



Ordinary Meeting of Council

Wednesday 12 January 2022

2.00pm

Council Chambers

209 Comur Street, Yass

ATTACHMENTS TO REPORTS

Ordinary Meeting of Council

Attachments to Reports

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The Returning Officer
YASS VALLEY COUNCIL

NOMINATION FORM – MAYOR

We, the undersigned Councillors nominate:

..... for the position of Mayor.

.....
Signature

.....
Signature

.....
Date

I consent to the above nomination.

.....
Nominee’s Signature

The Returning Officer
YASS VALLEY COUNCIL

NOMINATION FORM – DEPUTY MAYOR

We, the undersigned Councillors nominate:

..... for the position of Deputy Mayor.

.....
Signature

.....
Signature

.....
Date

I consent to the above nomination.

.....
Nominee’s Signature

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, in part:

- 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 233 *Local Government (General) Regulation 2021* 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's 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 2021</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	
Review	12 January 2022		

Ownership and Approval

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