

TITLE:	Youth Advisory Council Operations Policy		
DIVISION:	Corporate		
ADOPTED BY:	Barkly Regional Council		
DATE OF ADOPTION:	February 2019	DATE OF REVIEW:	February 2022
MOTION NUMBER:	OC 73/19		
POLICY NUMBER:	CP60		
AUTHORISED:	Barkly Regional Council		

THIS POLICY APPLIES TO:

All employees and Councillors of Barkly Regional Council.

SUMMARY

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

This Policy sets out arrangements for the operation and support of the Barkly Regional Council Youth Advisory Council. The policy includes meeting frequency, the agenda and other operational arrangements.

OBJECTIVES

To facilitate the effective operation of the Youth Advisory Council.

BACKGROUND

Barkly Regional Council aims to develop young people within the Barkly region as leaders and this Youth Advisory Council is specifically designed to provide an opportunity for young people within the region to participate in the decision making process in areas that affect them.

To achieve this, Council has established this policy as a means to providing the operational procedures of the Youth Advisory Council.

POLICY**Frequency of Meetings**

The Youth Advisory Council must meet at least four (4) times per year, and no less than every three (3) months

Attendance at Meetings by Senior Staff

The CEO or his delegate must attend all Youth Advisory Council meetings.

Agenda and Minutes

The following order of business is adopted for all Youth Advisory Council meetings:

- Confirmation of the previous minutes and action items;
- Apologies of appointed members and Executive Staff;
- Discussion of current issues affecting the youth within the Barkly region;

POLICY



- General Business

Specific Agenda items must be determined by the CEO or their authorised delegate in consultation with the Chair no later than five (5) days prior to the meeting.

All Youth Council Agendas and Minutes must be accessible to the public via the Council website.

Council consideration of Youth Council minutes

The minutes and recommendations of all Youth Advisory Council meetings must be considered at the next Council meeting.

REFERENCES

Youth Advisory Council Terms of Reference
Youth Advisory Council Establishment Policy

LEGISLATION & STANDARDS

LINKS

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

RESPONSIBILITY & DELEGATION

CEO

EVALUATION AND REVIEW

Policy reviewed every three (3) years

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

Delegation

That no delegations to 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