CP42 - Role of Acting Chief Executive Officer

Policy Objective

To determine how the position and duties of the Chief Executive Officer (CEO) will be undertaken on an acting basis as required.

To determine those employees that are considered to be suitably qualified to act in the position of CEO and provide clear guidelines for who will carry out the functions of the CEO on an acting basis in the absence of the CEO in accordance with the requirements of the *Local Government Act 1995 (WA)* (the Act).

Policy Detail

1. In accordance with Section 5.36(2)(a) of the Act, Council has determined that all persons appointed as the permanent incumbent to the position of a Director at the City are considered to be suitably qualified to act in the role of CEO.
2. Directors will undertake the functions and duties of the CEO on a temporary basis as Acting CEO. This is to be on a rotational basis at the discretion of the CEO, dependent on availability and operational requirements and for a defined period and shall be made in writing. The period is not to exceed one year.
3. The CEO is to advise all Elected Members in writing of which Director will be Acting CEO and the period covered.
4. In the event of an emergency where the CEO is not able to determine which Director will undertake the role of Acting CEO, the longest serving Director at the City is deemed to be the Acting CEO.
5. In the event of an emergency where the Acting CEO is unable to fulfil their duties, the longest serving Director available at the time is deemed to be the Acting CEO.
6. Notwithstanding the above, in the CEO's absence, Council reserves its right under the Act to determine which Director is to carry out the functions of the CEO, for any period not exceeding one year.

Reference/Associated Documents

Local Government Act 1995 (WA)

Local Government (Administration) Regulations 1996 (WA)

Higher Duties Form

Reference to Internal Procedure

Nil.

Definitions

Nil.

This Policy is supported by:		
Policy No:	CP42	
Strategic Community Plan:	**Key Performance Area: Performance Outcome:** 10. Effective leadership, governance and financial management.	
Register of Delegations:	n/a	
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Policy Owner:	Manager Governance and Legal	
Policy Stakeholder:	n/a	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
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24/05/22	Review - None	12.7
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26/05/26	Review - Minor	12.5