

Roles and Responsibilities in Local Government

<p>Mayor</p> <ul style="list-style-type: none"> • Chairs Council meetings • Provides leadership among Councillors • Undertakes ceremonial duties • Provides community leadership and cohesion through attendance at events, listening • Receives complaints about Councillors <p>Deputy Mayor</p> <ul style="list-style-type: none"> • Deputises for Mayor • Chairs Council meetings in Mayor's absence 	<p>CEO</p> <ul style="list-style-type: none"> • Runs the organisation and is responsible for the day-to-day operations of the Council • Accountable for sound financial management • Employer of Council staff • Executes Council's strategic vision and implement Council resolutions • Provides advice to Council • Responsible for making expenditure decisions up to \$1 million, or as delegated by the Council • Provides senior stakeholder liaison with other organisations • Takes accountability for operational matters • Appoints, directs, supervises, remunerates and manages performance of officers
<p>All Councillors</p> <ul style="list-style-type: none"> • Attend briefings and ask questions, seek and receive advice from officers on technical matters • As a Council, vote on resolutions, make decisions, approve spend over \$1m, set strategic direction for Council through Council Plan, strategies and plans • Attend events, listen to community, participate and provide leadership across the municipality and especially in their ward • Appoint the CEO, decide CEO remuneration and performance criteria 	<p>Officers</p> <ul style="list-style-type: none"> • Exercise financial and other legal delegations, make decisions within legislative authority • Make operational decisions, allocate resources, prioritise work • Prepare advice, provide expertise in their respective fields • Supervise staff in their reporting lines; report through to CEO • Act in accordance with their Position Description and scope of their role