

Chief Executive Officer Absence

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Responsible Officer(s):	Chief Executive Officer
Council File Reference:	Council Policy
Applicable Legislation:	Local Government Act 1999
Relevant Policies:	N/A
Related Procedures:	N/A
Delegations:	As defined in BBC Delegations Register

1. Purpose of this policy

This policy is for the purpose to provide direction and arrangements for the appointment of an Acting Chief Executive Office in the absence of the Chief Executive Office due to annual leave and sick leave or leave for other circumstances for a period of more than 5 days. This code has been developed in accordance with the provision of the Local Government Act 1999.

2. Scope

This policy applied in respect of periods of annual leave, long service leave or sick leave taken by the Chief Executive Officer for the Berri Barmera Council.

3. Policy

3.1 For periods of leave less than five days:

- 3.1.1 For periods of leave for less than five days the Chief Executive Office will provide notification to the Mayor and Councillors of planned leave of less than five days one week in advance, or as soon as practicable if the leave is unplanned for approval by the Mayor, and that such approval not be unreasonably withheld.
- 3.1.2 The appropriate Manager will manage issues relevant to their area of responsibility.
- 3.1.3 For governance matters or issues that would be dealt with by the Chief Executive Officer, the Manager of Corporate Services will assume responsibility.
- 3.1.4 Where possible, the Chief Executive Officer will monitor communications and be contactable for urgent matters.

3.2 For periods of leave of five consecutive days, up to four weeks:

- 3.2.1 The Chief Executive Officer will liaise with the Mayor at least two weeks prior for planned leave of five consecutive days and up to four weeks for approval by the Mayor, and that such approval not be unreasonably withheld, and advise Councillors as soon as practicable thereafter.
 - 3.2.2 An Acting Chief Executive Officer will be appointed by the Chief Executive Officer in consultation with the Mayor.
 - 3.2.3 Councillors will be informed which Manager has been appointed as soon as practicable thereafter.
- 3.3 Where there is a vacancy in the office of the Chief Executive Officer for other than authorised leave (ie resignation), Council may determine to appoint a suitably qualified person, external to Council, for a limited term.

4. Acting Chief Executive Officer Arrangements:

- 4.1 Managers acting in the role of Chief Executive Officer will be delegated the powers and be able to discharge the duties of the Chief Executive Officer pursuant to Section 102(b) of the Local Government Act 1999.
- 4.2 The Chief Executive Officer will provide delegations in writing with any limitations to the Acting Chief Executive Officer.
- 4.3 Managers acting in the role of Chief Executive Officer will be eligible to be paid higher duties for the period of acting.

4.4 The following employees are eligible to be appointed to the role of Acting Chief Executive Officer:

- 4.4.1 Manager Corporate Services;
- 4.4.2 Manager Growth and Activation;
- 4.4.3 Manager Infrastructure and Operations;
- 4.4.4 Manager Environment and Regulatory Services.

5. Remuneration

Unless Council otherwise resolves and the Acting CEO agrees, a person acting as CEO shall be remunerated at the following rates:

- (a) At 80% of the substantive CEO's base salary, if acting for periods less than 4 weeks.
- (b) At 90% of the substantive CEO's base salary, if acting for periods more than four weeks.

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