

POLICY

TITLE:	Council Meeting Administrative Procedures		
DIRECTORATE:	Council		
ADOPTED BY:	Council Resolution:		
DATE OF ADOPTION:	29 June 2026	DATE OF REVIEW:	As Required
POLICY NUMBER:	104P		
LEGISLATIVE REF:	<i>Local Government Act 2019; Chapter 6 (the Act)</i> <i>Local Government (General) Regulation 2021; Part 3</i>		

1. INTRODUCTION

This Procedure provides guidance on the administrative requirements of Council Meetings, which includes relevant Committee meetings as outlined in this Procedure. This Procedure is an internal document for use by relevant staff.

2. SCHEDULING OF ORDINARY COUNCIL MEETINGS

Section 90 (1) of the Act requires a council to hold a meeting of its members at least once in each successive period of two months.

If a council does not schedule an ordinary meeting at least once in each month, Regulation 19 of the Local Government (General) Regulations 2021 (Regulations) requires a council to appoint a committee and delegate to the committee the necessary powers to carry out, on behalf of council, the financial functions in the months when the council does not hold an ordinary meeting (Finance Committee).

The schedule for the holding of ordinary meetings for the term of the council is set during the first ordinary meeting of a council held after a general election. The schedule may be altered at a subsequent meeting.

3. AGENDA

The agenda provides a roadmap for the meeting and notifies the community about the business of council. A well-structured agenda is the key to an effective council meeting that produces good decisions, made following the analysis of sound advice and constructive debate.

Matters for decision should receive priority and be allocated an appropriate amount of time for discussion and consideration. Council's focus should be on strategic issues and not on operational matters.

- 1) Agendas will be prepared by the relevant secretary to the meeting or committee in consultation with the Chairperson of the meeting or committee.
- 2) Agendas will include relevant information to the Barkly Regional Council areas of responsibility and any other information as required by the Local Government Act 2019 and the Local Government (General) Regulation 2021.
- 3) Agendas must be published to Council's website 3 business days ahead of the meeting.

4. ORDER OF BUSINESS

The order of Ordinary Council Meetings will be:

- 1) Acknowledgment of Country
- 2) Welcome
- 3) Attendance and Apologies
- 4) Leave of Absence
- 5) Code of Conduct
- 6) Conflict of Interest
- 7) Confirmation of Minutes
- 8) Visitor Presentations
- 9) Mayor and Councillor's Reports
- 10) Notices of Motions or Questions
- 11) Local Authority and Committees
- 12) Officer Reports
- 13) Correspondence and Action Items
- 14) General Business
- 15) Closure of Meeting to the Public
- 16) Confidential Reports
- 17) Closure of Meeting

5. ACKNOWLEDGEMENT OF COUNTRY

We acknowledge the Traditional Owners of Warumungu, Mudburra, Jingili, Wakaya, Wambaya, Waanyi, Warlpiri, Warlmanpa, Alyawarr, Anmatyerre and Kaytetye Countries on which Barkly Regional Council live and work, the lands which we meet on today, and recognise their continuing connection to land, waters and culture. We pay our respects to the ancestors and elders of these lands, past, present and emerging.

May we continue to work together to Deliver sustainable outcomes through a process. Based on mutual respect and understanding.

6. PUBLIC QUESTION TIME

- 1) A period of fifteen (15) minutes will be made available at the commencement of each ordinary Council Meeting to provide an opportunity for members of the public to ask questions of the Council.
- 2) A maximum time of five (5) minutes per representative will apply. The Presiding Member may allow for an extension of time if appropriate.
- 3) All questions to be asked at Public Question Time will be submitted in accordance with the following guidelines:
 - a. Members of the public are able to submit public questions to the Council, which are considered at the Ordinary Council Meetings.
 - b. All Public Questions will be in the hands of the CEO in writing by 12.00 noon the business day prior to the Ordinary Council Meeting, to allow time for a response to be provided.
 - c. Public Questions may be lodged with Council by email or letter.
 - d. Debate or discussion on a response is not permitted.
 - e. Questions may be taken on notice.
- 4) Questions will be forwarded upon receipt to the relevant Director for preparation of a response.
- 5) Copies of questions will be tabled at the meeting and the question and answer recorded in the minutes.

- 6) Public Question Time will occur after Visitor Presentations and will not be more than thirty (30) minutes duration.
- 7) Responses only will be read by the CEO. The CEO may refuse to accept a question for the purpose of Public Question time if:
 - is unlawful in any way;
 - contains defamatory remarks, offensive or improper language;
 - relates to the personal affairs or actions of Council staff or Council members;
 - relates to confidential matters, legal advice or actual or possible legal proceedings;
 - is vague in nature, or irrelevant to Council;
 - is a question that has been substantially asked and answered at a previous Council meeting.
 - the question pertains to a matter prescribed as Confidential or Highly Sensitive;
 - the question is in the nature of an administrative query, and the CEO considers it appropriate to respond administratively; or
 - For any other reason, the CEO deems the question to be inappropriate for answering.
- 8) In instances where the CEO refuses to accept a question for the purpose of Public Question Time, the questioner will be advised of the reasons for such action.
- 9) The person asking the question must be in attendance at Public Question Time for the answers to be read out at the Ordinary Meeting, otherwise the answer will only be tabled in Minutes. The response will be forwarded to the person asking the question in writing, following the meeting.

7. PETITIONS

- 1) Members of the public can present petitions to Council on community issues that they would like to see addressed.
- 2) Petitions to Council will be presented and dealt with in accordance with relevant By Laws.
- 3) Petitions must be presented by a Councillor.
- 4) Once a petition is received at an Ordinary Council Meeting, it is formally accepted and referred to the relevant Executive Committee for consideration.
- 5) Any committee recommendations in relation to the petition will go to the next full meeting of Council for a decision.

8. NOTICES OF MOTION

Notices of Motion which may include rescission motions or matters for consideration, of which Notice of Business has been given by a Member, will be dealt with in accordance with the normal rules of debate including the motion being moved and seconded before it is debated.

9. OFFICERS REPORTS

Officer's Reports, referred to the meeting by the Mayor or CEO will be dealt with in accordance with the normal rules of debate including the motion being moved and seconded before it is debated.

10. REPRESENTATIVE REPORTS

The Mayor will invite each Councillor in turn to report to Council on any outside Committee or organisation on which the member requests Council. The reports will be confined to matters of substance which the Member believes is of interest to Council. Up to five (5) minutes only will be allowed for reports in respect of each particular Committee or Organisation.

11. GENERAL BUSINESS

General business should be minor in nature and not requiring a decision of council as the council staff will not have had an opportunity to provide a report outlining any options, risks or costs.

If an item is raised in general business that requires consideration or analysis, the council should consider deferring the matter to the next meeting.

The Mayor will invite Councillors to introduce any General Business. General Business must be introduced by the moving of a motion. The normal rules of debate will then apply, with the motion only being discussed if seconded. Any questions on various matters should be asked outside of the meeting.

Matters to be raised in the General Business section at an Ordinary Council meeting are to be limited to issues of a minor nature. Major issues are required to be presented by a Notice of Motion. Issues raised purely for the information of Council or to seek reference to an appropriate Council committee may be raised under the General Business section of the meeting.

Where matters are raised by an Elected Member in General Business which do not result in a motion, these matters may be recorded if the Elected Member so requires.

12. MATTERS OF PUBLIC IMPORTANCE

These matters are considered as part of General Business at an Ordinary Council Meetings if:

- a. A Councillor identifies the matter and provides brief comment on why it should be admitted to the meeting
- b. the Mayor calls for a motion to admit the item
- c. If the motion is carried, normal meeting procedure and rules of debate will apply to a motion proposed by a Councillor to deal with the admitted item.
- d. If the motion to admit is lost the matter shall not be discussed further at that meeting.

13. CLOSURE OF THE MEETING TO THE PUBLIC

Resolution is required to close the meeting to the public to consider certain matters prescribed as confidential.

14. VOTING

Each member present has, and must exercise, one vote on a question arising for decision. It is not an option to abstain or refrain from voting.

Voting is to be conducted by a show of hands.

The names of Members voting for or against motions at Council Meetings will only be recorded as the result of a division, or upon request from individual members.

15. RECISSION MOTIONS

A Notice of Motion to rescind or alter a resolution of the Council should be in the hands of the Mayor and Councillors at least four (4) business days prior to the meeting at which it is to be considered.

16. LATE REPORTS

Late reports to Council meetings should only be admitted on the following grounds:

- Either a decision on a matter of reasonable importance is required by an outside party, or an important internal matter which was unforeseen and, in both cases, could not reasonably wait until the next meeting.
- Where some prompt action is required in the interests of public relations to offset, counter or correct some unfavourable publicity or action against Council.

The Mayor or the CEO will have the final say as to the submission of late reports.

17. VISITORS

As a matter of protocol, any visitor to a Council meeting from another local government, or Territory, State or Federal jurisdiction, whether formal or informal, will be acknowledged, recorded in the minutes and introduced to Council at the beginning of the meeting.

18. MINUTES

- 1) The Chief Executive Officer (CEO) or their authorised delegate must ensure that proper minutes of meetings of a Council, Council Committee or Local Authority Meeting are kept.
- 2) The minutes must be in writing and must include:
 - a. the names of the members present at the meeting
 - b. the business transacted at the meeting
 - c. any confidential business that was considered at the meeting
 - d. any other information required by regulation
 - e. 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 audit committee, Council, Council committee or local authority must, at its next meeting, or next ordinary meeting, confirm the minutes (with or without amendment), including any confidential business considered at the meeting, as a correct record of the meeting.
- 4) The minutes of a Council committee must be tabled at the next meeting of the Council.
- 5) Minutes of a local authority meeting must be included in the agenda for the next ordinary meeting of the Council, with Council's response to the recorded as part of the minutes.
- 6) Council must report back to the local authority on its response to the local authority's minutes.

19. PUBLIC ACCESS TO MINUTES

This section applies to the minutes of a Council, Council committee or local authority meeting.

- 1) A copy of the minutes must, within 10 business days after the date of the meeting to which the minutes relate, be available to the public:
 - a. on Council's website; and
 - b. at Council's public office or library.
- 2) Minutes marked as 'unconfirmed' indicates that the Minutes are complete but will not be confirmed as a correct record until the following meeting adopts them. They will still be available for download, viewing or purchase.
- 3) If business that deals with confidential information was considered at the meeting, the copy of the minutes available to the public must contain a statement of that fact and the provision of this Act under which the information is confidential.

- 4) The regulations prescribe the information that may be suppressed.
- 5) A member of the public:
 - a. may inspect without fee, at the Council's public office, the copy of the minutes made available to the public; and
 - b. may, on payment of any fee fixed by the Council, obtain an identical copy of the minutes; and
 - c. may, on payment of any 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, Council committee or local authority has confirmed the minutes as a correct record of the meeting:
 - a. the minutes, in the form in which the minutes are made available to the public, must be marked with a warning to the effect that the minutes 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.

20. BRIEFING SESSIONS

Councils may choose to hold a briefing session prior to an ordinary council meeting to allow members to ask questions and request additional information from the CEO about reports being presented at the meeting.

Closed council briefing sessions should not be used to make decisions away from the public view.

During a briefing session, debate should not occur, and no decisions can be made. For transparency and accountability, the public should be able to observe the decision-making process. Discussion about the merits of an agenda item should occur as part of the open meeting process. Refer to Section 95 (4) of the Act and Regulation 50 – Public access to meetings.


21. COUNCIL RECORDS

- 1) The primary records of Council include:
 - a. the agenda and minutes of meetings of the Council, local authorities, audit committees and Council committees; and
 - b. minutes of meetings of electors.
- 2) Please refer to the Records Management Policy for further information relating to primary records of Council.

22. APPROVAL

This Procedure is approved.

Peter Harder
Chief Executive Officer



Signature

30/06/2026

Dated

END