

MID-COAST COUNCIL

INSTRUMENT OF DELEGATION TO Mayor

On Wednesday, 9 October 2024 the Mid-Coast Council (“**Council**”) resolved that:

1. All previous delegations of Functions the subject of this Instrument be revoked.
2. Pursuant to section 377 of the LG Act to delegate to the Mayor authority to exercise and/or perform on behalf of the Council the Council’s Functions identified in **Schedule 1** subject to any condition or limitation specified.
3. The Mayor be conferred authority to carry out the Policy Authorities listed in **Schedule 2** and undertake any administrative actions necessary to carry out those Policy Authorities.
4. These delegations and authorities are subject to, and are to be exercised in accordance with:
 - a. the requirements of the relevant Legislation;
 - b. any conditions or limitations set out in **Schedule 1**, **Schedule 2** and **Schedule 3**; and
 - c. any resolution or policy, procedure or budget adopted from time to time by the Council.
5. These delegations and authorities are effective from the date of the Resolution of the Council and remain in force until amended or revoked by a resolution of the Council.
6. In this delegation:
 - ‘**Functions**’ means powers, authorities, duties and functions and anything ancillary or related to the exercise or performance thereof.
 - ‘**Legislation**’ means legislation enacted by the parliament of New South Wales and the parliament of the Commonwealth of Australia, including an Act, regulation made under an Act, by-law, rule or ordinance.
 - ‘**LG Act**’ means the *Local Government Act 1993* as amended.

Schedule 1: Delegated Functions

| Function Code | Function | Condition (if any) |
|---------------|----------|--------------------|
| N/A | N/A | N/A |

Schedule 2: Policy Authorities

| Code | Policy Authority | Conditions / Limitations (if any) |
|--------|--|-----------------------------------|
| MAYORA | Management of Council Meeting and Business <ul style="list-style-type: none"> • Call and schedule meetings of the Council. • Request the General Manager to include items on the agendas for all meetings of Council, subject to the Local Government Act 1993 and the Local Government (General) Regulation 2021 and any other Act or Regulation. • Pursuant to section 10(2)(b) of the Local Government Act 1993 is authorised to exercise the power of expulsion of a person/s from a meeting of the council or a committee in accordance with the requirements of Part 10 Division 4 of the Local Government (General) Regulation 2021 and Council's Code of Meeting Practice. | |
| MAYORB | Deputations and representation <ul style="list-style-type: none"> • To represent the Council in deputations to government, inquiries and other forums where | |

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| | <p>it is appropriate that the Mayor should represent the Council's position on matters pertaining to the Local Government Area or the Council.</p> <ul style="list-style-type: none"> • To make arrangements for Council to receive deputations on any matter. • To represent and promote Council in the community. | |
| MAYORC | <p>Media</p> <ul style="list-style-type: none"> • To make public statements, advise and respond to enquiries from the media and to issue media releases, announcements and statements in respect of the affairs of Council and the Local Government Area. | |
| MAYORD | <p>Common Seal of Council</p> <ul style="list-style-type: none"> • To co-execute documents (with the General Manager) under the Common Seal of Council following the proper resolution in regards to the fixing of the Seal. | |
| MAYORE | <p>Signing of Correspondence and Documentation</p> <ul style="list-style-type: none"> • To sign general correspondence and other documentation as the Mayor of Mid-Coast Council. | |

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| MAYORF | Citizenship <ul style="list-style-type: none"> • To confer Australian Citizenship as prescribed by the Australian Citizenship Act and Regulations 2007. | |
| MAYORG | Expenditure <ul style="list-style-type: none"> • Exercise expenditure in accordance with the MidCoast Council Councillor Expenses and Facilities Policy. • Incur expenditure in relation to Council business subject to a maximum limit of \$5,000 applying to the Corporate Card. • Authorise expenditure for works, services, facilities and goods on behalf of Council to be charged against the Mayoral budget or any other budget set up for the purpose of civic and ceremonial functions, up to a value of \$5,000 provided that due provision has been made in the approved budget or the incurring of such expenditure is otherwise authorised and the purchase is made in accordance with Council purchasing policy and procedure. | |
| MAYORH | General Manager <ul style="list-style-type: none"> • To monitor, through the General Manager, the implementation of Council's adopted programs. • To coordinate action in relation to the review of performance of the General Manager in accordance | |

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| | <p>with Council resolutions and the contract of employment.</p> <ul style="list-style-type: none"> • To exercise general supervision, control and direction of the General Manager, except as otherwise provided by the Local Government Act 1993. • To approve the General Manager's application for leave. • To review and certify expenditure incurred on the General Manager's Corporate Credit Card and/or petty cash claims for reimbursement of expenditure. • To approve the attendance of the General Manager at any conference, seminar or training workshop. | |
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Schedule 3: General Limitations

| Limitation (if any) |
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| N/A |

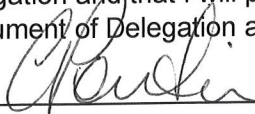
Pursuant to a Resolution of the Council at its meeting of Wednesday, 9 October 2024,
Councillor Claire Pontin

The Mayor

Date: Wednesday, 9 October 2024

Delegate Acknowledgement of Delegation

I Cr Claire Pontin do hereby acknowledge that I have read and understood this Instrument of Delegation and that I will perform these delegations and authorities in accordance with this Instrument of Delegation and my position description.



Mayor of Mid-Coast Council

Date: 14 - 10 - 24

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