

GOOD PUBLIC ADMINISTRATION FRAMEWORK



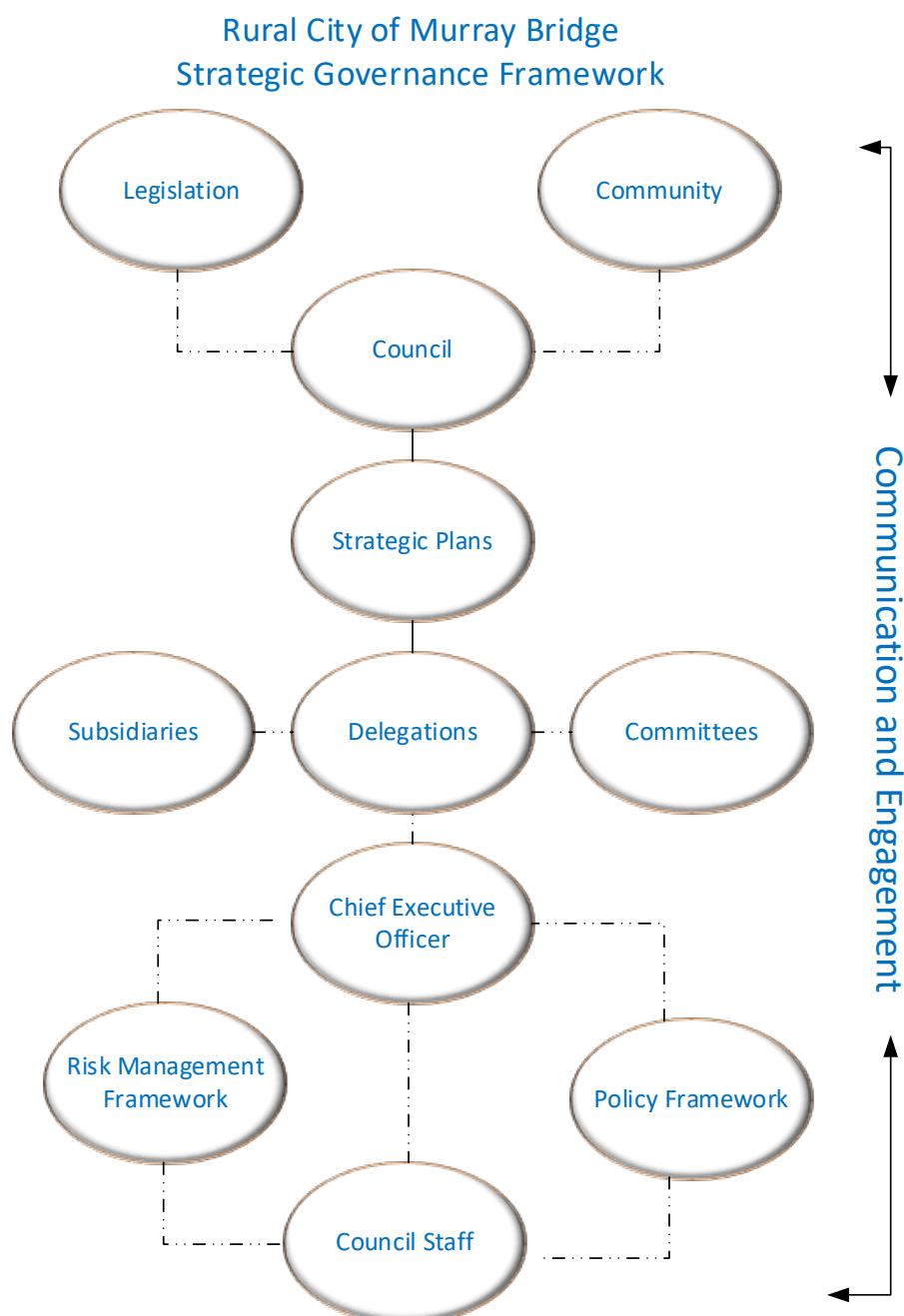
GOOD PUBLIC ADMINISTRATION FRAMEWORK	
Reference Number	741628
Responsible Business Unit	Office of the Chief Executive Officer
Responsible Officer	Chief Executive Officer
Legislation	Local Government Act 1999 Food Act 2001 ICAC Act 2012 Local Nuisance and Litter Control Act 2016 Ombudsman Act 1972 Planning Development & Infrastructure Act 2016 Public Interest Disclosure Act 2018 Road Traffic Act 1961 Safe Drinking Water Act 2011 Supported Residential Facilities Act 1992
Relevant Delegations	Chief Executive Officer
Related Policies Management Guidelines Frameworks	<ul style="list-style-type: none"> • Good Public Administration Framework • Risk Management Framework • Risk Management Policy • Behavioural Management Policy for Elected Members • Code of Conduct for /Behavioural Management Policy for Staff • Behavioural Management Policy for Independent Members • Code of Conduct / Behavioural Management Policy for Volunteers • Fraud and Corruption Prevention Policy • Access to Council Meetings, Council Committee and Council Documents – Code of Practice • Council Committees • Internal Review of Council decisions • Relationships with External Bodies • Communication Engagement Framework • Communication Policy • Complaint Framework • Customer Service Charter • Delegations Policy • Emergency Management Framework • Internal Review of Council Decision • Policy and Management Guideline Policy • Policy Framework • Public Information Disclosure Guideline • Budget Reporting and Amendment Policy • Financial Sustainability Policy • Procurement Policy • Treasury Management Policy
Link to Strategic Plan	Goal 5 – Our Performance
Date Adopted	11 April 2023, item 103.5
Review Date	During a Council term
Previous revisions	14 June 2022, item 108.7

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10 December 2018, item 217.8
14 December 2015, item 2772.
9 June 2015, item 147.1

PURPOSE

To identify the Strategic Governance Framework which assists Council achieve and maintain the standards of good public administration, as follows:



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OBJECTIVES

"Council" is the body corporate consisting of Elected Members as constituted under the Local Government Act 1999 and is supported by a Chief Executive Officer and Council Staff.

Council is established to provide for the government and management of its area at the local level through standards of good public administration by

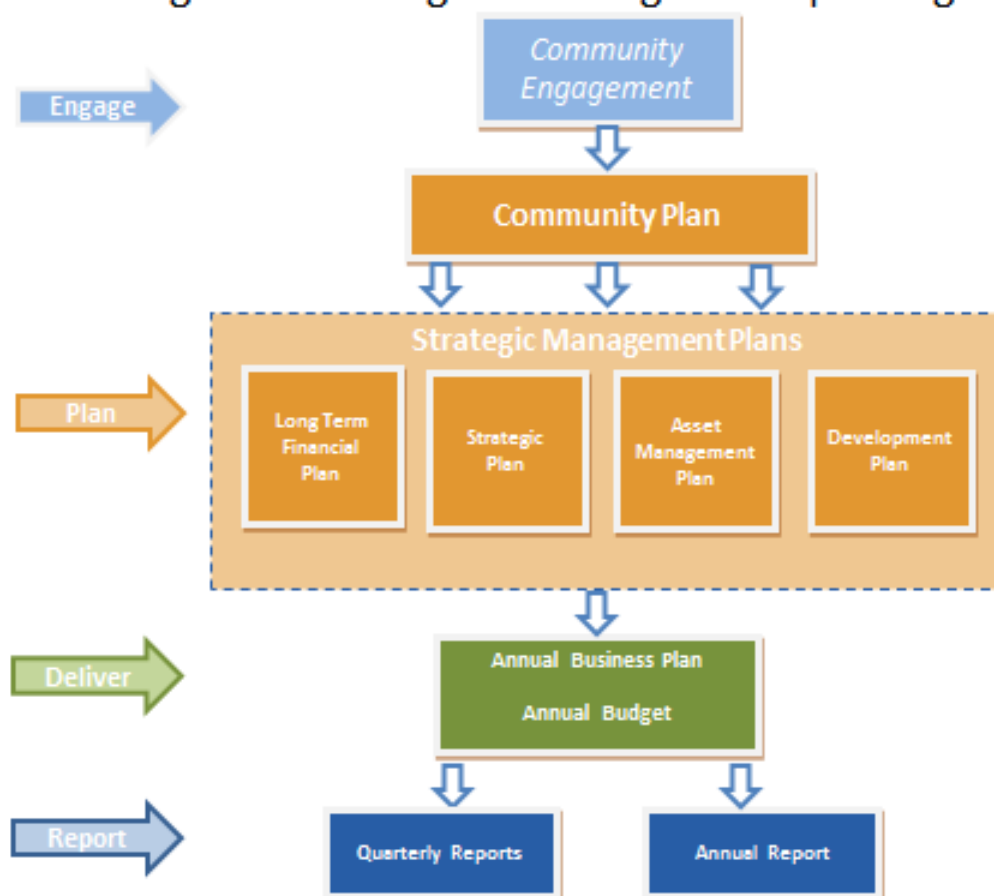
- providing open, responsive and accountable government (s. 8(a))
- using resources fairly, effectively and efficiently (s. 8(h))
- providing equitable access to services, facilities and programs (s. 8(i))
- achieve and maintain standards of good public administration (s(j)).

DECISION MAKING STRUCTURE

To achieve this objective Council is required to make decisions, plan its future direction and ensure accountability and compliance.

The following diagrams depict Council's approach to its integrated Strategic Planning and Reporting Framework and accountability and compliance.

An Integrated Strategic Planning and Reporting Framework





Council's Code of Practice Access to Council Meetings, Council Committee and Council Documents provides guidance on the convening of meetings.

COMMITTEES AND SUBSIDIARIES

Under the Local Government Act 1999 and Planning Development & Infrastructure Act 2016, Council is required to establish certain Committees to assist Council in administering their responsibilities. Council also has the discretionary ability to appoint other Committees to assist Council as deemed appropriate. Schedule 1 attached illustrates the Committees of Council.

Under the Local Government Act 1999 Council has the ability to form a Single Subsidiary or become part of a Regional Subsidiary. Schedule 2 illustrates the Subsidiaries of Council

Council will review its membership of Subsidiaries and Committees at its first meeting of a Council term and at any other time it believes appropriate. In determining membership of Subsidiaries and Committees Council will assess their purpose, membership, reporting requirements and powers against the interest of the Community and legislative requirements.

Council may also consider membership on external bodies from Council and again this will be assessed against their purpose, membership, reporting requirements and powers against the interest of the Community and legislative requirements.

DELEGATION FRAMEWORK

To ensure the streamlining of decision making Council has the ability to delegate powers and functions to its Chief Executive Officer, Subsidiaries and Committees. These powers are identified in Council's Delegations Policy.

It is noted that Council does not have the ability to delegate decision making in relation to the following:

- power to make a bylaw;
- power to declare rates or a charge with the character of a rate;
- power to borrow money or to obtain other forms of financial accommodation;

- power to adopt or revise a strategic management plan or budget of the council;
- power to approve expenditure of money on works, services or operations of the council not contained in a budget approved by the council;
- power to determine annual allowances under Chapter 5;
- power to approve payment or reimbursement of expenses that may be paid at the discretion of the council and for which the council has not adopted a formal policy or made specific financial provision;
- power to establish a subsidiary, or to participate in the establishment of a regional subsidiary;
- power to make an application or recommendation, or to report or to give a notice, to the Governor or the Minister, being an application, recommendation, report or notice for which provision is made by or under this or another Act;
- power to fix, vary or revoke a fee under section 188(1)(d) to (h);
- revoke the classification of land as community land under S194
- a power or function excluded from delegation by the regulations

POLICY FRAMEWORK

While various Legislation identifies policies that Council must adopt, the Chief Executive Officer has the ability to propose frameworks and policies for Council endorsement to provide a guide to stakeholders and staff how issues may be dealt with. Council has a policy framework to assist in the development of policies and guidelines.

ACCOUNTABILITY AND COMPLIANCE

Council promotes a culture of transparency, co-operation, accountability and continuous improvement.

Council will engage External and Internal Auditors to review actions of the Council and provide reports to Council's Audit and Risk Committee and Council.

CODE OF CONDUCT BEHAVIOURAL MANAGEMENT FRAMEWORK

All Elected Members, Staff, Independent Committee Members and Volunteers are bound by their respective ~~Code of Conduct~~. Behavioural Management Policies

Council 's Fraud and Corruption Prevention Policy also provides guidance on processes in place to limit fraud and/or corruption in the workplace.

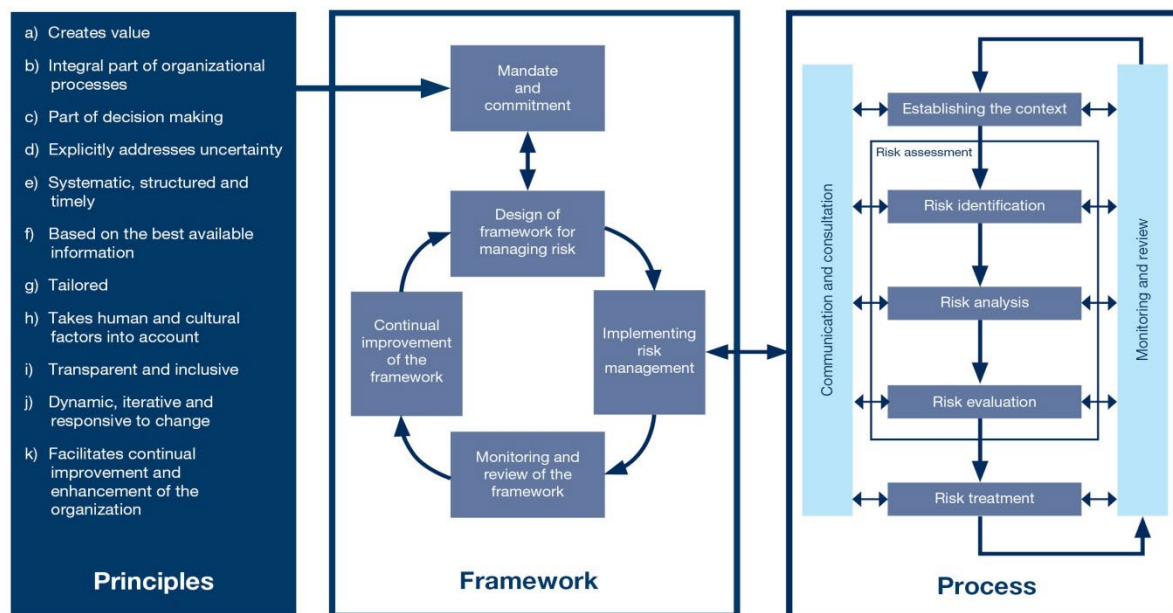
CONFLICTS OF INTEREST

Council Members and Council workers must not further private interests, especially their own private interests, financial or otherwise. However, it is inevitable that Council Members and Council workers will, from time to time, find themselves in situations where there may be a conflict between their public duty and their private interests. In these circumstances the Act is also quite explicit about how they should behave.

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STRATEGIC RISK ASSESSMENT

As an underpinning consideration all decision making will take into account Council's Risk Management Framework developed on the Australian/New Zealand Standard– Risk Management – Principles and Guidelines.



EMERGENCY MANAGEMENT

Council has responsibilities in aspects of Emergency Management through Prevention, Preparation, Response and Recovery. A Community Emergency Management Framework has been endorsed by Council identifying how Council manages its responsibilities.

COMMUNICATION AND ENGAGEMENT

Council promotes the Engaging with key stakeholders and the Community at large to assist, improve and guide decision making by collecting and collating multiple perspectives and points of view from Members of the Community and people or groups potentially affected by those decisions. A Community Engagement Framework has been endorsed by the Council.

CONCLUSION

Council Members and Council staff alike are entrusted with significant public duties and responsibilities that they expected to perform, at all times, in the public interest. To do so requires a sound understanding of the principles of good public administration, most of which (but not all), can be found in one form or another in the Act.

The Rural City of Murray Bridge is committed to upholding the principles of good public administration. To that end this framework has been commissioned to introduce those principles to Elected Members, Council employees and the general

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public. It establishes the foundation for the specific policies, processes and procedures that the Act requires, and more fundamentally, the behaviour expected by the community.

SCHEDULE 1 - RURAL CITY OF MURRAY BRIDGE – COMMITTEE STRUCTURE				
Name of Committee	Applicable Legislation	Decision Making Authority	Membership	Function
Aged Care Governance Committee	Local Government Act, 1999 Established under S41	Advisory Only	<ul style="list-style-type: none"> Independent Chairperson x 1 (payment provided for meeting attendance) Independent Members x 3 (payment provided for meeting attendance) Council Members x 1 	<ul style="list-style-type: none"> Assists Council to have effective governance over the strategy, operations and performance of Lerwin and the Community Care program. Provides a governance system to assess, monitor and drive improvement in the quality and safety of the care and services that are delivered.
Audit and Risk Committee	Local Government Act, 1999 - S126 Established under S41	Advisory Only	<ul style="list-style-type: none"> Independent Chairperson x 1 (payment provided for meeting attendance) Independent Members x 2 Council Members x 2 	<ul style="list-style-type: none"> Plays a critical role in the financial reporting framework of Council by overseeing and monitoring the contributions of Management and external auditors in the financial reporting process. Addresses issues such as the approach being adopted by Council and management to address business risks, corporate and financial governance responsibilities and legal Compliance as well as receiving reports from Council's internal controls.
Community Advisory Committee	Established under Local Government Act, 1999, S41	Advisory Only	<ul style="list-style-type: none"> Independent Chairperson selected from Community members Community Members x 6 Council Members x 2 	<ul style="list-style-type: none"> Provides input for consideration by Council on allocating grant funding for community grants and donations; providing comment into the range of Council's Community Engagement opportunities and providing comment into a range of Community and Culture Services, as requested by Council. Sub-Committees established under this Committee. <ul style="list-style-type: none"> Community Action Group Community Grants working party Sport and Recreation Advisory Group

				<ul style="list-style-type: none"> Youth Committee Youth Council
Strategic Planning and Development Policy Committee	Established under Local Government Act 1999, S41	Advisory only Review to be undertaken in accordance with Legislative changes	<ul style="list-style-type: none"> Presiding Member x 1 (<i>payment provided for meeting attendance</i>) Independent Members x 2 Council Members x 3 	<ul style="list-style-type: none"> The Committee provides a forum for discussion in relation to Council's strategic and planning policy issues. Reviewing and considering specific changes to Council's Development Plan, ie a Development Plan Amendment; Receiving and considering reports from Council's Development Assessment Panel on relevant development assessment matters, ie policy changes or issues; and Receiving and considering changes to legislation and strategic documents, including but not limited to, the Development Act, Development Regulations, the Planning Strategy and Ministerial Development Plan Amendments.
Council Assessment Panel	Planning, Development & Infrastructure Act 2016	Delegated Authority	<ul style="list-style-type: none"> Presiding Member x 1 (<i>payment provided for meeting attendance</i>) Independent Members x 3 (<i>payment provided for meeting attendance</i>) Council Members x 1 	<ul style="list-style-type: none"> Relevant Authority under the PDI Act, during transition to the Act will act as a delegate of the Council for the purpose of the Development Act 1993.
Building Fire Safety Committee	Development Act, 1993 – S71	Delegated Authority	<ul style="list-style-type: none"> Presiding Member x 1 Metropolitan Fire Service representatives Country Fire Service representatives Council appointed authorised officers, 	<ul style="list-style-type: none"> Responsible for the checking of fire safety provisions in new and existing buildings. Of particular interest to the Committee are those types of buildings that may constitute a high fire safety risk, such as large commercial/industrial buildings, motels and hotels

Council Subsidiaries

SCHEDULE 2 - RURAL CITY OF MURRAY BRIDGE – REGIONAL SUBSIDIARY STRUCTURE (established under Section 43, Local Government Act 1999)		
Name of Regional Subsidiary	Membership	Purpose
Murraylands and Riverland Local Government Association	<ul style="list-style-type: none"> • Berri Barmera Council • Coorong District Council • District Council Karoonda East Murray; • District Council of Loxton Waikerie; • District Council of Mid Murray • District Council of Renmark Paringa; • Rural City of Murray Bridge • Southern Mallee Council 	<ul style="list-style-type: none"> • Undertake coordinating, advocacy and representational roles for it's constituent Councils at a regional level. • Facilitate and co-ordinate activities of local government at a regional level related to environment, economic and social development with the object of achieving continuing improvement for the benefit of the communities of its constituent Councils. • Develop, encourage, promote, foster and maintain consultation and cooperation and to strengthen the representation and status of local government when dealing with other levels of government, private enterprise and the community. • Develop further cooperation between its constituent Councils for the benefit of the communities in the region. • Develop and manage policies which guide the conduct of programs and projects in the region with the objective of securing the best outcomes for the communities in the region. • Undertake projects that benefit the region and its communities
Adelaide Hills Regional Waste Management Authority	<ul style="list-style-type: none"> • Adelaide Hills Council, • Alexandrina Council, • District Council of Mount Barker • Rural City of Murray Bridge. 	<ul style="list-style-type: none"> • Independently-resourced Authority coordinating waste management on behalf of its Member Councils;