



Council Policy

Appointment of Acting Chief Executive Officer



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

1. Appointment for a period of up to 6 (six) weeks

- 1.1 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 filled by an officer employed in the position of Director.
- 1.2 Appointment to the role of Acting Chief Executive Officer must be made in writing by the Chief Executive Officer.
- 1.3 Appointment must be for a period that does not exceed six weeks.
- 1.4 The Chief Executive Officer is to advise elected members of an Acting Chief Executive Officer.
- 1.5 If the Chief Executive Officer is unable to make a decision of appointment, the Mayor is to appoint, in writing, an officer employed in the position of Director as Acting Chief Executive Officer.

2. Appointment for a period greater than 6 (six) weeks

- 2.1 Appointments for a period exceeding six weeks requires a Council resolution.



Definitions and abbreviations

"Chief Executive Officer" – The Chief Executive Officer of the City of Fremantle

Responsibility and review information	
Responsible officer:	Manager People and Culture
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