

Name:	Elected Members				
Type:	Council Policy				
Owner:	Chief Executive Officer				
Responsible Officer:	Director of Corporate Services				
Approval Date:	17/04/2018	Next Review Date:	17/10/2021		
HISTORY					
Records Number:	354396	Type:	Amendment	Council Decision:	9/0005
Records Number:	354396	Type:	Amendment	Council Decision:	9/0008

1 PURPOSE

The City of Palmerston recognises the roles and responsibilities of Elected Members under the *Local Government Act 2008* (NT). This policy expands and clarifies these roles and responsibilities.

2 PRINCIPLES

Policies of the City of Palmerston 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:

Term	Definition
Elected Member	Individuals elected to Council, including Alderman and Mayor

4 POLICY STATEMENT

4.1 Use of the Common Seal of the City of Palmerston

- 4.1.1 The Common Seal will be applied in accordance with section 26(2) *Local Government Act 2008* (NT) "The Act".
- 4.1.2 The Common Seal will be kept in the safe, and shall not be removed from Council's Administration Building without the authority of the CEO.
- 4.1.3 A register shall be maintained by the Office of the CEO detailing the use of the Common Seal, including a description of the document, date the seal was affixed, the date Council resolved to affix the seal, and the name of the person affixing the seal.

4.2 Role of Mayor and Other Elected Members

- 4.2.1 The role of the Mayor of the City of Palmerston shall not conflict with s 35 and s 43 of the Act.
- 4.2.2 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.
- 4.2.3 The Deputy Mayor shall be appointed for a five (5) month term, with the appointment being conducted at the first meeting of Council to be held after each general election and again at the five (5) 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.

4.3 Casting Vote

The Chair of meetings of the Council, shall hold a second or casting vote where there is an equal number of votes on a matter before the Council.

4.4 Appointments to Committees and Outside Organisations

4.4.1 Appointments to Committees of Council and outside organisations where membership is directly related to their position in Council 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 Office of 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

- 5.1 City of Palmerston *Elected Members Benefits and Support Policy*
- 5.2 City of Palmerston *Code of Conduct for Elected Members*

6 REFERENCES AND RELATED LEGISLATION

- 6.1 *Local Government Act 2008 (NT)*
- 6.2 *Local Government (Accounting) Regulations 2008 (NT)*
- 6.3 *Local Government (Administration) Regulations 2008 (NT)*
- 6.4 *Local Government (Electoral) Regulations 2008 (NT)*
- 6.5 Guidelines made by the Minister pursuant to s258 *Local Government Act 2008 (NT)*:
 - Guideline 1: REVOKED
 - Guideline 2: Allowances for Council Members
 - Guideline 3: Appointing a CEO
 - Guideline 4: Investments
 - Guideline 5: Borrowings
 - Guideline 6: REVOKED
 - Guideline 7: Disposal of Property