



## **REPORT UNDER SEPARATE COVER**

### **West Daly Regional Council Council Meeting**

**WEDNESDAY, 27 SEPTEMBER 2023**

**WEST DALY REGIONAL COUNCIL CHAMBERS,  
(LOCATION) NT**

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## WEST DALY REGIONAL COUNCIL

### FOR THE COUNCIL MEETING OF 27 SEPTEMBER 2023

#### Report for Agenda Item No 6

Prepared by **Matthew Eastham, CEO**

#### Elected Member meeting Agendas

The purpose of this paper is to represent to Council the options for accessing the business papers for Council (and other committee meetings of Council) meetings.

Each Elected Member will be required to provide details as to how they would like to receive Council business papers i.e. via a method as previously resolved or specifically via their Council email address.

Previous Paper to Council 27 April 2023: Resolution 027/2023

#### **Purpose**

To inform Elected Members of access to West Daly Regional Council email and notification of official Agendas within the legislated timeframes. Also to inform Elected Members in order to be prepared and of their responsibilities prior to West Daly Regional Council meetings, Local Authority Meetings and other official Council business matters.

#### **Background**

Legislation provides that West Daly Regional Council is to comply with convening and the notice of meetings. Section 92 of the Act states that notice must be given to members:

- In the case of an **Ordinary Council meeting** at least **3 business days** before the date of the meeting; and
- In the case of a **Special Council meeting** of Council at least **4 hours** before the time appointed for the meeting.
- The notice may be given to the member personally, by post, by email or by any other electronic means or in any other way arranged by the CEO with the Elected members.

The role of members of Council is:

- (a) to represent the interests of all residents and ratepayers of the council area; and

- (b) to provide leadership and guidance; and
- (c) to facilitate communication between the members of the council's constituency and the council; and
- (d) to be properly informed to enable participation in the deliberations of the council and its community activities; and
- (e) to ensure, as far as practicable, that the council acts honestly, efficiently and appropriately in carrying out its statutory responsibilities; and
- (f) to ensure that council resources are used prudently and solely in the public interest; and
- (g) to actively monitor the financial affairs of the council.

In order to assist Elected Members with information flow, each is provided with a dedicated email address for the purpose of communication and attending to Council business whilst performing official duties in their role. It should be understood that when communicating via the Council email account, Elected Members must adhere to all relevant legislation and Council's policies and procedures, including the *Code of Conduct (Elected, Local Authority, and Council Committee Members)*.

As a way of communication, Elected Members are sent their meeting invites to their West Daly Regional Council email address notifying that the Agenda will be made available when released. It should be acknowledged that Elected Members don't accept these meeting invites and as such this method of sharing the Agenda's has ceased to be used. This can be re-established and invites will be sent to all Elected Members email accounts. Sending the Agenda by post is possible but with mail delays it could be unrealistic. Arrangements have been made where Elected Members have been advised that the Agenda is available on the West Daly Regional Council website. This is the same for the Minutes of the meetings.

When Elected Members are in community their Agendas are sent to the Ward office for printing and access. Elected Members can access WDRC offices to print documents or use IT equipment to review agenda's, documents etc.

Elected Members having a mobile phone can have their West Daly Regional Council email account added as an application for notifications and use.

Elected Members can call the CEO and discuss the Agenda prior to the meeting.

Confidential Agenda's and papers that are confidential or information noted as confidential are not be transmitted, printed in public or outside of a Council office or shared outside of Elected Members (except for WDRC Legal purposes).

## **Statutory Environment**

*Local Government Act s92*

## Impact for Council

For information purposes and clarification on communication method.

## Strategic Alignment

This report is aligned to the West Daly Regional Plan 2022-23:

<b>Focus 1 - Strengthen our Organisation</b>	
1.2 Governance	
<b>Journey 1.2.3</b>	Continue to strengthen the governance framework and encourage active contribution at all meetings

### Recommendation

1. That Council note the notification periods for convening meetings.
2. That Council note that Elected Members have a dedicated West Daly Regional Council email address for communication purposes.
3. That Council note that the Agendas for meetings can be accessed through the West Daly Regional Council website, via WDRC email, by visiting a West Daly Regional Council Office or by contacting the CEO directly via phone which complies with the notification period.
4. That Council note that Elected Members will access the Agenda for meetings via one of the means noted in this paper.
5. That Elected Members understand their responsibilities and will prepare for meetings by being well informed with the appropriate notification.
6. The Elected Member .... has specifically requested that their business papers be emailed to their West Daly Regional Council email address.

## Attachments