

Appointment of Acting Chief Executive Officer

COUNCIL POLICY NO. 133

1. POLICY PURPOSE

The purpose of this Policy is to provide clear guidance on the provisions that apply to the appointment of a person as Acting Chief Executive Officer (Acting CEO) and allows for the approval of the Chief Executive Officer's (CEO) approved leave entitlements on behalf of Council in accordance with the CEO's Contract of Employment or other extended absences.

2. DEFINITIONS

In this policy, unless the context suggests otherwise, the following words and phrases shall mean:

Act means the *Local Government Act 2020*

Chief Executive Officer or CEO means the Chief Executive Officer of Council

Contract of Employment means the contract of employment between Council and the CEO, including any schedules.

Council means the Gannawarra Shire Council.

Mayor means the Mayor of Council

Policy means this Appointment of Acting Chief Executive Officer Policy.

3. POLICY

The requirement for a Council to appoint a natural person to be its CEO is currently prescribed under section 44 of the *Local Government Act 2020*.

3.1 Appointment of a person as Acting CEO

Only a member of Council's Executive Team may be appointed as Acting CEO under this Policy.

The CEO may, under delegated authority (S5 Instrument of Delegation to the CEO), appoint a member of Council's Executive Team as Acting CEO for a period of up to and including 28 days. Council may also make an appointment for this period by resolution.

An appointment that will continue beyond the 28th day, being for 29 days or more, must be made by Council resolution.

The appointment of a person who is not a current Council employee as Acting or Interim CEO must be made by Council resolution.

3.2 Periods of Leave

If the period of leave is five days or less, the CEO will appoint the Acting CEO under delegated authority.

If the period of leave is more than five days but no more than 28 days, inclusive of the 28th day, the CEO will liaise with the Mayor before appointing the Acting CEO under delegated authority.

If the period of leave will continue beyond the 28th day, being for 29 days or more, Council will appoint the Acting CEO by resolution. Council may appoint:

- a member of Council's Executive Team; or
- a suitably experienced and qualified person engaged under a short-term contract for the period of the CEO's absence.

3.3 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.

4. RELATED DOCUMENTS

This Policy should be read in conjunction with Council Policy No. 145 – CEO Employment and Remuneration and the *Local Government Act 2020*.

5. POLICY REVIEW

Council will review this Policy at least every four years.

At the time of review, this policy was compliant with the *Victorian Charter of Human Rights and Responsibilities Act 2006*.

6. FURTHER INFORMATION

Members of the public may inspect all Council policies at Gannawarra Shire Council's Kerang and Cohuna offices or online at www.gsc.vic.gov.au.

Any enquiries in relation to this policy should be directed to the Manager People and Culture on (03) 5450 9333.



Revision History
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Reviewed: 21 December 2020
Reviewed: 19 August 2026
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