

Policy

Appointment of Acting Chief Executive Officer

Policy Category	Governance
Responsible Directorate	Office of the CEO
Responsible Business Unit	Human Resources
Relevant Legislation	<i>Local Government Act 1995</i>

1. Objective

This policy details the proper authority for the appointment of an Acting Chief Executive Officer (CEO) for the purposes of satisfying section 5.39C of the *Local Government Act 1995* (Act).

2. Policy

In accordance with section 5.36 of the Act, the Council is to employ a person to be the CEO of the local government.

2.1 Absence up to 6 weeks

Council determines that the persons appointed as the permanent incumbent to the position of a Director are suitably qualified to perform the role of Acting CEO.

Where the CEO will be absent for a period not exceeding 6 weeks, the CEO may appoint any of the persons substantively occupying the following positions as Acting CEO, subject to performance, availability of the person and operational requirements:

- Director Corporate
- Director Development
- Director Community
- Director Infrastructure

When applying for leave and submitting the leave request to Council, the CEO will specify the Director(s) who will be Acting as CEO during the period.

2.2 Absence between 6 weeks and 12 months

Council shall appoint an Acting CEO.

If there is no employee of the City who is able or is willing to perform the role, the Council will appoint a person, who is suitably qualified and experienced, from amongst nominations obtained from the Western Australian Local Government Association, or from candidates obtained through a public advertising of the position.

3. Influencing Strategies or Plans

City of Kalamunda Strategic Community Plan – Kalamunda Advancing 2031

Priority 4: Kalamunda Leads

Objective 4.1 - To provide leadership through transparent governance.

Strategy 4.1.1 - Provide good governance.

4. Definitions

Act means the *Local Government Act 1995*;

Acting means temporarily occupying or taking up the duties of a position;

CEO means Chief Executive Officer

5. Relevant Legislation

Local Government Act 1995 - s. 5.36, s. 5.39C, s. 5.45(2)

Local Government (Administration) Regulations 1996 - r. 18A(1)

Interpretation Act 1984 - s. 52

Version Control			
Relevant delegated authority	N/A		
Council adopted	24 February 2026	Reference	OCM 07/2026
Last review		Reference	
Next review			