



1.03 – OVERSIGHT OF THE GENERAL MANAGER BY THE MAYOR

1 INTRODUCTION

This policy details the framework for the day-to-day oversight and liaison with the General Manager in accordance with the Guidelines issued by the NSW Division of Local Government for the Appointment and Oversight of General Managers.

2 POLICY OBJECTIVE

This Policy has been developed to ensure that there is transparency, good governance, and accountability around the oversight by the Mayor of the General Manager.

3 POLICY SCOPE

This policy applies to the General Manager of the Norfolk Island Regional Council.

4 DEFINITIONS

Guidelines	<i>Guidelines</i> refer to the Division of Local Government, Department of Premier and Cabinet Guidelines for the Appointment and Oversight of General Managers, July 2011.
Council	<i>Council</i> is referred to in the Guidelines as the governing body of the Norfolk Island Regional Council.

5 LEGAL AND POLICY FRAMEWORK

The Policy should be read in conjunction with:

- Standard Contract of Employment for General Managers in NSW Local Government;
- Division of Local Government, Department of Premier and Cabinet Guidelines for the Appointment and Oversight of General Managers, July 2011;
- Policy – Payment of Expenses and Provision of Facilities for Councillors;
- Norfolk Island Regional Council – Code of Conduct.

6 IMPLEMENTATION

The 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 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 – Code of Conduct.

7 POLICY

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 Policy *Payment of Expenses and Provision of Facilities 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 Clause 9 – ‘Leave’ of the General Manager’s Contract of Employment. Applications for any paid or unpaid leave will be submitted to the Mayor for approval.

7.2 Credit Card expenses incurred by the General Manager

The General Manager is required to comply with the conditions contained in Clause 12 – ‘Expenses and credit cards’ of the General Manager’s Contract of Employment. The General Manager will present credit card expense statements to the Mayor for signature.

7.3 Managing complaints about the General Manager

The Mayor will be responsible for managing any complaints received about the General Manager, in accordance with the Norfolk Island Regional Council’s 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 applications and credit card expenses.

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

8 REVIEW AND VERSION CONTROL

Policy Number	1.03	Responsible Officer	General Manager	
Effective Date	17 August 2016	Next Review Date		
Version Number	Version	Resolution No.	Effective Date	Version description
	V1	2016/26	17 August 2016	Developed and Adopted
	V2	2019/101	26 June 2019	Adopted