

Temporary Employment or Appointment of CEO

Shire of Donnybrook Balingup Council Policy HR/CP-4



Strategic Outcome Supported: 10.1 – Provide strategically focused and accountable governance.

OBJECTIVE

1. To establish policy, in accordance with the requirements of the *Local Government Act 1995*, that details the Shire of Donnybrook Balingup's processes for appointing an Acting or Temporary Chief Executive Officer for periods of less than 12 months of planned or unplanned leave or an interim vacancy in the substantive office.

SCOPE

2. The policy applies to the statutory position of Chief Executive Officer of the Shire of Donnybrook Balingup.

DEFINITIONS

3. **Acting CEO** means a person employed or appointed to fulfil the statutory position of CEO during a period where the substantive CEO remains employed but is on planned or unplanned leave.
4. **CEO** means Chief Executive Officer.
5. **Shire** means Shire of Donnybrook Balingup.
6. **Temporary CEO** means a person employed or appointed to fulfil the statutory position of CEO for the period between the end of the substantive CEO's employment and the appointment and commencement of a newly appointed substantive CEO.
7. **The Act** mean the *Local Government Act 1995*.

POLICY STATEMENTS

Acting and Temporary CEO Requirements and Qualification

8. When the CEO is on planned or unplanned leave, or the CEO's employment with the Shire of Donnybrook Balingup has ended, an Acting or Temporary CEO is to be appointed in accordance with this policy to fulfil the functions of CEO as detailed in the Act, and other duties as set out in the Act and associated Regulations.
9. Through this policy and in accordance with the Act, the Council determines that employees appointed to the substantive position of Director are considered suitably qualified to perform the role of Acting or Temporary CEO.

Appoint Acting CEO – Planned and unplanned leave for periods up to 6 weeks

10. The CEO is authorised to appoint a Director in writing as Acting CEO, where the CEO is on planned or unplanned leave for periods not exceeding 6 weeks, subject to the CEO's consideration of the Director's performance, availability, operational requirements and where appropriate, the equitable access to the professional development opportunity.

Temporary Employment or Appointment of CEO

Shire of Donnybrook Balingup Council Policy HR/CP-4



11. The CEO must appoint an Acting CEO for any leave periods greater than 7 Business days and less than 6 weeks.
12. The CEO is to advise all Elected Members when and for what period of time an Acting CEO has been appointed.
13. If the CEO is unavailable or unable to make the decision to appoint an Acting CEO in accordance with clause 11, then the following line of succession shall apply:
 - a. The Director Operations will be appointed as Acting CEO; or
 - b. If the Director Operations is unable to act, the Director Finance and Community will be appointed as Acting CEO.
14. Council may, by Absolute Majority, extend an Acting CEO period under clause 10 beyond 6 weeks if the substantive CEO remains unavailable or unable to perform their functions and duties.

Appoint Acting CEO for extended leave periods greater than 6 weeks but less than 12 months

15. This clause applies to the following periods of extended leave:
 - a. Substantive CEO's extended planned leave which may include accumulated annual leave, long service leave or personal leave; and
 - b. Substantive CEO's extended unplanned leave which may include any disruption to the substantive CEO's ability to continuously perform their functions and duties.
16. The Council will, by resolution, appoint an Acting CEO for periods greater than 6 weeks but less than 12 months, as follows:
 - a. Appoint one employee, or multiple employees for separate defined periods, as Acting CEO to ensure the CEO position is filled continuously for the period of extended leave; or
 - b. Conduct an external recruitment process in accordance with clause 19 b.
17. The President will liaise with the CEO, or in their unplanned absence, a Director to coordinate Council reports and resolutions necessary to facilitate an Acting CEO appointment.
18. Subject to Council's resolution, the President will execute in writing the Acting CEO appointment with administrative assistance from a Director.

Appoint Temporary CEO – Substantive Vacancy

19. In the event that the substantive CEO's employment with the Shire of Donnybrook Balingup is ending, the Council, when determining to appoint a Temporary CEO may either:
 - a. by resolution, appoint a Director as the Temporary CEO for the period until the substantive CEO has been recruited and commences their employment with the Local Government; or
 - b. by resolution, appoint a Director as the interim Temporary CEO for the period of time until an external recruitment process for a Temporary CEO can be completed; or

Temporary Employment or Appointment of CEO

Shire of Donnybrook Balingup Council Policy HR/CP-4



- c. following an external recruitment process in accordance with the principles of merit and equity prescribed in the Act, appoint a Temporary CEO for the period until the substantive CEO has been recruited and commences employment with the Local Government.

- 20. The President will liaise with a Director to coordinate Council reports and resolutions necessary to facilitate a Temporary CEO appointment.
- 21. The President is authorised to execute in writing the appointment of a Temporary CEO in accordance with Council's resolution/s, with administrative assistance from a Director.

Remuneration and conditions of Acting or Temporary CEO

- 22. Unless Council otherwise resolves, an employee appointed as Acting CEO shall be remunerated at 90% of the cash component only of the substantive CEO's total reward package.
- 23. Council will determine by resolution, the remuneration and benefits to be offered to a Temporary CEO when entering into a contract in accordance with the requirements of the Act.
- 24. Subject to relevant advice, the Council retains the right to terminate or change, by resolution, any Acting or Temporary CEO appointment.

DELEGATION AND AUTHORISATION

- 25. The CEO is authorised to appoint an Acting CEO in accordance with clause 10.
- 26. The President is authorised to execute in writing the appointment of a Temporary CEO in accordance with clause 21.

LEGISLATION

- *Local Government Act 1995*

APPENDIX

- 27. Nil.

GOVERNANCE

Related Policy(s):

- Nil.

Related Procedure(s):

- Nil.

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Revision Requirements and Version Control:

Responsible Department(s):		Finance & Community		
Review to be conducted by:		Director Finance & Community		
Revision Frequency:		☐ Annual (1yr)	☐ Triennial (3yr)	☒ Quinquennially (5yr)
Current Version Date:		23/09/2026		Next Due: 09/2031
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1	Initial adoption of policy	24/11/2021	191/21	NPP7795
2	Transferred to new template, minor amendments throughout.	23/09/2026	167/09-26	MONARCH-159415999-137