

## 1.03 – OVERSIGHT OF THE GENERAL MANAGER BY THE MAYOR POLICY

### 1 POLICY PURPOSE

The purpose of this policy is to detail the framework for the day-to-day oversight and liaison with the General Manager in accordance with the Guidelines issued by the NSW Office of Local Government, Department of Planning and Environment relating to the Appointment and Oversight of General Managers.

### 2 POLICY OBJECTIVE

The policy seeks to ensure transparency, good governance, and leadership accountability through the effective day to day oversight of the General Manager by the Mayor.

### 3 POLICY SCOPE

The policy applies to the Mayor and General Manager of the Norfolk Island Regional Council.

### 4 DEFINITIONS

TERM	DEFINITION
Council	Norfolk Island Regional Council
General Manager	A person who holds an appointment under section 334 of the Local Government Act 1993 (NSW) (NI). This includes a person acting in this position
Guidelines	Refer to the NSW Office of Local Government, Department of Planning and Environment Guidelines for the Appointment and Oversight of General Managers, 2022.
<i>Local Government Act 1993 (NSW)(NI)</i>	<i>Local Government Act 1993 (NSW)(NI)</i> defines the governing body (S222) and its role (S223), together with defining the responsibilities of Councillors (including the Mayor) as members of a governing body (S232) but also as an individual and an elected representative of the community (S232). The additional duties of the Mayor’s role are also defined (S226).
Staff	For the purposes of this policy includes employees and delegates such as agency staff and contractors.

### 5 LEGAL AND POLICY FRAMEWORK

#### Legislation, Policies and Documents:

Legislation:

- *Local Government Act 1993 (NSW) (NI)*
- *Norfolk Island Act 1979 (CTH)*

Policies:

- Payment of Expenses and Provision of Facilities for Councillors Policy
- Councillor Access to Information and Interaction with Staff Policy
- Corporate Credit Card Policy

Documents:

- Local Government, Department of Planning and Environment Guidelines for the Appointment and Oversight of General Managers, 2022
- Norfolk Island Regional Council Model Code of Conduct
- Procedures for the Administration of the Model Code of Conduct

## **6 IMPLEMENTATION**

### **Communication**

This policy is to be communicated to all staff and the community via Council's website.

### **Implementation**

Council has delegated to the Mayor the responsibility of the day-to-day oversight of and liaison with the General Manager in accordance with the guidelines. The Mayor will liaise formally with the General Manager on a daily and weekly basis, and in accordance with and in keeping with the provisions of the Councillor Access to Information and Interaction with Staff Policy, Delegations of Authority and the Norfolk Island Regional Council Model Code of Conduct.

## **7 POLICY STATEMENT**

### **7.1 Provisions**

The Mayor is responsible for:

- Approving the General Manager's application for attendance at conferences, training, or any professional development where the duration is in excess of two (2) days;
- Approving expenses within the limits set in the Payment of Expenses and Provision of Facilities Policy for Councillors; and
- Approving the General Manager's applications for leave.

The General Manager is entitled to leave in accordance with the conditions set out in the General Manager's Contract of Employment. Applications for any paid or unpaid leave will be submitted to the Mayor for approval.

### **7.2 General Manager Corporate Credit Card Expenses**

The General Manager is required to comply with the conditions contained in General Manager's Contract of Employment relating to expenses and credit cards. The General Manager will present all Corporate Credit Card expense statements to the Mayor for approval.

### **7.3 Managing General Manager Complaints**

The Mayor will be responsible for managing any complaints received in relation to the General Manager, in accordance with the Council's Model Code of Conduct.

#### 7.4 Responsibility and Accountability

The General Manager is responsible for complying with the provisions of this policy and providing appropriate documentation in support of any leave or other applications and Corporate Credit Card expenses.

The Mayor is responsible for approving applications from the General Manager under this policy.

#### 8 MONITORING AND REPORTING

The monitoring and evaluation of the policy will be conducted in accordance with Council's policy review cycle.

#### 9 REVIEW AND VERSION CONTROL

<b>Policy Number:</b>	1.03	<b>Responsible Officer:</b>	General Manager
<b>Next Review Date:</b>	June 2024		
<b>Version:</b>	<b>Resolution Number:</b>	<b>Effective Date:</b>	<b>Description:</b>
1.0	2016/26	17 August 2016	Developed and adopted
2.0	2019/101	26 June 2019	Reviewed and adopted
3.0	2023/56	07 June 2023	Reviewed and adopted