

OVERSTRAND MUNICIPALITY

POLICY ON THE APPOINTMENT OF AN ACTING MUNICIPAL MANAGER

INTRODUCTION

Whereas section 82 of the Local Government: Municipal Structures Act, No. 117 of 1998 requires that a municipal council appoints the Municipal Manager and also, when necessary, an Acting Municipal Manager; and

Whereas it may be impractical or impossible for the Municipal Council to specifically convene to decide on the appointment of an Acting Municipal Manager, the policy as set out below is adopted to deal with such an eventuality.

POLICY PRINCIPLES

1. In the absence of the Municipal Manager due to the Municipal Manager being on leave (whether vacation, sick, special or family responsibility leave) the Mayor may officially appoint an Acting Municipal Manager in the following order of availability:
 - the Director: Management Services,
 - the Director: Finance,
 - the Director: Community Services,
 - the Director: Infrastructure and Planning,
 - the Director: Protection Services,
 - the Director: Local Economic Development.

2. In the event of there being a need for an Acting Municipal Manager due to
 - the resignation,
 - the death,
 - the long-term illness or incapacity, or
 - the suspension

of the Municipal Manager, the provisions of item 1 above, may be used for the appointment of an Acting Municipal Manager for a period not exceeding 10 (ten) working days during which period the Speaker must convene a special council meeting in order to appoint an Acting Municipal Manager.

3. In the event of the person acting as Municipal Manager, in terms of a decision taken in accordance with item 2 above going on leave, the provisions of item 1 will mutatis mutandis apply for the appointment of an Acting Municipal Manager on a short-term basis.

Policy Section:	Management Services
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