

Appointment of Acting or Temporary Chief Executive Officer Policy



Responsible Officer	Chief Executive Officer
Voting requirements	Absolute Majority
Relevant delegations	
Initial Council adoption	9 December 2021
Amendments	8 December 2022
Last Council adoption	5 December 2024
Review due	2026

PURPOSE/OBJECTIVE

To guide the Chief Executive Officer (CEO) and Council on the process and considerations for the appointment of an Acting or Temporary CEO of Catalina Regional Council (CRC).

SCOPE

This policy applies during:

1. Periods of absence/leave of the incumbent CRC CEO; and
2. Vacancy in the role of CRC CEO.

POLICY STATEMENT

Acting CEO

1. The CEO may appoint the CRC Project Manager (in writing) as Acting CEO, where the CEO is on planned or unplanned leave for periods not exceeding ten (10) weeks.
2. Where the CEO's planned or unplanned leave is expected to be greater than 10 weeks, the Council shall seek to appoint a Temporary CEO.
3. When appointed, the remuneration payable for the Acting CEO shall be in accordance with the following:

Acting Period	Remuneration
0-2 Weeks	70% of CEO Total Remuneration Package
2-4 Weeks	85% of CEO Total Remuneration Package
4-10 Weeks	100% of CEO Total Remuneration Package

4. The CEO is to immediately advise all Council Members when and for what period of time the Project Manager is appointed as Acting CEO.
5. If the CEO is unavailable or unable to make the decision to appoint an Acting CEO, then Council will, by resolution, appoint an Acting CEO.
6. Council may, by resolution, extend an Acting CEO period beyond ten (10) weeks if the substantive CEO remains unavailable or unable to perform their functions and duties. In the event the Project Manager is unable to act as CEO Council will request expressions

of interest from the below organisations for a suitably qualified candidate to perform the role of Acting CEO:

1. Member Councils of CRC;
2. Local Government Professionals Association; and
3. WA Local Government Association (WALGA) Network.

Where there is an unexpected period of absence and there has not been an opportunity for Council to appoint an Acting CEO, the Project Manager is to be the Acting CEO until a decision of the Council to appoint the Acting CEO.

Temporary CEO

Where a vacancy in the role of CEO is required to be filled on a temporary basis of up to 1 year, Council is to decide, in its absolute discretion, the appointment of a Temporary CEO in accordance with the *Local Government Act 1995*.

The following principles apply:

The appointment of a Temporary CEO where there is advance notice.

- Where there is an expected vacancy in the position of CEO that is to be filled temporarily, the CEO is to prepare a report to Council outlining:
 - The process to be followed to select a Temporary CEO;
 - The potential engagement of independent consultants to assist Council;
 - The criteria for selecting a Temporary CEO; and
 - The terms and conditions of the proposed contract for the Temporary CEO.
- The Council is to consider, to the extent practicable and as suitable for the circumstances, the Council Model Standards for Recruitment of a CEO in the process, criteria and selection of a Temporary CEO.
- Council is to appoint the Temporary CEO, including terms and conditions of the proposed contract for the Temporary CEO.

The appointment of a Temporary CEO where there is no advance notice.

- Where there is an unexpected vacancy, and there has not been an opportunity for Council to appoint a Temporary CEO, the Project Manager is to be the Acting CEO until a decision of the Council to appoint the Temporary CEO.
- The appointment of a Temporary CEO is to be subject of an urgent report to Council for decision
- The Acting CEO is to prepare a report recommending a suitably qualified candidate from the list of determined organisations to be appointed as Temporary CEO. That report is to outline the terms and conditions of the proposed contract for the Temporary CEO.
- Council is to appoint the Temporary CEO, including terms and conditions of the proposed contract for the Temporary CEO.

DEFINITIONS

“**Acting CEO**” means a person appointed to act in the office of CEO during periods of absence of the incumbent CEO.

“**Temporary CEO**” means a person appointed to fill the role of CEO temporarily for up to 1 year during a period of vacancy in the role.

LEGISLATION / LOCAL LAW REQUIREMENTS

This policy is required under s5.39C of the *Local Government Act 1995*.