

TITLE:	Local Authorities Operations Policy		
DIVISION:	Corporate		
ADOPTED BY:	Barkly Regional Council		
DATE OF ADOPTION:	February 2019	DATE OF REVIEW:	February 2022
MOTION NUMBER:	OC 94/19		
POLICY NUMBER:	CP18		
AUTHORISED:	Barkly Regional Council		

THIS POLICY APPLIES TO:

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

SUMMARY

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 Council to establish and maintain Local Authorities. To achieve this and to enable the effective operation of local authorities, Council must establish a policy which sets out the operating framework within which the local authorities can work.

POLICY**Administrative Support and Secretariat**

Meetings of a Local Authority are to be convened by the CEO or their authorised delegate, who will determine, in consultation with the Chair of a Local Authority, the date, time and venue for meetings and undertake any necessary action to ensure the efficient conduct of Local Authority meetings.

Frequency of Meetings

Each Local Authority must meet monthly.

Attendance at Meetings by Senior Staff

At least one Council Director must attend all Local Authority meetings, unless the CEO determines otherwise.

Inaugural Meeting and the First Meeting in Every Subsequent Financial Year

At the first meeting of each Local Authority and in every subsequent financial year, the Local Authority must:

- Appoint of a Chair Person and Deputy Chair for a term of twelve (12) months;
- Appoint of a Representative on the Employment Selection Advisory Panel and a proxy for a term of 12 months;
- Table and consider the Council's policy on delegation of powers and functions; and
- Table and explain the Code of Conduct and its applicability to Authority Members.

PROVISIONAL MEETING

- a) If a quorum for a Local Authority Meeting is not attained but the majority of Appointed Members are present, the members in attendance may hold a provisional meeting.
- b) This provisional meeting must be minuted and noted that it is a provisional meeting.
- c) Members at provisional Local Authority Meetings can, by majority vote, make recommendations to Council, provided that the recommendation is specifically qualified as being a recommendation of a provisional meeting.
- d) A provisional meeting can approve the minutes of a previous provisional meeting but cannot approve the minutes of a Local Authority Meeting.

Agenda and Minutes

The Agenda of all Local Authority Meetings must be made in consultation with that Local Authority's Chair and must include:

- 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:
 - a) The Council's response to issues raised by the Authority;
 - b) The CEO's Report on Council services in the area;
 - c) The CEO's Report on any complaints received concerning service delivery;
 - d) Agenda items listed by the Chair or other Member submitted prior to closure of the Agenda including notices of motion (if any);
- o Visitor presentations approved by the Chair (if any); and
- o Any other Business

Items which the Authority is required to consider on a periodic basis (if appropriate) including:

- a) The Council's Annual Report for the previous financial year;
- b) Any relevant community plan;
- c) The proposed Regional Plan and proposed budget priorities for the next financial year; and
- d) The Council Report (after the audit of its financial statements) on actual expenditure within the area against budgeted expenditure.

- The Agenda must be confirmed by the CEO (or their delegate) in consultation with the Chair no later than seven (7) days prior to the meeting; and
- All Business Papers be accessible to the public

Council consideration of local authority minutes

The minutes from Local Authority meetings or provisional meetings must form part of the agenda papers for the next Ordinary Council Meeting. Council must consider any items raised by each Local Authority Meeting or provisional meeting.

The Council's response the Local Authority recommendation must be recorded in the minutes of the next Ordinary Council meeting and must be communicated to the Local Authority.

Where the CEO considers it appropriate, the minutes of each Local Authority Meeting be accompanied by a Director's Report providing additional background or an alternative course of action for consideration.

RISK MANAGEMENT

To enhance BRC's 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

EVALUATION AND REVIEW

Policy to be reviewed every three (3) years or as required by legislation.