

Shire of Mundaring

POLICY

ACTING CHIEF EXECUTIVE OFFICER

Policy Ref: AS-03

Adopted:	C2.05.07	Date:	22 May 2007
Amended by:		Date:	
Reviewed:	C9.06.17	Date:	13 June 2017
Reviewed:	C6.05.20	Date:	12 May 2020
Procedure Ref:	n/a	Delegation Ref:	CE-119
Statute Ref:	<i>Local Government Act 1995 – s. 5.36</i>		
Local Law Ref:	n/a		

Purpose

To allow the proper appointment of an Acting Chief Executive Officer in the absence of the Chief Executive Officer during leave absences.

Definitions

CEO means the Chief Executive Officer of the Shire of Mundaring.

leave means annual, long service or personal leave in excess of five working days.

senior employee means an employee or a person belonging to a class of employee designated as 'senior employee' by the local government within the terms of s 5.37 of the *Local Government Act 1995* ('the Act').

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 will be appointed to the role of Acting Chief Executive Officer at the discretion of the CEO, subject to performance and dependent on availability and operational requirements. Generally, Directors will be appointed to the position on a rotational basis.
3. Appointment to the role of Acting Chief Executive Officer shall be made in writing for a defined period that does not exceed three months. A council resolution is required for periods exceeding three months.
4. The CEO is to advise the Shire President of any appointments made under this policy arrangement.

5. Should the CEO become incapacitated and unable to appoint a Director to the role of Acting CEO, the Director who is next in the rotation of appointments as Acting CEO is appointed as Acting CEO.
6. Should the Acting CEO, whether appointed by the CEO or otherwise, become incapacitated as well, the Director who is next in the rotation of appointments as Acting CEO is appointed as Acting CEO.