

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

## **POLICY**

1. For periods of leave of the Chief Executive Officer in excess of three 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 Acting 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	
Related Procedures/Documents	
Delegated Level	
Adopted	OM 28 August 2008
Reviewed	<a href="#">OM 25 January 2018</a>