

Policy 004 Chief Executive Officer Emergency Succession

Version	Date	Approved	Review	Brief Description of Changes
A	9 th October 2008	A/EO	Annual or upon staff changes	Initial Release, approved on 9 th October 2008
B	19 th May 2010	EO	Annual or upon staff changes	Organisational Changes
C	11 th October 2010	EO	Annual or upon staff changes	Organisational Changes
D	2 nd March 2011	CEO	Annual or upon staff changes	Organisational Changes
E	2 May 2011	NSW CAG Board	Periodic review	

Purpose

The purpose of this policy is to ensure the continuity of the organisation in the event that the Chief Executive Officer takes unexpected leave of absence, or in the case of the Chief Executive Officer's resignation.

Scope

This policy applies to the nominated emergency successor of the position of Chief Executive Officer of NSW CAG. It clarifies the nomination, authorities and notifications.

References

NSW CAG Policies and Procedures Manual, Policies 001-003.
NSW CAG Management Brief (located in the second drawer of the filing cabinet to the right of the Chief Executive Officer's desk)

1.1 Nomination

The current nominated successor in the event of an emergency is to be the Policy and Operations Manager. In their absence it will be the Projects Manager.

1.2 Authority under policies

As per Governance Policies 001, 002, 003, in the event that the Chief Executive Officer takes unexpected leave of absence, or in the case of the Chief Executive Officer's resignation, the nominated person has the authority to act as the Chief Executive Officer, as per the Chief Executive Officer Limitation policies (policy 002 and 003). In the event



of unexpected leave of absence, this authority is in place until the return of the Chief Executive Officer. In the event of resignation, this authority is in place until the Board has appointed a new Chief Executive Officer. As per Policy 002, in the unlikely situation that the agreed successor cannot take on the acting Chief Executive Officer role, the Board shall delegate a person to instruct the staff directly.

1.3 Access to information

In the event of an emergency succession, the Acting Chief Executive Officer should access all information contained in the folder – NSW CAG Management Brief located in the second drawer of the filing cabinet to the right of the Chief Executive Officer's desk. A key to this drawer is accessible in the key cabinet – the Executive Support Officer has access to the drawer containing the key to the key cabinet (ie the top drawer to the left of the Chief Executive Officer's desk), and the Policy and Operations Manager, and Projects Manager have access through access to the Executive Support Officer's drawer.

The Acting Chief Executive Officer has the authority to request access to all computer drives through E-Nerds. Access to online banking facilities and addition as a signatory is to be approved through the Board.

1.4 Notification of the Board

In the event of emergency succession, the nominated successor should advise the Chair of the Board immediately of the situation. Contact details are available on the Board and Governance Drive. In the event that the Chair cannot be contacted, contact with a Board member should be made in the following priority:

- the Deputy Chair
- the Secretary
- any Board member

The Chair should be notified as soon as possible.

1.5 Notification of the Successor

Upon receiving notification of the emergency leave or resignation, the Board will provide a letter of appointment to the position of Acting Chief Executive Officer to the successor.

1.6 Planned Leave of Chief Executive Officer

In the event of planned leave, the Chief Executive Officer will brief the person who will be delegated to Act as Chief Executive Officer on the current organisational situation and on their authority to act during the period of leave. The Chief Executive Officer will inform the Chair of the Board of such arrangements for leave.