



Shire of
Katanning
Heart of the Great Southern

COUNCIL POLICY

Appointment of an Acting Chief Executive Officer

Policy Number: 5.1

Policy Subject: Appointment of an Acting Chief Executive Officer

Objectives: To provide for the appointment of an Acting Chief Executive Officer in expected and unexpected absences of the Chief Executive Officer.

Policy Statement:

1. In accordance with the requirements of the *Local Government Act 1995*, section 5.36(2)(a), the Council has determined that the persons appointed to the position of Executive Manager are suitably qualified to perform the role of Acting Chief Executive Officer.
2. Acting arrangements for the position of Chief Executive Officer for leave periods up to 3 months is to be at the discretion of the Chief Executive Officer.
3. Appointment to the role of Acting Chief Executive Officer shall be made in writing by the Chief Executive Officer for a defined period that does not exceed 3 months. A Council resolution is required for periods exceeding 3 months.
4. In the event of an unforeseen absence of the Chief Executive Officer the default Acting Chief Executive Officer will be the incumbent in the position of Executive Manager Corporate and Community, or equivalent position, for a period not exceeding ten working days.

Resolution No: OC50/21

Resolution Date: 27 April 2021

Amended:

Source: Employees

Date of review: October Annually

Review

Responsibility: Human Resources