

**Keywords:** *Enter any Policy keywords*

<b>Corporate Plan:</b>	N/A
<b>Classification:</b>	<i>Council Policy</i>
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<b>Last Reviewed:</b>	<i>25 January 2023</i>
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<b>Responsible Officer(s):</b>	<i>Chief Executive Officer</i>
<b>Council File Reference:</b>	<i>Council Policy</i>
<b>Applicable Legislation:</b>	<i>Local Government Act 1999</i>
<b>Relevant Policies:</b>	N/A
<b>Related Procedures:</b>	N/A
<b>Delegations:</b>	<i>As defined in BBC Delegations Register</i>

### 1. Purpose of this policy

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 office, the following provisions apply:  
(b) if there is no deputy or the deputy is absent – 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 organisations update.
- 4.3 The persons occupying the positions of Manager Corporate Services, Manager Growth and Activation, Manager Environment and Regulatory Services and Manager Infrastructure and Operations 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 depended on availability and operations 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 Corporate Services, Manager Growth and Activation, Manager Environment and Regulatory Services or the Manager Infrastructure and Operations 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, 5 Riverview Drive, Berri, during ordinary business hours and on Council's website: [www.berribarmera.sa.gov.au](http://www.berribarmera.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.

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