

CEO

MANAGED

POLICIES

CHIEF EXECUTIVE OFFICER MANAGED POLICIES

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**POLICY TITLE: AUSTRALIA DAY ALICE SPRINGS
COUNCIL PARTICIPATION & CITIZENSHIP CEREMONY**

POLICY PURPOSE

The purpose of this policy is to state Council's position in respect of its involvement in local Australia Day activities.

POLICY STATEMENT

Council will support and assist the Australia Day Committee (Alice Springs) in respect of local celebrations by conducting a Citizenship Ceremony as a major element of the Committee's Flag Raising Ceremony, and otherwise as may be requested by the Committee within the limit of Council's annual budget allocation for the purpose.

In addition, Council will nominate an elected member as its representative on the Australia Day Committee (Alice Springs).

Refer to attached document "Procedures — Australia Day Alice Springs — Council Participation and Citizenship Ceremony" that supports this policy.

POLICY PURPOSE

Each year, Council receives numerous Plaques and Certificates of Appreciation which it takes pride in displaying in a significant place in one of the buildings on the grounds of the Civic Centre. To ensure that all plaques and certificates of appreciation received are acknowledged and displayed for a period of time, and placed on record. To ensure that items on display are rotated regularly and respected, offering acknowledgement and support of the organisation donating the item.

POLICY STATEMENT

Council will display each item for an appropriate period, after which time the item will be removed from display and kept on file as a record of receipt. Photocopies of plaques will be made for this purpose. Unless of ongoing significance, plaques will be disposed of at the discretion of the Mayor and CEO.

All items received will be acknowledged by Council and appreciation will be expressed.

POLICY PURPOSE

To ensure civic protocol is afforded the Mayor when representing Council.

POLICY STATEMENT

When the Mayor is invited to an official function held within the municipal area, the Chief Executive Officer or his nominated delegate will ,prior to the function confirm with the issuer of the invitation that:

1. The Mayor is to be afforded the decorum and respect appropriate to the first citizen Alice Springs; and
2. The order of precedence afforded the Mayor, according to Civic Protocol, is understood.

**POLICY TITLE: COMMITTEES — APPOINTMENT OF AND
OF COUNCIL REPRESENTATIVES**

Policy No. 204

POLICY PURPOSE

To clearly define timelines for the appointment of Council representatives to Committee.

POLICY STATEMENT

1. That all Standing Committee positions be declared vacant at Council's Ordinary Meeting in May of each year.
2. That all such vacancies be filled by the Council at such May Meeting.
3. That at the same meeting, a review of Council representation on outside organisations be carried out.

**POLICY TITLE: COMMUNITY PARTICIPATION — LOCAL
GOVERNMENT DECISION MAKING**

Policy No. 205

POLICY PURPOSE

To clearly designate opportunities for community participation in Council's decision making processes.

POLICY STATEMENT

The Council will, in recognising that members of the public should be able to participate in Local Government decision making, encourage such participation through the processes of: Deputations before Council and Committees;

- Members being available for consultation;
- Council and Committee minutes being available to members of the public;
- Non-confidential surveys/questionnaires on particular issues;
- Public Notice to be given of all Council Meetings;
- Non-confidential Council business papers to be available for public information; Publication of a summarised Council Agenda;
- Formation of Advisory and Management Committees.

**POLICY TITLE: COMMUNITY PARTICIPATION
QUESTION TIME**

Policy No. 206

POLICY PURPOSE

A major strategic goal of Council is to facilitate "a community governed in a way that enables it to be involved in the decision making that impacts on it". Strategies and actions to achieve this goal include encouraging greater participation by residents in the Governance of the community".

POLICY STATEMENT

The public can participate at Council and Standing Committee meetings in a number of ways, as follows:

1. Deputations
2. Public Consultation
3. Public Question Time with or without Notice

Refer to attached document "Procedures – Community Participation – Question Time" that supports this policy.

**POLICY TITLE: COUNCIL REPRESENTATION ON ADVISORY
AND MANAGEMENT COMMITTEES**

Policy No. 207

POLICY PURPOSE

To ensure that Council is not compromised regarding the operation of Advisory and/or Management Committees.

POLICY STATEMENT

That the Council's representatives on Advisory and Management Committees formed under the Local Government Act shall be the Chairman of those Committees.

POLICY PURPOSE

To comply with the provision of the Local Government Act.

POLICY STATEMENT

1. That for the purpose of appointing a Deputy Mayor pursuant to Section 36 of the Local Government Act, Council shall, at its May Ordinary Meeting in each year, except in a year when General Elections are scheduled, conduct an election for that position for a term of 12 months ending at the May Ordinary Meeting of the following year.
2. That when there is more than one nomination, that election shall be by secret ballot and the Chief Executive Officer shall act as Returning Officer.
3. That the election shall be on the basis of the Mayor and Elected Members each casting a vote for one candidate only.
4. The candidate with the most votes cast shall be declared elected.
5. If two or more candidates receive the same number of votes, the names of those candidates shall be placed in a container and the name drawn first by the Mayor will be elected Deputy Mayor.

Refer to attached document "Procedures — Deputy Mayor — Appointment Of" that supports this policy.

**POLICY TITLE: ELECTED MEMBERS — CONFERENCES,
COURSES AND SEMINARS**

Policy No. 209

POLICY PURPOSE

To ensure that all Members of Council share their knowledge and information about matters pertaining to Local Government.

POLICY STATEMENT

Members of Council who are nominated by Council to attend conferences, courses or seminars be required to provide a written report or presentation of that conference, course or seminar, etc. for the information and benefit of other Members,

Such report is to be provided within two (2) months of the conclusion of the conference, course or seminar.

POLICY TITLE: ELECTED MEMBER TRAINING

Policy No. 210

POLICY PURPOSE

To ensure that all elected members are suitably trained in order that they participate in an informed manner at Council meetings.

POLICY STATEMENT

A training programme for elected members concerning meeting procedures and process, corporate governance, Elected Members responsibilities, Disability Act and other relevant requirements shall be held within six months of each general election.

Council will encourage and pay for the attendance of Elected Members at appropriate courses.

**POLICY TITLE: ELECTIONS – LOCAL GOVERNMENT -
FAILURE TO VOTE**

Policy No. 211

POLICY PURPOSE

To actively encourage eligible persons to vote at Council elections.

POLICY STATEMENT

The Council will consider prosecuting persons who fail to vote without sufficient excuse at Council elections.

**POLICY TITLE: EMPLOYEES ISSUES –
INDUSTRIAL REPRESENTATION –
ENGAGEMENT OF EXPERT ASSISTANCE**

Policy No. 221

POLICY PURPOSE

To ensure that Council avails itself of industrial relations expertise, as and when appropriate or necessary.

POLICY STATEMENT

When Council is involved in an industrial relations matter that warrants or requires external advice and/or representation, then the Chief Executive Officer may engage such external services to advise and assist Council in respect of industrial relations matters.

**POLICY TITLE: EXPENSE OF OFFICE -
CHIEF EXECUTIVE OFFICER**

Policy No. 213

POLICY PURPOSE

The purpose of this policy is to ensure accountable management of the expense of office account afforded the Chief Executive Office in compliance with his employment contract, to the satisfaction of Council.

POLICY STATEMENT

Council will provide the Chief Executive Officer with an expense of office account for discretionary use that can be applied to entertainment and hospitality legitimately associated with the business of Council.

Refer to attached document "Expense of Office — CEO — Procedures" that supports this policy.

**POLICY TITLE: EQUAL EMPLOYMENT OPPORTUNITY
(EEO) POLICY**

Policy No. 214

POLICY PURPOSE

To enable Council to uphold its obligation to ensure the absence of all forms of discrimination by promoting workplace rules, policies, practices and behaviours that are fair.

POLICY STATEMENT

Council will ensure that all provisions of the Commonwealth Disability Discrimination Act 1992 are strictly followed.

Refer to attached document "Human Resources Manual – Equal Opportunity" (ref file GE2283) that supports this policy.

**POLICY TITLE: FREQUENT FLYER PROGRAMME -
COUNCIL TRAVEL ARRANGEMENTS**

Policy No. 215

POLICY PURPOSE

To clearly define Council's position regarding frequent flyer programmes.

POLICY STATEMENT

That it be a policy of the Council that:

1. The Council will not sponsor membership of Frequent Flyer Programmes;
2. That the Council does not require Frequent Flyer rewards gained as a result of travel to be redeemed for the purpose of further Council travel;
3. That the Council accepts that Frequent Flyer rewards generated through travel, the costs of which are met from sources other than the Council, remains the property of the individual involved for use as that individual chooses.

POLICY PURPOSE

The underlying purpose for this policy initiative is to enable Council to provide due recognition, and to perpetuate the memory of individuals who had, or have made an enduring contribution to the development of Alice Springs and to provide elected members with guidelines for the naming and/or renaming of Council owned facilities, and in doing so, to draw a distinction between that function and the role and function of the Place Names Committee.

POLICY STATEMENT

Council will, from time to time, seek to formally acknowledge the enduring contribution of Alice Springs' residents (either existing or former) to the development of the town by the naming of a Council owned facility in their honour.

Refer to attached document "Definitions and Procedures - Naming/Renaming of Council Facilities" that supports this policy.

POLICY PURPOSE

The objective of this policy is to ensure that employees refrain from displaying any material that may be perceived to be offensive to other employees of Council or to clients of the Council.

POLICY STATEMENT

The organisation prohibits the display of material that would be considered offensive by a reasonable adult. Any such material will be removed, at the discretion of the Chief Executive Officer.

Offensive material will include, but not be limited to material that is:

- Sexually explicit
- Promoting crime or violence
- Promoting or criticising religious beliefs
- Likely to incite racial tension
- Displaying the infliction of extreme violence or extreme cruelty
- Not consistent with contemporary community standards or
- Is likely to be perceived as harassing, insightful or demeaning to persons of a particular sex, sexual preference, race, religion or ethnic background

Refer to attached document "Procedures — Offensive Material — Display Of" that supports this policy.

POLICY PURPOSE

To create a visual permanent historical record of Mayors, Elected Members and Chief Executive Officers who serve Alice Springs Town Council.

POLICY STATEMENT

The history of members elected to office, serving Mayors and serving Chief Executive Officers will be recorded photographically as follows:-

1. Council as a group (elected Aldermen and Mayor)
2. Mayors elected to office
3. Chief Executive Officer

**POLICY TITLE: PROCUREMENT OF GOODS AND SERVICES
QUOTATIONS AND TENDERS**

Policy No. 219

POLICY PURPOSE

To ensure that benefits from public tendering and quotations are consistent with strengthening the local community.

Other policy purposes include:

- To be transparent.
- To ensure compliance with statutory requirements.
- To apply Council policy procedures.
- To ensure consistency and fairness to tenderers.

POLICY STATEMENT

The Council recognises that tender contracts and quotations are used to obtain works and services of significant value. Council will demonstrate accountable management of public funds, fairness and good ethics in dealings with tenderers with subsequent benefits to the community.

Refer to attached document "Procurement Policy" that incorporates procedures and delegations that support this policy.

POLICY PURPOSE

The purpose of this policy is to promote effective benefits to both Council and employees through remuneration packaging, without causing additional employment costs to the Council. This policy applies to senior officers of Council.

POLICY STATEMENT

The Council recognises the importance to employees of using remuneration packaging to obtain bona fide fringe benefits as part of their total remuneration. In assisting its employees in this regard, Council:

- will ensure that remuneration packaging can be conducted within key guidelines to simplify administration.
- will ensure that remuneration packaging is available in terms of the enterprise, bargaining agreement and in compliance with taxation law.
- will ensure that the Council is not obligated to make up any shortfall or increase the cost of employment, if any legislative changes affect or restrict an employee's net remuneration.

Refer to attached document "Remuneration Packaging" that incorporates background information, definitions, and procedures that support this policy.

POLICY PURPOSE

To establish a consistent basis upon which Council is able to review, identify and evaluate the existence of land (including land containing improvements) which is surplus to requirements and could be available for sale. (NB: This policy does not apply to land having the legal status of "road").

POLICY STATEMENT

All Council land is to be retained except where the following criteria applies:

- The land is no longer used or is not used for a purpose associated with service provision by Council.
- The land is not being used for its originally intended purpose.
- The land (being used for a Council service) has a net realisable value for another purpose which is significantly greater than the cost of re-establishing the service on another site.
- The land does not contribute to the achievement of any current Council objective.
- The land has no strategic significance to Council on a long term basis.
- The land is identified in a Study commissioned and adopted by Council as being surplus to requirements (e.g. Open Space Study).

Having regard to the above criteria, all landholdings (which include improvements to land) will be reviewed on an ongoing basis as to possible disposal.

All land which may be identified as being surplus to requirements and available for sale in accordance with the above criteria will be the subject of a report to Council for specific approval in each instance to commence the statutory process to effect a sale.

All land to be sold will be offered at public auction or tender unless Council specifies otherwise in a particular instance having regard to extenuating circumstances which may be shown to exist.

**POLICY TITLE: SCHOOLS – ANNUAL AWARD
PRESENTATIONS**

Policy No. 222

POLICY PURPOSE

To demonstrate Council's awareness of the importance of youth education.

POLICY STATEMENT

That the Council may make available upon request, on an annual basis, a donation of a sum of money (to be determined annually) to any of the high schools and colleges in Alice Springs for an award to be determined by each school.)