

Policy Number:	ADM 9
Policy Type:	Administration Policy
Policy Name:	Appointment of Acting Chief Executive Officer
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

POLICY

1. For periods of leave of the Chief Executive Officer in excess of five working days another member of the Senior Management Team delegated by the Chief Executive Officer, is to be the Acting Chief Executive Officer for that period of leave.
2. An information report is to be prepared prior to the period of leave to confirm for Council the period of leave. If this is not possible due to the leave being urgent and between Council meetings, the Shire President or if unavailable the Deputy Shire President is to be immediately informed.
3. The person acting in the position of Chief Executive Officer is to be remunerated at the current salary level of the Chief Executive Officer for the period while acting in the position.

Related Policies	Nil
Related Procedures/Documents	Nil
Delegated Level	Chief Executive Officer
Adopted	OM 28 August 2008
Reviewed	OM 27 July 2023