

GOVERNANCE

G 1.6 Approval of annual & long service leave for the CEO and appointment of an Acting CEO

<i>Responsible Department</i>	Chief Executive Officer
<i>Resolution Number</i>	C.4052
<i>Resolution Date</i>	21/10/2020
<i>Next Scheduled Review</i>	2022
<i>Related Shire Documents</i>	
<i>Related Legislation</i>	S5.36 Local Government Act 1995

OBJECTIVE

To appoint an Acting Chief Executive Officer in the absence of the Chief Executive Officer due to annual, long service or extended sick leave.

SCOPE

Applies to the Chief Executive Officer.

POLICY

The Shire of Northam Council approves the taking of leave by the Chief Executive Officer and the appointment of an Acting Chief Executive Officer for a period not exceeding six (6) weeks, in accordance with the following parameters:

1. The Shire President, or in his/her absence the Deputy Shire President, authorise all annual and long service leave to be taken by the Chief Executive Officer, so long as the period of leave does not exceed 6 weeks.
2. An employee of the Shire of Northam who is an Executive Manager shall be appointed by the Chief Executive Officer in consultation with the Shire President to carry out the role of Acting Chief Executive Officer during periods of absence of the Chief Executive Officer due to annual leave, long service leave, unpaid leave or extended sick leave.
3. The Shire President will advise all Council Members as soon as practicable of the leave period approved for the Chief Executive Officer and the person appointed to act in his/her absence.

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4. The Executive Manager will only be appointed as Acting Chief Executive Officer under the terms of this policy if:
 - i) the employee has performed the duties of his/her substantive position for a period of 12 months;
 - ii) in the opinion of the Chief Executive Officer the employee has satisfactorily performed his/her duties over the previous 12 months;
 - iii) in the opinion of the Chief Executive Officer and the employee, the employee has the capacity to perform the duties of Acting Chief Executive Officer along with his/her current duties satisfactorily; and
 - iv) this policy does not apply to an employee who is temporarily acting in the role of an Executive Manager.

 4. The Executive Manager Acting in the position of Chief Executive Officer for not more than six (6) weeks shall be paid no less than 85% of the cash salary of the incumbent Chief Executive Officer, whilst also retaining their pre-existing package benefits.

 5. The Full Council will make a determination on the position of Acting Chief Executive Officer if it is to be for a period of greater than 6 weeks. This deliberation will extend to all elements including who will act (notwithstanding it may be an external person) and the appropriate level of remuneration.