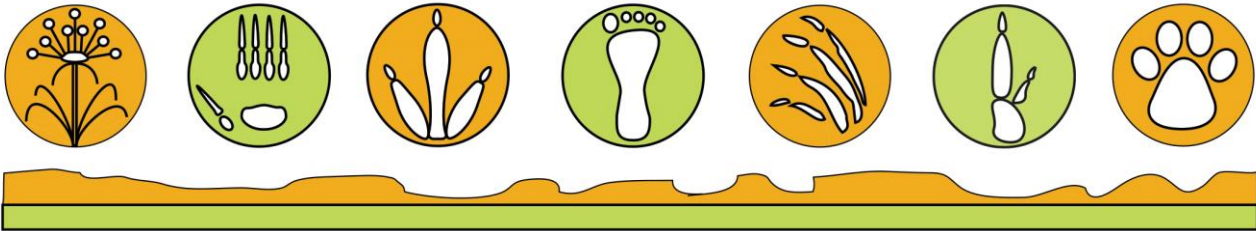


BARKLY REGIONAL COUNCIL



OUR VISION

We strive to be responsive, progressive, sustainable council which respects, listens and empowers the people to be strong.

The Way We Will Work

We will make it happen!

We will be engaged and have regular opportunities to listen.

We will have strong policy and budgets to ensure our programs and services are progressive and sustainable.

Respect is shown in everything we do and we have acceptance of all cultures in the Barkly Region and their practices through a culturally competent Council.

We are a responsible Council.

We will be a responsive Council.

We want to empower local decision making.

We want to ensure that our services are sustainable and that our region has a standard consistent level of services.

We want to be able to sustain our environment – our communities, our physical places, our people and our organisational culture.

We will aggressively pursue additional funding from both levels of government to improve the standard of living of people across the region.

We need to be realistic, transparent and accountable.

SUPPLEMENTARY AGENDA TENNANT CREEK LOCAL AUTHORITY TUESDAY, 4 SEPTEMBER 2018

The Tennant Creek Local Authority will be held in Council Chambers on Tuesday, 4 September 2018 at 4:30pm.

**Steven Moore
Chief Executive Officer**

AGENDA

ITEM	SUBJECT	PAGE NO
------	---------	---------

MEETING TO COMMENCE WITH ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

1 OPENING & ATTENDANCE

- 1.1 Authority Members Present
- 1.2 Staff and Visitors Present
- 1.3 Apologies To Be Accepted
- 1.4 Absent Without Apologies
- 1.5 Resignations
- 1.6 Disclosure of Interests

2 CLOSE OF MEETING

MEETING TO COMMENCE WITH ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

3 OPENING & ATTENDANCE

- 1.7 Authority Members Present
- 1.8 Staff and Visitors Present
- 1.9 Apologies To Be Accepted
- 1.10 Absent Without Apologies
- 1.11 Resignations
- 1.12 Disclosure of Interests

S OTHER BUSINESS

- S.1 Local Authority Operations Policy..... 3

4 CLOSE OF MEETING

OTHER BUSINESS

ITEM NUMBER S.1
TITLE Local Authority Operations Policy
REFERENCE 257171
AUTHOR Manu Pillai, Governance Officer

RECOMMENDATION

That the Authority

- a) Receive and note the report.

SUMMARY:

BACKGROUND

ISSUE/OPTIONS/CONSEQUENCES

CONSULTATION & TIMING

ATTACHMENTS:

1 [↓](#) LA Policy.pdf

POLICY



TITLE:	Local Authority Operations Policy		
DIVISION:	Corporate Policy		
ADOPTED BY:	Council		
DATE OF ADOPTION:	28 June 2018	DATE OF REVIEW:	June 2021
MOTION NUMBER:	OCCS 142/18		
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 meets every month

Attendance at Meetings by Senior Staff

One of the officers of Executive Leadership Team will attend Local Authority meetings, unless in the CEO's opinion circumstances require attendance by more than one executive officer. If it is not operationally possible for a member of the Executive team to attend the Area Manager will carry out the responsibilities of the Executive team member

BRC Policy – CP000018
Version #1
Review Date: June 2021

LA Operations Policy – 28 June 2018
Uncontrolled if printed
Page 1 of 4

POLICY



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
- Tabling and explanation of Local Authority Operations Policy, guidelines and induction

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 Mayor (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 Financial Report, Local Authority money and Council expenditure against budget
 - 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

POLICY



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

- 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

- 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 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 financial year and annually thereafter for each subsequent financial year.

Delegation

That no delegations to be made to a Local Authority.

LOCAL AUTHORITY FUNDING

Each Local Authority receives Local Authority Project Funding annually from Council. The Local Authority project funding guidelines state:

The funding aims to:

- build stronger communities

BRC Policy – CP000018
Version #1
Review Date: June 2021

LA Operations Policy – 28 June 2018
Uncontrolled if printed
Page 3 of 4

POLICY



- assist community projects as recommended by local authorities
- help local governing bodies and their communities they present to become stronger and self-sustaining
- provide quality community infrastructure that facilitates community activity and integration
- develop local government capacity to provide legitimate representation, effective governance improved service delivery and sustainable development.

What you can use the funding for

The following are examples of how you can use the funding:

- repairs and maintenance of community assets controlled or owned by the council
- acquiring plant and equipment directly related to local government service delivery
- upgrading or enhancing community sporting facilities owned or controlled by Council

If the proposed project relies on pre-conditions (such as the acquisition of a section 19 lease under the *Aboriginal Land Rights (Northern Territory) Act*), then the project should not be undertaken until there is conclusive evidence that the condition will not hinder the progress of the project for which funds have been allocated.

What you can't spend funding on

You can't use funding for any of the following:

- buying vehicles or paying fuel expenses
- paying salaries or cash prizes
- purposes that are not of a local government nature that are relevant to another NT Government department.

Administration and/or project management fees are not to be levied on this grant funding.

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.

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

BRC Policy – CP000018

Version #1

Review Date: June 2021

LA Operations Policy – 28 June 2018

Uncontrolled if printed

Page 4 of 4

POLICY



EVALUATION AND REVIEW

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

BRC Policy – CP000018
Version #1
Review Date: June 2021

LA Operations Policy – 28 June 2018
Uncontrolled if printed
Page 5 of 4