

POLICY TITLE **MAYOR - DELEGATION OF AUTHORITY**

VERSION I: Adopted 30 October 2007

Last Reviewed: -

OBJECTIVES

To set out the powers and duties of the Mayor.

POLICY STATEMENT

Pursuant to the Local Government Act and Regulations, and any expressed policy or direction of Council, that Council in accordance with the provisions of Section 377 of the Local Government Act 1993 and every other enabling statutory power, delegates to the person who occupies the position of Mayor, to perform on behalf of Council the following powers, authorities, duties or functions.

BACKGROUND BRIEF

Section 226 of the Local Government Act (NSW) 1993 provides as follows:-

What is the role of the Mayor?

226. The role of the Mayor is:

- * to exercise, in cases of necessity, the policy-making functions of the governing body of the Council between the meetings of the Council;
- * to exercise other such 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.

The following delegations apply:

1. Council Seal

Authorise the Mayor to be the necessary witness to documents requiring Council's seal following proper authority.

2. Media Relations

To make media statements or releases on behalf of Council.

3. Policy Making

To exercise in cases of necessity, the policy-making functions of the governing body of the Council between meetings of the Council.

4. Correspondence

To sign correspondence on behalf of the Council.

5. Urgent Works

To authorise any work which is deemed urgent at a cost not exceeding \$5,000 provided that such expenditure is reported to the council at its next Ordinary Meeting.

6. Complaints Against the General Manager

The Mayor shall have the power to investigate substantive written complaints against the General Manager and shall initiate action under either the Councils Code of Conduct or Protected Disclosures Policy where warranted.

7. General Managers Leave

Approve the General Managers applications for leave

8. Representation

To represent Council to other tiers of government on matters affecting Council.

9. RTA Certificates of Expenditure

To co-sign RTA Final Certificates of Expenditure with the General Manager and the Executive Manager of Infrastructure & Assets.

DEPUTY MAYOR

1. Council Seal

Authorise the Deputy Mayor to be the necessary witness to documents requiring Council's seal.

2. In the absence of the Mayor

In the absence of the Mayor and subject to compliance with the requirements of the Local Government Act 1993, and any expressed policy or direction of the Council, the Council pursuant to the provisions of Section 377 of the Act, and every other enabling statutory power, delegates to the person who occupies the position of Deputy Mayor to exercise and perform on behalf of the Council the powers, authorities, duties and functions of the Mayor including the powers, authorities, duties and functions which the council has delegated by this Instrument to the Mayor.

Date Policy Adopted	Minute No	Authority
30 October 2007	33700	Council Resolution