

1.1.18. Governance 18: Appointment of Acting Chief Executive Officer

1. Purpose

To allow the proper appointment of an Acting Chief Executive Officer in accordance with the Local Government Act 1995.

2. Planning

Priority 4: Kalamunda Leads

Objective 4.1 - To provide leadership through transparent governance.

Strategy 4.1.1 - Provide good governance.

3. Policy Statement

The Council recognises that it is imperative for the continued efficient operations of the City of Kalamunda (City) administration that during periods of absence of the Chief Executive Officer a suitable person can be appointed as the Acting Chief Executive Officer.

3.1 For appointments up to 20 Days

The Chief Executive Officer (CEO) is authorised to appoint any City Director of their choosing. The CEO will provide a note to the Council report when applying for leave nominating a Director and the Council must be satisfied that all the City's Directors are suitably qualified to act as Chief Executive Officer.

3.2 For appointments between 21 Days and 12 Months

The CEO is authorised to recommend to Council the appointment of a person who holds the position of a Director of the City on a rotational basis. The Council will then appoint an Acting CEO.

Should there be no City of Kalamunda staff available, or they are unwilling to be the Acting CEO, the Council will appoint a person, who is suitably qualified, from amongst nominations obtained from the Western Australian Local Government Association, or from candidates obtained through a public advertising of the position.

4. Detail

This Policy will be administered by the CEO who will make appropriate recommendations to Council for resolution.

5. Community Consultation

This Policy does not require any community consultation.

Policy Register 2021

6. Governance

This Policy will be governed by Council resolution.

7. Measures of Success

This Policy will ensure the City always has a CEO in place.

8. Definitions

Nil

Status	Council requirement		
Related Local Law	Local government Act Amendment 2021		
Related Council Policies	Recruitment Performance Review Termination of CEO		
Relevant Delegation	Nil.		
Related Internal Procedures	Nil.		
Related Budget Schedule	Salary or Higher Duties will be paid from the operating budget.		
Legislation	Local Government Act 1995 Local Government (Administration) Amendment Regulations 2021		
Notes and Conditions			
Authority	Council		
Adopted	2021	Next Review Date	2023