

ADDITIONAL ITEM

10 December 2014

To the Ordinary Council Meeting

1.7 Mayoral Minute - Mayoral Delegation

TRIM REFERENCE: F2010/00500 - D11796219

AUTHOR: Doug Eaton; Councillor

I formally move:

That Council delegate to the Mayor, Cr Douglas Eaton the powers, duties and responsibilities as set out in the Instrument of Delegation attached.

ATTACHMENTS

1 Instrument of Delegation - Mayor D11796292

INSTRUMENT OF DELEGATION

To Mayor, Councillor Doug Eaton

Wyong Shire Council hereby delegates the following authorities listed in the table below to the **Mayor, Councillor Doug Eaton**

In making this delegation, the Mayor must at all times, comply with the limits set below, relevant legislation and any applicable Council Policies.

General Manager on Behalf of Wyong Shire Council

Date:

Delegate:

Mayor, Councillor Doug Eaton

Date:

GENERAL		
Title	Delegation	Act

<p>Delegations of Power</p>	<ul style="list-style-type: none"> • Be accountable for the preparation and monitoring of the Office of the Mayor Budget • Leading and controlling the business at Council and Committee meetings • Liaising with the general manager on strategic performance of Council’s functions as detailed in the Annual Plan • Overseeing the Councillors in the performance of their functions and in the exercise of their powers under the Local Government Act • To be able to call and schedule meetings of Council and Committees subject to reasonable notice being given to all Councillors • Approving Mayoral press statements and publications issued on behalf of Council, unless Council determines otherwise • Directing that Council’s internal auditor to carry out an audit where Council has resolved as such • Obtain independent legal advice relevant to Council’s functions within approved budget allocation for the Mayor’s Office • Be approved by Council to maintain effective governance at Council meetings, Committee meetings and Councillor briefings by being able to remove Councillors from the meeting for a set period of time when the Councillor has failed to follow a lawful direction of the Mayor • Be authorised to work with Councillor Services area staff to effectively manage Mayoral/Councillor events and requests • Be authorised as Council’s principal spokesperson only on media matters • To represent the Council on external bodies that deal with Wyong Shire Council matters as required • To liaise with Senior Designated Officers as required in order to carry out the functions of the Mayoral office and the business arising from Council meetings 	