District Council of
Loxton Waikerie

ABSENCE OF THE CHIEF EXECUTIVE OFFICER POLICY

Responsible Officer/s	Executive Assistant Chief Executive Officer
Relevant Legislation / Documents	Local Government Act 1999
Adopted	19 August 2011
Reviewed	15 October 2025
Next Review	Every 2 years

A. 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.

B. Objective

To establish clear procedures and delegations for the District Council of Loxton Waikerie in the event of the Chief Executive Officer's absence due to leave, illness, or resignation. This policy ensures continuity of leadership and decision-making by authorising appropriate personnel to act in the Chief Executive Officer's role, in accordance with the Local Government Act 1999, and outlines the process for appointing an Acting Chief Executive Officer, including remuneration and notification requirements.

C. 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:

(b) 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 Commercial 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.

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 Commercial & Community Services as Acting Chief Executive

Officer or recommend to council an external appointment for absences of authorised leave 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.

The Acting Chief Executive Officer will receive an equal remuneration package of the Chief Executive Officer during the acting period and revert to their normal remuneration package on completion of the acting period.

D. Availability

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 free of charge.

This policy will be available in Council's Electronic Document Management System (Content Manager).

E. Document history and version control

Date	Version	Authorisation	Amendment Details
19/08/2011	1	Council Meeting 19 August 2011	First Version
19/09/2014	2	Council Meeting 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	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.
18/10/2023	4	Council meeting of 18 October 2023	Update policy to new format and department title from Corporate and Community Services to Commercial and Community Services Additional clause in policy relating to remuneration of the Acting Chief Executive Officer included in reviewed policy
15/10/2025	5	Council Meeting of 15 October 2025	Updated template Objective created as required by new template