

ROLE

- The interim administrator's role is to perform the functions of the governing body of the council under the *Local Government Act 1993* and any other Act. (*section 438M*)
- This includes undertaking the roles identified in sections 232(1) and 226 of the *Local Government Act 1993* relating to councillors and the Mayor.
- The interim administrator is responsible for oversight of the implementation of the suspension order and any performance improvement order and reporting on progress to the Minister for Local Government or the Chief Executive, Division of Local Government at the identified reporting milestones.
- Other functions may be specified in the order by which the interim administrator is appointed.

PLACE OF WORK

- The interim administrator is expected to attend the council administration centre when undertaking the administrative functions of the role.
- Council is to provide office space and other necessary support.

TERM OF APPOINTMENT

- An interim administrator's term of appointment will be specified in the relevant suspension order, but will not exceed the period during which the council is suspended.
- The term of appointment may be extended if the duration of the council suspension is extended.
- The interim administrator's appointment can be terminated prior to the completion of the appointment term where the Minister considers this necessary. (*section 438M*)

OBLIGATIONS

- The interim administrator is subject to the Model Code of Conduct for Local Councils in NSW. Complaints about the conduct of an interim administrator are made to the Chief Executive of the Division of Local Government.
- The interim administrator's ongoing appointment is subject to satisfactory performance.

TIME COMMITMENT

- The interim administrator is expected to commit the necessary time to effectively:
 - conduct the relevant council meetings
 - undertake the civic and ceremonial functions of the governing body
 - undertake the administrative functions of the role, such as oversight of the general manager and implementation of any performance improvement orders.
- The average time commitment is expected to be between one to three days per week.

PAYMENT

- The interim administrator's remuneration will be set out in the suspension order. The level of remuneration will be generally based on the current cost of councillor and Mayoral fees for the relevant council as set by the Local Government Remuneration Tribunal.
- The council will provide facilities sufficient for the interim administrator to perform their duties. Reasonable out of pocket expenses will be reimbursed in accordance with an interim administrator's expenses and facilities policy.

REPORTING REQUIREMENTS

- The interim administrator is required to report to the Minister or Chief Executive on a regular basis.
- The interim administrator may be required to prepare an improvement plan and report progress on its implementation in accordance with the suspension order and performance improvement order (if one is issued).
- The interim administrator is to give the Minister or Chief Executive a written report about their administration of the council no less than 14 days before the end of the initial suspension period. (*section 438N*)
- If the initial suspension period is extended, the interim administrator is to prepare a further report no less than 14 days before the end of the extended suspension period.