

Council Policy

Council Policy Name: Appointment of Acting Chief Executive Officer
Responsible Directorate: Finance and Corporate Services **Version:** Adopted

1. PURPOSE

- 1.1. The purpose of this Policy is to provide for the appointment of persons to act as Chief Executive Officer (CEO) during periods of Leave by the CEO, such that the continuous and efficient execution of the City's functions is maintained.

2. SCOPE

- 2.1. This Policy is applicable to the role of CEO of the City of Busselton and anyone appointed to act as CEO.

3. DEFINITIONS

Term	Meaning
Act	Local Government Act 1995
Leave	annual or personal leave for periods of up to six continuous weeks
Policy	this City of Busselton Council policy titled "Appointment of Acting Chief Executive Officer"

4. STRATEGIC CONTEXT

- 4.1. This Policy links to Strategic Theme 4. LEADERSHIP - A Council that connects with the community and is accountable in its decision making, of the City's Strategic Community Plan June 2021 and specifically the following Strategic Priorities:
- a. 4.2: Deliver governance systems that facilitate open, ethical and transparent decision making; and
 - b. 4.4 Govern a professional organisation that is healthy, capable and engaged.

5. POLICY STATEMENT

- 5.1. The Council has determined that persons appointed to the City's Director positions are suitably qualified to perform the role of Acting CEO.
- 5.2. Council recognises that the appointment of employees in Director positions to the role of Acting CEO is an effective succession planning strategy, providing valuable exposure to, and experience in, the functions of a CEO.
- 5.3. Directors will be appointed to the role of Acting CEO at the discretion of the CEO subject to performance, availability and operational requirements.
- 5.4. Appointment of an Acting CEO will be determined by Council resolution:
- a. for any periods exceeding six continuous weeks; or
 - b. in the event that the CEO is incapacitated or otherwise unable to make an appointment under paragraph 5.3.

6. RELATED DOCUMENTATION / LEGISLATION

6.1. *Local Government Act 1995*

7. REVIEW DETAILS

Review Frequency		3 yearly		
Council Adoption	DATE	16 August 2023	Resolution #	C2308/96
Previous Adoption	DATE	N/A	Resolution #	N/A