



## Absence of Chief Executive Officer Policy

<b>Classification:</b>	Council Policy
<b>Version Number:</b>	1
<b>Review Frequency:</b>	Term of Council or more frequently as a result of staff changes
<b>Last Reviewed:</b>	N/A
<b>Review Due:</b>	2025
<b>Responsible Officer:</b>	Chief Executive Officer
<b>Applicable Legislation:</b>	Local Government Act 1999
<b>Related Policies/Procedures:</b>	

### 1. PURPOSE:

The purpose of the policy is to provide direction in the event of the absence of the Chief Executive Officer for leave, illness or resignation.

### 2. LEGISLATIVE CONTEXT:

Section 102(b) of the Local Government Act 1999 prescribes that:

*“In the absence of the chief executive officer, the following provisions apply:*

*(b) if there is no deputy or the deputy is absent – a suitable person appointed by the Chief Executive Officer after consultation with council must act in the office”.*

### 3. SCOPE:

This policy applies in respect of periods of annual leave, long service leave or long-term sick leave taken by the Chief Executive Officer.

**4. POLICY:**

- 4.1 Council authorises the Mayor to grant approval for the Chief Executive Officer's requests for leave.
- 4.2 Council is to be notified of any leave granted via established regular communications, such as the fortnightly organisational update.
- 4.3 The persons occupying the positions of Manager Corporate and Community Services and Manager of Assets and Infrastructure are deemed to be suitable persons to act in the role of CEO during periods of approved leave.
- 4.4 The Acting CEO will be appointed at the discretion of the CEO, subject to Manager performance and dependent on availability and operational requirements.
- 4.5 Appointment to the role of Acting CEO must be made in writing by the CEO and advised to the Council by direct email.
- 4.6 Where there is a vacancy in the office of the CEO for other than authorised leave (i.e. resignation), Council may determine to appoint a suitably qualified person, external to Council, for a limited term.

**5. DELEGATIONS:**

- 5.1 Pursuant to Section 102(b) of the Local Government Act 1999, Council authorises the CEO to appoint the Manager of Corporate and Community Services or the Manager of Assets and Infrastructure as Acting CEO for absences of authorised leave of the CEO.
- 5.2 The Acting CEO will be afforded all delegations provided to the CEO whilst acting in the role.

**6. AVAILABILITY OF THE POLICY:**

This policy will be available for inspection at the Council's principal office, 29 Holland Street Kingston SE, during ordinary business hours and on Council's website: [www.kingstondc.sa.gov.au](http://www.kingstondc.sa.gov.au). Copies will also be provided to interested members of the community upon request, and upon such payment of the fee set by Council.