



1.07 Council Meetings Policy

Council Resolution:	2024/10/15/007
Date to take effect:	16 October 2024
Policy Custodian:	Corporate Services Manager
Review Date:	October 2027
Version (Revision Number)	1.4

1. Purpose

The purpose of this policy is to guide the operation and conduct at all meetings and to ensure that meetings of Council operate in a transparent manner to ensure efficient, effective, and accountable decision making.

2. Scope

This policy applies to all Council meetings, special meetings, and meetings of council committees, in accordance with the provisions of the *Local Government Act 2019* and *Local Government (General) Regulations 2021* to guide proceedings at Council meetings.

This policy applies to all Elected Members and relevant staff of CCGC.

3. Policy Statement

The Council Meetings Policy will determine the date, time and meeting place for Council and Committee meetings as well as detailing the structure of the agenda, the decision-making processes within the meeting and the record management of outcomes of the meetings.

3.1 DATE AND TIME OF ORDINARY GENERAL MEETINGS

An Ordinary General Meeting of Council will generally be held on the third Saturday of each month. A meeting may be rescheduled to another time and date if circumstances determine, and the majority of members agree.

The majority of members may determine not to hold a monthly meeting if it is determined that there is insufficient business to warrant the calling of a meeting.

If Council does not hold a monthly Council meeting it must still hold a monthly Finance Committee meeting. The members of the Finance Committee will be a quorum of the members. The meeting may be conducted at an agreed venue or electronically via a video or teleconference.

Meetings will normally commence at 10.00am and will finish by 3.00pm. Council must resolve to extend the closing time if they wish to deal with business after 3.00pm.

Council allows presentations at 9:00am. The Ordinary General Meeting will commence at the advertised time of 10:00am after the conclusion of the presentation.



3.2 LOCATION OF ORDINARY GENERAL MEETINGS

Ordinary General Meetings, meetings of committees and special meetings will be held in the Council Chambers at 22 Cameron Road, Batchelor. Members may resolve to hold meetings at other locations from time to time.

3.3 AGENDA PAPERS OF MEETINGS

In preparing agenda papers, the Chief Executive Officer and the President will set the agenda for the meeting.

- Notice of Meeting
- Acknowledgement of Country
- Persons Present
- Apologies and Leave of Absence
- Electronic Meeting Attendance
- Declaration of Interest
- Moving agenda items from public to confidential
- Moving agenda items from confidential to public
- Petitions
- Deputations and Presentations
- Questions with Notice
- Confirmation of the Minutes of the Previous Meeting
- Presidents Report
- CEO's Report
- Monthly Finance Reports
- Reports Requiring Decisions of Council
- Reports for Receiving and Noting
- Correspondence and Information
- Councillors Reports
- Use of the Common Seal
- Late Items and Urgent Business
- General Business
- Confidential Items
- Opening of Meeting from Confidential
- Decisions arising from the Confidential Section of the Council Meeting
- Next Meeting
- Closure of Meeting





Reports are to be written in clear English to ensure maximum understanding of the matter presented.

The agenda will be circulated to Members by email three (3) business days in advance of the meeting to be held on the following Saturday. Hard copies will be made available at the same time. Agenda and supporting information will be placed in an individually named envelope. The envelopes will be placed in the Council Office external safe for collection by individual Council Members.

The Council Agenda for the Ordinary General Meeting is to be uploaded to the website three (3) business days in advance of the meeting to be held on the following Saturday.

3.4 LATE REPORTS AND URGENT BUSINESS

Late Reports and Urgent Business are not ideal as they are not included in the agenda and available in advance. The Members and the public do not have an opportunity to view the report on the matter prior to the meeting.

Council may receive and deliberate on late reports to the meeting if it is considered that the matter is urgent and needs to be tabled at that meeting and will not wait until the next meeting. Where an urgent matter arises that cannot reasonably be delayed until the next Council meeting, it may be considered and determined by Council Members at a Special Meeting in accordance with this policy and the *Local Government Act 2019*.

3.5 PETITIONS

Residents can seek to inform Council about their concerns in many ways. One method is lodging a petition about a specific issue.

A petition is a direct request to take some form of action over a particular issue.

When submitting a Petition:

- Provide a summary of the reasons for the request
- State the request at the top of each page of the petition
- Provide the persons full name, house number, street address, suburb and signature
- State the name of the person (initiator) and contact details
- Use respectful language

A Petition may be lodged via:

- Email: mail@coomalie.nt.gov.au
- Hand delivered to: Council Office, 22 Cameron Road, Batchelor NT 0845.

Petitions submitted seven (7) days prior to a Council Meeting will be included in the next meeting agenda. If Council receives a petition after the seven (7) day timeframe, the petition will be presented to the following meeting.

When a Petition is received at a Council Meeting, it will be referred to the relevant Council section for investigation with a recommending report presented back to Council no more than three (3) months from the meeting date it was formally received by Council.





3.6 DEPUTATIONS AND PRESENTATIONS

Persons requesting to address the Council either as a deputation or a presentation must contact the Chief Executive Officer via email or writing one week prior to the meeting. Council will allow deputations or presentations from 9:00am – 10:00am on the day of the Ordinary General Meeting.

The CEO, on receiving the request, must notify the President of the request.

The President must determine whether the deputation or presentation may be heard and notify the CEO accordingly.

A hard copy of any presentation material is to be provided the week before the meeting so that it can be circulated to Members with the meeting Agenda. Electronic presentations should be supplied to the Chief Executive Officer prior to the meeting.

As a general rule each deputation/presentation will be allowed 15 minutes followed by 15 minutes of questions and discussions. The Council may allow more time should it determine.

3.7 QUESTIONS WITH NOTICE TO COUNCIL

Members of the public can submit written questions to be considered at an Ordinary Meeting of Council that is open to the public. Questions must be received on the Public Question Time Form and is limited to one (1) question per person per meeting. The questions must relate to the business of the Council and must be submitted by 12:00 pm (noon) the business day before the requested meeting date. You must attend the meeting for the question to be read aloud by the CEO.

No discussion on the question or answer can take place at the meeting.

3.8 QUORUM

A quorum at a meeting of a Council consists of a majority of the members.

A quorum must be present within 30 minutes after the time appointed for a meeting. If a quorum is not present, the meeting will be postponed in accordance with the provisions of the *Local Government Act 2019* and its *Regulations 2021*.

A quorum is to be maintained for the whole of the meeting. If the meeting attendance drops below the quorum at any time during the meeting this is to be noted in the minutes.

3.9 APOLOGIES

If a member is unable to attend a meeting, the member needs to notify for the President or CEO at least three (3) days in advance where possible.

The apology needs to be accepted by the majority of members. If not accepted the apology will be recorded as absent.

A member is disqualified from office if absent from two (2) consecutive meeting of council without permission.

3.10 PARTICIPATION BY ELECTRONIC MEANS

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





- (a) the member's attendance at the meeting by means of an audio or audiovisual conferencing system is authorised in accordance with a council resolution for attendance in such a manner; 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.

3.11 REQUESTS FOR AGENDA ITEMS

Members may request an agenda item to the CEO or President at least five (5) days before the agenda circulation and in writing. To be prepared for a future meeting in the General Business Section of an Ordinary General Meeting. General Business is not to be used for operational matters, such as complaints or service requests.

3.12 CONFIDENTIAL INFORMATION AND BUSINESS

The default position for Council is transparency and accountability, however there may be times when Council has to consider confidential information in accordance with Section 293 (1) of the Act and regulations 51. Members and staff are expected to be careful and prudent about how they collect and use information. Judgements should balance the interests of the community and its right to information with the potential adverse impacts.

The disclosure of information must not cause significant damage or distress to a person or cause significant damage to the interests of the Council or a person or cause unfair commercial or financial advantage.

After the conclusion of the consideration of an item of confidential business, Council will decide whether confidential information is:

- a) the type of confidential information that should no longer be confidential after a specified period of time; or
- b) the type of confidential information that should be subject to periodic review to determine if it should no longer be confidential.


If Council resolves a specified period of time for the information to remain confidential, that information is to be publicly released after the expiry of that period of time.

If Council resolves that confidential information should be subject to periodic review to determine if it should no longer be confidential, that information will be added to the confidentiality review list.

Council will maintain a list of confidential information and review that list once every six (6) months to determine whether any matters are no longer confidential after a specified period or are to remain confidential for review at a subsequent date.

Each individual report must detail the reason for the confidential item being included in confidential business, and the reason is to be published within the Confidential Agenda. The following statements are to be included in the header of the confidential item, in reference to the relevant reasons for listing an agenda item in confidential:





Local Government (General) Regulations 2021 - Section 51

Confidential information

- (1) (a) information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual;
- (b) information about the personal circumstances of a resident or ratepayer;
- (c) information that would, if publicly disclosed, be likely to:
 - (i) cause commercial prejudice to, or confer an unfair commercial advantage on, any person; or
 - (ii) prejudice the maintenance or administration of the law; or
 - (iii) prejudice the security of the council, its members or staff; or
 - (iv) subject to subregulation (3) – prejudice the interests of the council or some other person;
- (d) information subject to an obligation of confidentiality at law, or in equity;
- (e) subject to subregulation (3) – information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest;
- (f) subject to subregulation (2) – information in relation to a complaint of a contravention of the code of conduct.

Example for subregulation (1)(d)

Information that may be subject to legal professional privilege.

- (2) For subregulation (1)(f), the following information is no longer confidential after the complaint has been decided:
 - (a) a decision notice in relation to the complaint;
 - (b) a report of proceedings or findings of the complaint including a summary of decision under regulation 80 or 81.
- (3) Information mentioned in subregulation (1)(c)(iv) and (e) does not prejudice the interests of the council or some other person or is not contrary to the public interest if the information, if publicly disclosed, only causes:
 - (a) embarrassment to the council, members or the council's staff; or
 - (b) a loss of confidence in the council; or
 - (c) discussion of a matter that is controversial in the council area; or
 - (d) the council to be susceptible to adverse criticism.



3.13 Conflict of Interest and Disclosure of Interest

Members, Committee Members and Staff are to declare all direct and indirect interest that may give rise to a conflict or may be perceived as giving rise to a conflict at the start of the meeting or as soon as they realise that they may have a conflict of interest.

If a, Member, Committee Member or Staff declares that they have a personal, direct, indirect real or perceived conflict of interest on a particular item, they must leave the Chamber or meeting room and not participate in the discussion or vote.

Council will have on hand at each meeting the Conflict-of-Interest Register.

Indirect interest due to conflicting duties mean an interest occurs when a member is a Director, Partner, Resident of the members household, Agent, Trustee, Manager, Office holder or employee of a person or entity including a non-profit association that is a direct interest as to the ACT.

3.14 Decision Making Process and Casting Vote

Decisions at Council meetings are made by resolution following a motion being moved and seconded by Council Members.

If the motion is not seconded, the minutes will note the mover of the motion and that the motion 'lapsed for want of a seconder'. When the motion has been moved and seconded, a member may move an amendment to it.

The Chair may call for debate for or against the motion and the motion cannot be withdrawn without the consent of the council.

All members can speak only once (1) to the motion and once (1) only to an amendment proposed to it.

The Chair may, at any time during the debate of a matter at a meeting, indicate an intention to speak and, on so doing, all council members are to cease speaking until the Chair has been heard.

A member who moves and seconds a motion must not move or second the amendment to a motion.

Any amendment so moved, must not negate the intent of the original motion.

The Chair may reject any proposed amendment that attempts to negate a motion or replace an amended motion with the original motion.

Resolutions require a majority of Members present to vote in favour of the motion.

Voting will be by a show of hands.

Council has determined that the Chair will hold a casting vote.





4. Meeting Rules and maintaining meeting order

The following meeting rules are to be used as a guide to maintain meeting order:

- a) A member at a meeting must address and refer to another member or an officer by that member's or officer's official title or designation.
- b) A Member or Staff member, excluding the Chair, at a meeting shall stand when speaking to a matter being considered at the meeting unless prevented doing so by a physical disability.
- c) When a member or staff member speaks at Council they must address the meeting through the Chair. If more than one (1) member indicates their desire to speak, the Chair will ask one (1) to speak and the others must be quiet.
- d) Speakers must address the item of business before the Council.
- e) A Member must not speak for longer than three (3) minutes at any one time without leave of the meeting.
- f) When the Chair calls the meeting to order any Member speaking at the time must stop and sit down. The meeting must be silent.
- g) If a Member disregards the ruling of the Chair by behaving improperly or offensively or deliberately obstructs business, the Chair may move that the Member be not heard further.
- h) A Member must not behave in an improper manner or cause an interruption or interrupt another Member who is speaking. A Member who interrupts the orderly conduct of a meeting shall on being requested to do so by the Chair, immediately leave the meeting and must be included in the minutes.

A person (other than a member) who interrupts the orderly conduct of a meeting must, on being requested to do so by the President, immediately leave the place where the meeting is being held.
- i) At any time, the Chair or Members can call a "Point of Order" to the Chair, if they believe meeting procedures are not being followed. The Chair then invites the Council Member to identify the problem and, after hearing the point, makes a ruling. A point of order takes precedence over all other business until determined. The Chair must rule on the point of order immediately.
- j) If an objection is taken to the ruling of the Chair, a motion that the ruling not be agreed with must be moved immediately. The Chair is entitled to make a statement in support of the ruling before a motion is put. Points of order and basis of the point of order will be recorded in the minutes as a procedural note.





4.1 Minutes and Records Management

The minutes of a meeting are to be kept and must be in a form consistent with the requirements of the *Local Government Act 2019*. This includes the names of the members present, the business transacted and any confidential business that was considered at the meeting.

The minutes must 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 and recommendations.

The minutes must be made available to the public within ten (10) business days after the date of the meeting.

The minutes of the proceedings at a meeting must be submitted for confirmation at the Next Ordinary General Meeting.

On the confirmation of the minutes, the Chair's signature and resolution will be added to the minutes.

4.2 Recording of Meetings

All meetings, including those conducted via electronic means, will be recorded for minuting purposes only. Recordings will be stored on the Council's electronic record keeping system and will be retained until the minutes are formally adopted by the Council.

4.3 Public release of information

When information is no longer confidential, a notation will be put in the relevant document (including the version on the website) that the information is no longer confidential, on what date that decision was made, and where information about the matter that is no longer confidential can be accessed.

5. SPECIAL COUNCIL MEETINGS

Council Meeting may be called in accordance with the provisions of Section 92 and 93 of the *Local Government Act 2019* and its *Regulations*.

Reports are to be written in clear English to ensure maximum understanding of the matter presented.

If council decides to hold a special meeting it can be called by the CEO, President, or three (3) Members.

The agenda will be circulated to Council Members by email at least four (4) hours in advance of the meeting. Hard copies will be made available at the same time.

The Council Agenda for the Special Meeting is to be uploaded to the website at least four (4) hours in advance of the meeting.





6. COUNCIL COMMITTEE MEETINGS

The current Council committee meetings which this policy applies are:

1. Risk Management and Audit Committee:

- The RMA committee must maintain and review annually a Council approved Terms of Reference. The Terms of Reference of the Committee of Council must be available on the Council website.

2. Coomalie Bush Cemetery Board of Management:

- The Bush Cemetery Board meets twice (2) annually and is made up of the Full Council and the CEO. The Coomalie Bush Cemetery Policy defines the role of the Board and the procedure of meetings follow this policy.

5. Associated Documents

6. References and Related Legislation

Local Government Act 2019

Local Government (Electoral) Regulations 2021

DOCUMENT HISTORY 1.07 Council Meetings Policy	
Date Adopted:	15 October 2024
Amended:	21 October 2025 RESOLUTION 2025/10/21/010
Amended:	16 December 2025 RESOLUTION 2025/12/16/011
Amended:	19 May 2026 RESOLUTION 2026/05/19/019



COOMALIE COMMUNITY GOVERNMENT COUNCIL

22 Cameron Road Batchelor NT 0845

PO Box 20 Batchelor NT 0845

Phone: 08 8976 0058

Fax: 08 8976 0293

Email: mail@coomalie.nt.gov.au

Web: www.coomalie.nt.gov.au



PUBLIC QUESTION

Ordinary Council Meeting

Public Question Time

Members of the public can submit written questions to be considered at an Ordinary Meeting of Council that is open to the public.

Public Question Time allows for one question per person.

How to submit a Public Question?

- Questions must relate to the business of the Council
- Questions must not take the form of a statement or a personal opinion
- You must provide your name and address
- Questions are to be submitted by 12:00 (noon) the business day before the requested meeting date.

Your Details	
Name:	
Residential Address:	
Postal Address:	
Email:	
Phone Number:	

This Question Relates To
<i>Please identify the Council matter or agenda item</i>

COOMALIE COMMUNITY GOVERNMENT COUNCIL

22 Cameron Road Batchelor NT 0845

PO Box 20 Batchelor NT 0845

Phone: 08 8976 0058

Fax: 08 8976 0293

Email: mail@coomalie.nt.gov.au

Web: www.coomalie.nt.gov.au



Question

Please write in a clear and concise manner.

Questions are to be submitted to:

Email: mail@coomalie.nt.gov.au

Post: PO Box 20
Batchelor NT 0845

Delivered: 22 Cameron Road
Batchelor NT 0845

Office use

Date received:

Meeting date:

Approved by:

Added to Agenda: Y or N