



Policy Name	Scheduling and Conduct of Meetings (Elected, Local Authority and Council Committee Members)	
Publication Date:	08/02/2021	
Council Decision (Reference):	60/2021	
Classification:	Governance Policy	
Categorisation:	Governance	
Review Frequency:	3 years	
Review Date:	08/02/2024	
Responsible Officer:	Executive Manager, Office of the CEO	
Version (Revision Number):	1.0	

1. PURPOSE

The purpose of this policy is to establish a clear, transparent framework for the effective scheduling and conduct of Council, Council Committee, and Local Authority Meetings.

In compliance with the *Local Government Act*, this policy also authorises Member’s attendance at meetings via audio or audio-visual conferencing system.

2. SCOPE

This policy applies to all Elected Members of the West Arnhem Regional Council, as well as Members of Local Authorities and Council Committees, and to Council employees who are responsible for helping to administer this policy.

3. DEFINITIONS

In the context of this policy the following definitions apply:

Agenda means a list of items for consideration at the meeting together with reports and other attachments relating to those items.

Amendment means a motion that is seeking to amend or alter an existing motion.

Casting Vote means a vote exercised by the Mayor/Chairperson in the event of a tied vote.

Chairperson means the person who is presiding over an official meeting of Council.

Committee means a Committee established by Council.

Confidential Session means a meeting of Council or a Committee, from which the media and the public has been excluded by a resolution carried out in accordance with the *Local Government (Administration) Regulations*.





Elected Member means an individual elected to Council, including the Mayor, Deputy Mayor, and Councillors.

Local Authority Member means a member of a local authority as appointed by the West Arnhem Regional Council.

Meeting includes any meeting of council, audit committee, council committee, or local authority.

Meeting Room means any location inside the doors of the room being used for the meeting but does not include any area set aside for the public, media representatives or guests.

Member means a member of Council, audit committee, council committee or local authority.

Minutes means the record of the proceedings of any meeting of Council and its committees.

Motion means a formal proposal for the meeting to consider. In most cases it requests a mover and a seconder before it can be officially debated.

Mover is a person at a meeting who initiates a motion.

Notice of Motion means the provision of advice of intention to seek movement of a particular motion at a specified meeting. Notices of Motion are to be in writing and specify the wording of the foreshadowed motion.

Ordinary Meeting of Council refers to publicly scheduled meetings of Council as specified in the *Local Government Act*.

Quorum means the minimum number of members needed to be present to constitute a valid meeting of Council. The *Local Government Act* states "A quorum at a meeting of a council consists of a majority of the council's members". If there are twelve (12) Elected Members, including the Mayor and Deputy Mayor, a quorum of an Ordinary Meeting of Council would be 6 being 50% + 1.

Record means a document including any written or printed material or object that is or has been made or received in the course of official duties by an Elected Member or an employee of Council and, in particular, includes the minutes of meetings of the Council or Committee of the Council.

Resolution means a motion that has been passed by a majority of Elected Members at the meeting. While in practice it means the 'council decision', the word *resolution* also indicates the process by which the decision was made.

4. POLICY STATEMENT

This policy is intended to provide Elected Members, Council Committee Members and Local Authority Members (referred to collectively as Members) with clear and transparent guidance on Council's policy position in relation to:

- Scheduling of Meetings
- Meeting Attendance
- Chairperson
- Public attendance and deputations
- Closure of Meetings to the Public
- Agendas, Business Papers, and Minutes
- Motions, Debates, Resolutions, and Voting



- Meeting Behaviour and Rules of Conduct
- Attendance at Meetings via Audio or Audio-visual Conference Systems.

The policy provisions reflect the legislative requirements of the *Local Government Act* and regulations. The policy is intended to support our Members to practice good governance and to act as representative, informed, and responsible decision-makers in the interests of our communities, within the powers and functions assigned to them under the Act.

This policy should be read in conjunction with Council's associated procedure/s and any relevant Committee Terms of Reference documents.

It should be noted that Committees of the Council shall adhere to the same policy provisions and follow the same procedures as provided for other Council meetings unless the Committee resolves otherwise.

Scheduling of Council, Local Authority, and Committee Meetings

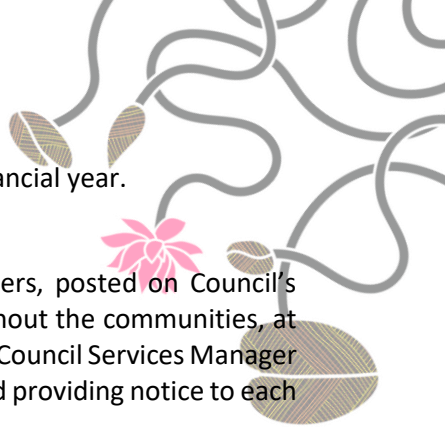
Scheduling of Council Meetings

- The dates, times and places of all Ordinary Council and Committee meetings will be determined annually in advance, at a September or October Ordinary Meeting of Council.
- In the year of a general election of Council, Council shall establish meeting dates and times for the remainder of the calendar year, at the first Ordinary Council Meeting following the general election.
- Either ordinary Council Meetings or special Finance Committee meetings are scheduled every month.
- The schedule will be provided to all Elected Members and displayed on Council's website and will constitute notice of those meetings in compliance with the *Local Government Act*.
- Council may resolve to change the date and time of any scheduled Ordinary Council meeting in circumstances where it would be inappropriate to conduct the meeting (e.g., when prior knowledge indicates that a quorum is unattainable).
 - An amendment to scheduling can be made by resolution of Council; or by request by a majority of Elected Members; or by the Mayor (following consultation with a majority of Elected Members and the CEO).
- Council may hold a meeting to deal with a particular item of business (a Special Meeting) whenever circumstances require.
- If a quorum is not present within 30 minutes after the time appointed for a meeting, the meeting is to be postponed to a time and place to be determined by the CEO (and notified to Members). The postponed meeting must take place within 21 days.

Scheduling of Local Authority Meetings

- Each Local Authority will meet at least four (4) times annually.
 - If the majority of Members of a Local Authority would like to hold less than four (4) meetings per year, that Local Authority may pass a resolution recommending to Council that there be a reduction in the number of meetings per annum. Provided Council agrees with the Local Authority's recommendation, Council will draft a letter to the Minister requesting a nominated reduction in meetings per annum.
- Ordinary Local Authority meetings are to be convened by the CEO or staff delegate responsible for the Local Authority coordination.



- 
- Meeting dates will be scheduled at the commencement of each financial year.
 - The CEO, in consultation with Members, may alter meeting dates.
 - A notice convening a Local Authority Meeting will be given to all Members, posted on Council's website, and posted on notice boards at Council's public office and throughout the communities, at least three (3) business days before the date appointed for the meeting. The Council Services Manager (CSM) in each Local Authority Area will be responsible for posting notices and providing notice to each Member.
 - If it becomes impractical to proceed with a meeting, the CEO may postpone the meeting until further notice.
 - If a meeting is postponed or there are changes to the scheduled meeting time, date or location, the CEO must ensure, as far as practicable, that Members of the Local Authority receive notice of these changes.
 - If after 30 minutes of the nominated start time of the meeting, the Members present are unable to form a quorum, then the meeting will be postponed to a time and date to be set by the CEO.
 - A quorum for a Local Authority meeting will consist of a simple majority of the total number of Local Authority Members (inclusive of Elected Members who represent the community in that Local Authority area), or a majority of the nominated members.
 - In the event that a quorum is not present, but the majority of appointed Members are present, the Members that are in attendance may resolve to hold a provisional meeting. However, a provisional meeting will not attract a meeting allowance/sitting fees. (See also the additional note on provisional meetings of a Local Authority below).
 - A Local Authority may hold a "Special Meeting" to deal with a particular item of business that needs to be discussed and cannot wait until the next scheduled Ordinary Meeting.
 - Subject to discussion with the Council and/or the CEO, a Special Meeting may be requested by the Chairperson of the Local Authority through the Council and/or the CEO. Council or the CEO will decide if a Special Local Authority Meeting will convene.
 - The Council and/or CEO are authorised to call a Special Local Authority Meeting of their own volition.

Scheduling of Committee Meetings

- Council's Committee meetings will be held as required.
- A notice convening a meeting of the Audit Committee, or any other Committee meeting, will be given to all members of that Committee, posted on Council's website, and posted on a notice board at Council's public office, at least three (3) business days before the date appointed for the meeting.

Meeting attendance

Council Meetings

- Elected Members are expected to attend every Ordinary Council Meeting. If they are unable to attend, they should send an apology no later than 24 hours before the scheduled commencement of the meeting and explain why they are unable to attend.



- An apology may be provided to the Mayor, Deputy Mayor, Chief Executive Officer (CEO), or to an administration staff member of Council. The administration staff member will then forward the advice to the Mayor and CEO.
- In accordance with the *Local Government Act*, if an Elected Member is absent without permission from Council, from two (2) consecutive meetings of Council, then it is considered that the Elected Member ceases to hold office.
- If a Member needs to take a leave of absence from a Council meeting, an apology that is acceptable to Council must be provided to Council prior to the meeting to obtain permission from Council to be absent from that meeting.

A Member who is not physically present at a Council meeting, is taken to be present at the meeting if:

- The Member's attendance at the Meeting by means of an audio or audio-visual conferencing system is authorised in accordance with Council policy (see provisions below); and
- Communication is established by means of the conferencing system, at or around the commencement of the meeting, between the Member and the Member's present at the place appointed for the meeting; and
- 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.

Local Authority Meetings

- Local Authority Members are expected to attend every meeting of their Local Authority. If they are unable to attend, they should send an apology no later than 24 hours before the scheduled commencement of the meeting and explain why they are unable to attend.
 - Such an apology may be provided to the Chairperson, the CSM in their home location, or to an administration staff member of Council. The administration staff member will then forward the advice to the Chairperson and CSM.
- In the event of a Member being absent from two consecutive meetings, the CEO (or delegate) will write to the Member, cautioning them that their membership may be revoked if they continue to be absent from meetings and that they must start attending meetings and fulfilling their obligations as Members. If a Member continues to be absent, Council administration shall write to the Member and advise them that if they do not attend the next meeting, their membership will be revoked.

Chairperson

Council Meetings

- At all Ordinary Meetings of Council, the Mayor will chair the meeting or, if the Mayor is absent for any reason, the Deputy Mayor will preside.
- In the event that neither the Mayor or Deputy Mayor are available to chair the meeting, a Chairperson, for that meeting only, will be appointed from among the Elected Members who are in attendance.

Local Authority Meetings

- At the first Ordinary Local Authority Meeting, the newly appointed members will elect a Chairperson by majority secret ballot.



- Each Local Authority Chairperson is considered the meeting Chairperson for their Local Authority Meetings.

Public Attendance and Deputations

Council Meetings

- All Ordinary Meetings of Council will be open to the public, except for those closed sessions where confidential business is discussed.
- A member of the public attending an Ordinary or Special Meeting of Council must not take part, or attempt to take part, in the proceedings of a meeting unless invited to do so by the Chairperson.
- As a matter of protocol, any visitor at a meeting from another Local Government, Territory, State or Federal jurisdiction, whether formal or informal, will be acknowledged and introduced to Council at the beginning of the meeting.
- A deputation wishing to attend and be heard at a meeting, must apply to the CEO no less than ten (10) working days before that meeting.
 - The application must state the reasons for wishing to attend and be heard. The CEO on receiving the request, must inform the Mayor. The Mayor will decide if the deputation will be heard and advise the CEO accordingly.
 - If the deputation is to be heard, the CEO shall indicate a suitable time on the agenda. Deputations should not be more than twenty (20) minutes duration with a further ten (10) minutes duration set aside for questions and answers. The Council may allow more time at its discretion.
 - Council reserves the right to restrict or amend delegations, briefings, and representations.
 - Any speaker from the deputation addressing Council must be temperate in speech and manner and must not use insulting or offensive language.
 - The Chairperson may halt an address by a person in a deputation if the Chairperson is satisfied the purpose of the deputation has been sufficiently explained, or the person is severe in speech or manner, or uses insulting or offensive language.
 - A voice and/or video recording of each briefing will be taken, and will be filed electronically in the relevant meeting file, with any handouts etc.
- Each Ordinary Meeting of Council will include a period where members of the public may ask questions of the meeting. The Chairperson may invite questions, submissions, or comments from members of the public at the meeting, however, is not obliged to do so.
- If the Chairperson feels that a question, comment, or statement from a member of the public at a meeting of Council is offensive, irrelevant, culturally inappropriate, or unduly long or deals with a confidential matter, the Chairperson may rule the matter out of order and proceed to deal with or proceed to the next item of business.

Local Authority Meetings

- The Chairperson may, at their discretion, invite community members and/or government agencies and/or non-government organisations to speak at a Local Authority Meeting.
- Northern Territory Government agencies, along with non-government organisations, are required to apply in writing via a request form to attend a Local Authority Meeting. The request form will initially be sent to the appropriate division of the Department of the Chief Minister and Cabinet for



coordination and approval and will then be forwarded to Council for consideration. If Council approves the request, the agency will be placed on the Local Authority agenda.

- All Local Authority Meetings will be open to the public, however the public will sit in the Public Gallery.
- Members of the public attending a Local Authority Meeting, must not take part, or attempt to take part, in the proceedings of a meeting unless invited to do so by the Chairperson.
- At the end of each meeting, ten (10) minutes only will be allocated for community members to ask questions of the meeting. Questions must be respectful, orderly, and directed through the Chairperson.
- If an individual or a collective within the public gallery continues to interrupt the proceedings of a Local Authority Meeting which is sanctioned by Council and the Northern Territory Government, a caution will be issued by the Council delegate appointed to support the meeting. If the interruption continues, the perpetrators may be asked to leave the meeting room.

Closure of a Meeting to the Public

- Members of the public and any Council employees may be asked to leave a meeting when Council is dealing with matters defined as “confidential” under the *Local Government (Administration) Regulations*.
- The meeting should formally resolve to move into “confidential business” and similarly formally resolve to move out of “confidential business” and revert to the Ordinary meeting business. Such resolutions and times of passing are to be recorded in the minutes.
- At the conclusion of confidential business at a Meeting, Council must decide how the confidential information is to be classified and treated in accordance with Council’s policy provisions on confidential information.

Agendas, Business Papers, and Minutes (Council, Committee and Local Authority Meetings)

- Council shall have an Order of Business and Agenda for every Council, Committee and Local Authority Meeting, the contents of which shall be as stipulated in Council’s *Meeting Code of Practice Procedure/s*.
- Each financial year a Local Authority must have included on its agenda, the following items:
 - The Council’s annual report for the previous financial year.
 - Any relevant plan of Council or the Local Authority.
 - A discussion of Council’s policy on delegation of powers and functions.
- The Agenda (and any attachments) for an Ordinary meeting of Council, a Council Committee or a Local Authority will be circulated to all relevant Members and made available on Council’s website at least three (3) working days prior to the scheduled day of the meeting.
 - Hard copies of business papers will be delivered to the relevant Members in a sealed envelope, at least five (5) business days prior to the relevant meeting, taking into account delivery challenges in remote locations.
- In the case of a Special Meeting, the Agenda (and any attachments) will be circulated to all relevant Members and made available on Council’s website no less than (4) hours prior to the scheduled time of the meeting.

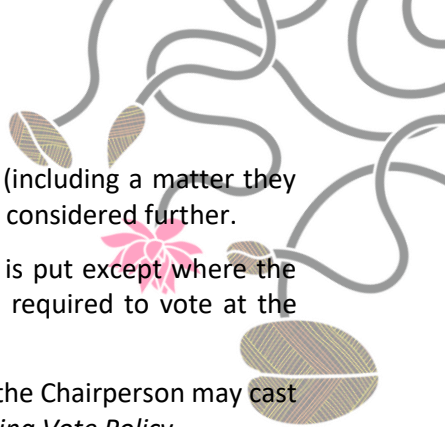


- Council will make open Ordinary Council Meeting, Committee and Local Authority business papers available for the information of the media and the public. Copies of business papers will be uploaded to Council's website and forwarded to the Service Delivery Centres, seven (7) days prior to an Ordinary Council Meeting, Committee Meeting, or Local Authority Meeting. A minimum of three (3) copies will be made available for the public gallery at the meetings.
- The distribution of confidential Council business papers will be limited to the Mayor, Elected Members, CEO, and relevant Directors, Managers and Senior Administrative Staff of Council.
- Minutes will be taken at all meetings, and the draft minutes will be uploaded onto Council's website no later than ten (10) days following the date of the meeting. Draft minutes will have been checked by the CEO (or delegate) for accuracy and must clearly bear the watermark UNCONFIRMED.
- Minutes of Committee Meetings shall be included in the agenda of the following Council meeting as a recommendation for Council to adopt in whole, or part, or to be noted with no further action required.
- Similarly, the minutes of all Local Authority meetings held in the period since the previous Council meeting shall be tabled and any recommendations or observations duly noted and actioned.
 - Where a decision is made by Council based on the comments/recommendations of a Local Authority, details of the decision shall be transmitted to the next meeting of that Local Authority.
- All Council Meeting minutes are to be available for downloading from the website or for reading at any Council office.
- The Confidential agenda and minutes will be restricted to Elected Members, the CEO and Council's Management Team.
- The contents of the minutes of a meeting of Council, Council Committee, an audit committee, and a Local Authority, must comply with the record keeping requirements of the *Local Government (Administration) Regulations 2021*.

Motions, Debates, Resolutions and Voting Procedures

- All motions must have a mover and a seconder to allow debate. If a motion has no seconder, it will be recorded in the minutes as having lapsed. Debate can only proceed on the basis of a motion being formally accepted by the Chairperson.
- An Elected Member may give written notice of at least ten (10) working days to the CEO of a motion to be considered at the next Council meeting. Notice is to be given by submitting a *Notice of Motion form*. The CEO will include this item on the relevant agenda.
- Where an Elected Member has given due notice of an intended motion, and for whatever reason the Elected Member is not in attendance at the meeting, the motion may be:
 - Moved by another Member at the meeting; or
 - Deferred to the next Ordinary Meeting of Council.
- The Chairperson of a meeting may impose a time limit on any speeches in support or against a motion.
- With regard to questions with or without notice, a Member may ask a question at a meeting for reply by another Member or Council employee. The Chairperson will accord such time as necessary for the response. A Member or Council employee of whom a question is asked may request that the question be taken on notice until the next meeting.



- 
- If the Chairperson decides that any motion, amendment, or other matter (including a matter they consider to be objectionable) is out of order, it must be rejected and not be considered further.
 - At all meetings, every Elected Member present shall vote when a motion is put except where the *Local Government Act* otherwise provides. If any Elected Member who is required to vote at the meeting fails to do so, the Chairperson shall call upon the Member to vote.
 - At any meeting where there is an equal division of votes upon any motion, the Chairperson may cast a second vote, known as a “casting vote”, in accordance with Council’s *Casting Vote Policy*.
 - Voting shall be by a show of hands, except where Council has made a unanimous decision that a secret ballot is required (i.e., such as filling the office of Mayor and Deputy Mayor, or Committee appointments); or where an Elected Member is prevented by a physical disability (a separate system of voting may be agreed upon).
 - A unanimous decision to take a secret ballot is only applicable to the item under discussion, and cannot be transferred to other items without subsequent decisions taking place.
 - Where voting is unanimous, this is to be reflected in the meeting minutes.
 - Where there are motions to be moved at a Local Authority Meeting, this will be done by the Chair and decided by the majority of the votes. In the event of an even number of votes, the Chairperson shall have the casting vote.
 - A resolution passed by Council may only be altered or negated within three (3) months of its adoption, by a further motion which must have the support of at least three (3) Elected Members. This further motion is known as a Rescission Motion and recorded separately in the minutes.
 - A Notice of Motion to rescind or alter a resolution of the Council should be provided to the Mayor and Elected Members at least four (4) business days prior to the meeting at which it is to be considered.
 - Council will have a *Meeting Code of Practice Procedure* that will include further guidance on the rules governing motions, debates, resolutions and voting procedures.

A note on provisional meetings of a Local Authority

- During a provisional meeting of a Local Authority, all agenda items may be discussed, and minutes must be kept.
- Members of the provisional meeting may, by majority vote, make recommendations to Council, including on local authority projects, provided any such recommendation is specifically qualified as being a recommendation of a provisional meeting, rather than the Local Authority.
- A provisional meeting may not approve the minutes of a local authority meeting, but a Local Authority may approve the minutes of a provisional meeting.
- A provisional meeting does not have the powers or functions which a council may have delegated to a Local Authority.

Meeting Behaviour and Rules of Conduct

- Council will have a *Meeting Code of Practice Procedure* that will provide guidance to Members on acceptable behaviour and conduct within Council, Committee and Local Authority Meetings.
- All members are responsible for complying with this procedure and with Council’s policies on *Anti-discrimination, Bullying and Harassment in the Workplace, Inclusion and Diversity, Code of Conduct*



(Elected, Local Authority and Council Committee Members), and any other relevant policies and procedures.

- The Chairperson of the meeting will be responsible for maintaining order within the meeting and may call upon any Member present to come to order if considered necessary. A Member who considers that another Member is out of order may also request the Chairperson to maintain order. This includes the right of the Chairperson to ask a Member to resume their seat and cease talking if, in the Chairperson's opinion, that Member is out of order, is overly loud and abusive, or is being offensive.
- Any call for order must be dealt with immediately and without further discussion. Where a Member calls for order, the Chairperson must rule on the call by determining whether the comments made by any Member are out of order or not.
- Where the Chairperson rules that a Member is out of order on more than three (3) occasions at a meeting, they will request the Member to leave the meeting.
- A Member is guilty of an act of disorder if, at a meeting:
 - The Member is in breach of the *Local Government Act and Regulations*, or this policy.
 - The Member uses language that, according to common usage, would be considered disorderly or offensive.
 - The Member is dressed and/or conducts themselves in a manner or uses an expression inconsistent with good order and decorum.
 - The Member says or does anything calculated to bring Council into public disrepute or contempt.
- An act of disorder, may also constitute a breach of the *Code of Conduct (Elected, Local Authority and Council Committee Members)*. Any such breach will be handled in accordance with the provisions of that policy.
- At all times during a meeting, the Chairperson has the right to demand that any person present (member of the public, Council employee, or Member) leave the meeting for a specific or indefinite time if, in the Chairperson's opinion, that person is out of order, is overly loud, abusive or is being offensive.

Attendance at Meetings via Audio or Audio-visual Conferencing System

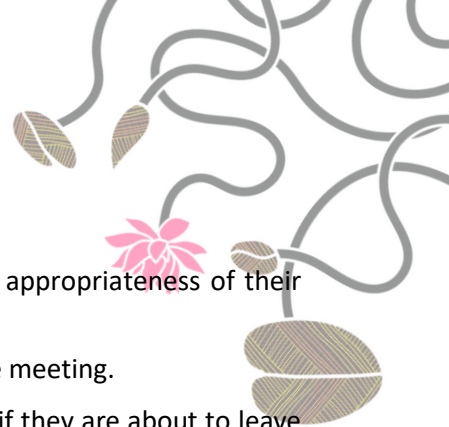
Council is committed to facilitating access to and participation in meetings by our Members. Meetings may be undertaken in-person or scheduled to be via videoconferencing. For in-person meetings, Council will permit Members to be present, or to participate remotely in meetings, via audio or audio-visual conferencing system, where specific needs make remote attendance necessary or preferable for the Member and/or Council.

Council administrative staff will contact Members at least ten (10) working days prior to the scheduled date of a meeting, to confirm the mode of attendance of the Member (in-person or remote). Council acknowledges that the mode of attendance may need to change at short notice due to unavoidable circumstances such as inclement weather. In this case, Council administrative staff will coordinate with Members to ensure they are able to participate in the scheduled meeting via audio or audio-visual conferencing system.

Chairing the meeting

If the Chair is attending the meeting via audio or audio-visual conferencing system, the Chair may decide to delegate the function of chairing the meeting to the deputy, or if there is no deputy, another Member.





General responsibilities

A Member in attendance via audio-visual conferencing system is to consider the appropriateness of their personal presentation and surrounding environment.

The Chair is to confirm which participants are present at the commencement of the meeting.

A Member who is attending by audio or audio-visual means must advise the Chair if they are about to leave the meeting. A Member must also advise the Chair if they re-join the meeting. These details are to be recorded in the minutes with a reference to the Member's time of departure and time of return.

Meeting minutes will identify whether each Member attended in person or via audio or audio-visual means.

Conflicts of interests

Where a conflict is declared, the Member must disconnect from the conferencing system prior to the discussion of the particular agenda item.

If a Member has disconnected from the conferencing system due to a declared conflict, the Chair will contact the Member as soon as the agenda item has concluded and invite the Member to re-join the meeting.

Confidentiality

Members attending meetings remotely will:

- Ensure that people in their presence who are not Members cannot see, overhear, or listen to the Member or the meeting (unless the Council is aware and accepts the circumstances).
- Not record the meeting.

Voting

To ensure the participation of any Members attending remotely, the Chair will confirm that Members attending remotely are able to hear the discussion and vote.

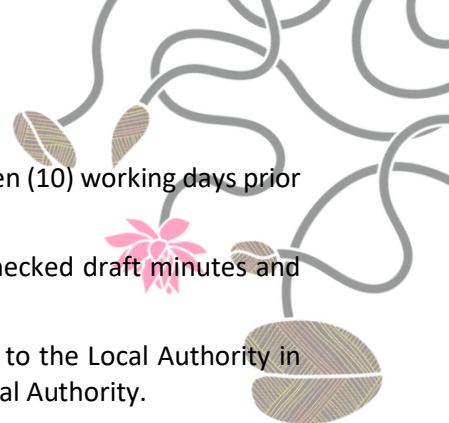
If a Member is attending via an audio-conferencing system without video capability, the Chair is to ask for verbal confirmation of the Member's vote. If a Member is attending via audio-visual conferencing system, the Chair is to ask for the Member's vote by show of hands or verbal confirmation.

Responsibilities

- All Elected Members, Council Committee Members and Local Authority Members are responsible for complying with the provisions of this policy.
- The CEO is responsible for ensuring the provision of an adequate conferencing system and information that enables Members to attend and participate in meetings remotely.
- The CEO (or delegate) is responsible for maintaining an up-to-date schedule of meetings, including on Council's website.
- Council administration staff are responsible for:
 - Preparing an agenda for each meeting in accordance with the guidance in Council's procedure/s.
 - Providing Members with copies of business papers and meeting agendas, within the timeframes specified in this policy.



- Confirming the mode of meeting attendance of Members at least ten (10) working days prior to the scheduled date of the meeting.
- Council staff are responsible for taking meeting minutes and uploading checked draft minutes and final minutes to Council's website.
- The Governance Coordinator is responsible for providing support services to the Local Authority in each community, and for maintaining an Action Items Register for each Local Authority.



5. Responsibilities

The Chief Executive Officer is the Policy Custodian for this policy and is responsible for reviewing the operation of the policy (every 3 years or more frequently as may be required), and for monitoring continuing relevance, effectiveness, and consistency with related documents and the Law.

Following approval of this policy document, the Chief People and Capability Officer (or a nominated delegate) is also responsible for ensuring that the implementation and communication plan is implemented and that all Council employees have access to the policy.

6. Related Documents

Legislation and References

Local Government Act 2019 (NT)
 Local Government (Administration) Regulations (NT)
 Guideline 8: Regional Councils and Local Authorities

Policy documents

Anti-discrimination, Bullying and Harassment in the Workplace Policy
 Casting Vote Policy
 Code of Conduct (Elected, Local Authority and Council Committee Members)
 Diversity and Inclusion Policy

Procedures

Meeting Code of Practice Procedure

Instructions, tools, guidelines, forms and templates

Notice of Motion form
 Action Items Register (Local Authority)

