

1. POLICY CERTIFICATION

Policy title:	Appointment of Acting CEO
Policy number:	HR036
Category:	Policy
Classification:	Council
Status:	Approved

2. PURPOSE

To provide clear guidance on the provisions that apply to the appointment of a person as Acting Chief Executive Officer (Acting CEO) and allows for the approval of the Chief Executive Officer's personal leave, annual leave or extended absences.

3. ORGANISATIONAL SCOPE

This policy applies when the Chief Executive Officer is absent or unavailable to carry out official duties.

4. POLICY STATEMENT

This policy presents the formal policy and expected standards of the Roper Gulf Regional Council.

The Policy provides clear guidance on the provisions that apply to the appointment of a person as Acting Chief Executive Officer (A/CEO) and allows for the approval of the Chief Executive Officer (CEO) on sick leave, long service leave, annual leave or other extended absences.

4.1 Appointment of a person as Acting CEO

If there is no Deputy CEO, or the Deputy CEO is absent or unable to act, a person nominated by the CEO to act in that situation acts as the CEO.

Section 100 (4) of the *Local Government Act* (the Act) allows appointments to the office of CEO to be made, as occasion requires, by the Council in accordance with the relevant Ministerial guidelines.

The Appointing the Acting Chief Executive Officer Policy provides for contingencies arising subsequent to any permanent CEO taking sick leave, long service leave, annual leave or other extended absences.

The policy provides for the appointment of any senior member of staff of the Roper Gulf Regional Council to the position of Acting CEO that meet the requirements under *Section 4 Consideration of Ministerial Guidelines*.

The appointment of a person who is not a current employee of Council as Acting CEO must be by Council resolution.

4.2 Periods of Leave - CEO

If the period of leave is five (5) days or less then the CEO must notify the principal member of the Council of a nomination made by the CEO. The principal member will then notify all elected members of the Roper Gulf Regional Council of this appointment.

If the period of leave is more than five (5) days but less than six (6) weeks, then the CEO is expected to liaise with the principal member. The principal member will then notify all elected members of the Roper Gulf Regional Council of this appointment.

If the period of leave is expected to exceed six (6) weeks in a continuous period, then Council should appoint the Acting CEO. Council may appoint to the position of Acting CEO:

- a Council Director;
- a suitably experienced and qualified individual (See Consideration Ministerial Guidelines) as a short-term contract during extended periods of absence of the CEO;

For periods exceeding six (6) weeks Council will seek advice from LGANT on the current best practice in relation to recruitment processes.

4.3 Chief Executive Officer Leave Approval

An application for annual leave, long service leave, personal leave or an extended absence is to be approved by the principal member or Council consistent with Section 4.2 of this policy.

5. DEFINITIONS

CEO	Chief Executive Officer Roper Gulf Regional Council
Council	Roper Gulf Regional Council
Principal Member	Mayor Roper Gulf Regional Council
LGANT	Local Government Association Northern Territory

6. PRINCIPLES

This policy applies when the CEO is absent or unavailable to carry out official duties.

8. REFERENCES

Acknowledgements author/source documents)	(original	
Related Policies		
Related Publications		<i>Local Government Act</i> <i>Ministerial Guideline 3 Appointing a Chief Executive Officer</i>

9. DOCUMENT CONTROL

Policy number	HR036
Policy Owner	Human Resources
Endorsed by	Council
Date approved	27 February 2019
Revisions	Nil
Amendments	Nil
Next revision due	Council will review the Appointment of Acting Chief Executive Officer policy as required but always within 12 months after a general election of the Council.

10. CONTACT PERSON

Contact person
Contact number

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