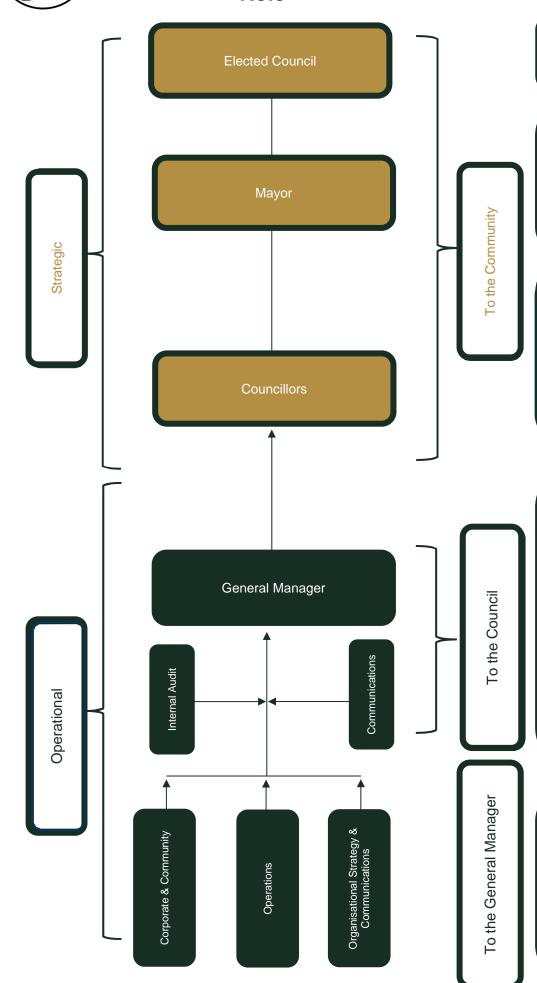
## **Accountability & Role Structure**

(provides a summary of various Roles, Accountabilities and Relevant extracts from the Local Government Act 1993)

# Role Role



Direct and control the affairs of the Council

Preside at meetings, carry out civic and Ceremonial Functions.

Make public comment about

Exercise Council functions as

Provide Civic Leadership.

residents and ratepayers

Efficient and effective

organisation and for

without undue delay, of

decision of the Council.

Implement, without undue

delay, decisions of the

Day to day operations of

Council activities.

Council.

operation of the Council's

ensuring the implementation

Represent the interests of the

Council matters to Press.

delegated.

Local Government Act: Section 223 What is the role of the Governing Body?

The role of the governing body is to direct and control the affairs of the Council in accordance with this Act

#### Local Government Act: Section 226 What is the role of the Mayor?

The role of the Mayor is:

- to exercise, in cases of necessity, the policy-making functions of the governing body of the council between meetings of thecouncil
- to preside at meetings of the council
- to carry out the civic and ceremonial functions of the mayoral office
- to exercise such other functions of the council as the council determines.

### Local Government Act: Section 232 What is the role of a Councillor?

- (1) The role of a councillor is as follows:
  - (a) to be an active and contributing member of the governing body.
  - (b) to make considered and well informed decisions as a member of the governing body,
  - (c) to participate in the development of the integrated planning and reporting framework,
  - (d) to represent the collective interests of residents, ratepayers, and the local community,
  - (e) to facilitate communication between the local community and the governing body,
  - (f) to uphold and represent accurately the policies and decisions of the governing body,
  - (g) to make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a councillor.
- (2) A councillor is accountable to the local community for the performance of the council.

#### Local Government Act: Section 335 Functions of General Manager

The General Manager of the Council has the following particular functions:

to conduct the day-to-day management of the council in accordance with the strategic plans, programs, strategies, and policies of the council.

- a) to implement, without undue delay, lawful decisions of the council,
- b) to advise the mayor and the governing body on the development and implementation of the strategic plans, programs, strategies, and policies of the council,
- c) to advise the mayor and the governing body on the appropriate form of community consultation on the strategicplans, programs, strategies, and policies of the council and other matters related to the council,
- to prepare, in consultation with the mayor and the governing body, the council's community strategic plan, communityengagement strategy, resourcing strategy, delivery program, operational plan and annual report,
- e) to ensure that the mayor and other councillors are given timely information and advice and the administrative and professional support necessary to effectively discharge their functions,
- to exercise any of the functions of the council that are delegated by the council to the general manager,
- g) to appoint staff in accordance with the organisation structure determined under this Chapter and the resourcesapproved by the council,
- to direct and dismiss staff,
- to implement the council's workforce management strategy,
- any other functions that are conferred or imposed on the general manager by or under this or any other Act.

# Code of Conduct: Clause 6 Relationship between Council Officers Councillors or administrators must not:

a) direct council staff other than by giving appropriate direction to the general manager in the performance of council's functions by way of council or committee resolution, or by the Mayor or administrator exercising their power under section 226 of the Act (section 352).

#### Local Government Act: Section 352 Independence of staff for certain purpose

- 1) A member of staff of a council is not subject to direction by the council or by a councillor as to the content of any advice orrecommendation made by the member.
- 2) This section does not prevent the council or the mayor from directing the general manager of the council to provide advice or arecommendation.