

Meetings Policy

MC02-CP (Superseding CP105 Meetings & Attendance Elected Members Policy v3)



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1. Purpose

The purpose of this policy is provide an overview of the role, functions and objectives of all MacDonnell Regional Council (MRC) member meetings.

2. Scope

- 2.1. The scope of this policy applies to attendees of:
 - 2.1.1. Council meetings
 - 2.1.2. Local authority meetings
 - 2.1.3. Committee meetings

3. Objectives

- 3.1. Provide understanding of how local decisions are made at meetings and to promote efficient and effective delivery of meetings.
- 3.2. Specifying how different meetings interact and stipulates the flow of information between meetings.
- 3.3. To ensure compliance with legislative and regulatory requirements.
- 3.4. To encourage attendance at meetings.

4. Definitions

Elected members	Elected member, elected by the constituents of the MacDonnell Regional Council including ordinary members (Councillors), principal (President) and deputy principal (Deputy President) .
Appointed members	Refers to members that are not elected but nominated and appointed only . They could be either appointed members to the Local Authority and/or to a Council Committee.

5. Statement

5.1. Meeting types

- 5.1.1. MRC holds meetings in line with the *Local Government Act 2019 (the Act)*, *Local Government (General) Regulations 2021* and relevant *Minister Guidelines*. Procedures have been developed for these meeting .These include:
 - a. MC02-P1 Council Meetings Procedure
 - b. MC02-P2 Local Authority Meetings Procedure
 - c. MC02-P3 Committee Meetings Procedure
 - d. MC02-P4 First Council Meeting Procedure
- 5.1.2. It is expected that all elected and appointed members, regardless of whether they form part of the Council, a committee or local authority, attend all scheduled meetings.
- 5.1.3. All meetings are subject to the confidential business clauses regarding types and declassification timeframes as set out in the procedures in item 5.1.1 (a)-(c).
- 5.1.4. Council will set out criteria regarding attendance at meetings via audio or audio-visual means in relation to meetings detailed in item 5.1.1(a)-(c).
- 5.1.5. The nominations process for a local authority is detail in the procedure under item

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5.1.1 (b).

5.1.6. The chairperson's casting vote adoption process is detailed in MC02-P1 Council Meetings Procedure and can be adopted by local authorities and committees.

5.2. Role and objectives of council meetings

5.2.1. The role and objectives of the Council is:

- a. To act as a representative, informed and responsible decision maker in the interests of its constituency; and
- b. To develop a strong and cohesive social life for its residents and allocate resources in a fair, socially inclusive and sustainable way; and
- c. To provide and coordinate public facilities and services; and
- d. To encourage and develop initiatives for improving quality of life; and
- e. To represent the interests of its area to the wider community; and
- f. To exercise and perform the powers and functions of local government assigned to the Council under this Act or another Act.
- g. To provide open, responsive and accountable government at the local level;
- h. To be responsive to the needs, interests and aspirations of individuals and groups within its area;
- i. To cooperate with Territory and national governments in the delivery of services for the benefit of its area.

5.3. Functions of council

5.3.1. The functions of the Council include the following:

- a. To plan for the future requirements of its area for local government services;
- b. To provide services and facilities for the benefit of its area, its residents and visitors;
- c. To make prudent financial decision;
- d. To manage the employment of the CEO;
- e. To provide for the interests and well-being of individuals and groups within its area;
- f. To carry out measures to protect its area from natural and other hazards; to plan and develop council facilities and services in its area in a sustainable way;
- g. To plan and develop council facilities and services in its area in a sustainable way;
- h. To plan the use of council resources for the benefit of its area;
- i. Other functions assigned to the Council under this Act or another Act.

5.3.2. The objectives of council meetings are achieved through the application of the MC02-P1 Council Meeting Procedure.

5.4. Role and objectives of local authority

5.4.1. The objective of local authorities is to achieve effective integration and involvement of local communities in the system of local government as it relates to regions.

5.4.2. The objectives of local authorities are achieved through the application of the MC02-P2 Local Authority Meeting Procedures.

5.5. Functions of local authority

5.5.1. The functions of a local authority are:

- a. To involve local communities more closely in issues related to local governments; and
- b. To ensure that local communities are given an opportunity to express their opinions on questions affecting local government; and
- c. To allow local communities a voice in the formulation of policies for the locality as well as policies for the area and the region; and
- d. To take the views of local communities back to the council and act as advocates on their behalf; and

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- e. To contribute to the development of the relevant regional plan; and
 - f. Make recommendations to the council in relation to:
 - a. The council's budget; and
 - b. The part of the council's area within which the local authority performs its functions; and
 - g. To approve the cemetery plan for each public cemetery and community cemetery located within the local authority's area; and
 - h. To perform other functions assigned to the local authority by the Minister, in accordance with any guidelines that the Minister may make.
 - i. To provide support and advice to members of local youth boards.
- 5.6. Local authority reporting**
- 5.6.1. The local authority and the Council must provide each other with reports in accordance with any guidelines that the Minister may make.
- 5.7. Council to work with local authority**
- 5.7.1. A council for a region that has established and maintained one or more local authorities must seek advice and recommendations from the local authorities regarding matters that affect that local authority area including but not limited to council's budget, expenditure, content of the regional plan.
- 5.8. Audit and council committees**
- 5.8.1. A council may, by resolution, establish one or more council committees.
- 5.8.2. A council must, by resolution, establish and maintain an audit committee.
- 5.8.3. A council or audit committee consists of the persons appointed, by resolution, by the Council to be members of the committee.
- 5.8.4. The members of a council or audit committee may consist of, or include, persons who are not members of the Council.
- 5.8.5. The terms and conditions on which a person holds office as a member of a council or audit committee are to be as determined by the Council.
- a. Audit Committee Members and Terms of Reference
 - b. Finance and Risk Committee Members and Terms of Reference.
- 5.8.6. The Council may, by resolution, abolish a council or audit committee.
- 5.8.7. The Council must establish or abolish a council or audit committee in accordance with any guidelines that the Minister may make
- 5.8.8. The objectives of audit and council committees are achieved through the application of the MC02-P3 Committee Meeting Procedures.
- 5.8.9. Subject to any direction by the Council, a council committee may determine its own procedures.
- 5.9. Nature of council committee's functions**
- 5.9.1. A council committee has the functions assigned to the committee by the Council.
- 5.9.2. The assigned functions may be of an executive or advisory nature.
- 5.9.3. A council committee carries out, on behalf of the Council, functions delegated to it by the Council.
- 5.9.4. A council committee must have terms of reference, approved by council resolution that set out its functions.
- 5.10. Nature of audit committee's functions**
- 5.10.1. An audit committee has the following functions in relation to a council:
- a. To monitor and review the integrity of the Council's financial management;
 - b. To monitor and review internal controls;
 - c. To make recommendations to the Council about any matters the committee considers require the Council's consideration as a result of the committee's functions under paragraph (a) or (b).

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6. Policy Details

Replaces Policy No: (if applicable)	MC02-CP Local Authority Policy v3
Responsible Directorate/Department:	Corporate Services – Governance and Compliance
Approval Date:	30 April 2021
Minutes Reference and Resolution number:	OCM Item # 15.1 – Resolution OCM2021-047
Review Cycle:	30 April 2025 – Review every four (4) years or after changes to relevant legislation.

7. Legislation and References

Related Legislation:	<i>Local Government Act 2019</i>
	<i>Local Government (General) Regulations 2021</i>
	Minister Guideline 1 – Local Authorities
Related Policies:	CP104 Disclosure of Interests Policy – members
	CP151 Audio Recordings of Meetings
	MC01-CP Members Policy
Associated Documents:	MC02-P1 Council Meeting Procedure
	MC02-P2 Local Authority Meeting Procedure
	MC02-P3 Committee Meeting Procedure
	MC02-P4 First Council Meeting Procedure
	MC02-CP Allowances – Elected Members Policy
	FA03-CP Accommodation and Travel Members Policy

8. Version Control

Version No.	Approval Date	Policy No.	Minutes reference and Resolution number
1.	23 May 2014	DCS023	SCM Item # 8.4 - no Resolution no.
2.	27 April 2018	CP105	OCM Item # 13.1 - OCM2018-018
3.	30 October 2020	MC02-CP	OCM Item # 15.2 - OCM2020-112
4.	30 April 2021	MC02-CP	OCM Item # 15.1 - OCM2021-047