

Committee Meetings Procedure

MC02-P3 (amendments will be made subject to the enactment of the Local Government Act (General) Regulations and any updated MRC document names)



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1. Purpose

To ensure MacDonnell Regional Council (MRC) run efficient and effective committees meetings by providing a procedure that governs the meeting and to support the objectives as set out in MC02-CP Meetings Policy.

2. Scope

This procedure applies to audit and council committees and affects all attendees of these meetings.

3. Definitions

Elected committee member	Refers to the elected member of council who sits on a committee.
Appointed committee member	Refers to an individual that has been appointed by council resolution to the Local Authority.
Member	For the purposes of this procedure/policy, a member refers to an individual either elected or appointed to sit on a committee.

4. Procedure

4.1. General

- 4.1.1. Unless otherwise specified, the contents of this procedure apply to both audit and council committees.
- 4.1.2. Subject to any direction by the Council, a committee may determine its own procedures.
- 4.1.3. Committee meetings must be held where the public may access the place for the purpose of attending the meeting.
- 4.1.4. A council or audit committee must provide a terms of reference in line with legislative requirement and be made available on the Council website.
- 4.1.5. In some cases, specific sections of the Local Government Act 2019 (the Act) and Local Government (General) Regulations 2021 may be referred to for further information as the content is detailed.
- 4.1.6. Some items may refer to MC02-P1 Council Meeting Procedure as the information that applies to council meetings also applies to committee meetings.

4.2. Nature and timing of committee meetings

- 4.2.1. Subject to direction by the Council:
 - a. The audit committee meets at times determined by the audit committee; and
 - b. A council committee meets at times determined by a council committee.

4.3. Notice and publication of notice of meetings

- 4.3.1. A notice convening a council committee meeting must:

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- a. be in writing.
- b. state the date, time, place and agenda for the meeting.
- c. be given to the members at least 3 business days before the date of the meeting.
- d. be accessible on the Council's website and notice board at the Council's public office at least 3 business days before the time appointed for the meeting.
- e. must include any business papers to be considered at the meeting (including any business papers for confidential business).
- f. if business that deals with confidential information is to be considered at the meeting, the notice available to the public must contain a statement of that fact and the provision of the Act under which the information is confidential.
- g. If it is not practicable to do so, the business papers for the meeting may not be posted with the copy of the notice posted on the notice board, however the notice must contain information on how to otherwise access the business papers on the Council's website.
- h. The notice may be given to a member personally, by post, by email, by fax or in any other way pre-arranged by the CEO with the member.

4.3.2.A notice convening an audit committee must comply with item 5.4.1 (a-c) and (e).

4.4. Convenor of meetings

4.4.1. Committee meetings are convened by:

- a. The CEO
- b. If CEO receives a request from the chairperson the CEO may convene a meeting.

4.5. Determining the chairperson

4.5.1. The chairperson of a meeting is a member appointed by the Council to be the chairperson of the audit committee; or

4.5.2. If the chairperson is not present (or no one is appointed to the position of the chairperson at the time of the meeting) – a member is chosen by the members present at the meeting to chairperson the meeting.

4.5.1. However, the chairperson of an audit committee must not be a member of the Council or a member of the Council's staff.

4.6. Quorum and postponement of a meeting

4.6.1. Details relating to quorum and postponement of a committee meeting mirror the requirements of a council meeting. These details can be found in MC02- P1 Council Meeting Procedure under item 5.6.

4.7. Apologies

4.7.1. If a committee member is unable to attend a meeting, they need to provide an apology a day in advance to the chairperson, CEO and/or delegated MRC employee.

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- 4.7.2. The apology must be in writing, where necessary the MRC delegated employee may write the apology on the behalf of the member.
- 4.7.3. The apology should provide a reason for non-attendance.
- 4.7.4. Members are advised to provide supporting documentation to the delegated MRC employee for presentation at the meeting, to increase the chances of their apology being accepted.
- 4.7.5. This apology needs to be accepted by a majority vote of the Committee to be valid. Where extenuating circumstances exist these will be considered.
- 4.7.6. If an apology is not accepted it will be recorded as an absence.
- 4.7.7. Committee members who are absent for two consecutive committee meetings are automatically no longer members.

4.8. Leave of Absence

- 4.8.1. Details relating to leave of absence from a local authority mirror the requirements of a council meeting. Minor adaptation is required. Where the term "council" is used, this should be replaced with "local authority". These details can be found in MC02- P1 Council Meeting Procedure under item 5.8.

4.9. Absence without permission

- 4.9.1. Details relating to leave of absence from a local authority mirror the requirements of a council meeting. Minor adaptation is required. Where the term "Council" is used, this should be replaced with "local authority". These details can be found in MC02- P2 Local Authority Meeting Procedure under item 5.13.

4.10. Voting

- 4.10.1. A decision by a committee is to be by majority vote of the members present at a meeting.

4.11. Confidential information and business

- 4.11.1. Details relating to confidential information and business at a committee meetings mirror the requirements of a council meeting. Minor adaptation is required. Where the term "Council/council" is used, this should be replaced with "Committee/committee". These details can be found in MC02- P1 Council Meeting Procedure under item 5.12.

4.12. Minutes

- 4.12.1. Details relating to minutes of a committee meeting mirror the requirements of a council meeting. These details can be found in MC02- P1 Council Meeting Procedure under item 5.13.

4.13. Audio and audio-visual attendance at meetings (council, committee or local authority)

- 4.13.1. Details relating attending a meeting via audio or audio-visual means at a local authority meeting or special local authority mirror the requirements of a council meeting. These details can be found in MC02- P1 Council Meeting Procedure under item 5.14.

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4.14. Conflict of interest

- 4.14.1. Conflicts of interest must be declared prior to discussion of a matter.
- 4.14.2. For a comprehensive understanding of a conflict of interest refer to the relevant MRC conflict of interest policy.

4.15. Allowances for attendance

- 4.15.1. Allowances will apply for meetings attended. Information regarding relevant allowances can be found in the below listed documents:
 - a. MC03-CP Allowances- Elected Members Policy
 - b. MC02-F2 Meeting Attendance Form

4.16. Public access to meetings

- 4.16.1. A meeting of a council committee must be open to the public.
- 4.16.2. However, the public may be excluded while business of a kind prescribed by regulation as confidential business is being considered.
- 4.16.3. If the Council Committee considers confidential business at a meeting, the agenda for the meeting must identify the type of matter that is to be considered at the meeting.
- 4.16.4. A meeting of an audit committee may be conducted in private.

4.17. Council committee to carry out financial functions

- 4.17.1. In accordance with section 20 of the *Local Government (General) Regulations 2021* if the Council does not hold an ordinary meeting at least once in each month, the Council must delegate to a council committee the necessary powers to carry out, on behalf of the Council, financial functions of the Council in the months the Council does not hold an ordinary meeting.

5. Procedure Details

Replaces Policy No: (if applicable)	CP105- Meetings and Attendance - Elected Members
Responsible Directorate/Department:	Corporate Services - Governance and Engagement
ELT Approval Date:	13 April 2021
ELT Minutes Reference:	Item # 5.1
Review Cycle:	April 2025 - Review every four (4) years or after changes to relevant legislation or Council policy

6. Legislation and References

Related Legislation:	<i>Local Government Act 2019 NT</i> <i>Local Government (General) Regulations 2021</i>
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Related Policies:	CP104 Disclosure of Interests Policy – members CP151 Audio Recordings of Meetings MC02-CP Meeting Policy MC03-CP Allowances - Elected Members Policy
Associated Documents:	MC02-P1 Council Meeting Procedure MC02-P2 Local Authority Meeting Procedure MC03-CP Allowances – Elected Members Policy MC02-P2 Travel Expenses Procedure MC02-R2 Committee and membership register MC02-F2 Meeting Attendance Form

7. Version Control

Version No	Approval Date	Procedure No.	Minutes reference (previous version)
1	13 April 2021	MC02-P3	N/A