

LOCAL AUTHORITY COORDINATOR



Position:	Local Authority Coordinator
Classification Level:	Level 8 plus 9.5% Superannuation
Temporary:	Full Time Temporary Position (12 months)
Reports to:	Chief Executive Officer

Organisational Environment

The West Daly Regional Council commenced operations on 1 July 2014. The new council was formed as part of the 2013 Local Government reforms in the Northern Territory. The Regional Council has been formed by the demerger of the Victoria Daly Regional Council. It includes the communities of, Peppimenarti, Palumpa and Wadeye and has a population of approximately 2778.

Personal Attributes

Ethical behaviour – this position will have access to sensitive information. It is imperative that the Local Authority Coordinator displays the highest level of integrity and ethical conduct.

Attitude – demonstrates a positive approach towards the workplace ensuring to display appropriate behaviors and to be seen as a respected role model.

Discretion – being able to make decisions on what to do in a variety of situations and ability to make sound judgments.

Consistency of service – all work performed by the officer needs to be of the highest quality and consistent.

Safe work practices – perform all work duties following WHS regulations.

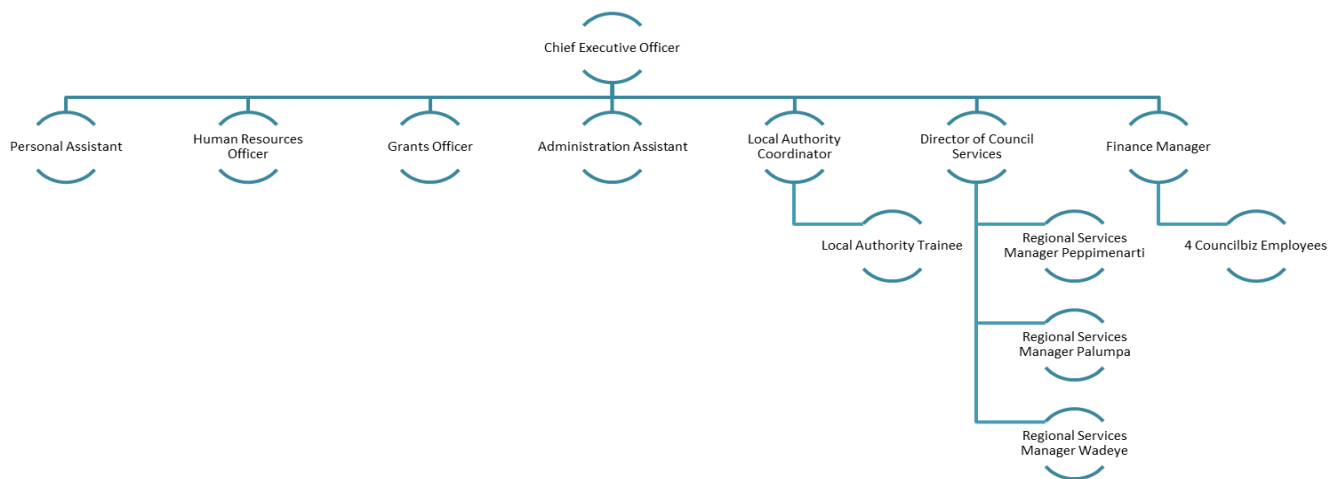
Summary of Position

This position is responsible for working with the Chairperson and members of the three Local Authorities in the development of the LA Community planning processes and includes the Regional Plan and budget for the communities of Peppimenarti, Palumpa and Wadeye.

Position Liaises with

Internal	External
Chief Executive Officer	Government Representatives
Executive team	Community Organisation Representatives
Regional Service Managers	Local Government Association Of the Northern Territory (LGANT) staff
Elected Members	
All Council Staff	Consultants
	Community members

Organisational Relationship



Specific Duties

1. Prepare and undertake various surveys to measure the West Daly Regional Council's performance in the relevant core service areas.
2. Provide feedback and advice on strategies to improve all current core services.
3. Research developmental opportunities and projects that will assist the communities and assist with applications for Government funding.
4. Assist and provide training for Local Authority Members to understand Council's financial reports and budgets through the use of Dashboard technology and role plays.
5. Assist and provide training to Members to achieve a strong, positive and constructive understanding of the role they play within the communities.
6. Manage and assist the Members to develop their LA community plans.
7. Engage a trainee to undertake the preparation of agenda, taking of minutes, correspondence, meeting and liaising with organisations that will assist in ensuring the development and management of the three LA's.
8. Consult with the communities on various topics, including preparation of the annual LA plan.
9. Prepare the LA annual report and assess this against the LA plan.
10. Assist and provide training to Members in meeting procedures, understanding of Council policies and Code of Conduct.
11. Assist and provide training in community consultation both with locals, Members of the WDRC and Members of Parliament.
12. Prepare monthly reports to Council.
13. Prepare to spend time in the three communities to develop and provide the necessary training.
14. Ensure governance of Local Authorities and facilitation of community projects are aligned with Council planning frameworks and compliant with all legislative requirements and Ministerial guidelines.

Key Performance Measures

Authority and Accountability

- This position reports directly to the CEO.
- Responsible for the coordination of all Local Authority meetings within the 3 communities.
 - 6 meetings per community per year.

- 100% completion target with 90% of meetings reaching quorum.
- 50% target of meetings attended by all Local Authority members.
- Work with the Regional Services Managers in Peppimenarti and Palumpa during the wet season to ensure targets are met.

Judgement and Problem Solving

- Understanding of the communication processes between the Community, Local Authority Members and the WDRC members and staff.
 - Local Authority meeting minutes to be distributed a maximum of 10 days after the Local Authority meeting.
 - Minutes to be completed and circulated within 5 days – 60% target.
 - Council response to Local Authority to be no later than 3 days after publication of Council minutes – 80% target.
 - 6 stories per year regarding Local Authority meetings and community information to be provided for website and newsletter publication.

Specialist Knowledge and Skills

- Understanding of the Local Government annual planning processes.
- Understanding of the financial management of a council.
- Conduct surveys assessing the satisfaction levels of Council services and provide realistic recommendations on improvements.
 - 3 surveys per community with 80% of the target demographic reached.
- Experience in recruitment and training of employees.
 - Recruit a Local Authority Trainee and provide on the job training on writing meeting agendas, minutes and coordination of meetings.
 - Coordinate 3 targeted training sessions for the Chairperson and Deputy Chair in budgeting, how to chair meetings, and meeting procedures and taking minutes.
 - 1 governance training refresher per year for all Local Authority members.
 - Coordinate any other identified training for individuals.
- Demonstrated commitment to the principles of Work Health & Safety and Equal Employment Opportunities.
- Proven ability to provide on time and accurate reports.
 - 6 monthly reporting and 12 monthly reporting.
 - Meet the guidelines of the project funding.

Compliance

- Knowledge of all relevant legislation, regulations and guidelines in relation to delivery of local government services.
- Knowledge of any relevant non-local government legislation that influences Council's operations.
- Capacity to review program delivery and internal procedures to ensure they align with funding obligations.
- Ability to monitor, assess and identify risk of, and actual, breaches in compliance and implement measures to rectify breach.
- Capacity to implement and maintain internal communication channels to inform and develop key staff and contribute to compliance management through ongoing improvement of policies, procedures and reporting frameworks.
- Proven capacity to provide clear and comprehensive analysis and reporting to senior management and/or Council of compliance information and issues.

Management Skills

- Ability to effectively lead, train and motivate staff and provide guidance to others.

Interpersonal Skills

- Excellent communication skills and the ability to interact with community members from predominantly remote Indigenous cultures.
 - Engage with traditional owners and increase ownership amongst Local Authority members through the development of the annual Local Authority plan.
- Assist Members to achieve a strong, positive and constructive understanding of the role they play within the communities.

Qualifications and Experience

- Current NT Drivers Licence.
- Working with Children's Clearance Notice (OCHRE Card).
- Certificate IV in Training & Assessment.
- A minimum of 2 years experience in a similar role.
- Tertiary qualifications or training in a relevant discipline.

Approval

This appointment is a temporary full time (12 month contract) position and the appointed applicant will be required to undergo a Police check. The position holder must be willing to adhere to Councils Code of Conduct, Conditions of Employment, Policies and Procedures.



Glenda Teede
Chief Executive Officer

Created:	23 rd July 2014
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