

MAYOR & DEPUTY MAYOR

DELEGATIONS OF AUTHORITY

20 August 2025



Our Vision

The Nambucca Valley is a vibrant, sustainable, inclusive and connected community that values and respects the Gumbaynggirr culture, its environment and lifestyle, whilst creating opportunities for a safe and meaningful future for all.

Purpose

The purpose of this instrument is to clarify the functions and powers that the mayor is authorised the exercise. It provides a framework in relation to decision making, supporting strategic leadership and facilitating civic representation.

The Role of the Mayor

Section 226 of the NSW Local Government Act defines the role of the mayor:

The role of the mayor is as follows—

- (a) to be the leader of the council and a leader in the local community,
- (b) to advance community cohesion and promote civic awareness,
- (c) to be the principal member and spokesperson of the governing body, including representing the views of the council as to its local priorities,
- (d) to exercise, in cases of necessity, the policy-making functions of the governing body of the council between meetings of the council,
- (e) to preside at meetings of the council,
- (f) to ensure that meetings of the council are conducted efficiently, effectively and in accordance with this Act,
- (g) to ensure the timely development and adoption of the strategic plans, programs and policies of the council,
- (h) to promote the effective and consistent implementation of the strategic plans, programs and policies of the council,
- (i) to promote partnerships between the council and key stakeholders,
- (j) to advise, consult with and provide strategic direction to the general manager in relation to the implementation of the strategic plans and policies of the council,
- (k) in conjunction with the general manager, to ensure adequate opportunities and mechanisms for engagement between the council and the local community,
- (l) to carry out the civic and ceremonial functions of the mayoral office,
- (m) to represent the council on regional organisations and at inter-governmental forums at regional, State and Commonwealth level,
- (n) in consultation with the councillors, to lead performance appraisals of the general manager,
- (o) to exercise any other functions of the council that the council determines.

Delegations to the Mayor

The following functions are delegated to the Mayor:

1) Powers or Duties under the Local Government Act 1993

To give effect to the Law, and specially, to carry out the role of the Mayor as prescribed in section 226 of the Local Government Act 1993.

2) Sign and Execute Documents

To sign and correspondence and other documents. This function is subject to the limitation that execution of any documents under Council seal must be carried out with Regulation 400 of the Local Government (General) Regulation 2005.

3) General Manager

Oversee the day-to-day management of the general manager in accordance with the OLG's *Guidelines for the Appointment and Oversight of General Managers*. This includes approving leave and expenses incurred, and receiving and managing complaints about the General Manager in accordance with the Code of Conduct Procedures. The mayor will also manage the process in relation to the General Manager's performance reviews.

4) Media and Public Relations

- Make issue media releases and make media statements and in respect of Council, subject to prior consultation with the General Manager.
- Sign outgoing correspondence on behalf of Council that is not inconsistent with existing Council policy and decisions.
- To make corporate gifts available for presentations to visitors on appropriate occasions.

5) Major Developments – Public meetings

In consultation with the General Manager call public meetings to discuss development proposals or other matters that could have considerable community impact.

6) Representation on Joint Organisation (if a Member)

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

Delegation to the Deputy Mayor

In accordance with section 231(3) of the Act, the deputy mayor may exercise any function of the mayor at the request of the mayor or if the mayor is prevented by illness, absence or otherwise from exercising the function or if there is a casual vacancy in the office of mayor. The Deputy Mayor will assume the Chair at Council meetings in situations where the Mayor has declared a conflict of interest.

Terms of Delegation

This delegation is made in accordance with a resolution of Council at its meeting of 20th August 2025 and remains in force until amended or revoked by a resolution of the Council. This Instrument of Delegation revokes all previous delegations.