

MAYOR

INTERPRETATION OF DELEGATIONS

- a. This instrument of delegation should be construed as operating in a manner which is valid and within the powers conferred on the Council under the Local Government Act 1993.
- b. The instrument recognises that certain functions are conferred on the Mayor under Sec 226 of the Local Government Act 1993, including to be the leader of the Council and in the local community.
- c. References to the decisions of Council are references to decisions made by Council from time to time.
- d. References to policies of the Council are references to policies adopted by Council from time to time.
- e. These delegations are not intended to limit the Mayor's ability to carry out such other functions and exercise such other powers as the Council may determine from time to time or as may be functions of the Mayor under the Local Government Act 1993.

DELEGATIONS

Council hereby delegates to the position of **Mayor**, on an ongoing basis the functions listed below in Schedule 1 subject to the powers, authorities, duties and functions of Council, that are:

- 1. Reserved to the Council by Section 377 and Section 379 of the Local Government Act 1993.
- 2. Which are required by any legislation or instrument to be performed by the Council.
- 3. Delegated to the General Manager from time to time.
- 4. Subject to the limitations set out in Schedule 2 below.

Which powers, authorities, duties and functions are to be exercised in a manner consistent with Council's policies and decisions applicable from time-to-time.

SCHEDULE 1

Policy and Procedure

- 5. To carry out any function conferred on and duty imposed on the Mayor under any Act or regulation. If, under any other Act other than the Local Government Act 1993, a function is conferred or imposed on the Mayor of Council, the function is

taken to be conferred or imposed on the Council and the Mayor of the Council has delegated authority to exercise and/or perform on behalf of the Council the powers, authorities, duties and functions as prescribed under that other Act.

6. To give effect to the Law, Council's adopted policies, resolutions, and directions, provided that such delegation is not sub-delegated without the specific approval of Council or as prescribed under the Local Government Act.
7. To request the General Manager to include items on the agendas for all meetings of Council and its committees respecting always any resolutions passed by Council in relation to those matters.
8. To determine who should represent Council on external organisations where Council has not determined a representative or where that representative is unavailable.
9. To sign correspondence and other documents.
10. To respond to media publicity on Council matters and to issue media releases and make statement to the media on behalf of Council in accordance with Council's media and public relations policies.
11. To refer to the General Manager any matter which is considered in need of investigation and reporting.

Personnel Matters

12. To approve leave arrangements of the General Manager.
13. To appoint a suitable person to the position of Acting General Manager in the event that the General Manager is absent or on leave.
14. To manage the performance review of the General Manager and where necessary engage suitable external advice to assist.
15. To accept the resignation of the General Manager and to appoint an acting General Manager where necessary.

Civic

16. To represent the Council, in conjunction with the General Manager, in deputations to government, inquires and other forums where it is appropriate that the Mayor should present the Council's position.
17. To preside at all meetings of the Council, Committees, Community Committees and Public Meetings convened by the Council at which the Mayor is present unless the Mayor otherwise appoints another Councillor or person to perform this function.
18. To approve and facilitate civic events.

Operational

19. To authorise payments for goods, services and contracts within approved budget limits and in accordance with Council's policies including authorising payments under the Mayor and General Manager donations fund and including the use of a Council credit card. (\$2,000 limit).


SCHEDULE 2 (Limitations)

1. The **Mayor** shall exercise the functions herein delegated in accordance with and subject to:
 - a. The provisions and limitations expressly set out in Section 377(1) the Local Government Act 1993, as amended and any other legislation relevant to the delegations;
 - b. The limitation that execution of any documents under Council Seal must be carried out in compliance with Local Government Act 1993 and Local Government (General) Regulation 2021;
 - c. The Mayor shall exercise the functions herein delegated in accordance with and subject to all and every policy and code of the Council adopted by resolution and current at the time of the exercise of the functions herein delegated;
 - d. Subject to the oversight and ultimate authority of Council.

All previous delegations of functions the subject of this Instrument of Delegation are revoked.

END OF DELEGATION

Adopted 8 October 2024 - Extraordinary Meeting of Council - Minute 24/159


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Mayor

24/10/2024
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Date