

Policy Title:	Protocol for Meetings
Policy Number:	CP002
Category:	Policy and Procedures
Classification:	Council Policies
Status:	Approved 14th October 2014

Purpose

- To assist all Elected Council Members to fulfil their role and responsibility to community;
- To assist all Elected Council Members to understand good Governance for KCA;

Scope

This policy applies to all incumbent Kalano Community Association Inc. Elected Members of Council.

Policy

- To develop, review and update Kalano Community Association Inc. (KCA) Mission, Vision, Values and Strategic Plan in a regular and timely fashion;
- In keeping with the Kalano Community Association Inc Constitution (hereafter referred to as "Constitution") provide direction in respect to policy and its interpretation;
- Receive performance reports of Kalano operations and make suggestions for improvement consistent with the Constitution and Standard Funding Agreements with government agencies; and
- Represent Kalano interests at important meetings and on important issues.

Procedures

- Observe conduct befitting a Kalano Council Member at meetings and within the community generally;
- Participate meaningfully in debate in issues;
- Promote the interests of the community represented by the Councilor as well as promote and protect the financial, cultural and statutory interests and/or rights of Kalano constituents;
- Respect the confidentiality of Council business and discussions;

- Apologise for non-availability to attend meetings to be notified to Chairperson or Chief Executive Officer (CEO - or their nominees) before the advertised starting time of the meeting;
- Meetings to be called and conducted in line with the requirements of the constitution;
- Meetings start promptly at times advised;
- Observe the directions or requirements of the chairperson at meetings;
- 10 minutes to be set aside to debate and get a decision on all general matters;
- Other items, such as policy and cultural issues, by agreement may have more time set aside or be subject to special meetings.

Role of Kalano Staff at Meetings:

- The Chief Executive Officer (CEO) will appoint a staff member to record the minutes of meetings as required;
- Where sensitive management/operational or cultural issues are discussed staff members will vacate the meeting venue unless requested by Council to remain;
- As a general guide particular staff of Kalano will be required to report to, or meet with, Council on matters pertaining to their area of responsibility. Such staff will be in attendance for the particular item only and will not participate in any decision making; and
- Protect the confidentiality of matters discussed within Council unless a determination by the CEO considers it in the interest of general operations of Kalano to promote the matter.

Function/responsibilities of Chief Executive Officer:

- Receive direction from Council in line with Constitutional and other legal requirements on Council;
- Undertake the daily responsibilities of the organization and ensure that high quality service provision is implemented;
- Be responsible to Council for the conduct of the legal business and protection of the interests of Kalano Council; and
- To work with Council to develop, update and regularly review the Strategic Plan, all Policies and Procedures, and develop initiatives for the future.

Relevant Documents

<i>Related Policies</i>	<ul style="list-style-type: none">• <i>CP001 – Members Code of Conduct</i>• <i>OP001 – Complaints Handling</i>• <i>OP004 – Conflicts of Interest</i>• <i>HRP004 – Confidentiality and Privacy</i>•
<i>Related Publications</i>	<ul style="list-style-type: none">• <i>NT Associations Act 2006</i>• <i>Kalano Community Association Inc. - Constitution</i>•

