

1. Policy Statement

The objective of this policy is to provide clear guidance regarding the appointment of a person as Acting Chief Executive Officer (CEO) in accordance with Section 195 of the *Local Government Act 2009*.

2. Scope

This policy applies when the CEO is absent from duty, or cannot, for another reason, perform the Chief Executive Officer's responsibilities.

3. Responsibility

This policy applies to all Councillors and Council Officers.

4. Definitions

Chief Executive Officer (CEO) refers to Local Government appointed Chief Executive Officer as per section 194 of the *Local Government Act 2009*.

5. Policy

Section 195 of the *Local Government Act 2009* requires a local government to appoint a qualified person to act as the Chief Executive Officer during:

- a. Any vacancy, or all vacancies, in the position; or A
- b. Any period, or all periods, when the Chief Executive Officer is absent from duty or cannot, for another reason, perform the Chief Executive Officer's responsibilities.

Directors will be appointed to the role of Acting CEO at the discretion of the CEO, subject to Officer performance and dependent on availability and operational requirements. Appointment to the role of Acting CEO must be made in writing by the CEO.

Council may appoint to the position of Acting CEO:

1. Council Director; or
2. A suitably experienced and qualified individual as a short-term contract during extended periods of absence of the CEO.

Where the CEO appoints a Director to the position of Acting CEO, the CEO is to advise all Elected Members in writing of the appointment and the period to which the appointment covers.

Unexpected Leave or Vacancy

In the event that the CEO is required to take unexpected leave, is otherwise incapacitated or the position falls unexpectedly vacant, and no appointment has been made, the following line of succession shall apply until Council appoints an Acting CEO:

- Director Corporate, Community and Development Services; and
- Director Infrastructure Services.

6. Legal Parameters

Section 195 of the *Local Government Act 2009*.

7. Associated Documents

Employee Code of Conduct.

DOCUMENT HISTORY AND STATUS						
Action	Name			Position	Signed	Date
Approved by Council	Mary-Anne Uren			CEO		03/11/2025
Policy Version	1	Initial Version Adopted		Current Version Adopted		28/10/2025
Maintained By	Office of the Mayor and Chief Executive Officer			Next Review Date		28/10/2026

