



G.117 Appointment of Acting Chief Executive Officer Policy

1	OBJECTIVE.....	1
2	SCOPE.....	1
3	STATEMENT	1
	3.1 Application for Leave.....	1
	3.2 Appointment of an Acting Chief Executive Officer	1
	3.3 Unexpected leave or vacancy	2
4	HUMAN RIGHTS COMPATIBILITY STATEMENT.....	2
5	DEFINITIONS.....	2
6	RELATED POLICIES LEGISLATION OTHER DOCUMENTS	2
7	VERSION CONTROL.....	2

Responsible Officer: Chief Executive Officer
Policy Owner: Council
Policy No: G.117 **Version:** 2
Council Resolution Number: QSC 256-11-24
Effective Date: 27 November 2024

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1 OBJECTIVE

The objective of this policy is to provide clear guidance regarding the appointment of a person as Acting Chief Executive Officer in accordance with Section 195 of the *Local Government Act 2009*.

2 SCOPE

This policy applies when the Chief Executive Officer (CEO) is absent from duty, or cannot, for another reason, perform the Chief Executive Officer's responsibilities.

3 STATEMENT

Section 195 of the *Local Government Act 2009* requires a local government to appoint a qualified person to act as the Chief Executive Officer during:

- (a) any vacancy, or all vacancies, in the position; or
- (b) any period, or all periods, when the Chief Executive Officer is absent from duty or cannot, for another reason, perform the Chief Executive Officer's responsibilities.

3.1 APPLICATION FOR LEAVE

An application for annual leave, long service leave, personal leave or an extended absence made by the CEO is to be approved by the Mayor on behalf of Council.

3.2 APPOINTMENT OF AN ACTING CHIEF EXECUTIVE OFFICER

Where there are periods of annual leave, long service leave or other periods of extended absence of the CEO, it is appropriate for a person to perform the duties of the CEO to enable the efficient functioning of the local government's administration.

Directors will be appointed to the role of Acting CEO at the discretion of the CEO, subject to Officer performance and dependent on availability and operational requirements.

Appointment to the role of Acting CEO must be made in writing by the CEO.

Appointment to the role of Acting CEO may only be made by the CEO for periods of leave up to four (4) weeks.

If the period of leave is to exceed four (4) weeks in a continuous period, then Council should appoint the Acting CEO by resolution. Council may appoint to the position of Acting CEO -

- a Council Director; or
- a suitably experienced and qualified individual as a short-term contract during extended periods of absence of the CEO.

Where the CEO appoints a Director to the position of Acting CEO, the CEO is to advise all Elected Members in writing of the appointment and the period to which the appointment covers.

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3.3 UNEXPECTED LEAVE OR VACANCY

In the event that the CEO is required to take unexpected leave or is otherwise incapacitated or the position falls unexpectedly vacant, and no appointment has been made, the following line of succession shall apply until Council appoints an Acting CEO:

- Director Corporate and Community Services
- Director Infrastructure Services

4 HUMAN RIGHTS COMPATIBILITY STATEMENT

This Policy has been assessed as compatible with the Human Rights protected under the Human Rights Act 2019.

5 DEFINITIONS

Council	Quilpie Shire Council
CEO	Chief Executive Officer

6 RELATED POLICIES | LEGISLATION | OTHER DOCUMENTS

Local Government Act 2009

Local Government Regulation 2012

IX #	Details
91084	G.108 Recruitment Policy

7 VERSION CONTROL

Version	Date	Details
V1	15-Nov-22	Developed and adopted.
V2	27-Nov-24	Reviewed and adopted

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Page 2