

Council Policy CP038 Appointing an Acting CEO			
Officer	Manager Governance & Risk	Owner	Manager Corporate Services
Review frequency	Annually	Next review	2015
Registered with G&R	AA – 11 July 2014		
Council resolution number and date		CCS067 22 July 2014	
Mayor		Chief Executive Officer	

OBJECTIVE

To provide for the appointment of one of the City's Directors to perform the role of Acting Chief Executive Officer during limited absences of the Chief Executive Officer.

SCOPE

This policy applies to the Chief Executive Officer of the City of Greater Geraldton.

DEFINITIONS

City means the City of Greater Geraldton.

Council means the Council of the City of Greater Geraldton.

Councillor means a person who holds the office of Councillor on the Council.

Mayor means the Mayor elected by electors of the district of the City of Greater Geraldton.

CEO means the Chief Executive Officer of the City.

Employee means a person employed by the City under section 5.36 of the LGA.

Act or **LGA** means the *Local Government Act 1995*.

Limited absences means a period exceeding five (5) working days, but not exceeding three (3) months.

POLICY

In accordance with the requirements of the Local Government Act 1995, section 5.36(2)(a), the Council has determined that the persons appointed by the Chief Executive Officer to a position of Director are suitably qualified to perform the role of Acting Chief Executive Officer.

The City's incumbent Directors are:

- Director of Corporate and Commercial Services
- Director of Sustainable Communities
- Director of Creative Communities
- Director of Community Infrastructure

Directors may be appointed to the role of Acting Chief Executive Officer by and at the discretion of the Chief Executive Officer, for periods of limited absence of the Chief Executive Officer exceeding 5 working days, but not exceeding 3 months.

Appointment to the role of Acting Chief Executive Officer for a specified period shall be made in writing.

A Council resolution is required for Acting Chief Executive Officer periods exceeding three months.

ROLES AND RESPONSIBILITIES

The Manager Corporate Services is responsible for implementing this Policy.

WORKPLACE INFORMATION/REFERENCES

Local Government Act 1995