

## Acting Chief Executive Officer

**Policy Type: Council Policy**

**Policy Owner: Executive Manager  
Organisational Development**

**Policy No. CP- 007**

**Last Review Date: 19 June 2018**

### Policy Objectives

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

### Policy Scope

This policy extends to all Acting Chief Executive Officer appointments of up to three months duration. A Council resolution is required for periods exceeding three months to a maximum of 12 months in accordance with Section 5.36 and 5.37 of the Act and Regulation 18A(1)(b) of the *Local Government (Administration) Regulations 1996*.

### Policy Statement

During periods of absence of the Chief Executive Officer of up to three months duration, the Chief Executive Officer will nominate a person who holds a position of Senior Employee of the City of Melville, as defined in Section 5.37 of the Act, all of whom the Council is satisfied are suitably qualified to act as Chief Executive Officer.

In the event that no other Senior Employee has been selected, then the Director Corporate Services is deemed to be the Acting Chief Executive Officer.

#### References that may be applicable to this Policy

Legislative Requirements:

*Local Government Act 1995, S5.36, S 5.37 and 5.39  
Local Government (Administration) Regulation 1996  
18A*

Procedure, Process Maps, Work Instructions:

Other Plans, Frameworks, Documents Applicable to Policy:

Department of Local Government Operational Guideline  
No.10 Appointing a CEO

Delegated Authority No:



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**ORIGIN/AUTHORITY**

Corporate & Community Services Committee  
(Formerly Human Resources Policy HR1)

05/10/99

**ITEM NO.**

A99/1015

**REVIEWS**

Corporate & Community Services Committee  
Community & Technical Services Committee  
Community & Technical Services Committee  
Ordinary Meeting of Council  
Ordinary Meeting of Council  
Ordinary Meeting of Council  
Ordinary Meeting of Council  
Ordinary Meeting of Council

05/03/02  
05/10/04  
04/07/06  
15/12/09  
21/02/12  
18/02/14  
17/05/2016  
19/06/2018

C02/1004  
C04/5015  
C06/5020  
C09/5097  
C12/5214  
M14/5341  
C16/5484  
C18/5617