

CEO LEAVE APPROVAL POLICY

Policy Number: GOV-21

Responsible Department(s): Office of the CEO

Other Relevant Policies: Nil

Other Relevant Procedure(s): Nil

Policies superseded by this procedure Version 1, adopted 12 November 2024, Resolution 409/24

Approved by: Council, resolution number 63/26

Date of Approval 24 February 2026

Effective From: 3 March 2026

Next Review: No later than February 2029 or as required by legislation or changed circumstances

Version Control

Version:	Effect Date:	Description of Changes:	Approver:
1.0	19/11/2024	New Policy	Council - Res 409/24
2.0	24/02/2026	Removal of some clauses to satisfy the revocation of Part 3(h) of Resolution 430/24 as per Resolution 402/25, and some other minor amendments. New template	Council - Res 63/26

1. INTRODUCTION

- 1.1 The CEO Leave Approval Policy (the Policy) provides Council and its administration with principles and guidelines for managing leave entitlements for the Chief Executive Officer (CEO).
- 1.2 The Policy delegates the approval of CEO leave requests, provides that Council is kept informed of CEO leave periods, and outlines Acting CEO arrangements during absences of the CEO.
- 1.3 This policy is to be read in conjunction with other relevant Council policies. The development of this policy has considered the requirements of the *Local Government Act 1999* (Section 102).

2. OBJECTIVES

- 2.1 The objectives of this policy are:
 - Provide direction in the event of the absence of the CEO
 - Ensure that Council is compliant with all legislative requirements and the agreed conditions of the CEO's employment agreement
 - Outline the process for the approval of leave requests and the appointment of an Acting CEO
 - Delegate the power to approve leave requests to the Mayor
 - Provide guidance to the CEO of persons who are suitably qualified to act as CEO during approved periods of leave
 - Meet the requirements of the CEO to consult with Council on the appointment of Acting CEOs.

3. DEFINITIONS

- 3.1 **"Absence of the CEO"** means a period when the CEO is on leave 5 business days or longer, or if the leave is for a shorter period, the CEO is unable to perform the duties of the CEO under the *Local Government Act 1999*.
- 3.2 **"Chief Executive Officer"** means the appointed Chief Executive Officer for the Adelaide Hills Council.
- 3.3 **"Council"** means the elected body of the Adelaide Hills Council constituted pursuant to the Act.
- 3.4 **"Employment Agreement"** means the employment agreement executed between Adelaide Hills Council and the CEO.
- 3.5 **"Executive Leadership Team"** means an executive employee of Council, being specifically the Director Corporate Services, Director Environment and Infrastructure, Director

Community and Development or the Executive Governance Officer, or a person acting in those positions.

4. SCOPE

- 4.1 The policy applies to periods of annual leave, long service leave, sick or carer's leave, compassionate leave and parental leave taken by the CEO.

5. LEGISLATED OBLIGATIONS

- 5.1 Under s102 of the *Local Government Act 1999*, a person must be appointed to act in the absence of the CEO:

102—Person to act in absence of chief executive officer

In the absence of the chief executive officer, the following provisions apply:

- (a) if there is a deputy to the chief executive officer—the deputy must act in the office of the chief executive officer;
- (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;
- (c) if a person is not appointed under paragraph (b)—a suitable person must be appointed by the principal member of the council to act in the office (after taking into account the organisational structure of the council);
- (d) if a person is not appointed under paragraph (c)—a suitable person must be appointed by any three or more members of the council to act in the office (after taking into account the organisational structure of the council).

6. POLICY STATEMENT

- 6.1 The CEO is eligible for annual leave, long service leave, sick or carer's leave, compassionate leave and parental leave as provided in their contract of employment and by relevant legislation.
- 6.2 Council acknowledges the importance of all employees accessing leave entitlements and will not unnecessarily withhold approval of leave requests.
- 6.3 In the absence of the CEO it is appropriate for a person to perform the duties of the CEO to enable the efficient functioning of the administration and to remain compliant with the *Local Government Act 1999*.

7. LEAVE REQUESTS AND APPROVAL

- 7.1 Council authorises the Mayor to grant approval for (or refuse) all CEO leave requests up to and including periods of four (4) weeks duration.

7.2 The CEO shall provide reasonable prior notice for all leave requests where practicable.

7.3 The Mayor will consider the CEO's leave requests in a timely manner.

7.4 If the Mayor has not responded to the leave requests in a timely manner, Council authorises the Deputy Mayor to grant approval for (or refuse) the leave request.

7.5 Any refusal of a leave request should provide reasons for that refusal.

7.6 If a leave request has been refused, the CEO can refer the leave request to Council for consideration and decision.

7.7 Periods of leave greater than four (4) weeks in duration will be provided to Council for consideration and decision.

7.8 Council is to be notified of all pre-approved periods of leave via email.

8. ACTING CHIEF EXECUTIVE OFFICER APPOINTMENT

8.1 The CEO has authority, under s102(b) of the *Local Government Act 1999*, to appoint an Acting CEO during periods of absence after consultation with the Council.

8.2 This Policy satisfies the CEO's obligation to consult with Council in relation to appointing an Acting CEO under s102(b) of the *Local Government Act 1999*.

8.3 The CEO will appoint one of the Executive Leadership Team to act in the role of the CEO during periods of absence.

8.4 Appointment to the role of Acting CEO must be made in writing by the CEO and Council is to be advised of the appointment by email, prior to the appointment starting.

8.5 In the event that the CEO has not appointed an Acting CEO, and is absent from the role, the Mayor has authority under s102(c) of the *Local Government Act 1999* to appoint a suitable person to the role of Acting CEO after considering the organisational structure of the Council.

8.6 In the event that the Mayor has not appointed an Acting CEO under section 8.5 of this Policy, three or more members of Council have the authority under s102(d) of the *Local Government Act 1999* to appoint a suitable person to Acting CEO after taking into account the organisational structure of the Council.

8.7 The Acting CEO will be afforded all delegated powers of the CEO whilst acting in the role.

9. DELEGATION

6.1 The Chief Executive Officer has the delegation to:

- Approve, amend and review any procedures that shall be consistent with this Policy; and
- Make any legislative, formatting, nomenclature or other minor changes to the Policy during the period of its currency.

10. AVAILABILITY OF THE POLICY

7.1 This Policy will be available via the Council's website www.ahc.sa.gov.au.