

BARKLY REGIONAL COUNCIL



Local Authority Meetings

Guidelines and Forms – Version 2

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Quality and Governance Officer

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Provisions of Local Authority Meetings as per NT Local Government Act

1. Subject to direction by the council, a local board or council committee meets at times determined by the local board or council committee.
2. Subject to any guidelines that the Minister may make, and to direction by the council, a local authority meets at times determined by the local authority.

Convening of meetings

- (1) Meetings of a local authority, local board or council committee are convened by the CEO.
- (2) The CEO may, at the request of the Chair of a local authority, local board or council committee, convene a meeting of the local authority, local board or committee.
- (3) A notice convening a meeting:
 - (a) must be in writing; and
 - (b) must state the date, time, place and agenda for the meeting; and
 - (c) must be given to the members of the local authority, local board or council committee a reasonable time before the time appointed for the meeting; and
 - (d) must be accessible on the council's website a reasonable time before the time appointed for the meeting; and
 - (e) must be posted on a notice board at the council's public office.
- (4) 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.

Procedure at meeting

- (1) The Chair of a meeting of a local authority, local board or council committee will be:
 - (a) in the case of a local authority – a member appointed by the local authority as its Chair; or
 - (aa) in the case of a local board – a member appointed by the board as its Chair; or
 - (b) in the case of a council committee – a member appointed by the council as Chair of the committee; or
 - (c) in the case of a local authority, local board or council committee, if the Chair is not present (or no-one currently holds the position of the Chair) – a member chosen by the members present at the meeting to chair the meeting.
- (2) A quorum at a meeting of a local authority, local board or council committee consists of a majority of its members.
- (3) If a quorum is not present within 30 minutes after the time appointed for a meeting, the meeting is postponed to a time and place to be fixed by the CEO and notified to the members.
- (4) A member who is not physically present at a meeting is taken to be present at the meeting if:
 - (a) the member's attendance at the meeting by means of an audio or audio visual conferencing system is authorised in accordance with council policy; and
 - (b) communication is established by means of the conferencing system, at or around the commencement of the meeting, between the member and the members present at the place appointed for the meeting; and

Local Authority Meeting Guidelines

- (c) the member has the same or substantially the same opportunity to participate in debate, and to register an opinion, on questions arising for decision as if the member were physically present at the meeting.
- (5) A decision of a local authority, a local board or a council committee is to be by majority vote of the members present at a meeting.
- (6) Subject to this Act, any guidelines that the Minister may make and any direction by the council, a local authority, local board or council committee may determine its own procedures.

Minutes

1. The minutes must:
 - (a) set out:
 - i. the names of the members present at the meeting; and
 - ii. the business transacted at the meeting; and
 - iii. any other information required by the regulations; and
 - (b) include references to any written reports or recommendations considered in the course of the meeting together with information about how to obtain access to the reports or recommendations.
3. The council, local authority, local board or council committee must, at its next meeting, or next ordinary meeting, confirm the minutes (with or without amendment) as a correct record of the meeting.
4. A copy of the minutes must, within 10 business days after the date of the meeting to which they relate, be available to the public:
 - (a) on the council's website; and
 - (b) at the council's public office.

Note: Confidential matter may be suppressed from the material that is made publicly available under section 201.

5. A member of the public:
 - (c) may inspect without fee, at the council's public office, the copy of the minutes made available to the public; and
 - (d) may, on payment of the appropriate fee fixed by the council, obtain an identical copy of the minutes; and
 - (e) may, on payment of the appropriate fee fixed by the council, obtain from the CEO a certified copy of, or extract from, the minutes of a meeting.
6. However, until the council, local authority, local board or council committee has confirmed the minutes as a correct record of the meeting:
 - (a) the minutes, in the form in which they are made available to the public, must be marked with a warning to the effect that they have not been confirmed as a correct record of the meeting; and
 - (b) no certified copy of, or extract from, the minutes is to be issued.

Essential Elements of Meeting Minutes

For minutes to be an accurate reflection of what took place during the Local Authority Meeting, the main elements to be recorded in the written and electronic document are:



Barkly LA Meetings – Guidelines

Before the Meeting

Meeting Schedule

- ✓ Fixed by the Local Authority at the beginning

Agenda

- ✓ Reports are to be prepared at least 10 days prior to the meeting
- ✓ Area Managers prepare the agenda at least 10 days prior to the meeting
- ✓ Operational Support publishes the final agenda in the Council Website

Forms

- ✓ Updated forms and the complete pack need to be set before the meeting date

During the Meeting

- ✓ Minutes are to be taken by a responsible person who got access to InfoCouncil

Forms

- ✓ Updated copies of the following forms should be available for the meeting:
 - Attendance sheets – To be signed by all attendees
 - Previous minutes – To be signed and approved
 - LA Allowance Claim Forms
 - Disclosure of Interest Forms – If any
 - Conflict of Interest Forms – If any

After the Meeting

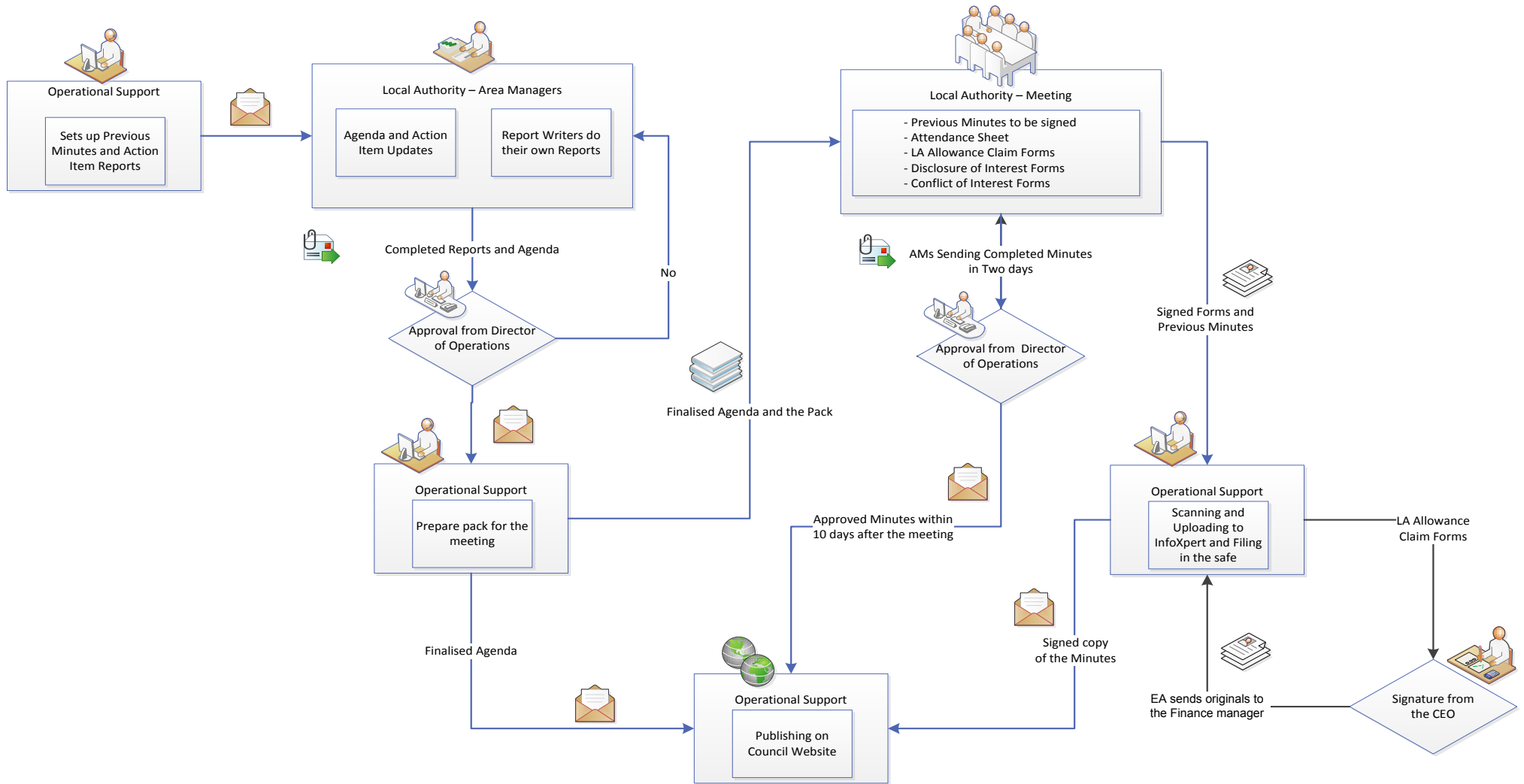
Forms

- ✓ Signed copies of Forms and previous minutes are to be sent after the meeting

Minutes

- ✓ Each motion should have the name of its mover and seconder
- ✓ New resolutions should be recorded with the wordings suggested by the LA
- ✓ Person taking minutes during meeting should prepare the same in InfoCouncil
- ✓ Minutes are to be finalized and published within 10 days after the meeting

Barkly LA Meetings – Process Flow



Upcoming Barkly LA Meetings – Schedule and Due dates

#	Month	Meeting Type	Date	Agenda - Due Date	Minutes - Due Date
1		Tennant Creek LA Meeting	6/03/2018	24/02/2018	16/03/2018
2	March	Ali Curung LA Meeting	8/03/2018	26/02/2018	18/03/2018
3		Wutunugurra LA Meeting	15/03/2018	5/03/2018	25/03/2018
4		Elliott LA Meeting	13/03/2018	3/03/2018	23/03/2018
5		Alpurrurulam LA Meeting	14/03/2018	4/03/2018	24/03/2018
6	April	Tennant Creek LA Meeting	3/04/2018	24/03/2018	13/04/2018
7		Ali Curung LA Meeting	4/04/2018	25/03/2018	14/04/2018
8		Wutunugurra LA Meeting	10/04/2018	31/03/2018	20/04/2018
9		Elliott LA Meeting	10/04/2018	31/03/2018	20/04/2018
10		Alpurrurulam LA Meeting	11/04/2018	1/04/2018	21/04/2018
11	May	Tennant Creek LA Meeting	8/05/2018	28/04/2018	18/05/2018
12		Ali Curung LA Meeting	9/05/2018	29/04/2018	19/05/2018
13		Wutunugurra LA Meeting	14/05/2018	4/05/2018	24/05/2018
14		Elliott LA Meeting	14/05/2018	4/05/2018	24/05/2018
15		Alpurrurulam LA Meeting	15/05/2018	5/05/2018	25/05/2018
16	June	Tennant Creek LA Meeting	5/06/2018	26/05/2018	15/06/2018
17		Ali Curung LA Meeting	6/06/2018	27/05/2018	16/06/2018
18		Wutunugurra LA Meeting	12/06/2018	2/06/2018	22/06/2018
19		Elliott LA Meeting	12/06/2018	2/06/2018	22/06/2018
20		Alpurrurulam LA Meeting	13/06/2018	3/06/2018	23/06/2018
21	July	Tennant Creek LA Meeting	3/07/2018	23/06/2018	13/07/2018
22		Ali Curung LA Meeting	4/07/2018	24/06/2018	14/07/2018
23		Wutunugurra LA Meeting	10/07/2018	30/06/2018	20/07/2018
24		Elliott LA Meeting	10/07/2018	30/06/2018	20/07/2018
25		Alpurrurulam LA Meeting	11/07/2018	1/07/2018	21/07/2018
26	August	Tennant Creek LA Meeting	7/08/2018	28/07/2018	17/08/2018
27		Ali Curung LA Meeting	8/08/2018	29/07/2018	18/08/2018
28		Wutunugurra LA Meeting	14/08/2018	4/08/2018	24/08/2018
29		Elliott LA Meeting	14/08/2018	4/08/2018	24/08/2018
30		Alpurrurulam LA Meeting	15/08/2018	5/08/2018	25/08/2018
31	September	Tennant Creek LA Meeting	4/09/2018	25/08/2018	14/09/2018
32		Ali Curung LA Meeting	5/09/2018	26/08/2018	15/09/2018
33		Wutunugurra LA Meeting	11/09/2018	1/09/2018	21/09/2018
34		Elliott LA Meeting	11/09/2018	1/09/2018	21/09/2018
35		Alpurrurulam LA Meeting	12/09/2018	2/09/2018	22/09/2018
36	October	Tennant Creek LA Meeting	9/10/2018	29/09/2018	19/10/2018
37		Ali Curung LA Meeting	10/10/2018	30/09/2018	20/10/2018
38		Wutunugurra LA Meeting	16/10/2018	6/10/2018	26/10/2018
39		Elliott LA Meeting	16/10/2018	6/10/2018	26/10/2018

Local Authority Meeting Guidelines

40		Alpurrurulam LA Meeting	17/10/2018	7/10/2018	27/10/2018
41		Tennant Creek LA Meeting	6/11/2018	27/10/2018	16/11/2018
42	November	Ali Curung LA Meeting	7/11/2018	28/10/2018	17/11/2018
43		Wutunugurra LA Meeting	13/11/2018	3/11/2018	23/11/2018
44		Elliott LA Meeting	13/11/2018	3/11/2018	23/11/2018
45		Alpurrurulam LA Meeting	14/11/2018	4/11/2018	24/11/2018
46		Tennant Creek LA Meeting	3/12/2018	23/11/2018	13/12/2018
47	December	Ali Curung LA Meeting	4/12/2018	24/11/2018	14/12/2018
48		Wutunugurra LA Meeting	10/12/2018	30/11/2018	20/12/2018
49		Elliott LA Meeting	10/12/2018	30/11/2018	20/12/2018
50		Alpurrurulam LA Meeting	11/12/2018	1/12/2018	21/12/2018

Staff Responsible

#	Local Authority	Preparation of Agenda	Minutes Forms & Signatures	Approvals	Minutes in InfoCouncil	Publishing
1	Arparrara LA Meeting	Area Manager	Area Manager	Director Operations	Operational Support (OS)	OS
2	Tennant Creek LA Meeting	Area Manager	Area Manager	Director Operations	Operational Support (OS)	OS
3	Ali Curung LA Meeting	Area Manager	Area Manager	Director Operations	Operational Support (OS)	OS
4	Ampilatwatja LA Meeting	Area Manager	Area Manager	Director Operations	Operational Support (OS)	OS
5	Wutunugurra LA Meeting	Area Manager	Area Manager	Director Operations	Operational Support (OS)	OS
6	Elliott LA Meeting	Area Manager	Area Manager	Director Operations	Operational Support (OS)	OS
7	Alpurrurulam LA Meeting	Area Manager	Area Manager	Director Operations	Operational Support (OS)	OS

Updated Forms

Appendix 1 – Attendance Sheets

Appendix 2 – Disclosure of Interest

Appendix 3 – Conflict of Interests Form

Appendix 4 – Allowance Claim Form

MEETING ATTENDANCE FORM

BARKLY REGIONAL COUNCIL

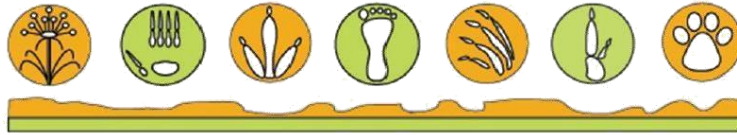


MEETING NAME:

MEETING DATE:

NAME	SIGN

BARKLY REGIONAL COUNCIL



Local Authority Member Disclosure of Interest Form

Name:

Position:

Directorate:

Date of Declaration:

Northern Territory Local Government Act - Section 74 Disclosure of interest

- 1) As soon as practicable after a member becomes aware of a conflict of interest in a question that has arisen or is about to arise before the council, local authority, local board or council committee, the member must disclose the personal or financial interest that gives rise to the conflict (the **relevant interest**):
 - a) at a meeting of the council, local authority, local board or council committee; and
 - b) to the CEO.
- 2) The CEO must record the disclosure in a register of interests kept for the purpose.
- 3) A member must not, without the Minister's approval:
 - a) be present at a meeting of the council, local authority, local board or council committee while a question in which the member has a conflict of interest is under consideration; or
 - b) participate in any decision on the question.
- 4) The Minister may approve a member's participation in the consideration of, or a decision on, a question in which the member has a conflict of interest on conditions the Minister thinks appropriate.
- 5) A member is guilty of an offence if the member:
 - a) fails to disclose an interest as required under subsection (1); or
 - b) contravenes subsection (3) or a condition of an approval under subsection (4).

Fault element:

Intention.

Maximum penalty:

100 penalty units or imprisonment for 6 months.

- 6) If the Civil and Administrative Tribunal finds that a member has participated in the decision of the council, a local authority, a local board or a council committee contrary to this section, the Tribunal may, on application by an elector or ratepayer, declare the decision void.

Type of Interest: Pecuniary Non Pecuniary

Please provide details

How will you manage this conflict of Interests?

What is a pecuniary interest?

A pecuniary (Financial) interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person.

A person will also be taken to have a pecuniary interest in a matter if that person’s spouse or de facto partner or a relative of the person or a partner or employer of the person, or a company or other body of which the person, or a nominee, partner or employer of the person is a member, has a pecuniary interest in the matter.

What is a non-pecuniary conflict of interest?

Non-pecuniary interests are private or personal interests the Council official has that do not amount to a pecuniary interest as defined in the Act. These commonly arise out of family, or personal relationships, or involvement in sporting, social or other cultural groups and associations and may include an interest of a financial nature.

If you are still unsure whether you have a conflict of interest or not you should discuss the matter with your Manager/Director.

Once the Form has been completed, it must be signed by your Manager/Director and forwarded to Corporate Governance for registration.

Signature
Council Representative

Date

Chief Executive Officer's Comment

Signature
Chief Executive Officer

Date

Office Use Only

Date Received:		Doc ID #:	
Office:		Hard Copy File:	Yes / No



Declaration No.
Decision No.

BARKLY REGIONAL COUNCIL

Elected / Appointed Members Conflict of Interest Declaration

(Local Government Act 2008)

I declare a Conflict of Interest pursuant to Section 73 & 74 of the Local Government Act 2008, in the following matter before this meeting of the:

- Committee on / / Item No.
- Council on / / Item No.
- Local Authority on / / Item No.

(Here state the matter under discussion)

.....
.....

My Conflict of Interest arises in the following way:

.....
.....
.....

.....
Name

.....
Signature

.....
Chief Executive Officer

Date:

Date:

LOCAL AUTHORITY MEMBER MEETING ALLOWANCE CLAIM FORM



LA Member Name:	Claimed Date:
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MEETING ALLOWANCE

DATE	START TIME	FINISH TIME	MEETING NAME	MEETING LOCATION	AMOUNT CLAIMABLE
					\$
					\$
					\$
					\$
					\$

TOTAL CLAIMABLE	\$
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BANK DETAILS

Only complete if your details have changed since last claim or if this is your first claim

Account Name	Bank	BSB	Account Number

I, hereby confirm the above is true and correct	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <i>Local Authority Member</i>
Approved for payment	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <i>Community Coordinator</i>
Payment processed and remittance sent to member	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <i>Accounts Payable Officer</i>