

HR5. Acting Chief Executive Officer/Acting in 'Senior' Positions Policy

Policy Objective

To provide for the appointment of one of the Shire's designated senior employees as Acting Chief Executive Officer during limited absences of the Chief Executive Officer and for the appointment of the Shire officers in acting senior positions.

Background

Section 5.36 of the Local Government Act 1995 requires that a local government is to employ a person to be the Chief Executive Officer of the local government, as well as such other persons as the council believes are necessary to enable the functions of the local government and the functions of the council to be performed.

Additionally, Section 5.37 of the Local Government Act 1995 provides that a local government may identify a class of employees to be Senior Employees, and for those same employees to be designated employees, pursuant to the provisions of the Local Government Act 1995.

Policy Statement

Acting Chief Executive Officer

In the absence of the Chief Executive Officer on periods of leave or absence for five or more consecutive working days but not greater than four consecutive weeks, then the designated Senior Officers as noted in Policy HR19 will, at the CEO's discretion be appointed as the Acting Chief Executive Officer for the period of the Chief Executive Officer's absence. In these circumstances the salary of the Acting Chief Executive Officer will be not less than 80% (but not more than the salary rate excluding any allowances) of the salary rate of the Chief Executive Officer.

In the absence of the Chief Executive Officer for periods of four days or less the CEO will assign one of the designated Senior Officers as noted in Policy HR19 to assume the role of Acting Chief Executive Officer for day to day decisions effecting the organisation. In these circumstances there will be no adjustment to the assigned Officer's salary.

Where the period of absence of the Chief Executive officer is for a period exceeding four consecutive weeks, the Council, on advice from the Chief Executive Officer shall determine whom it wishes to appoint to act in the position of Acting Chief Executive Officer.

Acting in "Senior" Positions

In the absence of a designated senior employee on periods of leave or absence for five or more consecutive working days then a suitable officer will be appointed in consultation with the Chief Executive Officer to act in that position. In these circumstances the salary of the officer who is acting in that position will not be less than 80% of the salary rate of the designated senior employee (but not more than the current salary rate of the designated employee).

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Higher rate will not be applicable when the acting officer is absent on leave or on a public holiday.

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