



Name	EM01 Elected Members
Policy Type	Council
Responsible Officer	Chief Executive Officer
Approval Date	15/09/2021
Review Date	14/09/2025

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. Scope

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 and other relevant documents.

3. Definitions

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

Council Members	Elected Members of Council
Act	Local Government Act

4. Policy Statement

4.1 Council as a Body Corporate

- 4.1.1 As per Section 37 of the Act, Council is a body corporate with perpetual succession, that has functions and powers conferred by the Act.
- 4.1.2 As per Section 38 of the Act, Council exercises its authority through Council Committees, officers and other agents to whom authority to act has been delegated pursuant to Section 40 of the Act, or through the use of Council's Common Seal.

4.2 Role of Elected Members

- 4.2.1 Pursuant to Section 44(1) of the Act, the role of all Council Members of Litchfield Council is:
 - To represent the interests of all residents and ratepayers of Litchfield Council;
 - To provide leadership and guidance; and
 - To facilitate communication between the members of the Council's constituency and the Council; and

- To be properly informed to enable participation in the deliberations of the Council and its community activities; and
- To ensure, as far as practicable, that Council acts honestly, efficiently, and appropriately in carrying out its statutory responsibilities; and
- To ensure that Council resources are used prudently and solely in the public interest; and
- To actively monitor the financial affair of the Council.

4.2.2 Pursuant to Section 44(2) of the Act, Council 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 Section 59 of the Act, the role of the Mayor, or in their absence, the Deputy Mayor, is:

- To chair meetings of Council; and
- To speak on behalf of Council as Council's principal representative; and
- To liaise with the CEO about the performance of the Council's CEO's functions; and
- To promote behaviour among the members of the Council that meets the standards set out in the code of conduct; and
- To lead the Council to undertake regular review of the performance of the CEO.

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 eight (8) months, with the appointment being conducted at the first meeting of Council to be held after each general election and again each eight month period 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

EM03 Code of Conduct

6. References and Legislation

Northern Territory Local Government Act and Regulations

7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
15/10/2015	Policy adopted by new Council
13/09/2017	Policy adopted by new Council
15/09/2021	Policy adopted by new Council