

Candidate Councillor Information

The role of a councillor

s 232 Local Government Act 1993 (NSW)

(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

The role of the Mayor

s226 of the Local Government Act 1993 (NSW)

The role of the mayor is as follows—

- (a) to be the leader of the council and a leader in the local community,
- (b) to advance community cohesion and promote civic awareness,
- (c) to be the principal member and spokesperson of the governing body, including representing the views of the council as to its local priorities,
- (d) to exercise, in cases of necessity, the policy-making functions of the governing body of the council between meetings of the council,
- (e) to preside at meetings of the council,
- (f) to ensure that meetings of the council are conducted efficiently, effectively and in accordance with this Act,
- (g) to ensure the timely development and adoption of the strategic plans, programs and policies of the council,
- (h) to promote the effective and consistent implementation of the strategic plans, programs and policies of the council,
- (i) to promote partnerships between the council and key stakeholders,
- (j) to advise, consult with and provide strategic direction to the general manager in relation to the implementation of the strategic plans and policies of the council,
- (k) in conjunction with the general manager, to ensure adequate opportunities and mechanisms for engagement between the council and the local community,
- (l) to carry out the civic and ceremonial functions of the mayoral office,
- (m) to represent the council on regional organisations and at inter-governmental forums at regional, State and Commonwealth level,
- (n) in consultation with the councillors, to lead performance appraisals of the general manager,
- (o) to exercise any other functions of the council that the council determines.

The role of the General Manager

s335 of the Local Government Act 1993 (NSW)

The general manager of a council has the following functions—

- (a) to conduct the day-to-day management of the council in accordance with the strategic plans, programs, strategies and policies of the council,
- (b) to implement, without undue delay, lawful decisions of the council,
- (c) to advise the mayor and the governing body on the development and implementation of the strategic plans, programs, strategies and policies of the council,
- (d) to advise the mayor and the governing body on the appropriate form of community consultation on the strategic plans, programs, strategies and policies of the council and other matters related to the council,
- (e) to prepare, in consultation with the mayor and the governing body, the council's community strategic plan, community engagement strategy, resourcing strategy, delivery program, operational plan and annual report,
- (f) 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,
- (g) to exercise any of the functions of the council that are delegated by the council to the general manager,
- (h) to appoint staff in accordance with the organisation structure determined under this Chapter and the resources approved by the council,
- (i) to direct and dismiss staff,
- (j) to implement the council's workforce management strategy,
- (k) any other functions that are conferred or imposed on the general manager by or under this or any other Act.

Additional information

Uralla Shire Council	https://www.uralla.nsw.gov.au/Home
Local Government of NSW	https://www.lgnsw.org.au/
Office of Local Government	https://www.olg.nsw.gov.au/
NSW Legislation	http://www.austlii.edu.au/au/nsw/
NSW Electoral Commission	https://www.elections.nsw.gov.au/ 1300 022 011
Women For Election	https://wfea.org.au/



5

Key things every councillor needs to know

How to achieve better outcomes for your community

L

Leadership

Be an effective leader of your local community by:

- setting the vision and direction for your community without getting involved in the day to day operations of your council
- balancing your advocacy role with the need to work as a team with other councillors to make decisions that benefit the whole community
- balancing short and long term community needs and interests
- fostering and maintaining positive internal and external relationships

O

Open Decision Making

Ensure effective participation in council business by:

- making informed decisions through good preparation and involvement
- following your council's Code of Meeting Practice and/or legislation on meetings
- drawing on the information and assistance that the General Manager can provide to councillors in making their decisions

C

Conduct

Conduct yourself in a way that enhances and maintains the credibility of your council and local government as a whole by:

- acting lawfully, honestly, transparently and respectfully in line with your council's Code of Conduct
- exercising care and diligence in carrying out your functions
- ensuring your relationships with the General Manager and staff are based on trust and mutual respect, following clear and agreed protocols about staff contact

A

Accountability

Be accountable for understanding and meeting your community's needs by:

- engaging and consulting with your community
- responsibly managing your council's money and assets to meet current and future needs
- considering the long term consequences of your decisions
- ensuring the requirements of the Integrated Planning and Reporting framework are met

L

Learning

Take responsibility for your ongoing learning and professional development by:

- regularly assessing your learning needs
- actively seeking opportunities to acquire further knowledge and skills
- contributing your knowledge and skills to the development of local government as a whole