

INFORMATION SHEET

Roles and responsibilities of elected members

As a group, elected members are in charge of deciding how it will meet its responsibilities under the *Local Government Act* (the Act).

Councillors are responsible for planning for the future of their communities. Some important business a council is responsible for includes: making good financial decisions, managing the council CEO, adopting an annual plan and budget, declaring council rates and deciding what services the council will deliver.

The council CEO is responsible for providing the council with information and advice it needs to help make decisions and to assist with carrying out council's roles and responsibilities.

Elected member key roles and responsibilities includes:

- Acting in the best interests of the council and listening to residents and other important stakeholders such as ratepayers.
- Working as a team with other members of the council.
- Attending and participating in council meetings and following meeting procedures.
- Asking questions and making well-informed decisions for the benefit of the community.
- Ensuring council finances are managed properly.
- Following the council's code of conduct.
- Declaring any conflict of interest and not being present in the section of a council meeting which discusses the matter in which you have a personal or financial interest.
- Not discussing confidential council information with friends, family or anybody else.
- Ensuring you act honestly in carrying out your responsibilities.

Part 2.3 of the Act provides further detail on the role, functions and objectives of council.