

Appointment of Acting Chief Executive Officer

Policy scope

To outline the requirements for appointing an appropriate officer to act in the position of Chief Executive Officer during periods of leave or absence of the Chief Executive Officer.

Policy statement

When it is considered necessary by the Chief Executive Officer, as a result of leave or absence, to appoint an officer to the role of Acting Chief Executive Officer, the role is to be offered to an officer employed in the position of Director.

Appointment to the role of Acting Chief Executive Officer must be made in writing by the Chief Executive Officer. Appointment must be for a period that does not exceed six weeks.

Appointments for a period exceeding six weeks will require a Council resolution.

The Chief Executive Officer will advise elected members of an Acting Chief Executive Officer.

Definitions and abbreviations

Nil

Responsibility and review information	
Responsible officer:	Manager Governance
Document adoption/approval details	23 August 2017 – FPOL1708-9
Document amendment details	25 August 2021 – FPOL2108-10
Next review date	25 August 2025