



Shire of **Ngaanyatjaraku**  
ON A JOURNEY

# Council Policy

Policy 3.2 – Appointment of Acting CEO

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# Council Policy 3.2 – Appointment of Acting CEO

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## Policy Objective

To set out a process for who will carry out the functions of the Chief Executive Officer (CEO) in the absence of the permanent CEO.

## Policy Statement

In accordance with Section 5.36 of the *Local Government Act 1995* (the Act), it is a requirement for Council to employ a person to be the CEO to enable the functions of the local government and the functions of the council to be performed.

Section 5.39C of the Act requires the local government to adopt a policy to set out the process to be followed for appointment of a temporary or acting CEO. Appointments as acting CEO will be in accordance with these requirements in relation to –

- a) the employment of a suitably qualified person in the position of CEO for a term not exceeding 1 year;
- b) the appointment of a suitably qualified employee to act in the position of CEO for a term not exceeding 1 year.

When the CEO is absent, on leave, or otherwise unavailable to carry out official duties for a period of five (5) days or more, the Council is to –

- 1) make appointments under which a suitably qualified employee is to act in the position of CEO for a term not exceeding 1 year; or
- 2) employ any other person considered suitably qualified, to act in the position of CEO for a term not exceeding 1 year.

The terms and conditions of employment or appointment are to include remuneration not exceeding the amount of the remuneration package payable to the CEO, with consideration to the current SAT determination.

At any time, Council may terminate, by resolution, any Acting CEO appointment, following consideration of relevant advice.

## Policy History

### Amendments to this Policy

Amendments to this policy require an absolute majority decision of Council.

### History

Policy adopted: unknown

Policy reviewed: 27 July 2022  
Policy amended: 27 July 2022  
Policy amended: 28 June 2023  
Policy amended: 27 September 2023

## Previous Policy

Policy 2.28

