

## Conduct of Business Policy

### Purpose

The Outback Communities Authority is an instrumentality of the Crown established to facilitate the administration and management of outback communities.

Its primary functions and objectives are to provide for efficient and accountable administration and management of outback communities; to promote participation of outback communities in their administration and management; to articulate the views, interests and aspirations of outback communities and to raise revenue for public services and facilities in the outback.

The purpose of this policy is to clearly communicate the principles of how the Outback Communities Authority will undertake the business of achieving the objective set down in legislation.

### Policy Statement

The Outback Communities Authority will use appropriate and cost effective measures to achieve the objectives of its enabling legislation. In doing so, it will at all times, act honestly, diligently and with integrity to bring about the best outcomes for the Outback Community. The Presiding Member will take all necessary steps within his/her power to ensure the Outback Communities Authority members have the necessary advice, expertise and connection to the Outback to support sound reasoning in the execution of their responsibilities under the Act.

The Outback Communities Authority will promote transparency in all its decisions, actions and activities. It will provide services efficiently and effectively, manage resources prudently and in a fully accountable manner and maintain and enhance the value of public assets.

### Implementation

The OCA will implement this policy by abiding by and being regularly updated on changes to the standards set out in relevant Treasurer's instructions, Premier and Cabinet circulars and Commissioner for Public Employment determinations. In addition the Outback Communities Authority will adopt procedural guidelines identifying how the Outback Communities Authority's decisions, actions and activities will be undertaken and/or conducted.

### Evaluation and Review

The Policy will be reviewed by the OCA within three months of the appointment or renewal of tenure of a Presiding Member.

### Definitions

The Outback Communities Authority's enabling legislation is the *Outback Communities (Administration and Management) Act 2009*.

### References

Treasurer's Instructions 2 – Financial Management.

Treasurer's Instructions 7 - Corporate Governance.

Treasurer's Instructions 8 – Financial Authorisations.

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Treasurer's Instructions 28 Financial Management Compliance Program.

Premier and Cabinet Circular 16 - Remuneration for Government Appointed Part-Time Boards and Committees.

Premier and Cabinet Circular 22 - Establishment and Governance Requirements for Government Boards and Committees.

Commissioner's Determination 3.2 – Employment Conditions – Remuneration – Allowances and Reimbursements.

Government Boards and Committees (Guidelines for Agencies and Board Members)

Outback Communities Authority Conduct of Business Procedural Guidelines.

*This policy was adopted by the Authority on 20 September 2017*