



two ways :: one outcome

Local Authority Policy

Reference Number: P20
Organisational Unit: All
Responsible Position: Chief Executive Officer
Relevant Delegations: DA98
Date Adopted: 30 November 2017
Review Date: Every two years

Objectives

To ensure that Local Authorities:

- Are acknowledged as a valuable resource for both the community and the Council
- Provide a strong and effective voice for community
- Provide good advice to Council and the CEO

Legislation and Reference

- Local Government Act
- Guideline 8 – Regional Councils and Local Authorities
- Council Strategic Plan
- Code of Conduct- Elected and Appointed Members
- CDRC Regional Plan
- Good Governance Empower Kit

Scope

This Policy applies to all Local Authorities (LAs).

Policy

Delegations

The CDRC Council has delegated to local authorities the approval of LA funded projects.

Local Authority Areas

Local Authority areas are defined in Guideline 8.

Purpose of Local Authorities

Local Authorities provide a voice for their community giving input to Council plans and budgets and recommendations on community issues and needs.

Membership

Number of members

In order to encourage all community members wishing to be involved, the number of members on each LA can change at any time. Total membership should remain between the minimum and maximum number defined by Guideline 8.

Annually, or when membership drops below the minimum number of members, council should call for additional nominations in accordance with Guideline 8.

Ideal makeup

A local authority should:

- Include people who are committed to attend and participate in meetings
- Be representative of key groups within the area including men and women and younger and older members

Eligibility

The nominee should be a member of the community and be 16 years of age or older. The most senior council employee on community is not eligible for appointment to a LA.

In accordance with legislation, councillors are automatically considered members of all local authorities within their ward.

Nomination

Nominations can be received for the local authority at any time.

Appointment

Council endeavors to present the nominee's nomination to the Council at the next scheduled meeting. The appointment of that nominee is subject to the approval of the Council.

Term

The term of a local authority member is ongoing unless their membership is revoked.

Revocation of membership

Membership is cancelled when a member:

- Resigns in writing, or
- Passes away

Council may terminate an appointed member if the member:

- Breaches the Code of Conduct – Elected and Appointed Members
- Is convicted of an offense, or
- Misses 50% of the scheduled meetings per financial year

Meetings

Number of meetings

The Chief Executive Officer or delegate should endeavor to ensure a minimum number of meetings are planned each financial year as determined by Guideline 8.

Postponing a meeting

In the event that a quorum cannot be achieved, the Chairperson of a local authority may reconvene a meeting by providing notice to the CEO or delegate at least three days prior to the scheduled meeting date.

Cancelling a meeting

In order to promote good governance, every effort should be made to reconvene a meeting and not cancel it. In the event that a cancellation is unavoidable, the chairperson should provide notice to the CEO or delegate at least two days prior to the meeting date.



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Roles and Responsibilities

Local Authority:

- Elects a chairperson
- Considers and promotes the views of all community members
- Provides leadership to the community in relation to local matters
- Makes recommendations to the council and the CEO on local matters
- Reports back to the community regarding recommendations raised with council
- Decides what the minutes should say within the governance framework

Council:

- Provides secretariat support to ensure compliance with relevant legislation
- Provide training and guidance to all members of the Local Authority
- Advertise meetings in a timely fashion
- Provide sufficient notice to members of meetings dates and times, including changes
- Ensures the chairperson has input into, and is familiar with the agenda before the meeting

Council Officers Attending Local Authority Meetings

The following officers should attend LA meetings whenever possible:

- CEO
- CSM and/or RSM
- Directors, at their discretion
- At least one member of the Community Services management team
- Governance Office and/or Manager
- Other officers dependent on matters before the LA and at the invitation of the CEO or a Director

Local Authority Consultation

Anyone that contacts the Council wishing to make a deputation or presentation to a local authority should seek permission from the local authority Chairperson by returning a Deputation Request Form to the CEO or delegate. The form should be received at least two weeks prior to the meeting date and the Chairperson has the right to decline a deputation.

History

Date	Comment
15 November 2017	Updated to reflect changes to local authority procedure and agenda OC145/2017
25 May 2017	Anmatjere vacancies changed from 10 to 9 - OC083/2017
5 February, 2016	Reviewed and updated to new template.
7 February, 2014	Adopted by Council – replaces Local Board Policy