

## Addendum to Item 14.4.1 - Extension of Appointment of Acting Chief Executive Officer

<b>Applicant</b>	Alan George – Chief Executive Officer
<b>File No.</b>	Personnel
<b>Attachments</b>	Nil
<b>Author</b>	Kylie Armanasco – Administration and Records Officer
<b>Disclosure of Interest</b>	Aaron Wooldridge – Deputy Chief Executive Officer
<b>Date of Report</b>	20 April 2026
<b>Senior Officer</b>	Tegan Hall – Manager Corporate Services

### Summary

President Cr Armstrong has advised management on the Monday 20 April 2026 to amend Agenda Item 14.4.1 for the extended appointment of Deputy Chief Executive Officer Aaron Wooldridge to the position of Acting Chief Executive Officer for the period of 15 days, from 13 April 2026 until 27 April 2026 inclusive.

### Background/Comment

The applicant underwent a total knee replacement on 6 March 2026. The recovery period following this surgery was unknown at the time, however, the estimated return was 13 April 2026.

Following a post-operative review which was done early April, under medical advice, the applicant is to remain on medical leave and is now due to return on Tuesday 28 April 2026. Therefore, the extension period for the Acting Chief Executive Officer should be extended to the 27<sup>th</sup> of April 2026 inclusive.

### Legal Implications

Nil

### Policy Implications

Reference is made to the Shire of Lake Grace Policy Manual

#### Policy 4.14 Senior Employees and Acting Chief Executive Officer Appointments

This policy covers the process to be followed by the Shire of Lake Grace in relation to:

- a) Employing a person in the position of Chief Executive Officer for a term **not** exceeding one (1) year;
- b) The appointment of an employee to act in the position of Chief Executive Officer for a term **not** exceeding one (1) year

**OBJECTIVE** - The Local Government (Administration) Amendment Regulations 2021 (CEO Standards Regulations) section 5.39C took effect on 3 February 2021, which requires all local governments to adopt a policy to cover the process of hiring a Chief Executive Officer for a term of not exceeding one (1) year.

**GUIDELINES** - Pursuant to Section 5.37 of the Local Government Act 1995, the following employees are designated as senior employees:

- a) Deputy Chief Executive Officer; and
- b) Manager Corporate Services; and
- c) Manager Infrastructure Services

For the purposes of Section 5.36 (2) of the Local Government Act 1995, the Council has determined that employees that are appointed in one of the above positions are suitably qualified to be appointed as Acting CEO by the CEO, from time to time, when the CEO is on periods of leave, subject to the following conditions;

1. The CEO is not an interim CEO or Acting in the position;
2. The term of appointment is no longer than 20 working days consecutive;
3. That the employee’s employment conditions are not varied other than the employee is entitled at the CEO’s discretion, no greater than the salary equivalent to that of the CEO during the Acting period.

In the case of the unavailability of the CEO due to an emergency, the Deputy Chief Executive Officer is automatically appointed as the Acting CEO for up to 2 weeks from commencement, and continuation is then subject to determination by the Council.

Consultation

Aaron Wooldridge – Acting Chief Executive Officer  
 Tegan Hall – Manager Corporate Services

Financial Implications

Remuneration will be as per the existing CEO base salary.

There will be little to no impact upon the salaries budget due to the salaries costs being below budget due to staff resignations that have not yet been refilled.

Strategic Implications

**This item aligns with Aspire 2033 - Shire of Lake Grace Strategic Community Plan**

<b>Leadership Objective - Strong governance and leadership, demonstrating fair and equitable community values</b>		
Outcome	8	A strategically focused, unified Council functioning efficiently
Strategies	8.1	Provide informed leadership on behalf of the community
	8.2	Promote and advocate for the community and district
	8.3	Provide strategic leadership and governance
	8.4	Provide timely communications on all Council activities to community
Outcome	9	An efficient and effective organisation
Strategies	9.1	Maintain accountability and financial responsibility through

		effective planning
	9.2	Comply with statutory and legislative requirements
	9.3	Provide a positive and safe workplace
	9.4	Establish and maintain community endorsed levels of service across all functions of Council

### Voting Requirements

Absolute majority

### **RECOMMENDATION / RESOLUTION**

#### **RESOLUTION**

**Moved: Cr**

**Seconded: Cr**

That Council:

Confirms the extended appointment of Aaron Wooldridge to the position of Acting Chief Executive Officer for the period of 15 days from 13 April 2026 until 27 April 2026, during which time Alan George Chief Executive Officer will be on Personal Leave due to post-operative recovery.

#### **CARRIED**

**For:**

**Against:**