



Name	EM01 Elected Members
Policy Type	Council Policy
Responsible Officer	Chief Executive Officer
Approval Date	14/12/2015
Review Date	14/12/2017
Document ID	LITCHFIELD-1844278000-1

1 Purpose

Litchfield Council recognises the roles and responsibilities of Elected Members under the Local Government Act. This policy expands and clarifies these roles and responsibilities.

2 Principles

Policies of Litchfield Council are guided by principles of sustainability, good governance, advocacy, regulation and service provision. More guidance is provided in Council and Administrative policies, procedures and guidelines, the Municipal Plan, Asset Management Plans and other relevant documents.

3 Definitions

For the purposes of this Policy, the following definitions apply:

Elected Members	Elected Members of Council
-----------------	----------------------------

4 Policy Statement

4.1 Council as a Body Corporate

- 4.1.1 As per s25 of the Local Government Act, Council is a body corporate, with the functions and powers conferred on it by this Act.
- 4.1.2 As per s26 of the Local Government Act, Council exercises its authority through Council Committees, officers, staff and other agents to whom authority to act has been delegated pursuant to s32 of the Local Government Act, or through the use of Council's Common Seal.

4.2 Role of Elected Members

- 4.2.1 Pursuant to s35(1) of the Local Government Act, the role of all Elected Members of Litchfield Council is:
- To represent the interests of all residents and ratepayers of Litchfield Council;
 - To provide leadership and guidance;
 - To participate in the deliberations of Council and its community activities;
 - To ensure, as far as practicable, that Council acts honestly, efficiently and appropriately in carrying out its statutory responsibilities
- 4.2.2 Pursuant to s35(2) of the Local Government Act, Elected Members have no power to direct or control staff, or to interfere with the management of staff.
- 4.2.3 The CEO shall be responsible for maintaining an appropriate historical photographic record of Council.

- 4.3 Role of the Mayor and Deputy Mayor
- 4.3.1 The role of the Mayor of the Litchfield Council shall not conflict with 4.2 above.
- 4.3.2 Pursuant to s43 of the Local Government Act, the role of the Mayor, or in their absence, the Deputy Mayor, is:
- To chair meetings of Council;
 - To speak on behalf of Council as Council's principal representative;
 - To carry out the civic and ceremonial functions of the principal member.
- 4.3.3 The Mayor shall not commit material, resources, and finances or otherwise obligate Council to a course of action or policy decision outside of those powers provided for under legislation or Council policy.
- 4.3.4 The Deputy Mayor shall be appointed for a period of one year, with the appointment being conducted at the first meeting of Council to be held after each general election and again at each 12 month anniversary thereafter. The method of appointment is to be determined by Council, and voting is to be by a show of hands unless otherwise determined by Council.
- 4.4 Appointments to Committees and Outside Organisations
- 4.4.1 Appointments to Committees of Council and outside organisations shall be conducted within 3 months of each general election, and where deemed necessary thereafter. The method of appointment is to be determined by Council, and voting is to be by a show of hands unless otherwise determined by Council.
- 4.4.2 The CEO shall be responsible for maintaining a register of committee and outside organisation membership.
- 4.4.3 All Council appointments to committees and outside organisations terminate upon the resignation from Council of the appointee.

5 Associated Documents

Litchfield Council Policies

6 References and Related Legislation

Northern Territory Local Government Act
Northern Territory Local Government (Administration) Regulations
Northern Territory Local Government (Electoral) Regulations