

Notice is given that an ordinary meeting of the Full Council will be held on:

Date: Tuesday 28 August 2018
Time: 9.30am
Meeting Room: Tasman Council Chamber
Venue: 189 Queen Street
Richmond

Full Council

LATE ITEMS AGENDA

LATE ITEMS

5 LATE ITEMS

That the late item, A.1, be considered at today's meeting.

A REPORTS

A.1 Appointment of Acting Chief Executive	5
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A REPORTS

A.1 APPOINTMENT OF ACTING CHIEF EXECUTIVE

Decision Required

Report To:	Full Council
Meeting Date:	28 August 2018
Report Author:	Richard Kirby, Engineering Services Manager
Report Number:	RCN18-08-1
File Reference:	

1 Summary

- 1.1 In the event of Janine Dowding's unexpected absence due to emergency surgery, you are asked to **appoint an Acting Chief Executive** to cover a time when the Chief Executive and both of the Acting Chief Executives you have already appointed are on leave, for the period covering 30 August to 3 September.
- 1.2 In my capacity as Acting Chief Executive, I recommend that Mike Drummond, Corporate Services Manager be appointed for the period 30 August to 2 September inclusive and as an ongoing alternative in the event that the currently appointed Acting Chief Executives are absent from the District.
- 1.3 This report is tabled under Standing Order 9.12 – Items of business not on the Agenda which cannot be delayed.
- 1.4 The reason the item is not on the agenda is that it arises from an unexpected and emergency event – refer 1.1 above.
- 1.5 The reason why discussion of the item cannot be delayed until a subsequent meeting is that the appointment of an alternate Acting Chief Executive is required on or before 30 August 2018 and the current delegation is not sufficient, nor is Council scheduled to meet again before that date. Consequently a resolution of Council is required at this meeting.

2 Draft Resolution

That the Full Council:

- 1. Receives the Report 'Appointment of Acting Chief Executive' RCN18-08-02; and**
- 2. appoints Mike Drummond, Corporate Services Manager as Acting Chief Executive for the period 30 August to 2 September 2018; and**
- 3. approves the Corporate Services Manager as a permanently appointed alternative Acting Chief Executive in the event that both the currently appointed Acting Chief Executives - the Environment and Policy Manager and the Engineering Services Manager (in that order), are unavailable or out of the District;**
- 4. That the delegation of Acting Chief Executive to each of those Senior Managers be recorded in the Delegations Register and by virtue of its inclusion, can be enacted at any time by the Chief Executive without further formality.**

3 Background and Purpose

- 3.1 The Local Government Act 2002 provides (section 42) that a local authority must appoint a Chief Executive. It follows the intent of this legislation that the Council should also appoint an Acting Chief Executive if the appointee is to have the authority to carry out all of the functions and responsibilities of the Chief Executive in the Act and that Council has delegated.
- 3.2 The arrangement then is that the Chief Executive determines when one of the appointees is called on to act based on their availability and the needs of the organisation.
- 3.3 At its meeting of 14 December 2017, Council made the following resolution:
...appoints Richard Kirby, Engineering Services Manager to replace Mike Drummond, Corporate Services Manager, as an alternate Acting Chief Executive Officer should Dennis Bush-King, Environment and Policy Manager, be unavailable or out of the District...'
- 3.4 As a consequence of emergency surgery, the Chief Executive Officer, Janine Dowding, is unable to carry out the functions and responsibilities of her role for an as yet indeterminable period of time, although early indications are that she will be fit to return to work by 4 September 2018.
- 3.5 The appointed Acting Chief Executive, Dennis Bush-King, is currently on leave, due to return on 3 September. His alternate, Richard Kirby, Engineering Services Manager, will be out of the District from 30 September 2018 on annual leave. These absences leave a short timeframe – 30 August to 2 September inclusive – where there is no appointed Acting Chief Executive available.
- 3.6 Council is asked to approve the appointment of Mike Drummond, Corporate Services Manager, as Acting Chief Executive Officer for the period set out in 3.5 above.
- 3.7 Council is also asked to confirm the appointment of Mike Drummond as alternate Acting Chief Executive as a permanent one, so that at least one of three Senior Managers are available for the role of Acting Chief Executive.

4 Attachments

Nil