

<b>Policy Section:</b>	<b>1. Corporate Governance</b>
<b>Policy Name:</b>	<b>Acting Chief Executive Officer Appointment</b>
<b>Classification:</b>	<b>Public – Council Policy</b>
<b>Adopted:</b>	<b>26 May 2015</b>
<b>Frequency of Review:</b>	<b>Biennial</b>
<b>Last Review:</b>	<b>September 2017</b>
<b>Next Review Due:</b>	<b>September 2019</b>
<b>Responsible Officer(s):</b>	<b>Chief Executive Officer</b>
<b>Policy and Code of Practice Manual File Ref:</b>	<b>CC10/2601</b>
<b>Council File Reference:</b>	<b>CR17/41456</b>
<b>Legislation Authority:</b>	<b>Local Government Act 1999 (the Act), S102</b>
<b>Related Policies and Codes:</b>	<b>N/A</b>
<b>Related Procedures:</b>	<b>N/A</b>

### 1. INTRODUCTION

An Acting Chief Executive Officer should be appointed when the Chief Executive Officer is absent from duties.

### 2. APPOINTMENT

The Chief Executive Officer is authorised to appoint a Manager to the position of Acting Chief Executive Officer when absent for more than five (5) days.

### 3. AUTHORITY

The Acting Chief Executive Officer will have all of 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 on a biennial basis.

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  
Fax: 8522 9212  
Email: [council@gawler.sa.gov.au](mailto: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 for inspection during ordinary business hours at the Council principal office, Town of Gawler Administration Centre 43 High Street, Gawler East or is available on the Council website at [www.gawler.sa.gov.au](http://www.gawler.sa.gov.au).

A copy of this Policy will be provided to interested parties upon request, for a fee as contained in the Register of Fees and Charges.