



DISTRICT COUNCIL OF LOXTON WAIKERIE

Absence of the Chief Executive Officer Policy

Policy Identification:	
Policy type:	Council
Summary:	The policy has been developed to provide direction in the event of the absence of the Chief Executive Officer for leave, illness or resignation.
Record number:	12.63.1
Date of adoption or approval:	19 August 2011 (13.12)
Last review date:	17 November 2017
Next review date:	November 2019 Every 2 years
Responsible department:	
Responsible officer (s):	Mayor; Human Resources Officer
Review officer:	Human Resources Officer
Consultation required:	
Relevant references:	
Delegations:	
Legislation:	Local Government Act 1999
Related policies:	
Related procedures:	

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. Policy

Council authorises the Mayor to grant approval for the Chief Executive Officer's requests for annual leave.

Council is to be notified of any approval granted at the next available meeting of Council.

As per Section 102 (b) of the Local Government Act 1999:-

if there is no deputy or the deputy is absent—a suitable person appointed by the chief executive officer after consultation with the council must act in the office.

The persons occupying the positions of Director Infrastructure Services and Director Corporate and Community Services are deemed to be suitable persons to act in the role of Chief Executive Officer in the absence of the Chief Executive Officer

The appointment of an officer in the role of Acting Chief Executive Officer will be made if the following leave is taken by the Chief Executive Officer:-

- Annual leave
- Long service
- Long term sick leave

Where there is a vacancy in the office of the Chief Executive Officer for other than authorised leave, Council may determine to appoint a suitably qualified person, external to Council, for a limited term.

3. Delegations

Pursuant to Section 102 (b) of the Local Government Act 1999 the District Council of Loxton Waikerie authorises the Chief Executive Officer to appoint the Director of Infrastructure Services or the Director Corporate & Community Services as Acting Chief Executive Officer, or recommend to council an external appointment for absences of authorised leave of the Chief Executive Officer.

4. Availability of policy

This Policy will be available for inspection at the Council Offices at Loxton or Waikerie during ordinary business hours at no charge.

Copies of this Policy will also be available from Councils website www.loxtonwaikerie.sa.gov.au or postal copies may be obtained from the Council Office, to be charged at the scheduled rate according to the Fees and Charges Register.

5. Document history and version control

Date	Version	Authorisation: Council/ Committee/ Senior Management Team	Amendment details:
19/08/2011	1.0	Council meeting of 19 August 2011	First version
19/09/2014	2.0	Council meeting of 19 September 2014	Delegation to the Chief Executive Officer to appoint Director Infrastructure Services or Director Corporate and Community Services as Acting CEO in defined circumstances.
17/11/2017	3.0	Council meeting of 17 November 2017	Rename the policy: Absence of the Chief Executive Officer Policy; removal of reference to the Appointment of Staff to Higher Duties in the Absence of the CEO and / or Directors Procedure (the procedure has been revoked) Addition of the process for the appointment of an Acting CEO in the event of a vacancy in the office of the CEO, designate the policy as a policy of Council rather than a Human Resources Policy.