

TENTERFIELD SHIRE COUNCIL

POLICY STATEMENT

HEADING:

Oversight and Liaison with General Manager

MEETING ADOPTED AND RESOLUTION NO.:

**23 August 2017
168/17**

HISTORY OF DOCUMENT PREVIOUSLY ADOPTED:

**22 February 2012 83/12
25 February 2015 19/15**

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 Division of Local Government for the Appointment and Oversight of General Managers.

Policy:

1. Eligibility

This policy applies to the General Manager of Tenterfield Shire Council.

2. Definitions

Guidelines refer to the Division of Local Government, Department of Premier and Cabinet – Guidelines for the Appointment and Oversight of the General Managers – July 2011.

Council is referred to in the Guidelines as the governing body of Tenterfield Shire Council.

3. Provisions

The Council has delegated to the Mayor, the responsibility of the day-to-day oversight of and liaison with the General Manager.

The Mayor will liaise with the General Manager on a daily basis in accordance with the requirements of the Local Government Act (1993) and in keeping with the provisions of the Councillor Access to Information and Interaction with Staff Policy, Delegations of Authority and the Code of Conduct for Councillors and Staff.

The Mayor is responsible for:

- **Approving the General Manager's application 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

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Review Date:
August 2020

Responsible Officer:
Chief Executive

Name of Policy: Oversight & Liaison with General Manager

Employment. Applications for any paid or unpaid leave will be submitted to the Mayor for approval.

- **Approving 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 also comply with the provisions of Council Staff Policies relating to the allocation of credit cards, fuel cards, travel vouchers and other purchasing cards, petty cash and business related travel.

The General Manager will present expense statements to the Mayor for approval as required.

Attendance at conferences is to be approved in advance by the Mayor.

- **Managing Complaints about the General Manager**

The Mayor will be responsible for managing complaints received about the General Manager, in accordance with the Code of Conduct for Councillors and Staff, the Complaints Policy and the Public Interests Disclosures Policy.

4. Responsibility/Accountability

The General Manager is responsible for complying with the provisions of this policy and providing appropriate documentation in support of applications and expense claims.

The Mayor is responsible for approving applications from the General Manager under this policy, in accordance with the framework established in other related policies and guidelines.

5. Related Policies/Documents/Legislation

The Policy should be read in conjunction with

- Contract of Employment – General Manager
- Division of Local Government, Department of Premier and Cabinet Guidelines for the Appointment and Oversight of General Managers – July 2011
- Code of Conduct
- Delegations of Authority Register
- Complaints and Unreasonable Conduct Policy
- Internal Reporting Policy
- Credit Card Policy
- Conferences/Seminars/Training Expenses Policy