

CORPORATE POLICY

2.2

Appointment of Acting Chief Executive Officer and Senior Employees

Purpose

In the absence of the Chief Executive Officer a system needs to be in place to ensure appropriate authority is maintained in the organisation.

Policy Measures

Background & Issues

This policy is to clarify who is authorised to make appointments to acting and relieving Senior Employee positions due to absences.

Objectives

The key objective of this policy is to clarify the chain of command within the organisation when unscheduled absences and scheduled absences of the Chief Executive Officer and Senior Employees occur.

Area of Application

This policy applies to the Chief Executive Officer and designated Senior Employees.

Policy Measures

The Chief Executive Officer may appoint a designated Senior Employee to be authorised to act as the Chief Executive Officer in the event of scheduled absences of up to 4 consecutive weeks at any time. In the event of unscheduled absences, the Executive Manager Community, Development and Regulation is authorised to act in the role of Chief Executive Officer.

In all other cases of scheduled absences of the Chief Executive Officer beyond 4 weeks, a Senior Employee is to be appointed by the Council as Acting Chief Executive Officer.

The Chief Executive Officer or Acting Chief Executive Officer is authorised to make the appointment to acting and relieving Senior Employee positions.

Administration

This policy will be administered by the Office of CEO.

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Adoption and Date Due for Revision

ADOPTED 20 June 2024

REVIEWED N/A

NEXT DUE FOR REVIEW 20 June 2029

The Administration of this Policy is by Office of CEO.