

## **BEXB10.4    ROLE OF ACTING CHIEF EXECUTIVE OFFICER**

### **Policy Objective**

1. To determine how the position and duties of the Chief Executive Officer will be undertaken on an acting basis as required; and
2. To determine those employees that are considered to be suitably qualified to act in the position of Chief Executive Officer.

### **Policy Statement**

To provide clear guidelines for who will carry out the functions of the Chief Executive Officer (CEO) on an acting basis in the absence of the CEO in accordance with the requirements of the *Local Government Act 1995*.

### **Policy Detail**

1. In accordance with Section 5.36(2)(a) of the *Local Government Act 1995* (the Act), the 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 as required.
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 of Belmont is deemed to be the Acting CEO.
5. Notwithstanding parts 1 to 4, in the CEO's absence, Council reserves its right under the *Local Government Act 1995* to determine which Director is to carry out the functions of the CEO, for any period not exceeding one year.

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**Reference/Associated Documents***Local Government Act 1995**Local Government (Administration) Regulations 1996*

Operational Policy - Decision Making Policy (BEXB32)

Higher Duties Form

**Reference to Internal Procedure**

N/A

**Definitions**

N/A

**Monitoring, Evaluation and Review**

This policy has been risk assessed as moderate.

The policy will be reviewed every two years.

**THIS POLICY IS SUPPORTED BY:**

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	CORPORATE AND GOVERNANCE
POLICY OWNER:	MANAGER GOVERNANCE

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
23/06/2020	NEW POLICY	12.7

NEXT REVIEW DATE	2022
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