

GOVERNANCE

G 1.5 Approval of annual & long service leave for the Chief Executive Office and appointment of an Acting Chief Executive Officer

<i>Responsible Department</i>	Chief Executive Officer
<i>Resolution Number</i>	C.2895
<i>Resolution Date</i>	21/12/2016
<i>Next Scheduled Review</i>	2017
<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 Chief Executive Officer.

POLICY

1. On a rotational basis a designated senior employee shall be appointed by the CEO in consultation with the Shire President to carry out the role of Acting CEO during periods of absence of the CEO due to annual leave, long service leave or extended sick leave.
2. 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.
3. The Shire President will advise all Elected 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.
4. The senior employee will only be appointed as Acting CEO 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 CEO the employee has satisfactorily performed his/her duties over the previous 12 months;

- iii) in the opinion of the CEO and the employee, the employee has the capacity to perform the duties of Acting CEO 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.