

Acting Chief Executive Officer Policy

Responsible Officer

Chief Executive Officer

Objective

To confirm Award and Employment Contract provisions in relation to staff acting as Chief Executive Officer.

Scope

This policy applies during times of absence of the Chief Executive Officer whilst on Annual Leave, Long Service Leave or extended Sick Leave as long as the leave does not exceed 6 consecutive weeks.

Policy

The Deputy Chief Executive Officer will be appointed as Acting Chief Executive Officer in the absence of the Chief Executive Officer whilst on Annual Leave, Long Service Leave or an extended Sick Leave.

In the event that the CEO and Deputy Chief Executive Officer are on Leave at the same time, either the Manager of Works and Services or the Executive Support Officer, subject to the incumbents approval, will be appointed as Acting CEO or alternatively, a relief CEO can be sourced externally.

Remuneration of the Acting CEO will be at the acting employees' ordinary rate of pay plus 20%.

If the period of leave is in excess of 6 consecutive weeks a decision of council is required.

Definitions

Extended sick leave - a sick leave period amounting to five (5) consecutive working days or more.

Relevant Legislation/Local Law

Section 5.36 of the Local Government Act

Office Use Only

Relevant Delegations				
Council Adoption	Date	unknown	Resolution #	unknown
Reviewed/Modified	Date	26/3/2014	Resolution #	41/2014
Reviewed/Modified	Date	3/01/2018	Resolution #	118/06