



Appendix A

INSTRUMENT OF APPOINTMENT

I, *<Insert CEO Name>*, the Chief Executive Officer of the Lockhart River Aboriginal Shire Council, having been delegated the power by the Council of the Lockhart River Aboriginal Shire to select and appoint a person or persons to be a complaints officer to investigate complaints received by the Council about administrative action of the Council or an alleged minor breach by a Councillor of the Council's Code of Conduct for Councillors, hereby make the following appointment:-

Name of appointee: _____

Purpose of appointment: To act as a complaints officer for the internal/external review of complaints under the Lockhart River Aboriginal Shire Council General Complaints Process established pursuant to Chapter 7, Part 6 of the Local Government Act 2009.

Term of appointment: This appointment shall remain in force until cancelled or revoked by me in writing or unless sooner terminated by written request of the appointee.

or

This appointment shall, unless sooner cancelled, revoked or the person ceases to hold office, remain in force while the person is an employee of the Lockhart River Aboriginal Shire Council.

Date of appointment: ____/____/____

<Insert CEO Name>
CHIEF EXECUTIVE OFFICER