

TITLE:	Local Authorities Operations Policy		
DIVISION:	Corporate		
ADOPTED BY:	Barkly Regional Council		
DATE OF ADOPTION:	29 June 2017	DATE OF REVIEW:	30 June 2021
MOTION NUMBER:	OC113/17		
POLICY NUMBER:	CP000018		
AUTHORISED:	Barkly Regional Council		

THIS POLICY APPLIES TO:

All employees, Elected Members and Ordinary Members of Local Authorities.

SUMMARY

The aim of all policy is for Councillors to provide strategic input into the effective operational framework of the organisation under S.11 of the Local Government Act

This Policy sets out arrangements for the operation and support of Local Authorities. The policy includes meeting frequency, the inaugural meeting, agenda setting, allowances and other arrangements.

OBJECTIVES

To facilitate the effective operation of Local Authorities

BACKGROUND

The Local Government Act and relevant Ministerial Guidelines require the Council to establish and maintain Local Authorities with effect from July 1 2014. To achieve this and to enable the effective operation of local authorities once established, the Council needs to have in place a policy which sets out the operating framework within which the local authorities can work.

POLICY

Administrative Support and Secretariat

That, in accordance with Section 63 of the Local Government Act, meetings of a Local Authority are convened by the CEO, who will determine, in consultation with the Chair of a Local Authority the date, time and venue for meetings and undertake any action necessary or expedient to ensure the efficient conduct of Local Authority meetings.

Frequency of Meetings

That each Local Authority meet six times a year (minimum of 4)

Attendance at Meetings by Senior Staff

That one of the following officers, CEO, Executive Director Communities, Executive Director Infrastructure, Director Corporate Services, Director Human Resources (or an officer acting as CEO or acting as a Director) attend all Local Board or Local Authority meetings unless in the CEO's opinion circumstances require attendance by more than one executive officer.

Inaugural Meeting and the First Meeting in Every Subsequent Financial Year

That at the first meeting of each Local Authority and at the first meeting of each Authority in every subsequent financial year, the following occur:

- Appointment of a Chair Person and Deputy Chair for a term of twelve (12) months;
- Appointment of a Representative on the Employment Selection Advisory Panel and a proxy for a term of 12 months;
- Tabling and consideration of the Council's policy on delegation of powers and functions; and,
- Tabling and explanation of the Code of Conduct and its applicability to Authority Members

Agenda and Minutes

- That the following order of business is adopted for all Local Authority meetings:
 - Appointment of Chair (if required)
 - Apologies
 - Consideration of any items required to be dealt with at the first meeting of each Local Authority and at the first meeting of each Authority in every subsequent financial year
 - Confirmation of Minutes of previous meeting
 - Action items from previous meetings
 - Report from the President (if any)
 - Correspondence or reports from the Council including:
 - The Council's response to issues raised by the Authority
 - The CEO's Report on Council services in the area
 - The CEO's Report on any complaints received concerning service delivery
 - The Quarterly Financial Report
 - Items which the Authority is required to consider on a periodic basis (if appropriate) including:
 - The Council's Annual Report for the previous financial year
 - Any relevant community plan
 - The proposed Council plan and proposed budget priorities for the next financial year
 - The Council Report (after the audit of its financial statements) on actual expenditure within the area against budgeted expenditure
 - Agenda items listed by the Chair or other Member submitted prior to closure of the Agenda including notices of motion (if any)
 - Visitor presentations approved by the Chair (if any)
 - Other Business
- That specific Agenda items be determined by the CEO (or nominee) in consultation with the Chair seven (7) days prior to the meeting; and
- That all Business Papers be accessible to the public

Council consideration of local authority minutes

That minutes of Local Authority meetings received after the Council's Agenda cut-off date be held over until the next Council meeting; and,

That, where the CEO considers this to be appropriate, the minutes of each Local Authority Meeting be accompanied by an Officer's Report providing additional background or an alternative course of action for consideration

Employment Selection Advisory Panel

That for the purposes of Section 11 of the Ministerial Guideline 8 – Local Authorities, a managerial position is defined as the position held by a Community Coordinator within the area for which the Local Authority is constituted.

Allowances for Local Authority Members

Allowances for Ordinary Local Authority Members

That

- Meeting Allowance is payable by direct deposit, in arrears, and within two weeks of the meeting on presentation of the appropriate claim form.
- Any Council employee who is an ordinary member of a local authority and attends a meeting of a Local Authority outside that employee's normal working hours be paid for attendance at the same rate as other Ordinary Members; and
- Any Ordinary Member (other than a Council employee) attending a meeting of the Employment Selection Advisory Panel be paid for attendance at the rate prescribed by the Guidelines for that Member.

Allowances for Ex Officio Local Authority Members

That

- Meeting and Travel Allowance are payable by direct deposit, in arrears, and within two weeks of the meeting on presentation of the appropriate claim form, with the exception of any accommodation expense which it is necessary to pay in advance.
- Travel Allowance only be paid where the claim is made in writing and submitted within three (3) months of the date in respect of which it is claimed. Claims for reimbursement of travel by vehicle will only be accepted if the distance travelled on each occasion is in excess of 75km. (150 round trip). Claims for accommodation will only be accepted where approval has been granted in advance by the CEO or his or her nominee.

Council Budgets and Financial Reporting

That the CEO be delegated authority to:

- Prepare Council's Budget documents and Financial Reports to achieve compliance with the Guidelines;
- Make preliminary determinations in relation to Local Authority priorities and submissions when recommending a Draft Budget to Council for its consideration
- Undertake the necessary reporting back to a Local Authority once the Council has adopted its Budget in the event that an Authority's proposals have not been included in the Budget.

That Budget proposals be submitted in accordance with Council's budgetary planning schedule for the 2015/6 financial year and annually thereafter for each subsequent financial year.

Delegation

That no delegation be made to a Local Authority.

RISK MANAGEMENT

In the implementation of the Barkly Regional Council policy development, all Elected Members, employees, Local Authority Members, Council Committee Members, communities and stakeholders are encouraged to communicate any risks they perceive to the Chief Executive Officer.

Consequences of (no mitigation strategy)			
Risk Category	Probability	Consequence	Severity
Cultural	Possible	Temporary disengagement with community	Moderate Risk
Environmental	No Likelihood	No Environmental risk assessed	Nil Risk
People & Health	No Likelihood	No WHS risk assessed	Nil Risk
Reputation	Likely	Substantiated, public embarrassment very high multiple impacts high widespread multiple news profile third party actions	Extreme High Risk
Operation	Possible	Inconvenient delays	Moderate Risk
Financial	Likely	\$20,000 to \$100,000	High Risk

Consequences of (mitigation strategy in place)			
Risk Category	Severity	Treatment	Responsibilities
Cultural	Moderate Risk	Design a new business process with adequate built-in risk control and containment measures from the start.	CEO & Directors
Environmental	Nil Risk		
People & Health	Nil Risk		
Reputation	Extreme High Risk	Extreme risk – detailed action plan required	Must be reported to Senior management. Require detailed treatment plans to reduce the risks to low or medium
Operation	Moderate Risk	Design a new business process with adequate built-in risk control and containment measures from the start.	CEO & Directors
Financial	High Risk	High risk – needs senior management attention	Must be reported to Senior management. Require detailed treatment plans to reduce the risks to low or medium

REFERENCES

Local Authority Establishment Policy

LEGISLATION & STANDARDS

Local Government Act NT

Guideline 8

LINKS

https://legislation.nt.gov.au/LegislationPortal/Acts/By-Title#header_act_acc_L

RESPONSIBILITY & DELEGATION

CEO

EVALUATION AND REVIEW

Policy reviewed prior to each periodic election. Review date 30 June 2021