

GREATER SHEPPARTON CITY COUNCIL

Policy Number 37POL.13

Appointment of Acting Chief Executive Officer

Version 1.0

**Adopted 20 November 2018
Last Reviewed 20 November 2018**

Business Unit:	Corporate Governance
Responsible Officer:	Manager Corporate Governance
Approved By:	Chief Executive Officer
Next Review:	Within six months of a general election

PURPOSE

The policy provides for clear guidance on the provisions that apply to the appointment of a person as Acting Chief Executive Officer (A/CEO) and allows for the approval of the Chief Executive Officer (CEO) on sick leave, long service leave, annual leave or other extended absences.

OBJECTIVE

The Local Government Act 1989 (Act), Section 94 requires that a local government is to employ a person to be the CEO of the local government.

SCOPE

This policy is to establish a process for the appointment of A/CEO to reduce the need for a resolution of the Council. The policy identifies the Staff members eligible to be placed in the acting position and how long the officer can be appointed before the requirement for resolution.

POLICY

1. Appointment of a person as Acting Chief Executive Officer

There are specified constraints under S 94 of the Act which apply to the employment of a person as CEO. These are that a person is not to be employed in the position of CEO unless the Council believes that the person is suitably qualified for the position and is satisfied with the provisions of the proposed employment contract.

Whilst not explicit within the Act, it is considered these provisions also apply to the appointment of a person as A/CEO. It is intended that a senior officer as defined under the Act will only be appointed as A/CEO under the terms of this Policy.

The appointment of a current senior officer employee of Council to the role of A/CEO for a period not exceeding four weeks will be made by the CEO under delegated authority (Instrument of Delegation – Council to CEO) or by Council resolution.

The policy provides for the employment of a person who is not an existing employee of the local government directly by resolution of the Council.

2. Periods of Leave

If the period of leave is five days or less, then the CEO may make the appointment under delegation.

If the period of leave is more than five days and less than four weeks, then the CEO is expected to liaise with the Mayor prior to making the appointment under delegation.

If the period of leave is to exceed four weeks in a continuous period, then Council should appoint the A/CEO by resolution. Council may appoint to the position of A/CEO :-

- a Council staff member appointed to the position of Director;
- a suitably experienced and qualified individual as a short term contract during extended periods of absence of the CEO.

3. Chief Executive Officer Leave Approval

An application for annual leave, long service leave, personal leave or an extended absence is to be approved by the Mayor on behalf of Council.

RELATED POLICIES AND CORPORATE PROCEDURES

- Exercise of Delegations Policy 37.POL2
- Recruitment and Selection Corporate Procedure 46.PRO7

RELATED LEGISLATION

- *Local Government Act 1989*

This policy should be read in conjunction with the Greater Shepparton City Council's most recent delegations.

REVIEW

The Manager Corporate Governance is to review the Appointment of Acting Chief Executive Officer Policy within 6 months after a general election of the Council in conjunction with the Executive Leadership Team. Amendments to this policy are to be submitted to the Council for approval.



Peter Harriott
Chief Executive Officer

29/11/2018
Date

ATTACHMENTS

Nil

