



CP 2.8 | Acting and Temporary Chief Executive Officer

Objective

To set out the process to be followed by the City in relation to—

- (a) the appointment of an employee to act in the position of Chief Executive Officer (CEO) for a term not exceeding 1 year; and
- (b) the employment of a person in the position of temporary CEO for a term not exceeding 1 year.

Scope

This policy applies to the appointment of an employee to act as CEO (Acting CEO) or, employment of a person to the position of CEO (Temporary CEO) for less than one year, in accordance with section 5.39C of the *Local Government Act 1995*.

Policy statement

Appointment of an Acting CEO

1. Where the CEO is absent for a period not exceeding four weeks, the CEO may appoint a suitably qualified person as Acting CEO in accordance with delegation 2.22 and advise Council members in writing.
2. Where the CEO is absent for a period exceeding four weeks, the Council, on advice from the CEO, will appoint a suitably qualified person as Acting CEO.

Employment of a Temporary CEO

3. The employment of a suitably qualified person as a Temporary CEO for any term not exceeding 1 year will be made by resolution of Council.



Document control

Policy context

Legislation, standards & external guidelines	<i>Local Government Act 1995</i> <i>Local Government (Administration) Regulations 1996</i>
Policies and procedures	
Strategies, plans and frameworks	

Document custodian

Alliance	Chief Executive Officer	Service unit	Governance
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Review management

Next review due	November 2028	Document management ref.	EDMRS-1336483316-535
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Document management

Version	Adopted by	Adoption date	Synopsis of changes
1.0	Ordinary Council Meeting	16 February 2010	Council Policy adopted - supersedes revoked Council Policy No.12.6 – Staff – Senior Employees – Selection, Appointment and Dismissal.
2.0	Ordinary Council Meeting	3 February 2015	Council Policy amended – update to Senior Employee titles
3.0	Administrative Update	10 August 2015	Council Policy amended – Minor changes to Senior Employee titles – 7c & 7d
4.0	Ordinary Council Meeting	19 December 2017	Council Policy amended – Update to positions deemed senior employees
5.0	Special Council Meeting	27 February 2018	Council Policy amended
6.0	Ordinary Council Meeting	26 February 2019	Council Policy amended – Retitled from ‘CP12 Staff – Local Government Employees – Senior Employees’
7.0	Ordinary Council Meeting	27 April 2021	Council Policy amended – Retitled from ‘CP12.6 – Appointment of an Acting CEO’
8.0	Ordinary Council Meeting	22 November 2022	Council Policy amended
9.0	Ordinary Council Meeting	18 November 2025	Council Policy amended