

# APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER

Previous policy number: New policy

## Policy Statement

This policy determines:

- (a) which Town of Mosman Park employees are suitably qualified to act in the position of Chief Executive Officer; and
- (b) how the position of Chief Executive Officer will be filled on an acting basis if required.

## Policy Details

1. Only a suitably qualified employee may act in the position of Chief Executive Officer.
2. Where the Chief Executive Officer is absent:
  - a. from work, or working but interstate or overseas, for a period exceeding five consecutive working days, a suitably qualified employee is to be appointed to act in the position of Chief Executive Officer; or
  - b. for a period exceeding five consecutive working days but not greater than four consecutive weeks, the Chief Executive Officer is authorised to appoint a suitably qualified employee to act in the position of Chief Executive Officer; or
  - c. for a period exceeding four consecutive weeks, Council, on advice from the Chief Executive Officer, is to appoint a suitably qualified employee to act in the position of Chief Executive Officer; or
  - d. and the Chief Executive Officer is unable, due to accident, illness or incapacity, to advise Council of which suitably qualified employee to appoint to act in the role of Chief Executive Officer, Council is to appoint a suitably qualified person to act for any period.
3. The Chief Executive Officer is to advise all elected members in writing, as soon as practicable, when a suitably qualified employee is appointed to act in the role of Chief Executive Officer and the duration of the appointment.
4. Notwithstanding (2), in the Chief Executive Officer's absence, Council reserves the right to appoint a suitably qualified employee to act in the role of Chief Executive Officer, for any period.

## Definitions

**“suitably qualified employee”** means a Director or Executive Manager (including employees acting in those roles) employed by the Town of Mosman Park

## Governance References

Statutory Compliance	<i>Local Government Act 1995, s.5.36(2)</i>
Organisational Compliance	N/A

### Policy Administration

<b>Directorate:</b>		<b>Officer title:</b>
Executive Services		Governance Officer
<b>Next Review</b>		<b>Review Cycle</b>
April 2022		
<b>Version</b>	<b>Date</b>	<b>Ref</b>
1	14 May 2020 – New policy	SCM-001-2020
2		
3		