

Delegations to Mayor Policy

Purpose

To provide Council delegations to the Mayor and Deputy Mayor.

Scope

The role of the Mayor as described under s226 *Local Government Act 1993* is:

- To exercise, in cases of necessity, the policy-making functions of the governing body of the Council between meetings of the Council
- To exercise such other functions of the Council as the Council determines
- To preside at meetings of the Council
- To carry out the civic and ceremonial functions of the Mayoral office

Definitions

| Term | Meaning |
|------|---------|
| | |

Delegations

Media Relations

To respond to media enquiries and issue media statements or releases on behalf of Council.

Correspondence

To sign outgoing correspondence on behalf of Council.

Public Meetings

Call public meetings (in consultation with the General Manager) on any matter that is considered to be of such a magnitude that a large number of residents/ratepayers may be affected.

Conferences, Seminars, Meetings

To attend the annual Local Government NSW Conference (or its successor) and any other related Council business meetings.

To approve Councillor attendance at seminars, conference meetings or training courses, on behalf of Council, subject to funds being provided in the budget.

Legal

To authorise legal advice or legal representation in any matter that Council is or is likely to become involved in.

General Manager

Investigate written complaints against the General Manager.

Appoint an Acting General Manager in the absence of the General Manager for any period exceeding four consecutive working days.

To approve or authorise leave applications of the General Manager.

To authorise the General Manager’s credit card usage.

Expulsion from Council Meetings

Exercise the power of expulsion from a meeting of the Council in accordance with s10(2)(b) *Local Government Act 1993* and clause 255-258 *Local Government (General) Regulation 2005* for “acts of disorder”.

Reporting of Decisions

Any decisions made between meetings on behalf of the Council under s226 *Local Government Act 1993* be reported to the next available Council meeting.

Representation on Joint Organisation

To make decisions on behalf of Council on the Board of Canberra Region Joint Organisation. Where these decisions may have a significant financial, political or strategic impact they must be brought back through the minutes of the Board.

Deputy Mayor

Shall undertake the role and delegations of the Mayor when, on advice from the Mayor, the Mayor is unable to fulfil the role of the Mayor due to personal circumstances including a situation where the Mayor has declared a conflict of interest.

Responsibilities & Review

The General Manager’ office will:

- Provide all necessary administrative support for the operation of this policy
- Develop and document any procedures for the effective implementation of this policy
- Review to be undertaken with each new term of Councillors. Next review date 2021/2022.

References

This policy is to be read in conjunction with the following:

| | |
|--------------------------------|---|
| Legislation | <i>Local Government Act 1993</i> |
| Policies and procedures | <i>Local Government (General) Regulation 2005</i> |

Approval History

| Stage | Date | Comment | MagiQ Reference |
|--------------|-------------------|--------------------------|-----------------|
| Original | 13 June 2012 | Adopted Special Planning | Minute 248 |
| Reviewed | 28 September 2016 | Adopted Council Meeting | Minute 233 |
| Reviewed | 22 March 2017 | Adopted Council Meeting | Minute 58 |
| Minor Review | 27 April 2021 | EMT | |

Ownership and Approval

| Responsibility | General Manager |
|----------------|-----------------|
| Author | General Manager |
| Owner | General Manager |
| Endorser | EMT |
| Approver | Council |