



GREATER SHEPPARTON CITY COUNCIL

**APPOINTMENT OF
ACTING CHIEF
EXECUTIVE
OFFICER**

Effective: 15 August 2023

APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER POLICY

Version:	1.1
Business Unit:	Corporate Governance
Responsible Officer:	Manager Corporate Governance
Adopted By:	Council on 15 August 2023
Next Review:	August 2027

1. PURPOSE

This policy provides 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 by the Chief Executive Officer (CEO) when using sick leave, long service leave or when taking other extended absences.

2. OBJECTIVE

The Local Government Act 2020 (Act), Section 44 requires that a Council appoint an A/CEO if there is a vacancy in the office of the CEO or if the CEO is unable to perform their duties of the office of the CEO.

3. SCOPE

This policy establishes a process for the appointment of an A/CEO. The policy identifies the staff members eligible to be placed in the A/CEO position and the duration for which the officer can be appointed before the requirement of a Council resolution.

4. DEFINITIONS

Reference term	Definition
Chief Executive Officer	The person appointed by a Council under Section 44 of the Local Government Act 2020 to be its Chief Executive Officer or any person acting in that position.
Council	Greater Shepparton City Council
Director	A Council Officer appointed by the Chief Executive Officer as part of Council's Executive Leadership Team.

5. POLICY

The requirement for a Council to appoint an A/CEO is currently prescribed in Section 44 of the Local Government Act 2020.

5.1 Appointment of a person as Acting Chief Executive Officer

The appointment of a Director level officer 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 to the Chief Executive Officer – S5) 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.

5.2 Periods of Leave

If the period of leave is five days or less, then the CEO will determine whether to appoint an A/CEO under their delegation.

If the period of leave is more than five days and less than four weeks, then the CEO will 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 will appoint the A/CEO by resolution. Council will 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.

5.3 Chief Executive Officer Leave Approval

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

6. RELATED POLICIES

- Exercise of Delegations Policy.
- Chief Executive Officer Employment and Remuneration Policy.

7. RELATED LEGISLATION

- Local Government Act 2020.

8. REVIEW

The Manager Corporate Governance is responsible for reviewing this policy every four years from the date of Council adoption.

DOCUMENT REVISIONS

Version #	Date Adopted	Date Effective
1	20 November 2018	20 November 2018
2		