



# Assoċjazzjoni Kunsilli Lokali

Local Councils' Association Malta

A: Local Councils' Association  
Local Government Building,  
Triq il-Gvern Lokali,  
Marsa, MRS3000 - Malta

T: 00356 2596 8000  
E: lca@lca.org.mt  
[www.lca.org.mt](http://www.lca.org.mt)

## Minuti – Laqgħa tal-Eżekuttiv Nu. 51

**Data:** Il-Ħamis, 19 ta' Frar 2026

**Ħin:** 18:15

**Post:** Binja Assoċjazzjoni Kunsilli Lokali, Binja tal-Gvern Lokali, il-Marsa

### Preżenti:

Is-Sur Mario Fava – President

Kav. Paul Farrugia – Viċi President

Is-Sur Stephen Sultana – Membru

Is-Sur Sandro Azzopardi – Membru

H.E Clifford Galea Vella – Membru

Is-Sur Max Zammit – Membru

### Skuzati

Is-Sur Anthony Chircop – Membru

Dr. Samuel Azzopardi – Viċi President

Is-Sur Jesmond Aquilina – Membru

Is-Sur Charles Bonello – Membru

Is-Sur Steven Axisa – Membru

### Uffiċjal Preżenti:

Sa. Lianne Cassar – Segretarju Eżekuttiv



## 51.1 Ittri ta' apologiji

51.1.1 Il-President semma li s-Sur Anthony Chircop, is-Sur Steven Axisa, Dr. Samuel Azzopardi, is-Sur Jesmond Aquilina u s-Sur Charles Bonello talabu li jkunu skużati.

51.1.2 Fuq proposta tal-President issekondata minn Kav. Paul Farrugia, l-Eżekuttiv approva unanimament li jitniżżel skużati.

51.1.3 Il-President talab lill-Membri tal-Eżekuttiv sabiex iżommu d-data tal-laqgħa libera dan anki għall-fatt li d-data tkun stabbilita minn xhar qabel. Semma li huwa ingust li membri li jattendu fil-ħin jibqgħu jistennew sabiex ikun hemm kworum sabiex tinbeda l-laqgħa.

## 51.2 Qari u Approvazzjoni tal-Minuti Laqgħa Nu. 50

51.2.1 Il-President prezenta l-minuti hekk kif kienu mibgħutha lill-Eżekuttiv mis-Segretarju Eżekuttiv.

51.2.2 Fuq proposta tal-President issekondata minn H.E Clifford Galea Vella, l-Eżekuttiv approva l-minuti hekk kif ġew prezentati.

## 51.3 Approvazzjoni Skeda tal-Pagamenti Nu. 50

51.3.1 Fuq proposta tal-President li ġiet issekondata minn Kav. Paul Farrugia u H.E, Clifford Galea Vella ġiet approvata l-iskeda ta' pagamenti għall-perjodu bejn it-30 ta' Jannar 2026 u d-19 ta' Frar 2026 li kienet tammonta għal €51,633.46.

## 51.4 Punt mill-Minuti Laqgħa Nu 50

### 51.4.1 Ftehim Kollettiv Haddiema Klerikali

Il-President semma li l-Assoċjazzjoni kienet attendiet għal laqgħat bejn l-UHM, id-Dipartiment għall-Gvern Lokali u l-IRU, sabiex jiġu emendati l-kriterji ta' eligibbiltà biex kandidat ikun eligibbli sabiex japplika għall-post vakanti. Kopja tal-ftehim iffirmit hija annessa u mmarkata bħala **Dokument A**.

### 51.4.2 Assoċjazzjoni Lokali

### Awditjar Kunsilli

Il-President semma li l-awditjar tal-Assoċjazzjoni beda nhar **2 ta' Frar 2026** u, għalkemm il-*fieldwork* tlesta wara madwar ġimgħa, sal-ġurnata tal-laqgħa ma kienx għadu ġie pprezentat ir-rapport finanzjarju kkoreġut mill-awdituri, u wisq inqas il-*management letter*, kif kienet il-prassi li ssegwi tul dawn l-aħħar snin. Huwa zied jgħid li ntbagħtet komunikazzjoni lill-awdituri sabiex dawn ilestu dan kollu sal-laqgħa li jmiss ta' **Marzu 2026**.



### 51.4.3 BCRS

Il-President semma li wara d-diskussjoni li saret fil-laqgħa preċedenti, kien ġie deċiż mill-BCRS li l-Kunsilli Lokali jieħdu hsieb biss l-ispiża u t-tnejjija tad-DNO, filwaqt li l-ewwel spiża sa massimu ta' **€4,000** tkun responsabbiltà tal-BCRS sabiex issir ir-relokazzjoni tal-magna. Huwa żied jgħid li, kif kien diġà ġie diskuss, ir-relokazzjoni għandha ssir biss f'**każijiet eċċezzjonali**.

## 51.5 Komunikazzjoni mill-President

51.5.1 Il-President xtaq jagħmel stqarrija qasira fejn irrimarka li, minkejja diversi laqgħat – inkluż laqgħat informali – li kellu mad-Diviżjoni għall-Gvern Lokali sabiex tissaħħaħ il-ħidma u l-kollaborazzjoni bejn il-partijiet, l-Assoċjazzjoni xorta mhix tkun mistiedna għal attivitajiet organizzati mill-istess Diviżjoni jew mis-Segretarjat.

Huwa żied jgħid li l-Assoċjazzjoni, anki fil-kuntest ta' proġett li qed tikkordina mal-AICCRE, bagħtet stedina formali lid-Diviżjoni, lill-ANSEK kif ukoll lis-Segretarjat sabiex jattendu għall-attivitajiet relatati.

Is-Sur Max Zammit irrimarka li hemm ċerti kunsilliera li qed jinterpretaw li l-Assoċjazzjoni qed tibbokkja jew tieħu sehem f'kull attività organizzata mid-Diviżjoni. F'dan ir-rigward, il-President enfasizza li għal kull attività organizzata mill-Assoċjazzjoni, il-partijiet kollha dejjem kienu mistiedna, inkluż għat-tnedija tal-pubblikazzjoni dwar Open Spaces, fejn madankollu xi rappreżentanti tad-Diviżjoni kkanċellaw l-attendenza tagħhom ftit sigħat biss qabel l-attività.

51.5.2 Il-President semma li jidher li xi wħud mill-Presidenti reġjonali ġibdulu l-attenzjoni dwar jekk jistgħux jagħmlu użu minn servizz ta' taxi sabiex jattendu għal-laqgħat li jkunu mistiedna għalihom fil-kapaċità tagħhom bħala Presidenti.

Is-Sur Max Zammit irrimarka li din il-kwistjoni kienet tqajmet ukoll waqt laqgħat tas-sindki organizzati mid-Diviżjoni, li għalihom huwa kien preżenti.

Il-President spjega li l-Presidenti Reġjonali ma jirċevux l-istess allowance li jirċievi Sindku, iżda jirċievu biss l-onorarja. Għaldaqstant, ma jarax xejn li jzommhom milli jagħmlu użu minn servizzi simili sabiex jattendu għal-laqgħat fil-qadi tad-dmirijiet tagħhom.

Ġie diskuss ukoll li jidher immatur li din il-materja tingħata prijorità fid-diskussjonijiet mas-Sindki, meta hemm għodod ta' valur li huma nieqsa mill-Kunsilli Lokali. Għaldaqstant ġie enfasizzat li huwa aktar importanti li jiġu diskussi u indirizzati materji ta' importanza akbar u li jkollhom impatt sostanzjali kemm fuq il-ħidma tal-Kunsilli Lokali kif ukoll fuq ir-rwol tas-Sindku.

51.5.3 Il-President semma li kienet saret laqgħa mas-Segretarju Permanenti tal-Ministeru għall-Intern fejn ġew diskussi l-ħlasijiet li jiġu imposti fuq il-Kunsilli Lokali meta, għal xi raġuni – anke għal ċirkostanzi lil hinn mid-deċiżjoni tagħhom, bħal pereżempju maltemp – ikollhom jikkandellaw attivitajiet. F'tali każijiet, il-Kunsilli Lokali jispicċaw jtilfu l-ħlas kollu li jkunu diġà għamlu għall-permessi sabiex jordnaw is-servizzi ta' infurzar.



Semma wkoll li kienet tqajmet problema oħra relatata mal-fatt li l-Kunsilli Lokali bdew jintalbu jipprezentaw **garanzija bankarja ta' €5,000** għal attivitajiet organizzati minnhom. Il-President spjega li l-punt prinċipali tad-diskussjoni kien li huwa importanti li ssir **distinzjoni bejn kumpaniji privati u entitajiet pubbliċi**, bħalma huma l-Kunsilli Lokali, li għandhom jiġu trattati bħala parti mill-amministrazzjoni tal-gvern lokali. F'dan ir-rigward, huwa żied jgħid li mill-Uffiċċju tas-Segretarju Permanenti giet proposta sabiex **l-Assoċjazzjoni tfejji proposta emendata għall-SOPs interni**, sabiex id-diskussjoni tkun tista' tkompli u jsir ir-reviżjoni fejn ikun meħtieġ. **Annessi mal-minuti Dokumenti B u Ċ rispettivament.**

51.5.4 Il-President semma li kienet waslet **stedina uffiċjali mill-Partit Nazzjonalista** sabiex l-Assoċjazzjoni tattendi konferenza. Huwa żied jgħid li għal din l-attività ser ikun qed jattendi **H.E. Clifford Galea Vella.**

51.5.5 Il-President semma li qed tiġi ppjanata serata li ser issir **nhar is-16 ta' Ġunju** **għewwa Haġar Qim**, sabiex jiġu rikonoxxuti **b'tabella uffiċjali** dawk il-lokalitajiet li jagħmlu parti mir-**Rotta tal-Feniċi** tal-Kunsill Ewropew. Huwa żied jgħid li stieden **b'mod uffiċjali lill-Onor. Dr Ian Borg** sabiex jattendi għal din l-attività, fid-dawl tal-fatt li din ir-rotta għandha **importanza turistika.**

51.5.6 Il-President semma li **nhar id-29 ta' Mejju** ser tkun qed tiġi organizzata attività bis-sehem tal-membri tad-delegazzjoni Maltija tal-Kumitat tar-Reġjuni għewwa **Brussell.** Huwa żied jgħid li ntbagħtet stedina wkoll lill-**MEPs Maltin**, filwaqt li qed isir kuntatt mal-**Kummissjoni COTER** fi hdan il-Kumitat Ewropew tar-Reġjuni (**CoR**) sabiex jiġi organizzat **workshop dwar il-Multiannual Financial Framework (MFF) tal-UE** flimkien mas-Sindki u l-Kunsilliera. Il-President spjega li din l-inizjattiva qed tiġi proposta wara diversi talbiet li saru waqt laqgħat li l-Assoċjazzjoni attendiet għalihom. Huwa żied li qed jiġi kkunsidrat ukoll l-involvement tan-netwerk **Eurocities**, filwaqt li ser jiġi esplorat ukoll il-potenzjal ta' **fondi** li jistgħu jiġu rkuprati mill-Kumitat Ewropew tar-Reġjuni biex jappoggjaw din l-attività.

51.5.7 Il-President semma li kien mistieden bħala **keynote speaker** f'konferenza dwar **waste management.** Madankollu, peress li l-konferenza ser issir **fl-Iżvizzera** u l-ispiża relatata mal-attendenza hija sostanzjali, għe deċiż li din l-istedina **ma tiġix aċċettata.**

51.5.8 Il-President semma li l-Assoċjazzjoni attendiet **online** għal webinar organizzat minn **Liveing-in.EU.** Huwa żied jgħid li, minkejja li kien hemm reġjuni li huma firmatarji tal-inizjattiva, jidher li wħud minnhom ma baqgħux isegwu jew jattendu għal dawn il-workshops. Il-President irrimarka li din hija fhasra, peress li dawn l-aktivitajiet joffru **opportunitajiet għal proġetti godda**, kif ukoll għal għodod importanti bħall-**Digital Maturity Assessment**, li jistgħu jgħinu lill-awtoritajiet lokali jtejbu l-livell ta' digitalizzazzjoni u servizzi tagħhom.



51.5.9 Il-President semma li nhar id-19 ta' Frar ġie organizzat il-**"Bridges of Trust – Solidarity Forum"**, f'kollaborazzjoni mal-**Association of Ukrainian Cities (AUC)** u mal-**Council of European Municipalities and Regions (CEMR)**.

Huwa žied jgħid li għal din l-inizjattiva ġew mobilizzati **20 Kunsill Lokali**, filwaqt li ġie kkonfermat li ser jingħataw **fondi minn CEMR taħt il-proġett U-LEAD**, sabiex jiġu organizzati **programmi ta' internships f'Malta**.

51.5.10 Il-President semma li sar **skambju ta' komunikazzjoni bejn I-AKL u s-CWSF** rigward xi trasferimenti ta' ħaddiema. Huwa žied jgħid li **I-AKL ma tixtieqx tibqa' firmatarja ta' dan il-ftehim ladarba dan jiskadi**.

51.5.11 Il-President għamel referenza għall-**European Label of Governance Excellence (ELOGE)** tal-**Kunsill tal-Ewropa**, filwaqt li faħħar il-ħidma tal-Assoċjazzjoni u l-impenn tal-ewwel **14-il lokalità** li ngħaqdu ma' din l-inizjattiva. Huwa enfasizza li dan huwa pass importanti biex jiġu promossi **prinċipji ta' governanza tajba, trasparenza u parteċipazzjoni fil-livell lokali**, u biex il-kunsilli lokali jkomplu jtejbu s-servizzi u l-prattiki amministrattivi tagħhom għall-ġid tal-komunità.

Il-President semma wkoll li ser jiġi **mġedded il-ftehim mal-ISIG**, sabiex l-Assoċjazzjoni tkompli taħdem ma' esperti tekniċi fil-qasam, bil-għan li tiffacilita l-ħidma tal-Kunsilli Lokali u tgħinhom jithejjew aħjar għall-proċess relatat mal-kisba tal-ELOGE, filwaqt li jkomplu jsaħħu l-prinċipji ta' governanza tajba fil-livell lokali.

51.5.12 Il-President semma li l-**programm ta' Prime Minister School ġie mfassal** fejn ġew stabbiliti l-linji gwida u l-istruttura tiegħu sabiex ikun jista' jiġi implimentat il-proġett.

51.5.13 Il-President semma li kien irċieva **komunikazzjoni minn diversi Kunsilli Lokali** rigward il-linji gwida relatati mal-**pagamenti tal-librara**. Huwa žied jgħid li, flimkien ma' xi reġjuni, sar tentattiv sabiex jiġi **emendat għall-aħjar l-MoU eżistenti bejn il-partijiet**.

Madankollu, huwa rrimarka li kien hemm **reżistenza għal dawn l-emendi kemm minn Malta Libraries kif ukoll mid-Diviżjoni għall-Gvern Lokali**. Għaldaqstant, il-President spjega li bħala **Assoċjazzjoni ma hemmx aktar x'jista' jżiddied fuq din il-kwistjoni**, u appella lill-Kunsilli Lokali sabiex jitolbu **direzzjoni direttament mid-Diviżjoni għall-Gvern Lokali**.

51.5.14 Il-President semma li l-**AKL, flimkien mal-UHM, talbu lid-Diviżjoni għall-Gvern Lokali** sabiex issir emenda tal-**Legal Notice 363.20**, sabiex din tirrorifletti l-aġġornamenti li saru permezz tal-**Ftehim Kollettiv**.

Huwa žied jgħid li jidher li hemm **ċerta reżistenza sabiex jibda l-proċess biex din tiġi aġġornata**, u rrimarka li diffiċli wiehed jifhem kif jista' jkun hemm **każ ta' ambigwiżà bejn il-liġi u strument legali ieħor bħall-Ftehim Kollettiv**, u xorta waħda jintgħazel li ma jsirux l-emendi meħtieġa.

51.5.15 Il-President semma li ser issir **laqgħa mad-Direttur responsabbli mill-Akkwist fi ħdan id-Diviżjoni għall-Gvern Lokali**, rigward **Skeda 16 tal-kuntratti**. Huwa rrimarka li ma jistax



jifhem kif il-Kunsilli Reġjonali u l-AKL tħallew barra mil-iskeda li fiha huma inklużi l-Kunsilli Lokali, filwaqt li l-proċess ta' tenders għar-Reġjuni u għall-AKL huwa totalment differenti. Huwa semma wkoll id-dewmien konsiderevoli fil-proċess ta' vetting, kif ukoll il-fatt li xi drabi jkun hemm każijiet fejn jiġi mibdul dak li jkun diġà gie ivvettjat u approvat minn qabel, li qed joħloq diffikultajiet fil-proċess amministrattiv. Għaldaqstant semma li l-Assoċjazzjoni ser tkompli bit-tiġdied tal-Polza tal-Assigurazzjoni tas-Saħħa għaliex ma tistax ma tgħamlix kopertura lill-haddiema u Membri Eletti.

51.5.16 Il-President semma li qed jiġi propost li l-Laqqgħa tas-Sindki ssir nhar il-Ġimgha 27 ta' Settembru.

51.5.17 Il-President proppna li l-Laqqgħa plenarja ssir nhar it-30 ta' Mejju.

51.5.18 Il-President semma li l-AKL ser tkun qed tnedi studju demografiku flimkien mal-Università ta' Malta. Huwa żied jgħid li r-Reġjun Port wera interess li jkun parti minn dan l-istudju, fejn ser ikun qed jinvesti €12,000, filwaqt li l-Assoċjazzjoni ser tikkontribwixxi €25,000.

Il-President spjega li dan l-istudju ser jiffoka fuq l-ibliet li huma l-aktar milquta minn bidliet demografiċi, u li r-riżultati tiegħu ser jintużaw bħala bażi għal proposti ta' policy li l-AKL, flimkien mar-Reġjuni kkonċernati, ser iressqu 'l quddiem.

51.5.19 Il-President semma li ser ikun qed jipprepara abbozz ta' feedback rigward il-proċess ta' riġenerazzjoni tal-Port il-Kbir, sabiex dan ikun jista' jiġi diskuss u pprezentat lill-awtoritajiet relevanti.

51.5.20 Il-President semma li saret laqqgħa ma' H.E. Clifford Galea Vella, flimkien ma' rappreżentanti tal-DIPLO Foundation, dwar il-possibbiltà li jiġi offrut taħriġ diplomatiku għall-membri eletti.

51.5.21 Il-President semma li l-Assoċjazzjoni rnexxielha tikteb u tikseb b'suċċess proġett Erasmus+ bl-isem "Green Narratives", li permezz tiegħu ser tkun qed tibbenefika minn fondi ta' €60,000, flimkien ma' sħab mis-Serbja u s-Slovenja.

Huwa żied jgħid li dan il-proġett huwa mistenni jibda f'Awwissu 2026.

51.5.22 Il-President semma li l-AKL għet imsejha bħala xhud f'kawża miftuħa mill-eks Membri/Presidenti tal-AKL, Dr Ian Micallef et al. vs il-Kummissarju tal-Pulizija, relatata ma' xiri ta' biljetti tal-ajru li sar lura fis-snin meta dawn kienu parti mill-Assoċjazzjoni, bejn l-2010 u l-2015.

Huwa żied jgħid li l-AKL innotifikat ukoll lill-avukat tagħha dwar din il-kwistjoni sabiex tittieħed id-direzzjoni legali meħtieġa.



51.5.23 Il-President semma li **I-AKL ser tkun qed tesplora l-idea li tibda podcast**, bil-għan li tkompli tippromwovi l-ħidma tal-Assoċjazzjoni u toħloq spazju għal diskussjoni dwar temi relatati mal-gvern lokali u l-komunitajiet lokali.

51.5.24 **Kav. Paul Farrugia** semma li, wara **laqgħa msejha mid-Divizjoni għall-Gvern Lokali** li għaliha attenda flimkien mad-**Deputat Segretarju Eżekuttiv**, fejn giet diskussa l-kwistjoni tal-**live streaming tal-laqgħat tar-Regjun**, huwa ppropona li jigi kkunsidrat jekk hemmx qbil bejn il-**Presidenti Reġjonali** sabiex tintalab **emenda legali**.

Huwa spjega li, minkejja li fil-prattika kull ma huwa indikat f'**Kap. 363 tal-Liġi** u jirreferi għall-Kunsilli Lokali ġeneralment jitqies li japplika wkoll għar-Regjuni, il-**laqgħat tar-Regjuni mhumiex miftuħa għall-pubbliku**, iżda huma maħsuba għall-Kunsilli Lokali **rispettivi li jagħmlu parti minn dak ir-Regjun**.

**H.E. Clifford Galea Vella** semma li fir-Regjun tiegħu l-kwistjoni għadha qed tigi diskussa u li għad trid tittieħed **deċiżjoni finali**, filwaqt li **dawk prezenti qablu mal-proposta ta' Kav. Paul Farrugia**.

## 51.6 Aġġornament

51.6.1 Il-Laqqgħa aġġornat fis-sebgha u nofs ta' filgħaxija. L-Eżekuttiv qabel li għandu jerga' jiltaqa' nhar it-Tlieta, 10 ta' Marzu 2026 fil-ħamsa u nofs ta' filgħaxija fil-Binja tal-AKL, ġewwa l-Marsa.

**Mario Fava**  
President

  
**Lianne Cassar**  
Segretarju Eżekuttiv

**Memorandum of Understanding between the Association of Local Councils and  
UHM No. 3.**

Both Parties agree on the following changes in the Eligibility Requirements listed in Appendix A of the Collective Agreement – Clerical Employees with Local Council and Regional Tribunals 2024-2028

**A. Eligibility Requirements for Office Assistant (Scale 16)**

Entry into the grade of Office Assistant (Salary Scale 16) shall be made through open calls of application open to candidates who are in possession of one of the following:

1. A pass (at least at Grades 1–5, Grade C or a comparable qualification at MQF Level 3 or higher) in three (3) subjects, including the compulsory subjects Maltese and English language, and one (1) other subject, together with knowledge of IT Office Applications;  
OR
2. A School Leaving Certificate at MQF Level 3 or higher, and a pass in (at least at Grades 1–5, Grade C or a comparable qualification at MQF Level 3 or higher) in two (2) compulsory subjects Maltese and English language, together with knowledge of IT Office Applications;  
OR
3. A full qualification at MQF Level 3 or higher (minimum 60 ECTS) in a field relevant to Local Council operations, together with knowledge of IT Office Applications. Candidates recruited under this clause shall be required to pass a proficiency test in Maltese and English language;  
OR
4. At least three (3) years proven clerical experience and knowledge of IT Office Applications. Candidates recruited under this clause shall be required to:
  - i. pass the proficiency test in Maltese and English language; and
  - ii. within two (2) years from employment successfully complete either:
    - the Compulsory Training for Clerical Employees Programme (MQF Level 3, 60 ECTS) organised by the Association/LGD, or
    - a comparable qualification at MQF Level 3 or higher (minimum of 60 ECTS).

Candidates recruited under point (4) above shall be employed on a definite contract of employment with objective with reason and those who do not attain the above pre-requisites shall have their definite contract of employment terminated.

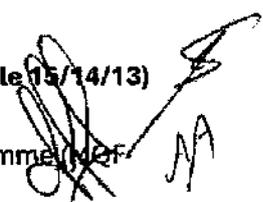
**Additional Requirement**

All successful candidates, irrespective of the entry route, shall be required to attend the Introductory Training Programme, which includes IT Office Application Skills.

**Career Advancement for from Office Assistant to Clerical Officer (Salary Scale 15/14/13)**

Office Assistants who:

- successfully complete the Compulsory Training for Clerical Employees Programme (MQF

Handwritten signature and initials in black ink, located at the bottom right of the page. The signature appears to be 'AA' with a flourish.

Level 3, 60 ECTS) organised by the Association/LGD, or a comparable qualification at MQF Level 3 or higher (minimum 60 ECTS) related to the Local Councils operations; and  
- have completed five (5) years of satisfactory service carrying out proven clerical duties with Local and Regional Council.

Shall be eligible to sit for a colloquium interview through an internal Expression of Interest issued by the respective Local and Regional Council from time to time for appointment to the grade of Clerical Officer (Salary Scale 15 / 14 / 13).

Employees who are not successful in the colloquium shall be eligible to re-sit the interview once only, after a lapse of six (6) months.

---

#### **B. Eligibility Requirements for Clerical Officer (Salary Scale 15 / 14 / 13)**

Entry into the grade of Clerical Officer (Salary Scale 15 / 14 / 13) shall be made through open calls of application open to candidates who are in possession of one of the following:

1. A pass (at least at Grades 1–5, Grade C or a comparable qualification at MQF Level 3 or higher) in five (5) subjects, including the compulsory subjects Maltese and English language, and three (3) other subjects, together with knowledge of IT Office Applications;  
OR
2. A full qualification at MQF Level 3 or higher (minimum 60 ECTS) in a field relevant to Local Council operations, and proven two (2) years clerical experience together with knowledge of IT Office Applications. Candidates recruited under this clause shall be required to pass a proficiency test in Maltese and English language.

#### **Additional Requirement**

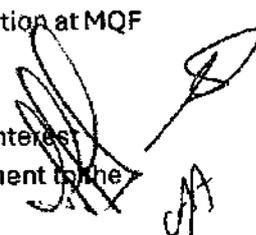
All successful candidates, irrespective of the entry route, shall be required to attend a Training Programme, which includes IT Office Application Skills.

**Career Advancement from Clerical Officers grades.** i. Clerical Officers In Salary Scale 15 shall progress to Salary Scale 14 after four (4) years of satisfactory service in Salary Scale 15. They shall further progress to Salary Scale 13 after an additional four (4) years of satisfactory service in Salary Scale 14.

ii. Clerical Officers (Salary Scale 13) who has:

- successfully complete the Compulsory Training for Administration Officer I (MQF Level 4, minimum of 60 ECTS) organised by the Association/LGD, or a comparable qualification at MQF Level 4 (minimum of 60 ECTS) or higher.

shall be eligible to sit for a colloquium interview through an internal Expression of Interest issued by the respective Local and Regional Council from time to time for appointment to the grade of Administration Officer I (Salary Scale 12 / 11).

Handwritten signatures and initials in black ink, including a large signature and the initials 'JA'.

Employees who are not successful in the colloquium shall be eligible to re-sit the interview once only, after a lapse of six (6) months.

---

### **C. Eligibility Requirements for Administration Officer I (Salary Scale 12 / 11)**

Entry into the grade of Administration Officer I (Salary Scale 12 / 11) shall be made through open calls of application open to candidates who are in possession of:

A pass (at least at Grades 1–5, Grade C or a comparable qualification at MQF Level 3 or higher) in five (5) subjects, including the compulsory subjects Maltese and English language, and three (3) other subjects, together with a pass (at least at Grades 1–5) in one (1) Advanced Level subject or a comparable qualification at MQF Level 4 (minimum of 60 ECTS) or higher, together with knowledge of IT Office Applications, and at least two (2) years of proven clerical duties;

OR

1. A full qualification at MQF Level 4 (minimum 60 ECTS) or higher in a field relevant to Local Council operations, or completion of the Compulsory Training for Administration Officer I (MQF Level 4, minimum of 60 ECTS) organised by the Association/LGD, together with knowledge of IT Office Applications, and at least two (2) years of proven clerical duties. Candidates recruited under this clause shall be required to pass a proficiency test in Maltese and English language.

#### **Additional Requirement**

All successful candidates, irrespective of the entry route, shall be required to attend a Training Programme, which includes IT Office Application Skills.

#### **Career Advancement for Administration Officer I (Salary Scale 12 / 11)**

Administration Officers I in Salary Scale 12 shall progress to Salary Scale 11 after four (4) years of satisfactory service in Salary Scale 12.

---

### **D. Eligibility Requirements for Administration Officer II (Salary Scale 10 / 9)**

Entry into the grade of Administration Officer II (Salary Scale 10 / 9) shall be made through open calls of application open to candidates who are in possession of one of the following:

1. A pass (at least at Grades 1–5, Grade C or a comparable qualification at MQF Level 3 or higher) in five (5) subjects, including the compulsory subjects Maltese and English language, and three (3) other subjects, together with a pass (at least at Grades 1–5) in two (2) Advanced Level subjects or a comparable qualification at MQF Level 4

(minimum of 60 ECTS) or higher, together with knowledge of IT Office Applications,

AND

At least eight (8) years of proven clerical duties.

OR

At least two (2) years of experience as an Administration Officer I with a Local/ Regional Council, subject to satisfactory performance and possession of the minimum eligibility requirements for Administration Officer I salary Scale 11

OR

2. A full qualification at MQF Level 5 or higher (minimum 60 ECTS) in a field relevant to Local Council operations, or completion of the Compulsory Training for Administration Officer II (MQF Level 5, minimum 60 ECTS) organised by the Association/LGD, together with knowledge of IT Office Applications. Candidates recruited under this clause shall be required to pass a proficiency test in Maltese and English language.

AND

At least eight (8) years of proven clerical duties.

OR

At least two (2) years of experience as an Administration Officer I with a Local Council, subject to satisfactory performance and possession of the minimum eligibility requirements for Administration Officer I salary Scale 11

#### **Additional Requirement**

All successful candidates, irrespective of the entry route, shall be required to attend a Training Programme, which includes IT Office Application Skills.

#### **Career Advancement for Administration Officer II (Salary Scale 10 / 9)**

Administration Officers II in Salary Scale 10 shall progress to Salary Scale 9 after two (2) years of satisfactory service in Salary Scale 10.

#### **Note 1**

1. Training Programmes and the Maltese and English language proficiency test shall be organised by the Association/LGD.
2. Colloquium interviews required for career advancement shall be regulated by a policy agreed upon between the Association/LGD and the Union, ensuring transparency, fairness, and consistency.

Note 2.

The Local Councils' Association is in agreement with the amendments listed above. Since these amendments form part of the Collective Agreement and are not aligned with Regulation S.L.363.20 we understand that the Department for Local Government (DLG) and the Ministry responsible for Local Government will take the necessary steps to amend the said Regulation S.L.363.20 in due course to ensure consistency with the agreed provisions.

In this regard, and pending the formal amendment of the Regulation S.L.363.20, it is understood that in the event of any litigation or disagreement, the provisions of the Collective Agreement, including the above-mentioned amendments, shall prevail over the current working of the Regulation S.L.363.20.

We further understand that the necessary amendments to the regulation will be carried out at the earliest possible opportunity.

Further to the above, all contract templates being issued from the date of this amendment by the LDG HR Unit shall reflect this document with specific reference to clause A4 above.

Furthermore, the DLG should cancel all pending permits currently filed with Jobsplus which are still vacant till the date of the signing of this MoU. These calls should then be reissued with the revised eligibility criteria clearly incorporated.

However, it should be clearly stated that applications which have already been awarded will remain valid and unaffected by this process.

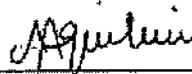
Failure to proceed in this manner will result in continued administrative and legal complications with both the applicants and Jobsplus, particularly in ensuring that the proposed amendments can effectively enter into force and be implemented without procedural obstacles.

The effective date of this Memorandum of Understanding shall commence on the date this document is signed.

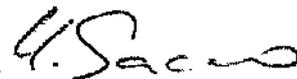
Date: 19/02/2026



Mr. Mario Fava  
President  
Association of Local Council



Ms. Antoinette Aquilina  
Assistant Director  
UHM -Voice of the Workers



Mr. Mario Sacco  
Director  
UHM - Voice of the Workers



## PROPOSAL

### **Exemption of Local and Regional Councils and the Local Councils' Association from the €5,000 Bank Guarantee Requirement under the "One Time Event" Regulations**

#### **Submitted by:**

Local Councils' Association

#### **1. Introduction**

The current regulatory framework governing "One Time Events" requires organisers to comply with a series of administrative, safety, and financial obligations, including the provision of a €5,000 bank guarantee in favour of the Government of Malta (Condition 15).

While Local Councils fully support the need for proper regulation, safety compliance, and public order, the blanket imposition of a €5,000 bank guarantee does not adequately distinguish between:

- Private commercial entities organising profit-driven events, and
- Statutory public authorities such as Local and Regional Councils organising community-based, non-profit activities.

This proposal requests that **Local and Regional Councils, as well as the Local Councils' Association, be exempted from the €5,000 bank guarantee requirement**, subject to strengthened insurance and compliance safeguards already in place.

#### **2. Nature and Legal Status of Local Councils**

Local Councils:

- Are statutory public authorities established by law.
- Operate under strict public financial management rules and auditing mechanisms.
- Are accountable to residents, the Auditor General, and the Ministry responsible for Local Government.
- Do not operate for profit.
- Organise activities strictly for **community engagement, cultural development, social cohesion, and resident well-being**.

They are not private promoters organising events for commercial gain.



## **Assocjazzjoni Kunsilli Lokali**

Local Councils' Association Malta

A: Local Councils' Association  
Local Government Building,  
Triq il-Gvern Lokali,  
Marsa, MRS3000 - Malta

T: 00356 2596 8000  
E: [lca@lca.org.mt](mailto:lca@lca.org.mt)  
[www.lca.org.mt](http://www.lca.org.mt)

The scope and intention of their events are:

- Community engagement
- Social inclusion
- Cultural promotion
- Resident-oriented programming

Applying identical financial security mechanisms to public authorities and private commercial organisations does not reflect the fundamentally different risk profiles and institutional responsibilities involved.

### **3. Existing Risk Mitigation Measures**

The document requires, among others:

- Vulnerability and Risk Assessment Report
- Public liability insurance policy
- Medical response team
- Architect certification of capacity
- Electrical certification
- Safety certification for stages and structures
- Fire and sanitary declarations
- CPD clearance
- Police extra duty arrangements

Local Councils already comply with these requirements.

Furthermore:

#### **3.1 Risk Assessment-Based Insurance Extensions**

Before holding events, Local Councils:

- Commission professional risk assessments.
- Extend their existing Third-Party Public Liability Insurance cover specifically for the event in question.
- Adjust coverage limits according to risk exposure and scale.

This raises a fundamental question:

What risk is envisaged that would not already be covered by the combination of a professional risk assessment and an extended insurance policy?



The €5,000 bank guarantee does not provide additional safety. It is a financial penalty mechanism. However, compliance failures are already subject to legal and administrative sanctions under existing law.

#### **4. Financial Disproportionality and Funding Constraints**

Local Councils must apply for specific Government schemes to co-finance community events.

In many cases:

- The grant received is less than €5,000.
- The bank guarantee equals or exceeds the net public funding for the activity.
- Councils must immobilise €5,000 in liquidity for each event.

This creates:

- Cash flow constraints for small councils.
- Administrative and banking costs.
- A deterrent effect on community programming.
- Disproportionate impact on smaller and financially limited localities.

It is not proportionate public policy to require a guarantee that exceeds or equals the funding allocated for the event itself.

#### **5. Public Sector Risk Profile vs Private Entities**

Private event promoters:

- Operate commercially.
- Generate revenue from ticketing and sponsorship.
- May dissolve or cease operations after events.
- May present higher default risks.

Local Councils:

- Cannot dissolve to avoid obligations.
- Are permanent statutory entities.
- Are publicly audited.
- Are subject to political and administrative oversight.
- Have annual budgets and Government allocations.



The financial and legal risks of non-compliance by a Local Council are structurally lower than those of a private promoter.

### **5.1 Why the Financial and Legal Risks of Non-Compliance by a Local Council Are Structurally Lower than Those of a Private Promoter**

The difference is not theoretical; it is institutional, legal, and financial. The structural framework governing Local Councils significantly reduces the likelihood of default, evasion of responsibility, or financial non-compliance.

#### **5.1.1 . Permanent Statutory Existence vs. Dissolvable Commercial Entity**

##### **Local Councils:**

- Established by law.
- Cannot dissolve or cease to exist to avoid liabilities.
- Have perpetual succession.
- Continue operating regardless of changes in administration.

##### **Private Promoters:**

- May operate as limited liability companies.
- May cease operations after an event.
- May declare insolvency or liquidation.
- Can close down and reappear under a different structure.

##### **Implication:**

A Local Council cannot “disappear” following an event. A private promoter can.

#### **5.1.2. Public Budget Oversight vs. Commercial Cash Flow Risk**

##### **Local Councils:**

- Operate under approved annual budgets.
- Receive Government allocations.
- Are subject to public financial regulations.
- Are audited (internal and external audit structures).
- Must comply with public procurement and expenditure rules.

##### **Private Promoters:**

- Rely on ticket sales, sponsorship, and projected revenue.
- May experience financial shortfalls.



## **Assoċjazzjoni Kunsilli Lokali**

Local Councils' Association Malta

A: Local Councils' Association  
Local Government Building,  
Triq il-Gvern Lokali,  
Marsa, MRS3000 - Malta

T: 00356 2596 8000  
E: lca@lca.org.mt  
[www.lca.org.mt](http://www.lca.org.mt)

- May undercapitalise events.
- May face post-event liquidity problems.

### **Implication:**

A Local Council's funding framework is predictable and regulated. A private promoter's financing is speculative and market-dependent.

### **5.1.3. Public Accountability vs. Limited Liability Shield**

#### **Local Councils:**

- Answerable to residents.
- Answerable to the Minister responsible for Local Government.
- Subject to parliamentary scrutiny.
- Subject to the Auditor General.
- Subject to public transparency obligations.

#### **Private Promoters:**

- Primarily accountable to shareholders.
- Shielded by limited liability.
- May minimise exposure through corporate structuring.

### **Implication:**

The reputational, political, and administrative consequences for a Local Council are substantially higher than for a private organiser.

### **5.1.4. Insurance and Risk Governance Culture**

#### **Local Councils:**

- Commission professional vulnerability and risk assessments.
- Extend third-party public liability insurance based on that assessment.
- Follow standardised compliance processes.
- Frequently work with the same public authorities (Police, CPD, Health, etc.).

#### **Private promoters:**

- May organise one-off events.
- May have less institutional experience.
- May treat compliance as a cost rather than a governance obligation.



**Implication:**

Local Councils operate within a structured compliance ecosystem, not an ad hoc commercial framework.

**5.1.5. Enforcement Mechanisms Already Available Against Local Councils**

If a Local Council breaches conditions:

- The Ministry may intervene.
- Funding allocations may be affected.
- Administrative action may be taken.
- Political consequences arise.
- Insurance cover may be triggered.

The State already has direct administrative control and enforcement leverage over Local Councils.

By contrast, with a private promoter, the State's primary leverage mechanism is financial security (e.g., a bank guarantee).

**Implication:**

The bank guarantee serves as a risk mitigation tool for entities with weaker enforcement leverage. That is not the case with Local Councils.

**5.1.6. Nature of Activities**

Local Council events are:

- Non-profit.
- Community-driven.
- Often small or medium scale.
- Resident-oriented.

Private events may be:

- High-revenue.
- High-volume.
- Commercially aggressive.
- Ticketed and profit-driven.

The incentive structure differs significantly.

**Summary of Structural Differences**



<b>Risk Factor</b>	<b>Local Council</b>	<b>Private Promoter</b>
Legal status	Statutory public authority	Commercial entity
Dissolution risk	Cannot dissolve to avoid liability	Can liquidate/close
Financial oversight	Public audit and regulation	Market-dependent
Accountability	Political, administrative, public	Corporate
Enforcement leverage	Direct Government oversight	Primarily financial
Motivation	Community service	Profit

## Conclusion

The financial and legal risks of non-compliance by a Local Council are structurally lower because:

- They are permanent public bodies.
- They operate under audited public finance systems.
- They are subject to ministerial oversight.
- They cannot evade liability through dissolution.
- They already extend insurance cover based on professional risk assessments.
- They face direct administrative and political consequences for misconduct.

For these reasons, the €5,000 bank guarantee serves a different risk-mitigation purpose for private promoters than for Local Councils.

***Therefore, regulatory treatment should reflect this distinction.***

## 6. Impact on Community Life

The cumulative regulatory burden, including police extra duty, medical teams, engineering certifications, and now a €5,000 bank guarantee, is:

- Increasing administrative delays.
- Discouraging small-scale cultural and social events.
- Limiting grassroots community initiatives.

Community events organised by Local Councils contribute to:

- Social cohesion.
- Mental well-being.
- Intergenerational engagement.
- Cultural preservation.
- Crime prevention through positive public space activation.



Regulation should safeguard public safety without stifling community life.

## **7. Proposed Regulatory Adjustment**

The Local Councils' Association proposes:

### **7.1 Full Waiver of Bank Guarantee**

That Condition 15 (bank guarantee of €5,000) shall **not apply to:**

- Local Councils
- Regional Councils
- The Local Councils' Association

Provided that:

- A certified Risk Assessment is submitted.
- An extended Third-Party Public Liability Insurance policy is in force.
- All other safety and regulatory requirements remain applicable.

### **7.2 Alternatively: Institutional Guarantee Mechanism**

If a full waiver is not acceptable, the following alternative is proposed:

- A standing annual institutional guarantee issued by the Department responsible for Local Government covering all Local Councils collectively.
- Or recognition of Local Councils' annual audited budgets as sufficient financial assurance.

### **7.3 Proportionality Threshold**

At minimum, the bank guarantee requirement should:

- Be waived for non-commercial events.
- Be waived where no entrance fee is charged.
- Be proportionate to the scale and risk classification of the event.
- Be automatically waived where funding granted is less than €5,000.

## **8. Legal and Policy Rationale**

This proposal is grounded in:

- The principle of proportionality in administrative law.



## **Assoċjazzjoni Kunsilli Lokali**

Local Councils' Association Malta

A: Local Councils' Association  
Local Government Building,  
Triq il-Gvern Lokali,  
Marsa, MRS3000 - Malta

T: 00356 2596 8000  
E: lca@lca.org.mt  
[www.lca.org.mt](http://www.lca.org.mt)

- The distinction between public authorities and private commercial entities.
- The public interest in facilitating community-based initiatives.
- Good governance principles.
- Efficient public resource management.

Local Councils should be regulated — but not treated as commercial promoters.

### **9. Conclusion**

Local Councils and Regional Councils:

- Already commission professional risk assessments.
- Extend third-party public liability insurance.
- Are publicly accountable statutory bodies.
- Do not operate for profit.
- Deliver measurable community value.

The €5,000 bank guarantee requirement is disproportionate, financially burdensome, and redundant in light of existing safeguards.

The Local Councils' Association, therefore, formally requests:

The exemption of Local and Regional Councils and the Local Councils' Association from the €5,000 bank guarantee requirement under the "One Time Event" regulations, subject to compliance with risk assessment and insurance obligations.

This adjustment would maintain public safety standards while recognising the unique statutory role and community function of Local Government.

Mario Fava

President

Local Councils' Association

Dok C



**Assoċjazzjoni  
Kunsilli Lokali**  
Local Councils' Association Malta

**A:** Local Councils' Association  
Local Government Building,  
Triq il-Gvern Lokali,  
Marsa, MRS3000 - Malta

**T:** 00356 2596 8000  
**E:** lca@lca.org.mt  
**www.lca.org.mt**

Date: 4<sup>th</sup> March 2026

To:  
The Permanent Secretary  
Ministry for Home Affairs, Security, and Employment

and

The Commissioner of Police  
Malta Police Force

**Subject: Proposal for Revision of Cancellation Policy under SOP-HRP –  
Requests Submitted by Local Councils**

Dear Permanent Secretary, Ms J. Dimech

Police Commissioner, Mr. Gafa

On behalf of the Local Councils' Association, I wish to formally present a proposal regarding the current cancellation policy under SOP-HRP, specifically regarding requests submitted by Local Councils for police assistance during community activities and public events.

We acknowledge and respect the rationale for introducing the present policy. The reduction of short-notice cancellations following its implementation clearly demonstrates that the measure addressed genuine operational concerns. The Association equally recognises the need for discipline, predictability, and administrative efficiency in the allocation of police resources.

However, the uniform application of the current 72-hour cancellation threshold to all requesting entities—without distinction between commercial operators and Local Councils—has created unintended challenges for Local Government.



## 1. Fundamental Distinction Between Commercial Entities and Local Councils

Local Councils are statutory public authorities operating within a non-profit framework.

Events organised by Local Councils:

- Are **community-based social, cultural, educational, and commemorative initiatives**;
- Are conducted in the public interest;
- **Do not generate commercial profit**;
- Are funded through limited public allocations and carefully managed community budgets.

Unlike private companies or commercial event organisers, Local Councils do not derive revenue from these activities. Imposing identical cancellation penalties on Local Councils as those applicable to profit-making entities does not reflect this fundamental distinction in purpose, structure, and financial model.

Community events organised by Local Councils are essential instruments of:

- Social cohesion
- Community engagement
- Cultural identity
- Public participation in local democracy

The financial burden resulting from unavoidable short-notice cancellations directly affects community services and local initiatives.

## 2. Decision-Making Constraints Beyond the Control of Local Councils

The current 72-hour notice requirement does not adequately account for the operational realities faced by Local Councils.

In many instances:

- Events are coordinated jointly with Ministries, Government Departments, Cultural Agencies, Schools, or National Entities.
- Final authorisations, security assessments, or logistical confirmations may be issued within shorter timeframes.
- Weather advisories, civil protection guidance, or national directives may require late adjustments.



- High-level attendance (including Ministers or national officials) may alter event parameters at short notice.
- Security considerations communicated by competent authorities may necessitate cancellation.

In such cases, the Local Council does not act unilaterally and does not have exclusive authority over the final decision to cancel or modify the event.

A rigid 72-hour threshold does not adequately reflect these governance dynamics.

### **3. Proposal for a Revised Framework Applicable to Local Councils**

In light of the above, the Local Councils' Association respectfully proposes the following:

#### **A. Reduction of the Notice Period for Local Councils**

For requests submitted by Local Councils only, the full refund eligibility threshold should be reduced from seventy-two (72) hours to twenty-four (24) hours prior to the scheduled commencement date and time.

This adjustment would:

- Align the policy more realistically with Local Government operational frameworks.
- Reduce disproportionate financial exposure for non-profit public authorities.
- Preserve accountability while introducing practical flexibility.

#### **B. Recognition of Public Interest Events**

A formal recognition within SOP-HRP that Local Council events constitute public interest, non-commercial activities would allow for differentiated treatment without undermining the integrity of the policy.

#### **C. Safeguards Against Abuse**

To maintain operational discipline and fairness, the Association proposes:

- Limiting the 24-hour provision strictly to recognised Local Councils.
- Requiring formal written justification for cancellations within the 24-hour window.
- Allowing monitoring mechanisms to assess patterns and ensure that the revised policy is not misused.
- Maintaining full charges for cancellations made after 14:00 hrs on the day preceding the event, unless caused by documented external directives (e.g., Ministry instruction, security advisory, severe weather alert).



## **Assoċjazzjoni Kunsilli Lokali**

Local Councils' Association Malta

A: Local Councils' Association  
Local Government Building,  
Triq il-Gvern Lokali,  
Marsa, MRS3000 - Malta

T: 00356 2596 8000  
E: [lca@lca.org.mt](mailto:lca@lca.org.mt)  
[www.lca.org.mt](http://www.lca.org.mt)

This ensures that flexibility does not result in operational instability.

#### **4. Public Administration Coherence and Good Governance**

Local Councils operate within the broader framework of Malta's public administration. Imposing financial penalties on Local Councils for circumstances often triggered by central government coordination may inadvertently result in:

- Internal financial transfers within the public sector;
- Administrative friction between tiers of government;
- Reduced capacity for Local Councils to organise community engagement initiatives.

A differentiated approach would strengthen cooperation between the Malta Police Force and Local Government while maintaining accountability and operational discipline.

#### **5. Request for Consultation**

The Local Councils' Association respectfully requests:

- A meeting between representatives of the Ministry, the Malta Police Force, and the Association;
- A joint review of the practical impact of the current policy on Local Councils;
- Consideration of a revised clause within SOP-HRP reflecting the proposed 24-hour threshold for Local Councils.

#### **Conclusion**

The Association fully supports the principle of responsible planning and discouragement of unjustified cancellations. However, equity in public administration requires that policy instruments recognise structural differences between commercial entities and Local Government.

The proposed adjustment represents a balanced, reasonable, and administratively sound solution that preserves operational integrity while acknowledging the unique role of Local Councils in fostering community life across Malta.



**Assoċjazzjoni  
Kunsilli Lokali**

Local Councils' Association Malta

**A:** Local Councils' Association  
Local Government Building,  
Triq il-Gvern Lokali,  
Marsa, MRS3000 - Malta

**T:** 00356 2596 8000  
**E:** [lca@lca.org.mt](mailto:lca@lca.org.mt)  
**www.lca.org.mt**

Furthermore, we are attaching herewith (Document 'A') a Technical Amendment Draft in line with our proposal above.

We remain at your disposal for further discussion and look forward to constructive engagement on this matter.

Respectfully,

Mario Fava  
President  
Local Councils' Association (Malta)



## **Proposed Amendment / MoU to SOP-HRP (Document A).**

### **(Cancellation Policy – Requests Submitted by Local Councils)**

#### **Legal Basis**

This amendment is proposed in recognition of the statutory role, public law character, and functional autonomy of Local Councils as established under:

- **The Local Government Act (Cap. 363 of the Laws of Malta)**
- The principles of subsidiarity and decentralisation underpinning local governance
- The statutory functions entrusted to Local Councils in the promotion of community welfare, civic participation, and cultural development

In particular:

- **Article 3 of Cap. 363** establishes Local Councils as bodies corporate forming part of the system of local government in Malta.
- **Article 4** affirms the role of Local Councils in promoting the social, economic, and cultural development of their locality.
- **Article 33** outlines the functions and responsibilities of Local Councils, including the organisation of community, cultural, and civic activities for residents.
- **Article 5** reflects the principle of subsidiarity; whereby public responsibilities should be exercised at the level closest to citizens.

Given the above statutory mandate, Local Councils operate as public authorities performing non-commercial functions in the public interest.

#### **Proposed Insertion into SOP-HRP**

##### **[New Clause – Section X.X]**

#### **Special Provisions Applicable to Requests Submitted by Local Councils Established under Cap. 363**

##### **1. Scope and Legal Recognition**

1.1. This clause shall apply exclusively to service requests submitted by Local Councils constituted under the Local Government Act (Cap. 363 of the Laws of Malta).



1.2. For this SOP, a “Local Council Event” shall mean an activity organised by a Local Council in exercise of its statutory functions under the Cap. 363, including but not limited to cultural, commemorative, educational, social, and civic initiatives carried out in the public interest and on a non-commercial basis.

1.3. The differentiated treatment provided under this clause is grounded in the public law status of Local Councils as statutory authorities forming part of the system of public administration.

## **2. Revised Notice Period for Local Councils**

2.1. Notwithstanding any other provision contained within this SOP, a Local Council shall be entitled to a full refund of fees in respect of cancellation or modification of a service request, provided such cancellation or modification is formally submitted not less than twenty-four (24) hours before the scheduled commencement date and time.

2.2. Cancellations submitted less than twenty-four (24) hours prior to the scheduled commencement date and time shall incur a charge equivalent to three (3) hours per assigned officer, in accordance with the payment rates established under SOP-HRP.

2.3. This reduced notice period recognises:

- a) The statutory coordination obligations of Local Councils with Ministries, Government Departments, National Agencies, and other public entities;
- b) The non-commercial character of Local Council activities;
- c) The principle of proportionality in the imposition of administrative charges upon public authorities performing statutory functions.

## **3. Day-Before and Same-Day Cancellations**

3.1. Cancellations submitted after 14:00 hrs on the day preceding the scheduled commencement shall, as a general rule, be charged in full.

3.2. Notwithstanding sub-clause 3.1, full charges may be waived where the Local Council demonstrates that the cancellation arose directly from:

- a) A written directive, instruction, or request issued by a Ministry, Government Department, National Agency, or other competent authority;
- b) A security advisory issued by the Malta Police Force or competent authority;
- c) Official severe weather warnings or civil protection advisories;
- d) Circumstances of force majeure beyond the reasonable control of the Local Council.



## **Assoċjazzjoni Kunsilli Lokali**

Local Councils' Association Malta

A: Local Councils' Association  
Local Government Building,  
Triq il-Gvern Lokali,  
Marsa, MRS3000 - Malta

T: 00356 2596 8000  
E: [lca@lca.org.mt](mailto:lca@lca.org.mt)  
[www.lca.org.mt](http://www.lca.org.mt)

3.3. Any waiver request shall be accompanied by documentary evidence, duly signed by the Executive Secretary of the Local Council, and shall be subject to administrative assessment by the competent authority within the Malta Police Force.

### **4. Safeguards and Oversight**

4.1. Local Councils remain bound by the duty of responsible planning, good administration, and timely communication in accordance with public administration standards.

4.2. The Malta Police Force may review patterns of repeated short-notice cancellations and, following written notice and consultation with the Local Councils' Association, suspend the applicability of this clause where demonstrable misuse is established.

4.3. The differentiated regime established herein shall not be interpreted as a blanket exemption from cancellation charges but as a proportionate administrative accommodation reflecting statutory public functions.

### **5. Non-Applicability to Commercial Activities**

5.1. This clause shall not apply to activities organised by Local Councils that are revenue-generating in nature or primarily commercial.

5.2. Where a Local Council acts in partnership with private commercial operators for profit-generating events, the standard cancellation provisions under SOP-HRP shall apply.

### **6. Principle of Proportionality and Administrative Coherence**

6.1. This amendment is adopted in accordance with the principle of proportionality in administrative action and in recognition that Local Councils, as statutory public authorities under Cap. 363, exercise public functions rather than commercial activities.

6.2. The objective of this clause is to ensure coherence within the public administration framework while safeguarding operational discipline within the Malta Police Force.

### **7. Entry into Force**

This amendment shall enter into force upon formal approval and publication within SOP-HRP and shall apply to all requests submitted by Local Councils thereafter.

***NB: For this SOP, a "Local Council Event" shall mean an activity organised by a Local Council, Regional Council, or the Local Councils' Association in exercise of its statutory functions under the Cap. 363, including but not limited to cultural, commemorative, educational, social, and civic initiatives carried out in the public interest and on a non-commercial basis.***