

1.10 Appointment of Acting CEO

PART A - Policy

Objective

To provide for the proper appointment of an Acting Chief Executive Officer during limited periods of planned and unplanned absence of the Chief Executive Officer (CEO) in accordance with the requirements of the *Local Government Act 1995* (Act).

Policy Statement

Expected leave period of less than 3 months:

During periods of absence of the CEO for up to 3 months in duration, the CEO will nominate a person who holds a position of Senior Employee of the Shire of Dandaragan, as defined in Section 5.37 of the Act. The CEO is to advise Council when an Executive Manager is to be appointed as the Acting CEO.

Appointments to the role of Acting CEO shall be made in writing, for a defined period, that does not exceed 3 months.

Expected leave periods more than three months but no more than 12 months:

Acting arrangements for the CEO position in excess of 3 months must be selected on merit. The CEO will make a recommendation to Council on an existing staff member or external individual with relevant skills and experience.

Acting arrangements for the role of CEO for periods in excess of 3 months must be approved by a resolution of Council.

Unexpected leave:

In the event that no other Senior Employee has been selected and the CEO is required to take unexpected leave:

- The Executive Manager Corporate and Community Services (EMCCS) is deemed to be the Acting CEO.
- If the EMCCS is unable or unwilling, the Executive Manager Development Services (EMDS) will be the Acting CEO.
- If the EMDS is unable or unwilling, the Executive Manager Infrastructure will be the Acting CEO.

Salary:

A person acting as CEO shall be remunerated pro rata at the following rates:

- 80% of the substantive CEO's cash salary component is acting in the position for 4 or less weeks,
- 90% of the substantive CEO's cash salary component if acting for more than 4 weeks.

The total reward package provided to an Acting CEO must not exceed the total reward package value for a Band 3 Local Government CEO outlined in the Determination of The Salaries and Allowances Tribunal for Local Government Chief Executive Officers and Elected Members

Policy Number	1.10 – Appointment of Acting CEO
Adopted by Council	23 May 2019

Amended	
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