

# ELECTED MEMBER GENERAL POLICY & PROCEDURE



**TITLE: ELECTED MEMBER GENERAL POLICY & PROCEDURE**

**ADOPTED BY: COUNCIL**

**RESPONSIBILITY: CHIEF EXECUTIVE OFFICER**

**NEXT REVIEW DATE: 30/08/2017**

<b>Version</b>	<b>Decision Number</b>	<b>Adoption Date</b>	<b>History</b>
<b>1</b>		24/06/2008	<b>DRAFT</b>
<b>2</b>		26/10/2010	
<b>3</b>		30/08/2016	
<b>4</b>			

## 1. ELECTED MEMBER GENERAL POLICY & PROCEDURE

The Elected Member General Policy and Procedure ('Policy') relates to Katherine Town Council ('Katherine Town Council').

## 2. COMMENCEMENT OF POLICY

This Policy will commence from 30/08/2016. It replaces all other policies, if any, relating to the following elected member subject matters (whether written or not):

- Meeting Procedures for Ordinary Council Meetings
- Appointment to Advisory and External Committees
- Media
- Use of Council Resources
- Allowances and Expenses
- Mayoral Vehicle

## 3. SCOPE

3.1 The Policy relates to all full-time, part-time and casual employees of Katherine Town Council ('Katherine Town Council Employees'), as well as Elected Members.

3.2 The Policy does not form part of any contract of employment with Katherine Town Council. Nor does it form part of any contract for service with Katherine Town Council.

## 4. AIM

To ensure that Elected Members are aware of their individual responsibilities and their assembly responsibilities under the *Local Government Act*. This policy is also to establish the protocols to be followed to enable Elected Members to ensure adherence to relevant sections of the *Local Government Act* and Council's By-Laws.

## 5. PROCEDURES

### ORDINARY MEETINGS OF COUNCIL

#### **Meeting Times (By-Law 138)**

January – November

Ordinary Council Meetings will be held at 6.00 pm on the fourth Tuesday of the month.

December

In December the Ordinary Council Meeting will be held on the second Tuesday commencing at 6.00 pm.

## **Open Forum**

An Open Forum will be held at 5.30 pm preceding each Ordinary Meeting of Council.

## **Comments and Questions from the Public – Open Forum**

Questions and comments from community members present are welcome. Questions and comments should be addressed to the Mayor. Inappropriate language or an abusive approach will result in the immediate termination of the discussion with the individual asking the question or comment.

## **Deputations (By-Law 144)**

Council will receive Deputations on the third Thursday of the month at 5.30 pm. Other times for Deputations will be arranged as necessary.

## **Business Papers (By-Law 139 & 140)**

Business papers will be available to the Elected Member by close of business on the Thursday preceding the Ordinary Meeting of Council. Business papers will be available at the Civic Centre and posted on the Council website by close of business on the Wednesday preceding the Ordinary Meeting of Council. The order of business for an Ordinary Meeting of Council is as follows:

1. Welcome to Country
2. Opening Prayer
3. Present
4. Apologies and Leave of Absence
5. Confirmation of Previous Minutes
6. Business Arising from Previous Minutes
7. Conflict of Interest
8. Mayoral Business to be Considered
9. Correspondence and Documents to be Tabled
10. Petitions
11. Questions
  - 11.1 With Notice
  - 11.2 Without Notice
12. Notices of Motion
13. Reports of Officers
14. Reports from Representatives on Committees
15. Late Agenda
16. General Business
17. Confidential Items
18. Meeting Close

## **Conflict of Interest**

The Agenda of each Ordinary Meeting of Council will outline the requirements of the *Local Government Act* in so far as Conflict of Interest and Disclosure of Interest are concerned.

## **Notice of Business (By-Law 141)**

Alderman requiring the consideration of a matter must give a signed notice to the Chief Executive Officer or Mayor by close of business on the Monday one week prior to the Ordinary Meeting. The Chief Executive Officer will provide a background report for inclusion with the notice where appropriate.

## **Minutes**

Unconfirmed Minutes of each Ordinary Meeting of Council will be available by close of business on the Friday following the meeting. The Minutes will be made available at the Civic Centre and on Council's website. Until adopted at the following Ordinary Meeting of Council Minutes will be marked as unconfirmed.

## **General Business**

Matters to be raised in the General Business section at an Ordinary Meeting of Council are to be limited to issues of a minor nature. Major or new issues are required to be presented by a Notice of Motion. Issues raised purely for the information of Council or to seek reference to the Council administration may be raised under the General Business section of the meeting.

## **Late Reports**

Late reports will only be admitted under exceptional circumstances as approved by the Mayor or Chief Executive Officer. Late reports are to be made available to Elected Members and the public as soon as practicable.

## **Recording of Votes**

The names of members voting for or against motions will only be recorded upon request from individual members.

## **Mayor's Casting Vote**

The Mayor has a casting vote.

## **AUDIO or AUDIO-VISUAL CONFERENCING**

In accordance with the *Local Government Act* a member's attendance at a meeting can be by way of audio or audio-visual conferencing.

## **COUNCIL APPOINTMENTS TO ADVISORY AND EXTERNAL COMMITTEES**

Council will appoint representatives as required. Appointment to Advisory and External Committees will be reviewed as required and endorsed at an Ordinary Meeting of Council.

## MEDIA

The Mayor is the principal spokesperson for Council. In the absence of the Mayor or at the Mayor's request, the Deputy Mayor or Chief Executive Officer are authorised to make statements on behalf of Council to the media.

## USE OF COUNCIL RESOURCES

### **Mayor**

To enable the Mayor to conduct the business of Council full administrative and secretarial support will be provided. The Mayor will also be provided with a mobile phone and tablet for Council business purposes. Council meeting facilities are available to the Mayor to conduct Council business.

### **Alderman**

Secretarial support will be provided to Alderman for the preparation of correspondence and reports relating to Council business. Alderman will also be provided with a tablet for Council business purposes. Council meeting facilities are available to Alderman to conduct Council business as required.

## ALLOWANCES AND EXPENSES

Allowances for Elected Members are determined annually in accordance with Sections 71 & 72 of the *Local Government Act*.

Travel within the municipality, as a consequence of attendance at a function or activity on the business of Council, will be at the Alderman's own expense.

Travel costs outside the Council area as a consequence of attendance at a function or activity on the business of Council will be met by Council. Travel costs associated with this travel will be as per Council's Travel and Allowance Policy.

Members will be paid out-of-pocket expenses, at a rate determined by Council annually, as a consequence of attendance at a function or activity on the business of Council outside the Council area.

Elected Member allowances and expenses will be recorded in Council's annual Municipal Plan.

## MAYORAL VEHICLE

The Mayor is provided with a fully maintained vehicle as approved by Council. The Mayor has full private use of the vehicle as per Council's Motor Vehicle Policy.

## **6. BREACH OF THIS POLICY**

Any breach of the Policy may result in disciplinary action, including, but not limited to, issue of a warning or suspension as per the *Local Government Act*.

## **7. KATHERINE TOWN COUNCIL CONTACT**

Any questions about this Policy should be directed to Chief Executive Officer 8972 5500.

## **VARIATIONS**

*Katherine Town Council reserves the right to vary, replace or terminate this Policy from time to time.*

## **ASSOCIATED DOCUMENTS**

- *Local Government Act*
- Code of Conduct (Elected Members) Policy
- Conflict of Interest Policy
- Travel and Allowance Policy
- Motor Vehicle Policy

## **POLICY VERSION AND REVISION INFORMATION**

Policy Authorised by: Robert Jennings	Original issue: 24/06/2006
Title: Chief Executive Officer	
Policy Maintained by: Sophie Henderson	Current version: 3
Title: Community Services Executive Manager	
Review date: 24/08/2017	