



### ACTING CEO POLICY

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<b>Policy Owner:</b>	CEO
<b>Distribution:</b>	Management
<b>Person Responsible:</b>	CEO
<b>Date of Approval:</b>	12 September 2016
<b>File Reference:</b>	ADM

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**Objective** To provide Council policy direction in the appointment of an Acting CEO during periods of less than 3 months absence of the CEO.

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**Legislation** This policy is informed by Section 5.36(2) (a) of the Local Government Act 1995 which provides that a local government is not to employ a person to fill the position of CEO unless council believes that the person is suitably qualified for the position.

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**Policy Statement** In accordance with the Local Government Act as reference above, the Council has determined that the people appointed to the position of Manager to the Shire of Dowerin are suitably qualified to perform the role of Acting CEO. The Shire's incumbent Managers are:

- The Finance Manager; and
- The Works Manager.

Managers may be appointed to the position of Acting CEO at the discretion of the CEO for periods of three months or less.

Appointment to the role of Acting CEO will be made in writing from the CEO.

Appointment for periods exceeding three months will require a Council resolution.

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**Roles & Responsibilities** The CEO is responsible for implementing and for bringing it to Council for annual review.

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