

# Role of General Manager

## INFORMATION SHEET

NOVEMBER 2018

### **Appointment of the General Manager (Section 61, Local Government Act 1993)**

A general manager is appointed by the council for a maximum of five years.

### **Role of the General Manager (Section 62)**

A general manager is responsible for implementing council decisions and for the day-to-day operations and affairs of the council.

A general manager:

- implements council policies, plans and programs
- provides advice and reports to the council on the exercise and performance of its powers and functions
- assists the council to prepare its strategic plan, annual plan and annual report
- coordinates the development of objectives, policies and programs
- liaises with the mayor on affairs of council
- manages the council resources and assets.

A general manager is also responsible for all matters delegated to him or her by the council. The council may delegate to the general manager the:

- power to collect rates and charges;
- remission or rebate of rates and charges;
- writing off of any debts owed to the council; and
- making of grants or the provision of benefits.

## Employees (Section 63)

The general manager:

- appoints employees, allocates duties, directs employees and may suspend or dismiss employees
- develops human resources practices and procedures in accordance with council policies to ensure employees receive fair and equitable treatment

## Delegations (Section 64)

A general manager may delegate to a council employee any functions or powers conferred to the general manager under the Act (other than the power to delegate) or those conferred by the council and which the council has authorised the general manager to delegate.

## Qualified Persons (Section 65)

A general manager is to ensure any advice, information or recommendation given to the council or a council committee is given by a person with appropriate qualifications.

A council or council committee must not decide on any matter which requires qualified advice until the general manager certifies in writing that:

- i. qualified advice was obtained; and
- ii. the general manager took the advice into account when providing general advice to the council or council committee.

The council or council committee is also to be given a copy of that advice or, if the advice was given orally, a written transcript or summary of that advice.

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