



CP 2.8 | Acting and Temporary Chief Executive Officer

Objective

To set out the process to be followed by the City in relation to—

- (a) the appointment of an employee to act in the position of Chief Executive Officer (CEO) for a term not exceeding 1 year; and
- (b) the employment of a person in the position of temporary CEO for a term not exceeding 1 year.

Scope

This policy applies to the appointment of an employee to act as CEO (**Acting CEO**) or, employment of a person to the position of CEO (**Temporary CEO**) for less than one year, in accordance with section 5.39C of the *Local Government Act 1995*.

Policy statement

Appointment of an Acting CEO

1. Where the CEO is absent for less than four weeks, the CEO may appoint a suitably qualified person as Acting CEO in accordance with delegation 2.22 and advise Council members in writing.
2. Where the CEO is absent for more than four weeks, the Council, on advice from the CEO, will appoint a suitably qualified person as Acting CEO.

Employment of a Temporary CEO

3. The employment of a suitably qualified person as a Temporary CEO for any term not exceeding 1 year will be made by resolution of Council.



Document control

Policy context

Legislation, standards & external guidelines	<i>Local Government Act 1995</i> <i>Local Government (Administration) Regulations 1996</i>
Policies and procedures	
Strategies, plans and frameworks	

Document custodian

Alliance	Chief Executive Officer	Service unit	Governance
----------	-------------------------	--------------	------------

Review management

Next review due	April 2023	Document management ref.	EDMRS-1336483316-535
-----------------	------------	--------------------------	----------------------

Document management

Version	Adopted by	Adoption date	Synopsis of changes
1.0	Ordinary Council Meeting	16 February 2010	Council Policy adopted - supersedes revoked Council Policy No.12.6 – Staff – Senior Employees – Selection, Appointment and Dismissal.
2.0	Ordinary Council Meeting	3 February 2015	Council Policy amended – update to Senior Employee titles
3.0	Administrative Update	10 August 2015	Council Policy amended – Minor changes to Senior Employee titles – 7c & 7d
4.0	Ordinary Council Meeting	19 December 2017	Council Policy amended – Update to positions deemed senior employees
5.0	Special Council Meeting	27 February 2018	Council Policy amended
6.0	Ordinary Council Meeting	26 February 2019	Council Policy amended – Retitled from ‘CP12 Staff – Local Government Employees – Senior Employees’
7.0	Ordinary Council Meeting	27 April 2021	Council Policy amended – Retitled from ‘CP12.6 – Appointment of an Acting CEO’
8.0	Ordinary Council Meeting	22 November 2022	Council Policy amended