



AGENDA

AUDIT COMMITTEE MEETING

WEDNESDAY, 19 JUNE 2019

Notice is given that the next Audit Committee Meeting of the Roper Gulf Regional Council will be held on:

- Wednesday, 19 June 2019 at
- The Council Chambers
- Roper Gulf Regional Council Headquarters
- 2 Crawford Street, Katherine
- Commencing at 10:00AM

Your attendance at the meeting will be appreciated.

PLEDGE

“We pledge to work as one towards a better future through effective use of all resources.

We have identified these key values and principles of Honesty, Equality, Accountability, Respect and Trust as being integral in the achievement of our vision, that the Roper Gulf Regional Council is Sustainable, Viable and Vibrant”.

PRAMIS BLA WI

“Mela pramis bla wek gudbalawei bla meigim futja bla wi wanwei, en bla yusim ola gudwan ting bla helpum wi luk lida.

Mela bin luk ol dijlod rul, ebrobodi gada tok trubalawei, wi gada meik so wi gibit firgo en lisiin misalp, abum rispek en trastim misalp bla jinggabat bla luk lida, Roper Galf Rijinul Kaunsul deya maindim en kipbum bla wi pramis , dum wek brabli gudbalawei, en im laibliwan”

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13	CLOSED SESSION	
13.1	Confirmation of Previous Minutes - Confidential <i>The report will be dealt with under Section 65(2) (a) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains 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.</i>	
13.2	Organisational Restructure <i>The report will be dealt with under Section 65(2) (a) (ciii) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains 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; AND information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person.</i>	

13.3 Risk Management Register

The report will be dealt with under Section 65(2) (ciii) (ciii) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information that would, if publicly disclosed, be likely to prejudice the security of the council, its members or staff; AND information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person.

13.4 Finance - Council Draft Budget 2019-20

The report will be dealt with under Section 65(2) (e) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information provided to the council on condition that it be keep confidential.

13.5 2018/2019 Audit Priorities

The report will be dealt with under Section 65(2) (ciii) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person.

14 ITEMS FOR NEXT MEETING**CLOSE OF MEETING**

CONFIRMATION OF PREVIOUS MINUTES



ITEM NUMBER 4.1
TITLE Confirmation of Previous Minutes
REFERENCE 821906
AUTHOR Prerna RAMAWAT, Governance Officer

Audit Committee at its meeting on 06 March 2019 resolved that the matter be deferred to the meeting to be held on 06 March 2019.

RECOMMENDATION

- (a) **That the Audit Committee approves the minutes as a true and accurate record of the previous Audit Committee Meeting held on 06 March 2019.**

BACKGROUND

The Audit Committee met on Wednesday 06 March 2019 at 2 Crawford Street, Katherine at 10:00am.

ISSUES/OPTIONS/SWOT

Nil

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

1 [↓](#) Audit Committee 2019-03-06 [798061].DOCX



MINUTES OF THE AUDIT COMMITTEE MEETING # 1 OF THE ROPER GULF
REGIONAL COUNCIL MEETING HELD AT THE ROPER GULF REGIONAL
COUNCIL, COUNCIL CHAMBERS
2 CRAWFORD STREET, KATHERINE ON
WEDNESDAY, 6 MARCH 2019 AT 1000HRS

1. **PRESENT/STAFF/GUESTS**

Members

- Garry LAMBERT, Independent Member
- Councillor Don GARNER
- Councillor David MURRUNGUN
- Councillor Eric ROBERTS

Staff

- Sharon HILLEN, Acting Chief Executive Officer
- Marc GARDNER, Director of Commercial Services
- Cristian COMAN, Manager - Governance and Corporate Planning
- Ashleigh ANDERSON, Governance Officer (minute taker)

2. **MEETING OPENED**

Meeting opened at 1010hrs

3. **APOLOGIES AND LEAVE OF ABSENCE**

Nil

CONFIRMATION OF PREVIOUS MINUTES

4.1 **CONFIRMATION OF PREVIOUS MINUTES**

27/2019 RESOLVED (Donald GARNER/David MURRUNGUN)

CARRIED

- (a) That the Audit Committee approves the minutes as a true and accurate record of the previous Audit Committee Meeting held on 19 September 2018.

4. **DISCLOSURES OF INTEREST**

There were no declarations of interest at this Audit Committee.

5. BUSINESS ARISING FROM PREVIOUS MINUTES

5.1 **ACTION LIST**

28/2019 RESOLVED (Eric ROBERTS/Donald GARNER)

CARRIED

- (a) That the Audit Committee receives and notes the Action List.

6. INCOMING CORRESPONDENCE

Nil

7. OUTGOING CORRESPONDENCE

Nil

8. ELECTED MEMBERS'S REPORT

Nil

9. OPERATIONAL REPORT

Nil

10. BUSINESS ARISING

Nil

11. GENERAL BUSINESS

11.1 FINANCE - RGRC BUDGET TIMELINE FOR PREPARTION OF 2019-20 ANNUAL BUDGET

29/2019 RESOLVED (Donald GARNER/David MURRUNGUN) CARRIED

- (a) That the Audit Committee receives and notes the 2019-20 Budget Preparation Timeline.

11.2 REGIONAL PLAN DEVELOPMENT SCHEDULE

30/2019 RESOLVED (Donald GARNER/David MURRUNGUN) CARRIED

- (a) That the Audit Committee receives and notes the schedule for the development and adoption of the 2019-2020 Regional Plan.

12. CLOSED SESSION

12 MOVE TO CONFIDENTIAL SESSION

31/2019 RESOLVED (Donald GARNER/Eric ROBERTS) CARRIED

Members of the press and public to be excluded from the meeting of the Close Session and access to the correspondence and reports relating to the items considered during the course of the Close Session be withheld. This action is taken in accordance with Section 65(2) of the Local Government Act, as the items lists come within the following provisions:-

12.1 Confirmation of Previous Minutes - Confidential - *The report will be dealt with under Section 65(2) (a) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains 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.*

12.2 Confidential Action List - *The report will be dealt with under Section 65(2) (ciii) (e) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information that would, if publicly*

disclosed, be likely to prejudice the interests of council or some other person; AND information provided to the council on condition that it be keep confidential.

- 12.3 FINANCE - 2017-18 Management Letter by the external auditors** - *The report will be dealt with under Section 65(2) (e) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information provided to the council on condition that it be keep confidential.*
- 12.4 Compliance Response** - *The report will be dealt with under Section 65(2) (ciii) (ciii) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information that would, if publicly disclosed, be likely to prejudice the security of the council, its members or staff; AND information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person.*
- 12.5 Independent Membership** - *The report will be dealt with under Section 65(2) (ciii) (e) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information that would, if publicly disclosed, be likely to prejudice the security of the council, its members or staff; AND information provided to the council on condition that it be keep confidential.*
- 12.6 Risk Register and Plan** - *The report will be dealt with under Section 65(2) (ciii) (e) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person; AND information provided to the council on condition that it be keep confidential.*

The decisions of Confidential Session be noted as follows:

12.1 CONFIRMATION OF PREVIOUS MINUTES - CONFIDENTIAL

27/2019 RESOLVED (Eric ROBERTS/Donald GARNER) CARRIED

- (a) That the Audit Committee approves the confidential minutes as a true and accurate record of the previous Audit Committee Meeting, confidential session as a true and accurate record of that meeting held on 19 September 2018.

12.2 CONFIDENTIAL ACTION LIST

28/2019 RESOLVED (Donald GARNER/David MURRUGUN) CARRIED

- (a) That Audit Committee receives and notes the Confidential Action List.

12.3 FINANCE - 2017-18 MANAGEMENT LETTER BY THE EXTERNAL AUDITORS

29/2019 RESOLVED (Eric ROBERTS/David MURRUGUN) CARRIED

- (a) That the Audit Committee receives and notes 2017-18 Management letter;
- (b) That Council investigates ratability of land in area known as Carpentaria Downs, Balbirrini, Bauhinia Downs, Pastoral leases of Spring Creek Station, Seven Emu Station and Manangoora Station;
- (c) That Council investigates ratability of Commercial Enterprises on Aboriginal Land within its area.
- (d) That Council has a report specific to updating the Rates Database.

12.4 COMPLIANCE RESPONSE

30/2019 RESOLVED (Donald GARNER/Eric ROBERTS) CARRIED

- (a) That the Audit Committee receives and notes update on Compliance Audit.

12.5 INDEPENDENT MEMBERSHIP

31/2019 RESOLVED (Donald GARNER/David MURRONGUN) CARRIED

- (a) That the Audit Committee receives and notes this report;
- (b) That the Audit Committee recommends an Expression of Interest be advertised for an Independent Member for the Audit Committee.
- (c) That the Audit Committee thanks Sandra CANNON for her service as an Independent Member of the Audit Committee and wishes her the best in her future endeavors.

12.6 RISK REGISTER AND PLAN

32/2019 RESOLVED (Donald GARNER/Eric ROBERTS) CARRIED

- (a) That the Audit Committee receive and note the report in relation to the Risk Register and Plan.

CLOSE OF MEETING

The meeting terminated at 1115hrs

This page and preceeding pages are the minutes of the AGES ARE THE MINUTES OF THE Audit Committee Meeting HELD ON Wednesday, 6 March 2019 AND CONFIRMED Wednesday, 12 June 2019.

Chairperson

BUSINESS ARISING FROM PREVIOUS MINUTES

ITEM NUMBER 7.1
TITLE Action List
REFERENCE 822263
AUTHOR Cristian COMAN, Manager - Governance and Corporate Planning

RECOMMENDATION

(a) That the Audit Committee receives and notes Action List

BACKGROUND

Nil

ISSUES/OPTIONS/SWOT

Date	Agenda Item #	Item Description	Responsible Person	Comments/ Details	Ongoing	Status Comments - Completion Date
06 March	12.3	Ratability of land and Commercial Enterprises	Chief Financial Officer	That Council investigates ratability of Commercial Enterprises on Aboriginal Land, and listed locations	Ongoing	.
06 March	12.5	Independent Membership	Chief Executive Officer	That an Independent Committee Member be recruited	Completed	Mr Sheldon SMITH appointed to Committee by Council on 17 April 2019
19-Sep-18	10.2	NEW POLICIES	Governance Manager	That the standard operating procedure applicable to the mandatory reporting policy be presented to the December Audit Committee.	In Progress	Matter delayed by other policy review. Local Authority Policy and Delegations Manual reviewed at OMC and FCM

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

There are no attachments for this report.

OPERATIONAL REPORT



ITEM NUMBER	11.1
TITLE	Draft Regional Plan
REFERENCE	822575
AUTHOR	Cristian COMAN, Manager - Governance and Corporate Planning

RECOMMENDATION

- (a) **That the Audit Committee receives and notes the Draft 2019-20 Regional Plan**

BACKGROUND

The Draft Regional Plan has been under development for six (6) months and is close to being promulgated for public consultation.

ISSUES/OPTIONS/SWOT

The Audit Committee is requested to review the Draft.

The Committee is requested to review the Draft against Compliance requirements and risk management perspective.

N.B. the Draft Regional Plan shall be tabled separately due to size and compatibility considerations.

FINANCIAL CONSIDERATIONS

N/A

ATTACHMENTS:

There are no attachments for this report.

OPERATIONAL REPORT

ITEM NUMBER	11.2
TITLE	Local Authority Meetings
REFERENCE	822665
AUTHOR	Cristian COMAN, Manager - Governance and Corporate Planning

RECOMMENDATION

- (a) **That the Audit Committee receives and notes this report pertaining to Local Authority Meetings**

BACKGROUND

Ministerial Guideline 8 was reviewed in 2018 and a new version of the Guideline came into effect on 07 January 2019.

The new version of Ministerial Guideline 8 has several new requirements, amongst the most significant is the changes to the prescribed size and composition of Local Authorities:

Whereas the previous version of the Guideline prescribed that Local Authorities must have a minimum of six (6) and a maximum of fourteen (14) overall members, the new version of the Guideline prescribes a minimum of six (6) *appointed members*.

It should be noted that this new requirement has placed every Regional Council in the Northern Territory in breach of its Guideline 8 obligations.

It should be further noted that Council has not received any feedback from the Territory about this new requirement.

Another concern which poses a risk to Council is that in the past Parts 6.1 and 6.2 of the *Local Government Act* have been used interchangeably by the Territory which has requested Council to hold 'Special Meetings' of Local Authorities in the same manner in which a Special Meeting of Council may be held.

ISSUES/OPTIONS/SWOT

Council addressed the Guideline 8 concerns outlined above at its 17 April 2019 Ordinary Meeting, and has resolved to recruit Local Authorities to prescribed strengths. This is currently being finalised.

Council has clarified its position on 'Special Meetings' of Local Authorities at the 29 May 2019 Finance Committee Meeting when it adopted a revised version of the LA001 Local Authority Policy which states that there is no legislative provision for 'Special Meetings' and while *extra* meetings may be convened by the CEO on request of Council or the LA Chair, the ordinary rules pertaining to agenda and minutes contents and associated timeframes apply.

It should be noted that Council has convened three (3) 'Special Meetings' of Local Authorities in the last eighteen months on request of the Territory. Council has failed to inform the Territory that it has no legislative provisions to meet its request, and it should be further noted that these three (3) Meetings have been in breach of their legislative requirements (i.e. Part 6.2 *Local Government Act*) which the Territory did not consider.

It should be further noted that any decisions made by the Local Authorities at these meetings are null and void, and that Member attendance allowances paid are in legislative breach.

Council has undertaken clear measures to ensure that these breaches are not repeated.

FINANCIAL CONSIDERATIONS

To be determined

ATTACHMENTS:

1 [↓](#) LA001 - Local Authority Policy.pdf

Roper Gulf Regional Council



LA001– Local Authority Policy

1. POLICY CERTIFICATION

Policy title:	Local Authority Policy
Policy number:	LA001
Category:	Policy
Classification:	Local Authority
Status:	Approved

2. PURPOSE

Local Authorities are formed to achieve integration and involvement of local communities in the system of Local Government. This policy has been developed to ensure that Local Authorities are run in accordance to the provisions of the *Local Government Act* (the Act) and that the community has a strong voice and is actively engaged in their local community affairs.

3. ORGANISATIONAL SCOPE

This policy applies to all Roper Gulf Regional Council's Local Authorities.

4. POLICY STATEMENT

The purpose of this policy is to support and facilitate local community engagement and to ensure Local Authorities are empowered to make decisions for their communities through effective governance structures.

5. DEFINITIONS

Councillor	An elected member of Roper Gulf Regional Council
G&CP	Governance, Corporate Planning & Compliance business unit
LA	Local Authority
Mayor	The principal member of Roper Gulf Regional Council
RGRC	Roper Gulf Regional Council
CSC	Council Services Coordinator
Ward Councillor	The Elected Member representing the Ward
Appointed Member	means a Local Authority member who has been appointed pursuant to Section 53C(1)(b) of the Act. [Clause 4, Guideline 8] – Local Authority Member
Member	includes appointed members and non-appointed members. [Clause 4, Guideline 8] – all members of the Local Authority
Non-Appointed Member	Elected Member for the Ward in which the Local Authority is situated in.
Provisional Meeting	means, at the time and place set for a Local Authority meeting when a quorum has not been established, but a majority of appointed members. [Clause 4, Guideline 8] <i>N.B. A provisional meeting is able to make recommendations to council pursuant to Clause 13 (Provisional meeting where quorum not present) but not approve the minutes of the previous meetings. There must be more than half of the appointed members present. [Clause 4, Guideline 8]</i>

Roper Gulf Regional Council



LA001– Local Authority Policy

6. Principles

6.1 Roles and Functions of a Local Authority

The Local Authority shall be a voluntary group that provides advice and recommendation to RGRC on their communities' issues. Recommendations made at Local Authority meetings are not 'final' decisions as Council needs to decide on all issues or requests from all communities.

The functions of a Local Authority include:

- to involve local communities more closely in issues related to local government;
- to ensure that local communities are given an opportunity to express their opinions on questions affecting local government;
- to allow local communities a voice in the formulation of policies for the locality as well as policies for the area and the region;
- to take the views of local communities back to council and act as advocates on their behalf;
- to take Council information and decisions back to the community;
- to contribute to the development of the relevant regional management plan and the council strategic and regional (business) plan;
- to provide a representative of the Local Authority for employment selection advisory panels in relation to managerial positions in the Local Authority area.

6.2 Membership

6.2.1 Membership size

The size of the Local Authority should reflect the community size and structure representing key groups in the community. The membership of Local Authority will include community members, Ward Councillors and Mayor of the RGRC. The number of community members that a Local Authority should have is a minimum of six (6) appointed members and up to a maximum of fourteen (14) overall members.

6.2.2 Period of Membership

Local Authority members will be appointed for the term of Council, (4 years). Once the new Council is elected, Council will call for new nominations or approve the current membership. The previous members will be eligible to apply for new Local Authority membership.

6.2.3 Eligibility for Membership

Community residents over 18 years who live in the Ward, for the majority of the time, can nominate or be nominated for Local Authority member except that two (2) members of a Local Authority maybe under the age of 18 years. To become a Local Authority member the candidate needs to fill in a Local Authority nomination form. The completed nomination form can be handed directly to Council Services Office, emailed to the Local Authority Coordinator roper.governance@ropergulf.nt.gov.au or tended at the next Local Authority meeting. The Governance, Corporate Planning and Compliance business unit will submit the nomination form to Council to deliberate on at the Ordinary Meeting of the Council.

Council will have the final say on Local Authority membership.

Nomination and Appointment

6.2.4 Membership appointment;

Local Authorities consist of appointed members and the elected members for their ward.

In the event of a vacancy existing on a Local Authority, the CEO shall, as soon as practicable, call for nominations from members of the Authority's community who are interested in becoming appointed to the Local Authority. The nomination period shall comprise of a minimum of 21 business days.

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LA001– Local Authority Policy

The call for nominations shall be promulgated electronically on Council's website and social media, as well as physically by means of notices and posters in the community itself.

Nominations shall be assessed by Council itself at its first meeting after the nomination period closes.

Upon assessment of nominations, Council shall appoint the most suitable candidate to the vacancy via resolution.

The assessment and appointment process shall be a separate agenda item at the Council Meeting.

6.2.5 Membership termination

Local Authority members shall have the same character and integrity requirements as elected members. Local Authority members stop being members if any of the s37(1) *Local Government Act* prescribed criteria becomes applicable to them with the exception of s37(1)(d).

Local Authority members may have their membership terminated by Council under the following circumstances:

- 1) If they fail to attend two (2) consecutive meetings without their apology being accepted by the Local Authority, or by Council.
- 2) If Council believes that the member is not performing their duties to an acceptable standard, or, if it loses confidence in the member's ability, commitment, or performance.
- 3) for breaching Council policy, or for conduct which brings the Local Authority or Council into disrepute, or any other conduct which is inconsistent with the public interest.

The final decision to appoint persons to a Local Authority as appointed members rests with Council, which may rescind its decision and appointment if it believes it is in the public interest to do so.

6.2.6 No Proxies

A member of a Local Authority may not be represented by a proxy (substitute) during a meeting or provisional meeting. [Clause 12.0, Guideline 8]

6.3 Local Authority meetings:

The following points cover the running of Local Authority meetings. A Local Authority:

- shall hold a minimum of four (4) meetings per year;
- shall elect a permanent chair at the first meeting of the Local Authority;
- the quorum for a Local Authority meeting will be of half plus one (1) of the members;
- a provisional meeting will consist of half plus one of Local Authority members;
- supported by the RGRC staff who will provide the Local Authority's secretariat and act as advisor to the chair and members but will not run the meeting;
- are advertised through meeting notices with draft agendas at least three (3) days before the meeting;
- follow and adopt the draft agenda suggested by Council.

6.3.1 When reporting to and from the Local Authority:

- Local Authority members will advise on strategic, not operational matters (operational matters are the responsibility of Council Officers);
- the Council discusses both the Local Authority reports and the management responses and decides on actions;
- the Mayor and Ward Councillors will report to Local Authorities on Council decisions and take the views of Local Authority to Council;

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LA001– Local Authority Policy

- Local Authority report to their community about their advice to Council and take community views to Council;

Each new Local Authority Member will receive training at the first meeting on roles and responsibilities, meeting procedures, Council responsibilities and separation of powers.

6.3.2 Deputations

Anyone wishing to make a deputation to a Local Authority must seek permission from the Local Authority's Chairperson in writing at least 14 days prior to the meeting. The procedures for deputations and request to attend a Local Authority meeting can be found on the Council website.

6.3.3 Provisional Meeting where quorum not present:

In the event that a quorum is not present for a meeting, but the majority (half plus one) of appointed members are present, the members that are in attendance may hold a provisional meeting.

- During a provisional meeting, all agenda items may be discussed and minutes must be kept.
- Members at the provisional meeting may, by majority vote, make recommendations to the council, including 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.

6.4 Administrative support and secretariat

Local Authority meetings are convened by the CEO and implemented by the Governance, Corporate Planning and Compliance Unit who is responsible for coordination of Local Authority meetings.

Dates for Local Authority meetings shall be set at the beginning of the calendar year by Council. If there are any changes to the scheduled meeting time, members of the Local Authority must be given at least seven days notice about the rescheduled date, time and venue for the meeting.

Relevant Senior Administration Support Officer (SASO) and Governance staff will provide administration support as required for creating and distributing agenda, recording minutes and organising meeting venue.

The Governance, Corporate Planning and Compliance Unit will be a central depository and will be responsible for keeping records of Local Authority Member's details, agenda, minutes and attendance.

6.5 Special Meetings

The Part 6.1 provisions of the *Local Government Act* pertaining to Special Meetings of Council **do not** apply to Local Authorities.

Local Authority Meetings are convened by the Chief Executive Officer in accordance with a decision of Council (via resolution), or upon request of the Local Authority Chairperson.

External parties *may* request a Local Authority Meeting to be held for special purposes, however such a meeting shall be convened as an *additional* meeting of the Local Authority rather than a Special Meeting as per the Part 6.1 provisions applicable to Council.

Any additional meeting of a Local Authority is subject to the ordinary Part 6.2 *Local Government Act* requirements, including agenda items / contents, minutes, and deadlines.

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External bodies requesting an additional meeting for special purposes may be required to reimburse costs of arranging and conducting that meeting.

6.6 Community Meetings

Community meetings can be called at any time. Community meetings are different from Local Authority meetings and these types of meeting will determine their own procedures. Decisions made at these meetings may be used to advise the Local Authority.

6.7 Local Authority member allowances

Local Authority member allowance is a sum of money provided to the Local Authority member when a member attends a Local Authority meeting.

Roper Gulf Regional Council will provide Local Authority member allowance to the member in a manner that adheres to the *Local Government Act*, *Local Government Regulations* and Local Government Guideline 8.

Local Authority member allowances are processed as soon as practicable after the meeting occurs.

RGRC staff attending a Local Authority meeting, as a Local Authority member within that staff members normal hours of work, will not be paid a Local Authority member allowance. If a meeting is held outside the staff members' normal hours of work, that staff member, who is a Local Authority member will be entitled to the Local Authority member allowance.

7. REFERENCES

Acknowledgements (author/source documents)	(original)	
Related Policies		CL001 Members Code of Conduct CL002 Members' Disciplinary Policy LA002 Local Authority Meeting Procedures Policy
Related Publications		<i>Local Government Act</i> <i>Local Government Guideline 8: Regional Councils and Local Authorities</i>
Relevant Forms		<i>Local Authority Member Nomination Form</i> <i>New Member Details Form</i>
Ministerial Guideline 8, Made		Guideline 8 (Regional Councils and Local Authorities), Department of Local Government and Community Services, Northern Territory]

8. DOCUMENT CONTROL

Policy number	LA001
Policy Owner	Governance
Endorsed by	SLT
Date approved	29 January 2014
Revisions	30 March 2016, 23 August 2017, 17 April 2019, 29 May 2019
Amendments	Replaces LB001 Local Board Policy prior 29 January 2014, 23 August 2017,

