

Policy Name:	Acting Chief Executive Officer Appointment
Classification:	Public – Council Policy
Adopted:	28 November 2023
Frequency of Review:	Following a general election of Council
Last Review:	November 2023
Next Review Due:	November 2027
Responsible Officer(s):	Chief Executive Officer Team Leader Governance
Policy and Code of Practice Manual File Ref:	CC10/2601
Council File Reference:	CR19/68047
Legislation Authority:	<i>Local Government Act 1999, section 102</i>
Related Policies and Codes:	N/A
Related Procedures:	N/A

1. INTRODUCTION

Pursuant to section 102 of the *Local Government Act 1999* (the Act), in the absence of the Chief Executive Officer (CEO), a suitable person must be appointed by the Chief Executive Officer to act in the role.

Absence in the office of the Chief Executive Officer may occur as a result of holidays, long service leave, personal leave (including sick and carer's leave) where the absence is such that the CEO is not undertaking any work associated with the role.

2. APPOINTMENT

- 2.1 The Chief Executive Officer is authorised by Council through this Policy, to appoint an Executive Manager to the position of Acting Chief Executive Officer when the CEO is absent and unable to fulfil the functions of the role.
- 2.2 There is no minimum duration a person may be appointed to act in the position of CEO. Section 102 of the Act stipulates a person must be appointed by the Chief Executive Officer in their absence.

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- 2.3 In situations where the CEO is away from the office but is still in the position to perform the duties and responsibilities associated with the Chief Executive Officer role, a person is not required to be appointed to the position of Acting CEO.

This may occur when the CEO is away to attend a meeting, conference or seminar; is working from home or is on a leave type where they are willing and able to fulfil the obligations of the role.

3. AUTHORITY

The Acting Chief Executive Officer will have all the powers, functions or duties delegated by the Council to the Chief Executive Officer.

4. REVIEW AND EVALUATION

The effectiveness of this Policy will be reviewed following a general election of Council.

The Chief Executive Officer will report to Council on the outcome of the evaluation and if relevant make recommendations for amendments, alteration or substitution of a new Policy.

The Policy will not be altered or substituted so as to affect a process already commenced.

5. FURTHER INFORMATION

Further information about this Policy can be obtained by:-

Telephone: 8522 9211

Email: council@gawler.sa.gov.au

Appointment: Town of Gawler Administration Centre, 43 High Street, Gawler East.

Letter: PO Box 130, Gawler SA 5118

6. AVAILABILITY OF POLICY

The Policy is available to be downloaded, free of charge, from Council's website at www.gawler.sa.gov.au.

A printed copy may be purchased on request from the Council's Administration Centre.