

Purpose

The purpose of this Policy is to provide guidance for the appointment of an employee as Acting Chief Executive Officer during periods of leave of the Chief Executive Officer, to ensure that the continuous and efficient execution of the Shire of Boddington (Shire) functions are maintained.

Scope

This Policy is applicable to the role of the Chief Executive Officer of the Shire.

Definitions

Term	Meaning
Policy	This Shire of Boddington policy titled "Appointment of Acting Chief Executive Officer".
Leave	Annual or personal leave for periods of up to six continuous weeks.

Policy Statement

Where the Chief Executive Officer is to be absent from work for a period exceeding four weeks, Council, on advice from the Chief Executive Officer, is to determine whom it wishes to appoint to the position of Acting Chief Executive Officer.

Where the Chief Executive Officer is absent from work for a period exceeding ten consecutive working days, but not greater than four weeks, the Chief Executive Officer is authorised to appoint either the Executive Manager Corporate Services, Executive Manager Development Services, or Manager of Works and Services to the position of Acting Chief Executive Officer.

Where the Chief Executive Officer is to be absent from work for a period not exceeding ten consecutive working days, the Chief Executive Officer may elect not to appoint an Acting Chief Executive Officer, provided that the Chief Executive Officer is able to be contacted by telephone.

Where the Chief Executive Officer appoints an Acting Chief Executive Officer, or elects not to appoint one, they are to advise all Council Members in writing of the appointment and the period to which it relates as soon as is practicable.

Responsible Officer	Chief Executive Officer
History	Adopted 15 October 2019 (Resolution 95/19) Amended 23 March 2023 (Resolution 25/23)
Delegation	
Relevant Legislation	Local Government Act 1995
Related Documentation	