

SECTION 4 - STAFF

POLICY 4.14 Senior Employees and Acting Chief Executive Officer Appointments

Policy This policy covers the process to be followed by the Shire of Lake Grace in relation to:

- a) Employing a person in the position of Chief Executive Officer for a term **not** exceeding one (1) year;
- b) The appointment of an employee to act in the position of Chief Executive Officer for a term **not** exceeding one (1) year

Objectives The Local Government (Administration) Amendment Regulations 2021 (CEO Standards Regulations) section 5.39C took effect on 3 February 2021, which requires all local governments to adopt a policy to cover the process of hiring a Chief Executive Officer for a term of not exceeding one (1) year.

Guidelines

Pursuant to Section 5.37 of the Local Government Act 1995, the following employees are designated as senior employees –

- a) Deputy Chief Executive Officer; and
- b) Manager Corporate Services; and
- c) Manager Infrastructure Services

For the purposes of Section 5.36 (2) of the Local Government Act 1995, the Council has determined that employees that are appointed in one of the above positions are suitably qualified to be appointed as Acting CEO by the CEO, from time to time, when the CEO is on periods of leave, subject to the following conditions;

1. The CEO is not and interim CEO or Acting in the position;
2. The term of appointment is not longer than 20 working days consecutive;
3. That the employee's employment conditions are not varied other than the employee is entitled at the CEO's discretion, no greater than the salary equivalent to that of the CEO during the Acting period.

In the case of the unavailability of the CEO due to an emergency, the Deputy Chief Executive Officer is automatically appointed as the Acting CEO for up to 2 weeks from commencement, and continuation is then subject to determination by the Council.

History Resolution 13382, Ordinary Council Meeting 24 March 2021

Review Chief Executive Officer / Deputy Chief Executive Officer

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