To establish policy, in accordance with Section 5.39C of the Local Government Act 1995 ('the Act'), that details the Shire of Koorda's processes for appointing an Acting or Temporary Chief Executive Officer (CEO) for periods of less than 12 months of planned or unplanned leave or an interim vacancy in the substantive office.

Policy

This policy applies to the statutory position of Chief Executive Officer (CEO) of the Shire of Koorda.

Definitions

TERM	DEFINITION
Acting CEO	Means a person employed or appointed to fulfil the statutory position of CEO during a period where the substantive CEO remains employed, but is on planned or unplanned leave.
Temporary CEO	Means a person employed or appointed to fulfil the statutory position of CEO for the period of time between the end of the substantive CEO's employment and the appointment and commencement of a newly appointed substantive CEO.

1. Approval of Leave

- a) The Council is to approve the taking of leave by the Chief Executive Officer for periods of between one (1) to six (6) weeks, and the accompanying requirement to appoint an Acting Chief Executive Officer.
- b) Leave by the CEO for any reason of at least two (2) days to be reported (with rationale) to the next Ordinary Council Meeting.
- c) The Shire President is to be notified as soon as practical when the CEO takes leave of no more than one day (such as Rostered Days Off and Personal Leave).

2. Acting or Temporary CEO Requirements and Qualifications

- a) When the CEO is on planned or unplanned leave, or the CEO's employment with the Local Government has ended, an Acting or Temporary CEO is to be appointed in accordance with this Policy to fulfil the functions of CEO as detailed in Section 5.41 of the *Local Government Act 1995*, and other duties as set out in the Act and associated Regulations.
- b) Through this policy and in accordance with section 5.36(2)(a) of the Act, the Council determines that employee appointed to the substantive position Deputy CEO is considered suitably qualified to perform the role of Acting or Temporary CEO.
- c) A person appointed to act in the position of Deputy CEO is not included in the determination set out in subclause 2(b) above.

3. Appointment of an Acting CEO - planned or unplanned leave for periods up to 6 weeks

- a) The CEO is authorised to appoint the Deputy CEO in writing as Acting CEO, where the CEO is on planned or unplanned leave for periods not exceeding 6 weeks, subject to the CEO's consideration of the Deputy CEO's performance, availability, operational requirements and where appropriate, the equitable access to the professional development opportunity.
- b) The CEO must appoint an Acting CEO for any leave periods greater than 5 days and less than 6 weeks.
- c) The CEO is to immediately advise all Council Members when and for what period of time the Deputy CEO is appointed as Acting CEO.

- d) Council may, by resolution, extend an Acting CEO period beyond 6 weeks if the substantive CEO remains unavailable or unable to perform their functions and duties.

4. Appointment of an Acting CEO - for extended leave periods greater than 6 weeks but less than 12 months.

- a) This clause applies to the following periods of extended leave:
- i. Substantive CEO's Extended Planned Leave which may include accumulated annual leave, long service leave or personal leave; and
 - ii. Substantive CEO's Extended Unplanned Leave which may include any disruption to the substantive CEO's ability to continuously perform their functions and duties.
- b) The Council will, by resolution, appoint an Acting CEO for periods greater than 6 weeks but less than 12 months, as follows:
- i. Appoint one employee, or multiple employees for separate defined periods, as Acting CEO to ensure the CEO position is filled continuously for the period of extended leave; or
 - ii. Conduct an external recruitment process in accordance with clause 5(a)(iii).
- c) The President (or in their absence the Deputy President) will liaise with the CEO, or in their unplanned absence the Governance Officer to coordinate Council reports and resolutions necessary to facilitate an Acting CEO appointment.
- d) Subject to Council's resolution, the President (or in their absence the Deputy President) will execute in writing the Acting CEO appointment with administrative assistance from the Governance Officer.

5. Appoint Temporary CEO – Substantive Vacancy

- a) In the event that the substantive CEO's employment with the Shire of Koorda is ending, the Council when determining to appoint a Temporary CEO may either:
- i. by resolution, appoint Deputy CEO as the Temporary CEO for the period of time until the substantive CEO has been recruited and commences their employment with the Local Government; or
 - ii. by resolution, appoint the Deputy CEO as the interim Temporary CEO for the period of time until an external recruitment process for a Temporary CEO can be completed; or
 - iii. following an external recruitment process in accordance with the principles of merit and equity prescribed in section 5.40 of the Act, appoint a Temporary CEO for the period of time until the substantive CEO has been recruited and commences employment with the Local Government.
- b) The President (or in their absence the Deputy President) will liaise with an Administration Officer to coordinate Council reports and resolutions necessary to facilitate a Temporary CEO appointment.
- c) The President (or in their absence the Deputy President) is authorised to execute in writing the appointment of a Temporary CEO in accordance with Councils resolution/s, with administrative assistance from the Governance Officer.

6. Remuneration and conditions of Acting or Temporary CEO

- a) Unless Council otherwise resolves, an employee appointed as Acting CEO shall be remunerated at no less than 85% of the cash component only of the substantive CEO's total reward package.
- b) Council will determine by resolution, the remuneration and benefits to be offered to a Temporary CEO when entering into a contract in accordance with the requirements of Sections 5.39(1) and (2)(a) of the Act.
- c) Subject to relevant advice, the Council retains the right to terminate or change, by resolution, any Acting or Temporary CEO appointment.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

Local Government Act 1995, Section 5.36, 5.39C & 5.40

Review History

Date	Council Resolution	Description of review/amendment
20/05/2026	RES: 060526	V1.1. Approval of Leave procedure amended.
18/10/2023	RES: 171023	Policy re-write to include; appointments for more than 6 weeks but less than 12 months, qualification requires and remuneration and conditions.
19/05/2021	RES: 050521	Adoption of Policy

