

3.11 STAFF APPOINTMENTS AND LEAVE

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Policy Responsibility	Administration		

Document History

Version	Date Amended	Details Comments e.g. Resolution Number
		HR Manual Adopted by Council 05/08/03 Amendment adopted by Council 21/10/03 Amendment adopted by Council 16/12/08
		Resolution of Council 05/01/02 Employees are not to accumulate more than two years entitlement of annual leave.

OBJECTIVE

To determine a delegate when the Chief Executive Officer is on annual or other leave.

POLICY STATEMENT

1. Senior Officers

The Council's senior officers are the Chief Executive Officer, Operations Manager, and Senior Administration Officer.

2. Acting Chief Executive Officer

Where the Chief Executive Officer is on leave or otherwise absent for more than one day, a senior officer shall be appointed by the Chief Executive Officer to act in the position in his/her absence.

3. The CEO shall notify the President of the council of a nomination made by the CEO.