

ITEM 4.1. STANDING RESOLUTION – ABSENCE OF CHIEF EXECUTIVE OFFICER**FILE NO: S087321****MEMORANDUM BY THE CHIEF EXECUTIVE OFFICER**To Council:

In 2011, to accommodate short-term absences by the Chief Executive Officer (CEO), it was agreed that either of the Chief Operating Officer, Director City Operations or the Director Legal and Governance may be appointed to the position of CEO on a temporary basis. It is now suggested that the position of Chief Financial Officer be added to this list.

Background

Section 351 of the Local Government Act 1993 permits Council, by resolution, to appoint a person to the position of CEO on a temporary basis in circumstances where the CEO is temporarily unable or unavailable to continue in the role (e.g. due to the taking of annual leave, sick leave, long service leave).

The temporary appointee may not continue in the position of CEO for a period exceeding 12 months or, if the temporary appointee takes parental leave, they may not continue in the position of CEO for a period exceeding 24 months.

In 2011, to accommodate any future temporary absences by the CEO in an administratively simple and efficient manner, the following form of Standing Resolution was agreed by Council:

- (i) in circumstances where the CEO is absent from office for any reason other than suspension from duty, Council temporarily appoint as CEO whichever of the Chief Operating Officer, the Director City Operations or the Director Legal and Governance is nominated in writing by the CEO; and*
- (ii) unless a resolution to the contrary is made by Council, in circumstances where the CEO is absent from office and does not or cannot nominate a temporary appointee for any reason, the Chief Operating Officer is temporarily appointed as CEO until further resolution by Council.*

Given recent changes in the membership of the Executive and to provide additional flexibility, it is recommended that the current form of Standing Resolution be amended to include a reference in clause (i) above to the position of “Chief Financial Officer”.

RECOMMENDATION

It is resolved that:

- (A) in circumstances where the CEO is absent from office for any reason other than suspension from duty, Council temporarily appoint as CEO whichever of the Chief Financial Officer, Chief Operating Officer, the Director City Operations or the Director Legal and Governance is nominated in writing by the CEO; and

- (B) unless a resolution to the contrary is made by Council, in circumstances where the CEO is absent from office and does not or cannot nominate a temporary appointee for any reason, the Chief Operating Officer is temporarily appointed as CEO until further resolution by Council.

MONICA BARONE
Chief Executive Officer