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MINUTES OF THE ORDINARY MEETING HELD IN THE CENTRAL
DESERT SHIRE COUNCIL CHAMBERS
ON WEDNESDAY, 2 JUNE 2010 AT 9AM

ATTENDANCE AND APOLOGIES

The President, Cr Norbert Patrick, opened the meeting at 9.09.

Also present were the Deputy President, Cr Adrian Dixon, Councillors William Johnson, Ned Hargraves, Louis Schaber, Bruce Finter, James Glenn, Jasper Haines, Julie Kitson, Sascha McKell and Dianne Martin.

Staff present were Chief Executive Officer Roydon Robertson, Acting Director Corporate and Community Services Allan White, Director Infrastructure Tim Day and Governance Manager Elke Wiesmann.

A written apology from Cr Peppi Drover was read out.

MOTION: That the apology from Cr Drover be accepted as read out.

Moved: Cr Finter, Seconded: Cr Glenn
Carried.

ACCEPTANCE OF AGENDA

2.1 ACCEPTANCE OF AGENDA

SUMMARY: The agenda of this Council Meeting is being tabled. Cr Martin asks to withdraw item 10.2. Councillors decide whether they wish to accept the agenda as it stands or whether they wish to make further changes.

MOTION: That the draft agenda of the Council Meeting be accepted as amended (agenda item 10.2 Rates of Stations withdrawn).

Moved: Cr McKell, Seconded: Cr Haines
Carried.

DECLARATIONS OF CONFLICT OF INTEREST

3.1 DECLARATIONS OF CONFLICT OF INTEREST

SUMMARY: Council members who have a conflict of interest with any item of the agenda must declare it. No declarations are made.

CONFIRMATION OF PREVIOUS MINUTES

5.1 CONFIRMATION OF PREVIOUS ORDINARY MEETING MINUTES

SUMMARY: Council is considering the unconfirmed minutes of the Ordinary Shire Council Meeting on 22 April 2010.

MOTION: That the unconfirmed minutes of the previous Ordinary Shire Council Meeting be confirmed as amended (item 10.4 should prioritise the grading of the road from Yuelamu to the Tanami Highway, not the Yuendumu road to the highway).

Moved: Cr Kitson, Seconded: Cr Finter
Carried.

5.2 CONFIRMATION OF SPECIAL COUNCIL MEETING MINUTES

SUMMARY: Council is considering the unconfirmed minutes of the Special Shire Council Meeting on 21 May 2010.

MOTION: That the unconfirmed minutes of the previous Special Shire Council Meeting be confirmed.

Moved: Cr Finter, Seconded: Cr McKell
Carried.

ACTIONS FROM PREVIOUS MINUTES

6.1 ACTIONS FROM PREVIOUS MINUTES

SUMMARY: Council is considering a progress report on the actions from the Ordinary Shire Council Meeting on 22 April 2010 and the Special Meeting of 21 May 2010.

MOTION: That progress reports on the actions from the minutes of the previous meetings be received and noted.

Moved: Cr Hargraves, Seconded: Cr Dixon
Carried.

Action: Management to prepare an additional report after each Council meeting, specifically on progress on actions resulting from advice from local boards. This report will be used by elected members to report back to local boards in their wards.

LOCAL ADVISORY BOARD REPORTS

7.1 CHILD CARE CENTRE FOR TI TREE

SUMMARY: Ti Tree needs a child care and arts centre to offer care for children, support parents who want to work, to create jobs for locals and to provide an outlet for selling art works.

MOTION: That Council source funding to build a child care and arts centre next to the Central Desert Shire Office.

Moved: Cr Kitson, Seconded: Cr Hargraves
Carried.

7.2 SEALING OF NTURIYA ACCESS ROAD

SUMMARY: The Shire does not have enough money to seal this dirt road. It does not have the money or the staff to keep it in a condition that is safe for driving.

MOTION: That

- a) Council advocate for funding to seal the Nturiya (Station) Road from the Stuart Highway to Nturiya Community.**
- b) Director Infrastructure consider options for accelerated grading of road.**
- c) Director Infrastructure consider buying a grader for Ti Tree.**

Moved: Cr Martin Seconded: Cr Dixon
Carried.

7.3 APPOINTMENT OF NEW MEMBER TO WILLOWRA BOARD

SUMMARY: Willowra Board wishes to change its membership.

MOTION: That Council appoint Clark Martin to the Willowra Board.

Moved: Cr McKell, Seconded: Cr Martin
Carried.

7.4 BUS SERVICE FOR WILLOWRA

SUMMARY: Willowra Board is giving advice to Council about the need to a regular return bus service for the second time.

MOTION: That, if the Chair is unsuccessful in getting Bush Bus or Bush Bee to service Willowra, Council negotiate with the companies about providing Willowra with a regular return bus service.

Moved: Cr Glenn, Seconded: Cr Haines
Carried.

7.5 REVIEW OF WILLOWRA 5 YEAR PLAN

SUMMARY: Council is considering the review of Willowra's 5 Year Plan 2006 – 2011.

MOTION: That Council consider the Willowra 5 Year Plan when it has been reviewed by local board and community members.

Moved: Cr Finter, Seconded: Cr Haines
Carried.

7.6 PAY PHONE FOR NYIRRIPI

SUMMARY: Nyirripi Board wants more pay phones in their community.

MOTION: That Council make an application to install another pay phone at Nyirripi's West Camp.

Moved: Cr Glenn, Seconded: Cr McKell
Carried.

7.7 BUS SERVICE FOR NYIRRIPI

SUMMARY: Nyirripi Board wants a regular bus service to and from Alice Springs.

MOTION: That Council

- a) speak up to Bush Bee and Bush Bus and the NT Government to set up a regular bus service from Alice Springs to Nyirripi .
- b) invite the companies to attend local board meetings in Nyirripi and the smaller communities on both sides of the highway.

Moved: Cr McKell, Seconded: Cr Hargraves
Carried.

Action: Cr McKell to invite the companies to local board meetings.

7.8 LAJAMANU LOCAL IMPLEMENTATION PLAN

SUMMARY: Lajamanu Board wants Council to note the Local Implementation Plan (LIP) it has approved.

MOTION:

- a) That Council note that the Lajamanu Board approved a Local Implementation Plan (LIP) on 27 April 2010.
- b) That the LIP be presented to Council.

Moved: Cr Haines, Seconded: Cr Hargraves
Carried.

7.9 APPOINTMENT OF ATITJERE BOARD MEMBERS

SUMMARY: Atitjere Board wants to change its membership.

MOTION: That Council appoint Greta Honeyman and Benny Pope to the Atitjere Board and to recognise the meeting of 19 May 2010 as a valid meeting.

Moved: Cr Finter, Seconded: Cr Glenn
Carried.

7.10

ATITJERE AGED CARE

SUMMARY: Atitjere Board is giving Council advice about an aged care service and the demountables installed by the previous Community

Government Council for this purpose.

MOTION: That Council provide an Aged Care Service in Atitjere.

Moved: Cr Finter, Seconded: Cr Dixon
Carried.

PRESIDENT'S REPORT

8.1 PRESIDENT'S REPORT

SUMMARY: Council is considering the work the President has been doing since the last Ordinary Meeting.

MOTION: That Council receive and note the President's Report.

Moved: Cr Glenn, Seconded: Cr Dixon
Carried.

Action: That the Chief Minister be requested to in the future to formally notify Council of events such as the Bush Cabinet meeting at Yuendumu in a timely manner.

The President adjourned the meeting for a morning tea break at 10.36 and reconvened at 11.05.

CHIEF EXECUTIVE AND GOVERNANCE REPORTS

9.1 CHIEF EXECUTIVE OFFICER'S REPORT

SUMMARY: The Chief Executive Officer reports to Council matters of significance occurring in the Council's operations.

MOTION: That the Chief Executive Officer's Report be received and noted.

Moved: Cr Glenn, Seconded: Cr Dixon
Carried.

9.2 COUNCILBIZ BOARD MEETING

SUMMARY: A CouncilBiz Board Meeting was held on 14 May, 2010 and the CEO is reporting on the main issues coming out of the meeting.

MOTION: That Council receive and note the report, with the actions taken being endorsed.

Moved: Cr Kitson, Seconded: Cr McKell
Carried.

9.3 GOVERNANCE MANAGER'S REPORT

SUMMARY: The Governance Manager reports to Council about what she has done since the last Council meeting.

MOTION: That Council receive and note the Governance Manager's Report.

Moved: Cr Finter, Seconded: Cr Hargraves
Carried.

9.4 AMENDMENT OF SHIRE COUNCIL MEETINGS POLICY

SUMMARY: Some Councillors have suggested a number of changes about where and when Council meets and about allowances for members.

MOTION: That Council

- a) pay a mileage allowance of \$1.40 per kilometre for members using their own cars when travelling on dirt roads to approved Council meetings and workshops and \$0.70 per kilometre when travelling on sealed roads.**

Moved: Cr Finter, Seconded: Cr Johnson
Carried.

- b) that mileage allowance be paid in advance of approved Council meetings and workshops.**

Moved: Cr Hargraves, Seconded: Cr Johnson
Carried.

- c) that travel allowance be paid after approved Council meetings and workshops.**

Moved: Cr Martin, Seconded: Cr Finter
Carried.

9.5 IMPLEMENTATION OF COUNCIL/CEO RELATIONSHIP RESOLUTIONS

SUMMARY: Council is considering how to implement (make happen) the Council/CEO Relationship resolutions it passed at its meeting of 22 April.

Action: Governance Manager to seek guidance on how to implement the CEO/Council Relationship resolutions of 22 April (page 16 of the tabled draft booklet), as well as feedback on the draft booklet at the next Ordinary Council Meeting.

9.6 RECONVENING LOCAL BOARD MEETINGS

SUMMARY: Nyirripi Board has made a written request to change a local board meeting to a date that does not suit most ward councillors. Some Ward Councillors want Council to talk about this.

Action: Governance Manager to inform local board members, including Ward Councillors, of changes to local board meetings as soon as a meeting has been reconvened.

9.7 AMENDMENT OF LOCAL BOARDS POLICY

SUMMARY: Some Councillors have proposed changes to the Local Board Policy and procedures.

MOTION: That Council add the following clause to its Local Boards Policy:

Anyone wishing to make a presentation to a local board must seek permission from the board's chair in writing, two weeks before the meeting.

Moved: Cr Finter, Seconded: Cr Johnson
Carried.

(see attachment)

9.8 COUNCILLOR FACILITIES, BENEFITS AND ALLOWANCES POLICY

SUMMARY: Council is considering what facilities, benefits and allowances elected members should receive.

MOTION: That Council adopt the draft Facilities, Benefits and Allowances Policy.

Moved: Cr Hargraves, Seconded: Cr Dixon
Carried.

Crs Johnson, Dixon and Haines were absent when the President re-convened the meeting at 13.45, after a lunch break.

(see attachment)

9.9 NAMING OF HEADQUARTERS TRAINING ROOM

SUMMARY: Council has asked Cr Schaber to suggest an Arrernte name for the new Headquarters Office Meeting/Training Room.

MOTION: That Council approve *Ntyarlke* (pronounced “un TJARL kah”), the name of a caterpillar in *Arrernte*, as the name for the Meeting/Training Room at the Shire Headquarters.

Moved: Cr Glenn, Seconded: Cr Schaber
Carried.

9.10 SPECIAL EXEMPTION LICENSES

SUMMARY: Council is considering a response from the NT Government about Council’s request to the Transport Minister to allow exemption licenses for residents who had lost their drivers licenses

MOTION: That Council receive and note the response and to advise Yuelamu board that their advice was rejected by the NT Government.

Moved: Cr McKell, Seconded: Cr Martin
Carried.

9.11 RATIFICATION OF COMMON SEAL

SUMMARY: The Common Seal Register lists all funding agreements

signed since the last Council Meeting for Council's approval.

MOTION: That Council ratify the use of the Common Seal.

Moved: Cr Glenn, Seconded: Cr Hargraves
Carried.

Cr Johnson returned to the Chambers at 14.00.

9.12 MEMBER APPOINTMENTS AFTER MARCH 2011

SUMMARY: Council is considering how to fill vacancies on Council between March 2011 and March 2012

MOTION: That Council resolve to co-opt members for any vacancies that happen after March 2011, as follows:

- a) The person must be eligible for Council membership under the Local Government Act and must be able to do the job of a member, as defined by the Act.
- b) Council will seek expressions of interest through local board meetings and public notifications (community notice boards, letters, emails, community media announcements, web site, newspapers) by the time of the next possible Council meeting.
- c) Interested persons will be asked to sign a consent and declaration form based on the form signed by Council candidates and address Council at its next possible meeting, either in person or in writing.
- d) If there are more than one interested persons Council will vote on whom to co-opt. It will go through the same process used to elect the President and Deputy President.

Moved: Cr Martin, Seconded: Cr Finter
Carried.

CORPORATE AND COMMUNITY SERVICES REPORTS

10.1 ACTING DIRECTOR CORPORATE AND COMMUNITY SERVICES

SUMMARY: The Acting Director Corporate and Community Services reports to Council about matters of significance since his last report.

MOTION: That Council

- a) receive and note the report of the Acting Director Corporate and Community Services.
- b) receive and note the Grants Acquittals (April - May 2010) Report.
- c) record its appreciation of the efforts of Cr Kitson, the AFO and the GBM for their support of the Willowra Mediation Project.

Moved: Cr Glenn, Seconded: Cr Finter
Carried.

10.3 GRANTS RECEIVED

SUMMARY: A list of grants information for April – May 2010 is presented for Council’s information.

MOTION: That the list of grants received in April and May 2010 be received and noted.

Moved: Cr McKell, Seconded: Cr Martin
Carried.

INFRASTRUCTURE REPORTS

11.1 USE OF STATION ROADS

SUMMARY: A number of station roads in the Central Desert Shire are short cuts between government roads, communities and outstations. They are sometimes used by Shire employees, other government agencies, contractors and members of the public. They should only use station roads with the station owner’s permission because when they damage the road the station owner pays for the maintenance.

MOTION: That a Use of Station Roads Policy be drafted, addressing

- **prior approval for use of station roads by shire staff.**
- **giving information to others of obligations in relation to station roads.**
- **support for maintenance of station roads in line with shire use.**

Moved: Cr Martin, Seconded: Cr Finter
Carried.

11.2 DIRECTOR INFRASTRUCTURE REPORT

SUMMARY: The Director Infrastructure reports to Council about the work he has been doing since the last Council Meeting.

MOTION: That the report of the Director Infrastructure be received and noted.

Moved: Cr McKell, Seconded: Cr Martin
Carried.

11.3 CENTRAL DESERT SHIRE DRAFT WASTE MANAGEMENT STRATEGY

SUMMARY: Central Desert Shire provides a municipal waste service for shire residents and rate payers. It also manages landfill sites at Service Delivery Centres and at outstations. The strategy presented is the basis for better landfill management, better re-use and recycling, cost recovery and control of non-municipal waste.

MOTION: That Council adopt the strategy (as amended).

Moved: Cr Glenn, Seconded: Cr Finter
Carried.

FINANCE COMMITTEE REPORTS

Cr Dixon returns to the Chambers at 15.20.

12.1 FINANCE COMMITTEE REPORT

SUMMARY: Council is considering the minutes of the last Finance Committee Meeting.

MOTION: That Council receive the Finance Committee minutes of 5 May 2010 and adopt the actions they contain.

Moved: Cr McKell, Seconded: Cr Hargraves
Carried.

QUESTIONS FROM MEMBERS

15.1 QUESTIONS FROM MEMBERS

SUMMARY: Council is considering management responses to the following Councillor questions:

1. Mobile Phones: Some Councillors have been issued with mobile

phones and others have not. What are the criteria for Councillors having a CDS financed mobile phone?

CEO's response: Only the President is entitled to a shire funded mobile phone.

2. Outstations:

- Which outstations are Shire funded?
- How was it decided which of the many outstations would receive funding?
- What services are CDS providing to these outstations?
- What is the amount of money being spent on each outstation?
- Does CDS pay for the supply of satellite phones at the outstations?
- Who pays for the calls made from satellite phones at the outstations?
- How long can an outstation be uninhabited before funding stops?

The Director Infrastructure tabled a detailed report with answers to these questions.

3. Rates: Why do stations have to pay rates when there are no services provided?

Acting Director Corporate and Community Services' response: Rates are taxes on land, not fees for services. Just like paying taxes, paying rates is a legal requirement. Taxes are used to fund services from which tax payers may not personally benefit, for example disability services. The same is true for rates.

4. Long Service Leave Entitlements (Cr McKell and Cr Kitson): Can employees of the previous community councils carry over their long service leave entitlements to the Shire?

HR Manager's response: Yes, long service leave was transferable from the previous Councils for all employees who joined the shire.

5. Mobile phone and broadband internet coverage for all shire communities (Cr Kitson): When will it happen?

CEO's response: Management have put a detailed submission to the federal Communications Minister but have not yet received a response. Council and local boards will be informed as soon as the Minister responds.

6. What is the status of a house that has been put up at Spotted

Tiger outstation (Cr Finter)?

Director Infrastructure response: I have no information about this house. It is not on the Territory Housing list.

7. Can Councillors staying in Alice Springs for meetings be put up in different accommodation (Cr Glenn)?

Action: Management to investigate accommodation options, to be presented at next Ordinary Council Meeting at Yuendumu.

MOTION: That Council note the management responses to questions from Crs Kitson, Martin and McKell.

Moved: Cr Martin, Seconded: Cr Hargraves
Carried.

PETITIONS AND DEPUTATIONS

Cr Johnson is absent from the Chambers when the President reconvenes the meeting at 15.40, following a tea break. He returns at 15.50.

17.1 OUTBACK WAY DEPUTATION

SUMMARY: The General Manager of the Outback Way Development Council wishes to update Council on the progress achieved by her organisation.

MOTION: That Council receive and note the deputation from the General Manager of the Outback Way Development Council.

Moved: Cr Finter, Seconded: Cr Martin
Carried.

17.2 WILLOWRA WETT EARLY CHILDHOOD AND LEARNING COMMUNITY CENTRE

SUMMARY: The Central Land Council has requested to make a deputation about a combined Early Childhood and Learning Community Centre in Willowra. Council is considering whether it wants to talk with CLC about leasing the centre when it is built.

MOTION: That Council

- a) support Central Land Council to start negotiating a lease for the combined Willowra WETT Early Childhood and Learning Community Centre with Central Desert Shire management.
- b) receive a report about the lease negotiations at its next meeting.

Moved: Cr Finter, Seconded: Cr Martin
Carried.

QUESTIONS FROM THE PUBLIC

Nil

The President closed the meeting at 17.10 pm.

THIS PAGE AND THE PRECEEDING 13 PAGES ARE THE MINUTES OF THE Ordinary Council Meeting HELD ON Wednesday, 2 June 2010 AND CONFIRMED Wednesday, 4 August 2010.

President

Attachments



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Shire Council Meetings Policy

REFERENCE NUMBER: P- 9
ORGANISATIONAL UNIT: All
RESPONSIBLE POSITION: CEO
RELEVANT DELEGATIONS:

DATE ADOPTED: 8 October 2008

REVIEW DATE: 2 June 2010

Objectives:

- to ensure Shire Council and associated meetings are well attended and economical
- to inform members of their responsibilities and entitlements regarding Shire Council and
- associated meetings
- to ensure the workload involved in organising these meetings remains manageable for staff
- to provide information about councillors allowance, travel allowance, accommodation and
- transport

Legislation/Reference:

Local Government Act

Local Government Guidelines

Policy:

Apologies

Shire Councillors must attend all shire council meetings. The Local Government Act says that shire councillors who fail to attend two meetings without a valid apology lose their elected position on the shire council.

A valid apology is an apology that is accepted by the shire council meeting.

Apologies need to be in writing (email or fax) and need to be received by the Chief Executive Officer no later than 24 hours before the meeting.

Shire Councillors are also expected to attend shire council training workshops and professional development opportunities, as well as local board meetings in their ward, and to send apologies at least 24 hours before hands if they cannot attend any of these meetings.

Councillor Allowances

Councillor allowances will be paid in accordance with the relevant LGA guidelines. Amounts will be the maximum amounts in the attached schedule.

Base and Electoral allowances will be paid into councillors' bank accounts every fortnight.

Extra Meeting and Professional Development allowances will be paid upon approval, up to a capped amount per year. Payments will be made during the next normal pay run following approval.

As payments will be made only into bank accounts, through direct transfers, shire councillors must advise the Governance Administration Officer or the Finance Manager of their bank details.

Travel Allowance

Travel allowance covers shire councillors' out-of-pocket costs (food and incidentals) while they are away from their home community on authorised shire council business.

Shire councillors receive the same amount of travel allowance as staff members. This amount can be reviewed on an annual basis.

The cost of meals at the place of accommodation will be taken out of the amount of travel allowance paid to councillors. Councillors who do not want to have meals booked for them at the place of accommodation need to let the Governance Administration Officer know before they come to the meeting.

Travel allowance will be paid through bank transfer directly into councillors' bank accounts following approved meetings. No cash or cheque payments will be made.

If a councillor misses a meeting, or part of a meeting, for which they have already received travel allowance they must refund the shire council for the overpaid amount. The shire council can recover refunds from their wages (if they are shire council employees) or from future travel allowance.

Leave

Shire council members who are also employed by the CDSC will be granted leave without pay to attend shire council and council committee (incl. local board) meetings.

Paid leave will be granted for training workshops and other authorised shire council business.

Accommodation

Accommodation for shire councillors who need to travel to Alice Springs or a community for shire council meetings, training workshops, civic events or other authorised shire council business will be arranged by the Governance Administration Officer.

The Governance Administration Officer handles all accommodation bookings for shire councillors and will personally confirm their attendance before making any bookings. Shire councillors are expected to personally confirm with the Governance Administration Officer whether they will use the booking.

Wherever possible the Governance Administration Officer will negotiate discounts and that shire councillors do not have to pay security deposits by making group bookings at the same hotel/motel.

Shire Councillors' accommodation will be paid from the night before the start of the meeting or training workshop until the night after the end of the meeting or training workshop if it ends after 1pm. If the meeting ends before 1pm. Shire Councillors who live less than half a day's drive from the meeting location are expected to start their return journey on the same day.

Shire Councillors who wish to arrive earlier or depart later are responsible for their own accommodation bookings and costs for the additional day/s.

Shire Councillors who have confirmed an accommodation booking need to notify the Governance Administration Officer in writing at least 24 hours before the day of the booking if they are not attending.

If they fail to notify the Governance Administration Officer and do not use the booked accommodation they must refund the shire council for the cost of the booking. The shire council can recover refunds from their wages (if they are shire council employees) or from future travel allowance.

Transport

Shire councillors' transport, when on authorised council business, will be arranged normally on request to the shire service managers. Shire councillors are expected to share the vehicle with fellow councillors, the shire service manager or another staff member undertaking the same journey to an authorised meeting.

They must sign and follow the shire council's vehicle policy when travelling in a shire council

vehicle.

Shire councillors must request fuel purchase orders to get them to and from the meeting either from shire service managers in their home community, or from the Governance Administration Officer, at least 24 hours before the start of travel.

Shire councillors must get the CEO's permission before using their private car to come to a meeting.

They may claim a mileage allowance of 70 cents per km travelled on sealed roads and \$1.40 per km travelled on unsealed roads (can be reviewed annually). Mileage allowance will be paid into their bank accounts prior to the meeting, however, after their written application has been approved by the CEO.

Councillors travelling in their own vehicles are covered by the council's personal injury insurance but they are not covered by the council's vehicle insurance.

Local Boards Policy

REFERENCE NUMBER: P-20

ORGANISATIONAL UNIT: All

RESPONSIBLE POSITION: Governance Manager

RELEVANT DELEGATIONS:

DATE ADOPTED: 3 June 2009

REVIEW DATE: 2 June 2010

Objectives:

- To make sure Local Boards provide good advice to the Shire Council
- To make sure the community have a strong voice and are actively engaged in their local community affairs

Legislation and Reference:

Local Government Act 2008

Central Desert Shire Council Strategic Plan

Policy:

Local Boards are normally made up of 12 community members, Ward Councillors and the Shire President. There should be men and women on the board and in special circumstance they may have more than 12 members with Council approval.

Community residents over 18 years who live in the ward most of the time can nominate/vote or be nominated/elected, whether enrolled to vote or not. Only shire employees who are not managers can nominate.

Each community can make its own rules about how they choose nominees for their board and send them to Council for approval to fill vacancies on the following basis:

- Board members are nominated at a well-advertised community meeting,
- Board members are elected,
- Individual vacancies can be filled as soon as practical,
- If board membership falls below 75% (i.e. 9 out of 12) then all vacancies must be filled at the next meeting

In communities where members are elected the next nominee from the list of unsuccessful candidates is offered the vacancy.

The term of a board member is 2 years. When changing the members, the board is encouraged to keep half of its current members to maintain knowledge of community matters and stability.

Local Board members stop being members if they;

- resign in writing
- pass away
- miss 2 meetings without an acceptable written apology
- finish their 2-year term
- commit a serious offence or are sent to prison for 1 year (Council can use its discretion)
- are dismissed by Council

Local Board meetings:

- are convened bi-monthly by the CEO (or their delegate) from 2010, according to the Shire meeting calendar
- elect a permanent chair or a new chair for each meeting (“rotating” chair)
- have a quorum of half plus one community-nominated members
- are supported by the Shire Service Manager acting as the board’s secretariat and advisor to the chair and board but not running the meeting
- are advertised through meeting notices with draft agendas at least one week before the meeting
- follow and adapt the draft agenda suggested by Council
- ban dogs from the meeting room

When reporting to and from Local Boards:

- Board members advise on strategic, not operational matters (operational matters are the responsibility of the Shire Service Manager and Senior Management Team)
- board members alone decide what to put into their reports to Council
- Shire Service Managers make sure the CEO gets the report 3 weeks before each Council meeting
- the CEO prepares management responses to Local Board reports
- Council discusses both the Local Advisory Board reports and the management responses and decides on actions for the CEO.
- the President and Ward Councillors report to Local Boards about Council decisions and take the views of Local Boards back to Council
- Local Boards report to their community about their advice to Council and take community views back to Council
- Anyone wishing to make a deputation to a Local Board must seek permission from the board's chair in writing, two weeks before the meeting.

Each board will develop its own Code of Conduct based on the Shire Council Code of Conduct.

Community meetings can be called at any time. These meetings determine their own procedures. Decisions made at these meetings may be used to advise the Board.



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Draft Councillor Facilities, Benefits and Allowances Policy

REFERENCE NUMBER: P-
 ORGANISATIONAL UNIT: All
 RESPONSIBLE POSITION: CEO
 RELEVANT DELEGATIONS:
 DATE ADOPTED: June 2010

REVIEW DATE:

Objectives:

- to clarify the provision of facilities, benefits and allowances to elected members
- to inform elected members of their entitlements and responsibilities
- to ensure elected members are compensated for the work they do for Council

Legislation/Reference:

Local Government Act, Section 71

Local Government Guidelines

Central Desert Shire Council Meeting Policy

Central Desert Shire Council President's Work Requirement Policy

Central Desert Shire Code of Conduct

Central Desert Shire Professional Development and Vehicle Policies

Anti Discrimination Act (Section 19)

Policy:

1. Elected members shall not use Council facilities and property for personal or family business or to further their political careers.
2. Council may resolve to provide reasonable additional facilities and expenses for members with a disability, in order to allow them to perform their civic duties
3. Elected members of the Central Desert Shire Council are entitled to the following facilities:
 - Business cards, name badges and a diary
 - Governance information materials that meet the needs of members, for example a Good Governance Manual and Councillor information folder
 - Postage of official correspondence to individual residents through the council system. Bulk mail out costs will not be met.
 - Meals/refreshments during Council, Council Committee meetings or other times while on approved Council business
 - Use of shire photocopying facilities and stationery for Council business and in small quantities.

- Use of shire phones, faxes and computer facilities for Council business, including their own Central Desert Shire Council email address.
- Use of shire office facilities to access, print and keep Council-related paperwork in private.
- Shire meeting rooms in communities and head office can be booked by members free of charge for meetings, interviews and other Council business, but not for electoral reasons.
- Two shirts/tops with Council logo per year.
- Use of shire vehicles when on authorised Council business, for example to attend Council meetings or professional development workshops and local board meetings in their ward.
- Accommodation when on authorised Council business, for example to attend Shire Council or professional development meetings in Alice Springs.
- A member acting as President in the President's absence has use of the car provided to the President.
- Council's LGANT delegates may attend the meetings of LGANT at Council's expense.
- Council's ALGA delegates may attend the annual ALGA National Assembly at Council's expense.

4. Elected members of the Central Desert Shire Council are entitled to the following benefits:

- Invitation to take part in staff training where this helps members to carry out their duties, for example email, internet, computer, literacy and numeracy training
- Shire insurance cover while on shire business to the limit set in Council's insurance policies
- Attendance costs for a member and their partner where a member represents Council at a function at the request of the President.

5. Elected members of the Central Desert Shire Council who are also employees of the shire are entitled to the following benefits:

- Unpaid leave to attend Council meetings, local board meetings, Economic Development Advisory Board meetings and Council Committee meetings
- Unpaid leave for attending authorised professional development activities.

6. Elected members of the Central Desert Shire Council are entitled to the following allowances:

- Travel Allowance – covers reasonable out-of-pocket costs when travelling on authorised Council business, for example snacks and incidentals. Accommodation, meals and fuel for shire vehicles are organised and paid for by staff. See also Shire Council Meetings Policy.
- Mileage Allowance - compensates members for the use of their own vehicle, including fuel, when travelling on authorised Council business. The CEO may agree to a member using their own vehicle if the member has given a signed and witnessed statement that indemnifies (protects) Council against all claims that may arise due to the use of a private vehicle.
- Base Allowance – fortnightly payments that cover agenda study and meeting preparation, attendance at Council meetings, social functions as a Council representative, constituency responsibilities and Council representation outside the shire.
- Electoral Allowance – fortnightly payments that cover any electoral matters, for example working with people in the members' ward.
- Professional Development Allowance – a capped amount that covers the cost of travel, course fees and meals when taking part in training courses, workshops and conferences that build the member's professional competence and help the member meet their responsibilities. See also Professional Development Policy.
- Extra Meeting Allowance – a capped amount for all members, except for the President and Deputy President, that covers attendance at Special Council and Council Committee meetings, LGANT meetings, approved professional development activities and conferences in line with Council's Professional Development Policy.

Members need to apply for all allowances, except for Base and Electoral allowances, which are paid automatically.

Council decides about allowance amounts as part of the shire budget and within the limits set by the Local Government Act.

Members acting as President in the absence of the President for more than 28 days in a row are paid 100% of the Presidents Allowance for that period.