

POLICY PW1 - Acting Chief Executive Officer

Responsible Officer: Chief Executive Officer	Approved By: Council
Adoption Date: 24 April 2024	Last Reviewed: 25 June 2026
Version: 2	Next Review Date: June 2029

1. Policy Objective

The purpose of this policy is to prescribe the processes and governance arrangements for the appointment of an Acting Chief Executive Officer (Acting CEO) in circumstances where the substantive Chief Executive Officer is absent, unavailable, or the position becomes vacant, ensuring continuity of leadership, operational stability, and lawful delegation of authority.

2. Scope

This policy applies to the office of the Chief Executive Officer of the Shire of Bridgetown-Greenbushes and governs acting arrangements arising from both expected and unexpected absences or vacancies.

3. Definitions

No additional definitions apply for the purposes of this policy.

4. Policy

4.1 CEO Leave Entitlements

- The Chief Executive Officer is entitled to take leave in accordance with the terms and conditions of their contract of employment and applicable industrial relations legislation.
- Approval for the Chief Executive Officer to take leave is at the discretion of the Shire President, or where the Shire President is on approved leave, the Deputy Shire President. Such approval must not be unreasonably withheld.
- During periods of approved leave, an Acting Chief Executive Officer is to be appointed in accordance with this policy.

4.2 Appointment of an Acting Chief Executive Officer – Expected Leave Periods up to four (4) weeks.

- Acting arrangements for periods of up to four (4) weeks may be determined by the Chief Executive Officer under the Shire's Delegations Register, subject to the conditions set out in this policy.
- The following conditions apply to any acting appointment made under delegated authority:
 - Where available, a Director may be appointed to the acting role.
 - In the absence of an available Director, a Senior Manager may be appointed for a period not exceeding two (2) weeks.

- The acting appointment is subject to availability, operational requirements and demonstrated capability.
- An acting appointment must not exceed a continuous period of four (4) weeks without Council approval.
- Council is to be advised of any acting appointment made under this clause.
- All acting appointments must be made in writing for a defined period not exceeding four (4) weeks.

4.2 Appointment of an Acting Chief Executive Officer – Expected Leave Periods Greater Than four (4) weeks and up to twelve (12) months:

- Where a period of acting is expected to exceed four (4) weeks, the appointment must be made on the basis of merit and equity.
- The CEO Recruitment and Performance Review Committee is responsible for coordinating the selection process and making a recommendation to Council.
- An acting appointment for a period exceeding four (4) weeks must be approved by resolution of Council.

4.3 Appointment of an Acting Chief Executive Officer – Unexpected Leave or Vacancy

In the event that the Chief Executive Officer:

- takes unexpected leave;
- is incapacitated;
- is unable to perform their duties due to a disaster or crisis event;
- vacates the position unexpectedly; or
- is suspended or terminated;

the following arrangements apply:

- Where Council has previously appointed an Acting Chief Executive Officer, that person is to act in the role.
- Where Council has not appointed an Acting Chief Executive Officer, the senior Manager with the longest tenure who is able and willing to act shall assume the role.
- Where it is likely that an acting arrangement under this clause will exceed five (5) working days, the Shire President is to convene a Special Council Meeting to consider an ongoing acting appointment.

4.4 Salary and Conditions of an Acting Chief Executive Officer

Unless Council resolves otherwise and the acting officer agrees, remuneration for an Acting Chief Executive Officer will be paid on a pro-rata basis as follows:

- 80% of the substantive CEO's salary component where acting for less than four (4) weeks; or
- 90% of the substantive CEO's salary component where acting for four (4) weeks or more.

5. Legislative and Policy References

Local Government Act 1995

Shire of Bridgetown-Greenbushes Delegations Register

6. Responsibilities

6.1 Council is responsible for:

- Approving acting appointments exceeding delegated authority; and
- Ensuring continuity of leadership through appropriate governance oversight.

6.2 Shire President is responsible for approving CEO leave and initiating Council action where required.

6.3 Chief Executive Officer for acting appointments under delegation and advising Council accordingly.

7. Review

This policy is to be reviewed every three (3) years, or earlier if legislative or governance changes occur.