

# Elected Member Roles and Responsibilities

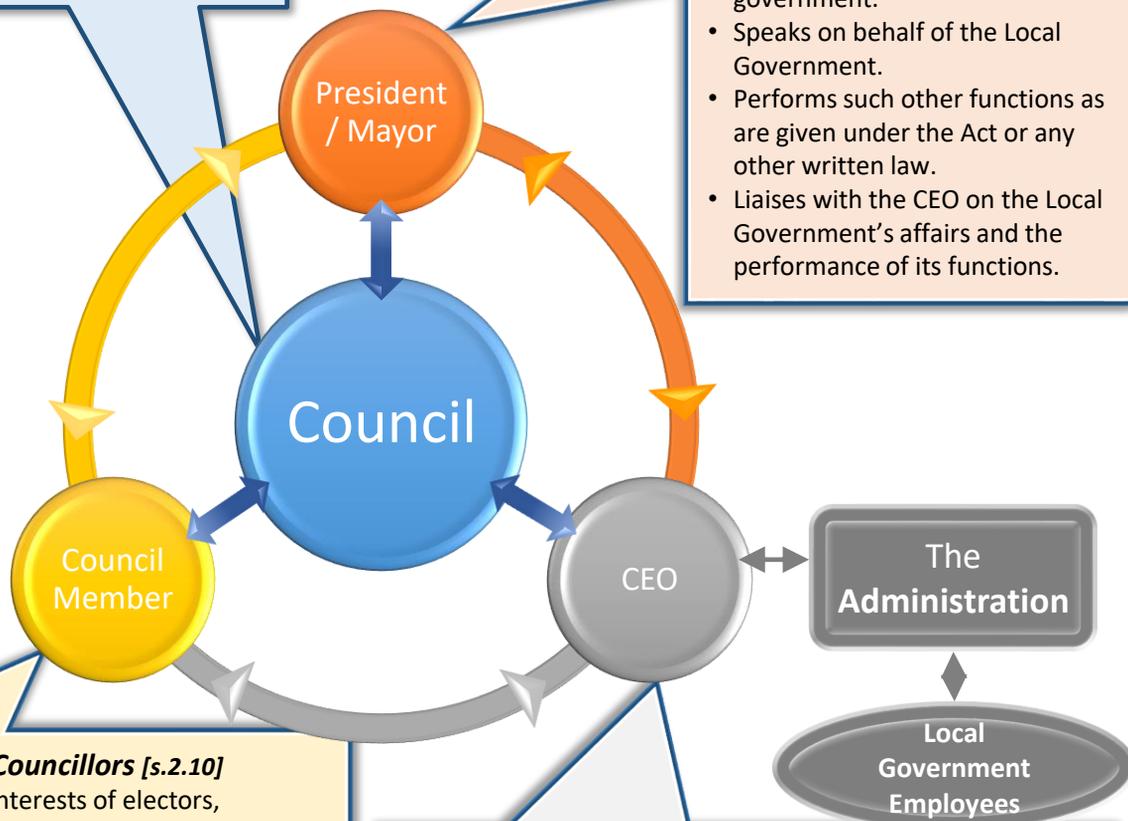


## Role of Council [s.2.7]

- Governs the Local Government's affairs.
  - Is responsible for the performance of the Local Government's functions.
- Without limiting the above, the Council is to:
- Oversee the allocation of the Local Government's finances and resources,
  - Determine the Local Government's policies.

## Role of Mayor or President [s.2.8]

- Presides at meetings of Council.
- Provides leadership and guidance to the community of the District.
- Carries out civic and ceremonial duties on behalf of the local government.
- Speaks on behalf of the Local Government.
- Performs such other functions as are given under the Act or any other written law.
- Liaises with the CEO on the Local Government's affairs and the performance of its functions.



## Role of Councillors [s.2.10]

- Represents the interests of electors, ratepayers and residents of the District.
- Provides Leadership and guidance to the community in the District.
- Facilitates Communication between the community and the Council.
- Participates in the Local Government's decision-making processes at Council & Committee meetings.
- Performs such other functions as are given to a Councillor by this Act or any other written law.

## Functions of CEO [s.5.41]

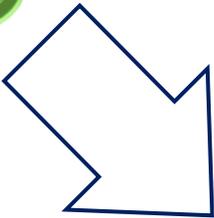
- Advise the Council in relation to the functions of a Local Government under this Act and other written laws.
- Ensure that advice and information is available to the Council so that informed decisions can be made.
- Cause Council decisions to be implemented.
- Manage the day to day operations of the Local Government.
- Liaise with the mayor or president on the local government's affairs and the performance of the local government's functions.
- Speak on behalf of the Local Government if the mayor or president agrees.
- Be responsible for the employment, management, supervision, direction and dismissal of other employees.
- Ensure that records and documents of the Local Government are properly kept for the purposes of this Act and any other written law.
- Perform any other function specified or delegated by the Local Government or imposed under this Act or any other written law as a function to be performed by the CEO.

# Council Member 'Mailbox' Scenario 1 Community Request

**Community Member**  
requests a Council  
Member to respond to:

- Works Request
- Complaint
- Local Government's operations etc.

Community  
Member



Council  
Member



*"Thank you for  
advising me, I'll  
refer this to our  
Administration  
and you will hear  
from them."*

Council Member  
advises the  
Administration  
through the  
communication  
protocol  
approved by the  
CEO

The  
Administration

The Administration will investigate and prepare a response to the Community Member and inform the Council Member of the outcome too.

# Council Member 'Mailbox' Scenario 2 Staff Matter



Community Member

A Community Member complains that an employee is acting inappropriately.

Council Member

*"I appreciate you may be concerned, however Council Members cannot get involved in employee matters. You must speak directly to the CEO."*

Council Member informs the CEO of the contact and has no further involvement.

President / Mayor, Council

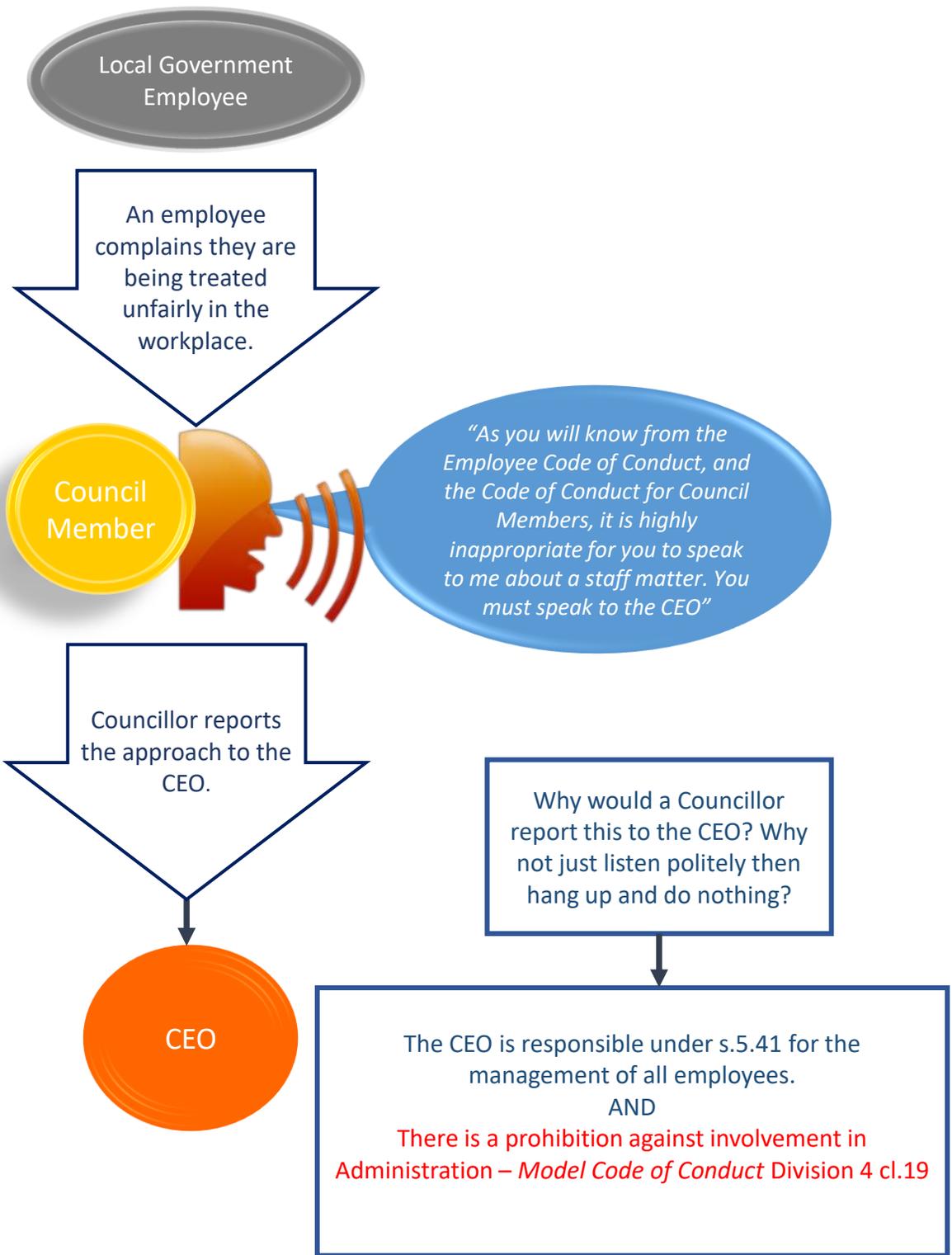
CEO

CEO will investigate and take action in accordance with their s.5.41 duties for management of employees.

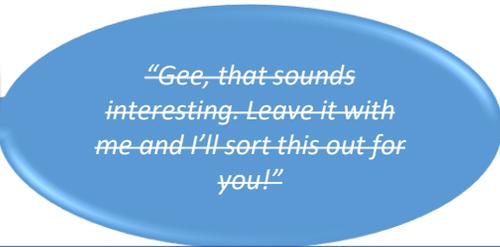
Depending on the nature and seriousness of the issue, the CEO **may** advise the President / Mayor.

The CEO **may** also, if he/she considers it appropriate, confidentially advise Council of the issue.

# Council Member 'Mailbox' Scenario 3 Employee Complaint



# Council Member Guiding Principle Noses In, Fingers Out



## REMEMBER – Noses In, Fingers Out

A Council Member's involvement in an enquiry should never lead to becoming actively involved in the operational side of the organisation.

It is understandable that knowledge of an issue within your community can influence your personal motivation to find a solution to the problem. You may even get the impression that the community expects you to become actively involved.

But active involvement in the administration of the Local Government is not permitted by law. Care should always be taken to limit your involvement to seeking information about an issue, principally from your CEO or senior members of staff with your CEO's approval.

Certainly, be persistent with your enquiries ('noses in') but interfering in the operational side of the Local Government, by demanding action or directing staff, is going too far ('fingers out') and may lead to an allegation that you have breached the Local Government Act.

