

Title: Meetings, Meeting Procedures and Committees
Policy No: 043
Adopted By: Council
Next Review Date: 16/05/2021
Responsibility: Chief Executive Officer
Document Number: 21241992

Version	Decision Number	Adoption Date	History
1	20\2501	23/02/2010	Adopted
2	Administrative amendment by CEO	01/09/2011	Adopted by Chief Officers Group
3	21\0009	16/04/2012	General amendment adopted by Council
4	21\1250	16/07/2013	Addendum to Policy – Webcasting of Council’s Meetings
5	21\2207	27/05/2014	Amendment to electronic meeting attendance.
6	21/574	30/10/2012	Amended to remove Climate Change & Environment Advisory Committee
7	21\5368	16/05/2017	General amendments adopted by Council, including Webcasting Addendum merged into Policy Statement.
8	22\0011	12/09/2017	Council policy on casting vote endorsed.

1 Policy Summary

This Policy addresses:

- The establishment of Committees, their terms of reference, composition and method of determining membership
- Annual Committee Membership
- Membership of External Bodies
- Order of Business at Meetings
- Requirements for Business Papers
- Meeting Procedures established in addition to those set forth in the Local Government Act and By-laws for Council and Committee meetings.

2 Policy Objectives

The objective of this Policy is to provide a clear, transparent framework for the effective conduct of the business of the Council and for the governing of Council and Committee meetings.

3 Background

The Council is a body corporate. It makes its decisions at Council meetings and has chosen to appoint a number of Committees to more effectively manage the business of the City. Effective meetings are a fundamental requirement for good governance.

By establishing clear policies the Council seeks to provide a known, unambiguous, consistent and transparent framework for the conduct of Council and Committee meetings.

Having clear terms of reference for members and the Committees reduces the potential for conflict and uncertainty and provide Members, staff and each Committee with a clear understanding of the Council's expectations of the procedures to be followed.

4 Policy Statement

Part A – Establishment of Committees

Pursuant to Part 5.2 of the Local Government Act 2008 the Council determines the nature of each of the types of Committees, as follows:

- i. An *Executive Committee* shall carry out, on behalf of the council, functions delegated to it by the council.
- ii. An *Advisory Committee* shall provide advice to the Council on assigned functions and shall report to Council through an *Executive Committee*. Membership shall be drawn from Members of the Council, members of the public and Council staff.

Power to make recommendations is undertaken at the commencement of each Council term.

Part B - Elected Members Committee Booklet

Council adopts as policy the Elected Members Committee Booklet annually as contained in **Attachment A** which includes:

- Committees
- Membership
- Purpose
- Meeting Frequency

- Term of Appointments and Appointment Authority, and
- Delegations

This booklet is updated administratively as required.

Part C - Council Meetings

Scheduling of Council and Committee Meetings

The dates, times and places of all ordinary Council and Committee meetings will be determined annually in advance at a November Ordinary Meeting of Council. The resolution will constitute notice of those scheduled meetings in compliance with Section 59 of the Local Government Act.

That in the year of General Council Elections, the Council shall review meeting dates and times at no later than the June or July meeting of the Council in that year.

The scheduled date or time of Council meetings may be changed in accordance with the following:

Ordinary Meetings of the Council will be scheduled for:

- the Tuesday of the week preceding the normal meeting times of the Executive Committees and;
- the last Tuesday of each month.

The scheduled date or time of any Ordinary Meeting of Council will be changed in circumstances where it would be inappropriate to conduct the meeting in accordance with the schedule, such as prior knowledge that a quorum will not exist or due to a public holiday. If not by Council resolution, or a request by the majority of Elected Members, a change will be approved by the Lord Mayor exercising discretion after consultation with a majority of Aldermen. A fair decision in accordance with the information available will then be made by the Lord Mayor.

In the event of a cyclone warning, Council and Committee meetings will be cancelled at the discretion of the Chief Executive Officer in consultation with the Lord Mayor.

Business Papers

The content of Elected Members and Public Business Papers for Ordinary Council meetings will be as follows:

Ordinary Council Meetings

- Confidential Business Papers
 - Notice of meeting
 - Notices of motion
 - Index

- Open and Confidential Committee recommendations (including a copy of the minutes of each Committee)
- Officers reports - open and confidential
- Public Business Papers
 - Notice of the meeting;
 - Index
 - Open Committee recommendations (including a copy of the minutes of each Committee)
 - Officers reports - open

Availability of Business Papers

Council will make open Ordinary Council Meeting business papers available for the information of the media and public by 5.00pm on the Friday preceding the meeting.

Copies of open business papers will be uploaded to the City of Darwin website and forwarded to the Customer Service Centre at the Civic Centre and Council's four public libraries. A minimum of two copies will be made available for the public gallery at the meetings.

Confidential Business Papers

In an endeavour to protect confidentiality and at the same time facilitate the administration of confidential matters, Council restricts the distribution of confidential Council business papers.

Procedure

Normal 'Confidential' Council and Committee agenda, reports and minutes will be restricted to:

- Lord Mayor
- Aldermen
- Chief Executive Officer
- General Manager City Life
- General Manager City Operations
- General Manager City Futures
- General Manager City Performance
- Executive Manager
- Committee Administrator
- Senior Managers who have submitted reports

Highly sensitive confidential Council and Committee agendas, reports and minutes will be restricted to:

- Lord Mayor
- Aldermen
- Chief Executive Officer

This is usually restricted to the Chief Executive Officer's Performance Evaluation. Highly sensitive confidential Council and Committee agendas, reports and minutes will be delivered in sealed envelopes.

Attendance by Members – Audio-visual

Pursuant to Section 61(4) of the Local Government Act 2008, the Council, with prior permission, will allow Elected Members to attend Ordinary Council, Committee Meetings, Special Council meetings and Confidential Council workshops by means of an electronic conferencing system and will be recorded as present at a meeting.

Elected Members are to apply for Electronic Meeting Attendance at the time of seeking Leave of Absence.

Elected Members can be granted Electronic Meeting Attendance with a shorter period of notification should unforeseen circumstances arise.

Casting Vote by the Chair

This Policy is in accordance with Sections 61(6) of the Local Government Act 2008, for the purposes of allowing the Chair of Council Meetings to exercise a second or casting vote in the event that there is an equality of votes on a matter.

The Chair, by definition in accordance with Section 61 (1) of the Act, is the Chair of a meeting of a Council Meeting (not Committee's), being the Principal Member (Lord Mayor). If the Lord Mayor is absent, then the Deputy Principal Member (Deputy Lord Mayor). If the Deputy Lord Mayor is also absent, then an Acting Principal Member appointed to Chair the meeting.

That pursuant to Sections 61(6) of the Local Government Act, it be a policy of the Council that the Chair of meetings of the Council shall have a second or casting vote where there is an equality of votes on a matter before the Council.

This policy is reviewed at the beginning of each term of Council.

Deputy Lord Mayor

One of the 12 Aldermen is elected as Deputy Lord Mayor for a period of four months with the intention being that each Alderman be given the opportunity to act for a period of four months, during the term of the Council.

Council undertakes election of the Deputy Lord Mayor in accordance with Policy No. 015 - Deputy Lord Mayor, within the first month of the council term.

Election Process for Membership of Council's Executive and Standing Committees, and Outside Committees

The election process for membership of Councils Standing Committees will be as follows:

1. A list of nominations will be called from Aldermen for the positions of members of the various Committees.
2. Aldermen will be given the opportunity to change their nominations as members of one Committee in preference for another Committee.
3. Any election necessary will be by show of hands or secret ballot if so decided unanimously by Council, and, unless directed otherwise by the Council, the Chief Executive Officer will not disclose the voting details, in the case of a secret ballot.
4. If necessary, an election for membership for positions on the Committees will be held.
5. Elections will be held in the following order:
 - i. Executive Committees (alphabetical order)
 - ii. Advisory Committees (alphabetical order)
 - iii. Outside Committees (as determined by Council)
6. In the event of there not being enough nominations to fill the positions on any Committee, those Aldermen nominated will be elected to that particular Committee with the remaining members being determined after the composition of the remaining Committees has been determined.
7. The Lord Mayor and Aldermen, in voting for membership of a Committee will write down the names of candidates equivalent to the number of positions to be filled.
8. In the event of a tied vote, the Lord Mayor, as Chair, will draw the names of the nominees so tied from a container until the number of names so drawn is sufficient to resolve the tied situation with the names so drawn being the successful nominees.
9. In the event of there being vacancies on any Committee following this process, such vacancies will be filled by resolution of the Council, taking account of the guidelines for composition of Committees.

Notice of Motion

Members may give written notice to the CEO by 10.00 am on the Thursday preceding the Council meeting of a motion proposed to be moved at the meeting.

The CEO shall include the Notice of Motion on the agenda.

Order of Business

*The **Order of Business at Ordinary Council Meetings** follows:*

First Ordinary Meeting	Second Ordinary Meeting
Acknowledgement of Country*	Acknowledgement of Country*
The Lord's Prayer	The Lord's Prayer
Apologies and Leave of Absence	Apologies and Leave of Absence
Electronic Meeting Attendance	Electronic Meeting Attendance
Declaration of Interest of Members and Staff	Declaration of Interest of Members and Staff
Confirmation of Minutes of Previous Meeting(s) <ul style="list-style-type: none"> • Business Arising 	Confirmation of Minutes of Previous Meeting(s) <ul style="list-style-type: none"> • Business Arising
Matters of Public Importance	Matters of Public Importance
Deputations and Briefings	Deputations and Briefings
Public Question Time	Public Question Time
Confidential Items	Confidential Items
Petitions	Petitions
Notices of Motion	Notices of Motion

Officers Reports
Town Planning Reports
Information Items and Correspondence Received
Reports of Representatives
Questions by Members
General Business
Closure of Meeting to the Public
Adjournment of the Meeting (Media Liaison)
<u>Confidential Order of Business</u>
Resumption of Meeting for Confidential Business
Confirmation of Minutes of Previous Confidential Meeting(s) <ul style="list-style-type: none"> • Business Arising
Deputations and Briefings
Notices of Motion

Executive Committee Reports
Officers Reports
Town Planning Reports
Information Items and Correspondence Received
Reports of Representatives
Questions by Members
General Business
Closure of Meeting to the Public
Adjournment of the Meeting (Media Liaison)
<u>Confidential Order of Business</u>
Resumption of Meeting for Confidential Business
Confirmation of Minutes of Previous Confidential Meeting(s) <ul style="list-style-type: none"> • Business Arising
Deputations and Briefings
Notices of Motion

	Executive Committee Reports
Officers Reports (including Town Planning)	Officers Reports (including Town Planning)
Information Items and Correspondence Received	Information Items and Correspondence Received
Moving of Confidential Decisions & Supporting Documentation after Discussion	Moving of Confidential Decisions & Supporting Documentation after Discussion
Questions by Members	Questions by Members
General Business (Confidential)	General Business (Confidential)
Closure of Meeting	Closure of Meeting

Acknowledgment of Country

We the members of City of Darwin acknowledge that we are meeting on Larrakia Country.

We pay our respects to all Larrakia people both past and present.

We are committed to working together with the Larrakia to care for this land and sea for our shared future.

Apologies and Leave of Absence

Single Meeting

A Member of the Council who becomes aware of a situation or circumstance that will prevent that member's attendance at a meeting should notify the Chief Executive Officer to register their apology at the meeting.

Multiple Meetings

A member of the Council who is aware of circumstances that will prevent attendance at more than one meeting may:

- a) submit a written request for leave of absence with such request detailing the inclusive dates of the absence. The written requests will be included on the agenda or tabled at a meeting of the Council prior to the period of absence commencing.

- b) notify the Chief Executive Officer of their absence on a meeting-by-meeting basis as an apology for a single meeting.

Council has an expectation that, for a range of operational reasons, members will, wherever possible, seek leave of absence for multiple meetings in advance.

Lord Mayor and Deputy Lord Mayor

In order to comply with the Local Government Act and appoint an Acting Lord Mayor when it becomes known that both the Lord Mayor and the Deputy Lord Mayor will be unavailable, the Council shall be made aware of the known absence or other inability to perform the functions of Lord Mayor or Deputy Lord Mayor in sufficient time to enable the Council to consider and appoint an Alderman to be Acting Lord Mayor.

Matters of Public Importance

These matters are considered at Ordinary Council Meetings if:

- an Alderman identifies the matter and provides brief comment on why it should be admitted to the meeting.
- the Lord Mayor calls for a motion to admit the item

If the motion is carried, normal meeting procedure and rules of debate will apply to a motion proposed by an Alderman to deal with the admitted item.

If the motion to admit is lost the matter shall not be discussed further at that meeting.

Public Question Time

A Public Question Time will be held within each Ordinary Council Meeting.

All questions to be asked at Public Question Time will be submitted in accordance with the following guidelines:

- Members of the public are able to submit public questions to the Council which are considered at the Ordinary Council Meetings each month.
- All public questions will be in the hands of the Chief Executive Officer in writing by 12:00 noon the business day prior to the Ordinary Council meetings, to allow time for a response to be provided.
- Public questions may be lodged with Council by facsimile machine, email or letter.
- Debate or discussion on a response is not permitted.
- Questions may be taken on notice.

Questions will be forwarded upon receipt to the relevant department head for preparation of a response. Copies of questions and answers will be delivered to Elected Members prior to the commencement of the meeting.

Copies of questions will be tabled at the meeting and uploaded onto the City of Darwin website prior to the meeting.

Public Question Time will occur prior to the reception of the Committee reports and Officers Reports and be not more than thirty (30) minutes duration.

Responses only will be read by the Chief Executive Officer.

The Chief Executive Officer may refuse to accept a question for the purpose of Public Question Time if:

- the question is in the same nature as a matter to be discussed at the meeting that night and in the opinion of the Chief Executive Officer, Council's consideration of the matter may be prejudiced, or
- the questioner has submitted the same or a substantially similar question (in meaning or content) to one that he/she has asked and received a reply to in the previous three months, or
- the question pertains to a matter prescribed as confidential,
- the question is in the nature of an administrative query, and the Chief Executive Officer considers it appropriate to respond administratively.
- for any reason, the Chief Executive Officer deems the question to be inappropriate for answering.

In instances where the Chief Executive Officer refuses to accept a question for the purpose of Public Question Time, the questioner will be advised of the reasons for such action.

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 the minutes. The response will be forwarded to the person asking the question in writing following the meeting.

Petitions

Members of public can present petitions to the City of Darwin on community issues that they would like to see addressed. Examples of issues followed up by petitions could be a request for a walkway closure or new equipment for a suburban Council playground.

Petitions to Council will be presented and dealt with in accordance with By Law 153.

Petitions must be presented by an Alderman.

Once a petition is received at an Ordinary Council Meeting it is formally accepted and referred to the relevant Executive Committee for consideration.

Any committee recommendations in relation to the petition will go to the next full meeting of the Council for a decision.

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 in accordance with By Law 151, will be dealt with in accordance with the normal rules of debate including the motion being moved and seconded before it is debated.

Committee Reports

Each Committee Report will be taken separately and dealt with in accordance with the following procedure:

- The Committee Chair will move the receipt and adoption of the Committee Report and will call on individual Aldermen to nominate the particular item numbers he or she wishes to have withdrawn for consideration. This is to be done without comment or debate.
- The Committee Chair will then put the receipt and adoption of the remaining Committee Recommendations to the vote and these are then taken as Carried by General Consent.
- The Committee Chair, taking each withdrawn item in numerical order, will first invite a mover and seconder for the Committee's recommendation in the order that the status and integrity of such recommendation will be maintained.

Officer's Reports

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

Representative's Reports

The Lord Mayor will invite each Alderman in turn to report to Council on any outside Committee or organisation on which the member represents Council. The reports will be confined to matters of substance which the member believes is of interest to Council and up to 5 minutes only will be allowed for reports in respect of each particular Committee or organisation.

Questions by Members

This section allows members to ask questions of each other and staff. No debate is to be allowed on questions and members are to appreciate that some detailed questions may need to be put on notice.

General Business

The Lord Mayor will invite Aldermen to introduce any General Business. The procedure will be that any 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 in accordance with By-Law No. 151 of the City of Darwin By-Laws. 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.

Meal Break

A meal break will be held at the conclusion of Ordinary Council Meetings or by no later than 8:00 pm.

Closure of the Meeting to the Public

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

Adjournment of Meeting and Media Liaison

Break for media liaison.

Recording of Voting

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.

Rescission Motions

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

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 Lord Mayor or the Chief Executive Officer will have the final say as to the submission of late reports to Council.

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.

Disabled Persons Attendance

Council will reimburse the travel costs of disabled people attending formal Council and Committee meetings.

PART D - COMMITTEE MEETINGS

Committee meetings will be conducted as per Part C - Council Meetings.

Changing the Time of Meetings

The scheduled date/time of Committee Meetings will be changed in circumstances where it would be inappropriate to conduct the meeting in accordance with the schedule. Any such request will be made to the Chair of the Committee, along with reasons for the proposed change. If in agreement, the Chair of the Committee will advise the Chief Executive Officer of the proposed date, time and place of the rescheduled meeting.

The Chief Executive Officer will consult with members of that Committee to seek agreement to the proposed change. This process will be followed until such time as agreement is reached.

Attendance of Observers

Council's Policy on Observers at Committee meetings will be as follows:

- Chairs of Committees will invite elected member observers present at the meeting to identify items on the agenda they have an interest in.
- Those items will be withdrawn for discussion by the meeting.
- Elected Member observers will have the opportunity to speak but not vote as those items are dealt with (either in the order of the agenda, or with the approval of the meeting immediately following the commencement of the business of the meeting).

Where attendance at a meeting is planned by a non-committee Elected Member, they are encouraged to notify the Chairman and identify the areas of interest prior to the meeting.

Status of Motions

In situations where a committee of Council is unable to reach a decision on a matter before it, that matter is to be referred to the Council as:

- a recommendation submitted for the purpose of debate, or
- a matter referred to Council by a committee for consideration.

With the exception of matters referred to Council or a committee of Council for information only, all matters shall be determined by a resolution clearly setting out a decision on the matter.

Substitute Members

Where a Committee Alderman is aware of a forthcoming absence from a Committee meeting that may preclude quorum from being attained, the Alderman should notify the Chief Executive Officer in time to make arrangements for a substitute elected member/s to attend the Committee meeting to ensure a quorum.

Advisory Committee Substitute Members

Where Council has established an Advisory Committee and has appointed members to those committees representing various community groups or organisations, those groups or organisations will appoint a substitute member of the committee for attendance at such meetings of the management or advisory committees when the appointed member is absent.

Terms of Reference

These are set out in the Elected Members Committee Booklet (**Attachment A**).

Distribution of Business Papers including Confidential Business

Refer section dealing with Council Meetings

Part E - Meeting Procedures General

Deputations & Presentations

Purpose: To establish a framework and protocol for delegations to Council/Committees and for making presentations.

Definition:

Deputation where 1 (one) or more people are to address the Council/Committees on a matter. A delegation will normally relate to a matter before the Council which the Council is to make a decision on.

Presentation where 1 (one) or more people are to make a presentation to the Council/Committees on a matter. A presentation will, as a rule, supply the Council with information which requires only to be received and noted.

Materials a) Handouts

A hard copy of any presentation material is to be provided the week before the meeting so that it can be circulated to Elected Members.

This material may include:

- i. PowerPoint
- ii. Reports
- iii. Plans, etc

Electronic presentations should be supplied to the CEO's office prior to the meeting.

b) Displays

Material to be on display must be submitted to the CEO's office in sufficient time to allow it to be displayed prior to the meeting commencing.

Time Allowed: As a general rule each delegation/presentation will be allowed 15 minutes followed by questions and discussions.

The Council may allow more time should it wish to be more informed.

Protocols:

A. Council/Committee

- i). The Council or Committee shall make every effort to make members of the delegation or presenters feel welcome and to extend courtesy to them.
- ii). Questions shall be framed and asked in a polite manner.

B. Presenters, etc

- i). When addressing the Council/Committee, presenters shall, at all times, be polite and shall keep the presentation as brief as possible.

Guidelines to Presenters:

- i). Keep the presentation as brief as possible and avoid, wherever possible, repeating what has already been provided in writing.
- ii). Be clear and precise as to what you are seeking
- iii). Provide advance copies of materials/handouts

Mobile Phones

It is requested that Elected Members refrain from the use and operation of mobile telephones whilst Council and Committees are meeting but should there be a need to receive calls, that Aldermen turn their mobile telephones onto silent mode.

Open Forums

Council will hold 30 minute open forum public question times immediately prior to each 2nd Ordinary Council Meeting, where questions from the public may be directed in an informal but orderly manner through the chair and answers provided by Elected Members and staff.

School Visits

Council encourages visits by schools to City of Darwin and the conduct of information sessions on the roles and responsibilities of Local Government.

Part F - Webcasting of Council Meetings

Summary

This Policy provides standards and guidelines for the transparent management of webcasting of the Open Section of Council meetings. The Policy applies to Ordinary Council meetings to be held in Council Chambers, Harry Chan Ave, Darwin.

Objectives

The objective of this section is to establish a framework governing the webcasting of Council meetings.

Background

City of Darwin holds two monthly Ordinary Council Meetings. These meetings are held in Council Chambers at the Civic Centre, Darwin, with the main meeting (2nd Ordinary Council Meeting) being held on the last Tuesday of each month. The 1st Ordinary Council Meeting is scheduled two weeks prior.

Pursuant to Section 65(1) of the Local Government Act 2012, Council meetings are open to the public. In accordance with Council's strategic objectives to encourage community participation in the effective and responsible governance of the municipality and to enable greater community involvement in Council meetings, Council has installed webcast equipment in Chambers for the live streaming, or webcasting, of Ordinary Council Meetings over the Internet. Webcasting meetings will also raise community awareness and understanding of the decision making process in Council.

Policy Statement

1. Notify Audience of Webcast

At the commencement of each Ordinary Council Meeting held in Chambers, the Chief Executive Officer or his delegate shall notify all those present, including Elected Members, City of Darwin staff members, members of the public in the gallery and the media, that the meeting will be webcast on the Internet.

All those present will also be advised that the webcast will last the full length of the Open Section of the meeting unless terminated in accordance with this policy.

The Chief Executive Officer or his delegate will also ensure appropriate prior notification that the meeting is to be webcast is provided in the form of signage and notices at the entry to the Council Chamber.

The visual recording equipment will be configured to avoid coverage of the public gallery area in the webcast.

2. Authority to Terminate

Subject to clause 3 below, the Chief Executive Officer or his delegate has the discretion and authority at any time to direct webcasting of the meeting be terminated if his or the Meeting's judicious assessment deem continuation of webcasting may prejudice the Meeting or infringe the rights or safety of an individual.

3. *Closure of Meeting to the Public*

If pursuant to Section 65(2) of the Local Government Act 2012, the public may be excluded while business of a kind classified by the regulations as confidential business is being considered, the webcasting of the meeting shall be terminated.

5 Legislation, terminology and references

Legislation

City of Darwin By-Laws
Northern Territory Local Government Act
Northern Territory Regulations

Terminology

Executive Leadership Team includes the City of Darwin Chief Executive Officer and General Managers.

Staff includes council employees, contractors, volunteers and all others performing work on behalf of council.

References are documents which are relevant to any policy or procedure in order to assist people to understand apply or comply with, the policy.

References

Procedures for Ordinary Council Agendas & Minutes
Meeting Procedures Code of Practice for Council and Committee Meetings
Meeting Procedures Handbook for Council and Committee Meetings
City of Darwin Policy No 014 - Code of Conduct - Elected Members
City of Darwin Policy No 015 - Deputy Lord Mayor
City of Darwin Policy No 018 - Lord Mayor
City of Darwin Policy No 030 - Governance - General
City of Darwin Policy No 036 - Caretaker Period

6 Implementation and delegation

Delegations specific to each Committee are incorporated with the Terms of Reference and membership requirements for that Committee – refer to the Elected Members Committee Booklet.

Chief Executive Officer

The Chief Executive Officer is responsible for implementing the practices outlined in this policy.

Office of the Chief Executive

The Office of the Chief Executive is responsible for carrying out the administrative requirements.

7 Evaluation and review

This policy is to be reviewed once per term of Council.



Elected Members Committee Booklet 2019/2020

As at 1 July 2019



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Notes

The *Local Government Act* provides Council with authority to create committees:

- Executive Committees that can carry out functions delegated by the Council; and
- Advisory Committees that report through Executive Committees.

Council makes appointments to Committees for the financial year period each year.

Administrative changes are made to the Council Committee Booklet as required throughout the year.



LORD MAYOR

The Right Worshipful, The Lord Mayor
The Honourable Kon Vatskalis


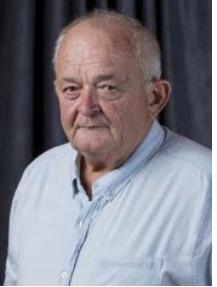












DEPUTY LORD MAYOR

In accordance with Part 4.3 of the Local Government Act and Council Policy No. 015, one of the 12 Alderman are elected as Deputy Lord Mayor for a period of four months with the intention being that each Alderman be given the opportunity to act for a period of five months and two weeks, during the term of the 22nd Council.



ELECTED MEMBERS

Chan Ward		Lyons Ward	
Robin Knox		Mick Palmer	
Peter Pangquee		Sherry Cullen	
Emma Young		Simon Niblock	
Richardson Ward		Waters Ward	
Rebecca Want de Rowe		Justine Glover	
Jimmy Bouhoris		Gary Haslett	
George Lambrinidis		Andrew Arthur	



CITY OF DARWIN EXECUTIVE COMMITTEES



ADMINISTRATIVE REVIEW COMMITTEE

Membership:

Membership will comprise of Elected Members only.

- Lord Mayor
- Alderman Emma Young (Chair)
- Alderman Sherry Cullen
- Alderman Gary Haslett

All other Alderman appointed as Alternates

Delegation:

THAT effective as of 26 September 2017 Council, pursuant to Section 32 (2)(b) of the *Local Government Act*, hereby delegates to the Administrative Review Committee the power to make recommendations to Council and decisions relating to undertake internal reviews in accordance with Part 18.1 of the Local Government Act.

Meeting Frequency: As required.

Term of Appointment: Financial year.

Appointed by: Council



CHIEF EXECUTIVE OFFICER'S PERFORMANCE EVALUATION COMMITTEE

Membership:

- Lord Mayor
- Alderman Simon Niblock
- Alderman Justine Niblock
- Alderman Emma Young
- Alderman Robin Knox
- Independent facilitator

Delegation:

THAT effective as of 26 September 2017 Council, pursuant to Section 32 of the Local Government Act, hereby delegates to the Chief Executive Officer's Performance Appraisal Committee be delegated the power to conduct and finalise the appraisal of the Chief Executive Officer.

Meeting Frequency: Quarterly

Term of Appointment: Financial year.

Appointed by: Council



CITY OF DARWIN ADVISORY COMMITTEES



ACCESS AND INCLUSION ADVISORY COMMITTEE

Membership:

Elected Members

- Alderman Robin Knox
- Alderman Andrew Arthur (Alternate)

Community

The number of community positions on the Committee shall be a maximum of ten (10) with three (3) additional places allocated to allow professional involvement and to ensure coverage of a broad range of disability types.

Delegation:

The AIAC is established pursuant to Section 54 of the NT Local Government Act and has no delegated decision making power from Council. This committee makes recommendations to Council.

Committee's Purpose:

The Access and Inclusion Advisory Committee (AIAC) operates to advocate, inform, and guide Council on improved access and inclusion for all people of all abilities, living, working, studying or visiting the Darwin municipality.

Access and inclusion recognises that community attitudes, ways of doing things, how buildings, cities, and workplaces are designed and built and how services are delivered, influence the level in which people of varying abilities can engage in employment, economic participation and community life.

Objectives:

- To represent the access and inclusion issues and needs of people of all abilities living, working, studying or visiting the City of Darwin.
- To provide advice to Council on access and inclusion in the development, implementation and review of policies, plans, programs and other Council activities.
- To review and monitor the progress of requests made to Council associated with access and inclusion issues.
- Identify actions that City of Darwin may take to improve access on its property.
- To assist Council communicate, consult and engage effectively and inclusively with people of all abilities in the Darwin community.
- To partner with businesses, services and organisations in the Darwin community to improve access and inclusion.

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- To provide education and information to improve community awareness of the needs and rights of people with disability and those with access and inclusion issues, through positive and proactive media, social marketing, community events, festivals, forums, and other initiatives.
- To keep Council informed of developments in standards and technology which can improve access and inclusion to its services and buildings.
- To guide the development and implementation of City of Darwin's Access and Inclusion Plan and annual Action Plans.

Meeting frequency: Minimum every 2 months or earlier as required.

Nomination and Membership

Nomination for membership of the Access and Inclusion Advisory Committee are called publicly and representatives are appointed for a two year term. Membership is comprised of up to ten community representatives and four professional representatives to ensure coverage of a broad range of disability types.

Term of Appointment

Financial year for Elected Members.

2 year appointment for Community Representatives.

Appointed by: Council



ARTS & CULTURAL DEVELOPMENT ADVISORY COMMITTEE (ACDAC)

Membership:

Elected Members

- Alderman Mick Palmer
- Alderman Peter Pangquee (Alternate)

Community

Minimum of ten (10) positions with (4) additional places allocated (if further skill sets required), including organisational representatives from Darwin Entertainment Centre and ArtsNT, and individual Members

Delegation:

This advisory committee makes recommendations to Council.

Committee's Purpose

This is an advisory committee with the following purpose:

- Facilitate, advocate and provide advice to further the development of arts and culture, recognising Darwin's diverse cultural resources.
- Actively promote arts and cultural celebration, participation, collaboration and cultural identity.
- Provide opportunities for skills development and creative expression which values, supports and enables artistic excellence to flourish.
- Promote access to quality art experiences.
- Encourage the involvement of the community in art and cultural development within Council's planning functions.
- Monitor and evaluate the value of arts and cultural development to Council's planning.
- Promote the importance for arts to be considered in developments throughout Darwin.
- Provide a forum for the sharing of ideas and resources between Council and the community and provide mutual support and assistance in developing and implementing public art activities in Darwin.
- Identify arts projects which may be appropriate for Council to seek funding to develop.
- Provide advice to Council on issues falling within the Arts and Cultural Development policy and Public Art Guidelines.

Meeting frequency: Bi-monthly.

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Term of Appointment:

Financial year for Elected Members.

2 year appointment for Community Representatives. Appointed Committee members shall remain so for a set period of two (2) years and at the end of any two year term, retiring members may re-apply for membership.

Appointed by: Council



BOMBING OF DARWIN & MILITARY HISTORY ADVISORY COMMITTEE

Membership:

Elected Members

- Lord Mayor (Chair)
- Alderman Mick Palmer
- Aldermen Andrew Arthur (Alternate)

City of Darwin

- General Manager Community & Regulatory Services
- Government Relations & External Affairs officer

Community

Representatives from the following organisations:

- Northern Territory Government
- Tourism NT
- Department of Natural Resources, Environment, the Arts and Sport
- Department of Veterans' Affairs
- Returned Services League
- Tourism Top End
- Darwin Military Museum
- Aviation Historical Society of the NT Inc.

Delegation:

This advisory committee makes recommendations to Council.

Committee's Purpose

This is an advisory committee with the following structure, aims and objectives:

- 1. Name of Committee:**
Bombing of Darwin and Military History Advisory Committee
- 2. Aim:**
For the Bombing of Darwin and Military History Advisory Committee to strengthen the tourism, historical, cultural and educational prospects of the raft of events and activities relating to Darwin's military heritage.

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3. Objectives:

The objectives of this committee will be to:

- 3.1 Develop the tourism, historical, cultural and educational prospects and aspects of both the Bombing of Darwin event and Darwin's broader military history.
- 3.2 Provide a strong vision for the infrastructure, activities and events that promote the Bombing of Darwin and Darwin's broader military history.
- 3.3 Establish effective partnerships with key stakeholders engaged in participating in and promoting the Bombing of Darwin event and Darwin's broader military history.
- 3.4 Explore the prospect of a formal link between Darwin and Honolulu via the development of a Sister City or Friendship City relationship.

4. Target Group:

- 4.1 WWII veterans and their families
- 4.2 Residents of the Darwin community
- 4.3 Prospective interstate and international visitors to Darwin

Meeting frequency: 6-8 times per year.

Term of Appointment: Financial year for Elected Members.

Appointed by: Council



INTERNATIONAL RELATIONS ADVISORY COMMITTEE

Membership:

Elected Members

- Lord Mayor (Chair)
- Alderman Peter Pangquee
- Alderman George Lambrinidis (Alternate)

Community

- Chamber of Commerce/International Business Council
- NT Government/Office of Asian Engagement and Trade
- Chairs of the Sister City Subcommittees
- Charles Darwin University
- Federal Government/Austrade
- Arts, Cultural and Tourism Sector
- Larrakia Nation

Delegation: The committee acts in an advisory capacity, making recommendations to Council.

Committee's Purpose

The committee will act in an advisory capacity, providing strategic advice to Council in relation to International Relations.

- Advance City of Darwin's international engagement, cultural development, and visitation.
- Celebrate and build on Darwin's international relationships across arts, culture, business, education and other beneficial exchanges.

Meeting frequency: Minimum two (2) meetings per year.

Term of Appointment: Financial year for Elected Members.

Appointed by: Council



RISK MANAGEMENT & AUDIT COMMITTEE

Membership:

Elected Members

- Alderman Jimmy Bouhoris
- Alderman Simon Niblock

All other Elected Members are Alternates.

Community

Two Community Representatives with one of those Community Representatives being the Chair.

- Iain Summers (Chair)
- Craig Spencer

Delegation: This advisory committee makes recommendations to Council.

Committee's Purpose

This is an advisory committee that make recommendations to the City Performance Committee relating to Risk Management & Audit matters:

- follow up issues arising from internal and external audits
- the management of outstanding and completed audit issues registers
- the receipt and acceptance of strategic and operational risk assessments

Meeting frequency: Minimum four (4) meetings per year.

Term of Appointment:

2 year appointment for Elected Members.

2 year appointment for Community Representatives.

Appointed by: Council



YOUTH ADVISORY COMMITTEE (YAC)

Membership:

Elected Members

- Alderman Andrew Arthur
- Alderman George Lambrinidis (Alternate)

Community

Maximum of 15 Youth Representatives.

Delegation:

This advisory committee makes recommendations to Council.

Committee's Purpose:

The Youth Advisory Committee (YAC) is a group of young people, the Council Youth Officer, an elected member of Council and two youth workers who get together to discuss and plan around issues and needs affecting young people. YAC is an official advisory committee which keeps Council informed on issues that are significant and important to young people in the city of Darwin. YAC also assists Council in making sure that both the services and the way Council goes about its business are as youth friendly and as fair as possible, so that all young residents of Darwin can be equally included and are able to participate in their community. The overall aim of YAC is to give young people and youth service workers a say in voicing their concerns on matters and issues that are important to them and are related to Council. In order to do this it needs to have a wide cross section of the youth community. The YAC will also aim at helping the young people involve, develop leadership, communication, teamwork and public speaking skills.

Meeting Frequency: Meet at a minimum once per month.

Term of Appointment:

Financial year for Elected Members.

One (1) year appointment by City of Darwin from March to February the following year. Each February, retiring members can reapply for membership to YAG, but may not serve more than three terms in a row. At times, members may leave YAG before completing their year's term. Replacement members can be appointed by Council when this is needed. For those members who have reached the age of 21 during the year, they may still remain a member for the current term, but must retire at the end of the term.

Appointed by: Council



CITY OF DARWIN SISTER CITY SUBCOMMITTEES

City of Darwin Appointed Delegates:

- Alderman
- Alderman (Alternate)
- International Relations Project Officer

Community Delegates:

- Up to six (6) Community Representatives
- Up to Two (2) Youth Ambassadors
- The Chair of a Subcommittee is elected by that committee (on approval by the City of Darwin) and appointed for a period of two years with eligibility for reappointment for one-year periods.

Committee's Purpose:

The committee will facilitate the Sister City relationship at a community level and act in an advisory capacity to the International Relations Advisory Committee. Each Subcommittee provides advice, expertise and cross cultural linkages between communities.

- Promote international friendship, peace and goodwill, economic, cultural, educational, and recreational and other beneficial exchanges.
- Promote University and tertiary co-operation, an awareness and appreciation of the traditions, customs, and culture of Darwin and its Sister Cities.

Meeting frequency: Quarterly.

Term of Appointment: Financial year for Elected Members.

Appointed by: Council



AMBON SISTER CITY SUBCOMMITTEE

Alderman Gary Haslett
Alderman Andrew Arthur (Alternate)

ANCHORAGE SISTER CITY SUBCOMMITTEE

Alderman Robin Knox

DILI SISTER CITY SUBCOMMITTEE

Alderman Gary Haslett
Alderman Andrew Arthur (Alternate)

HAIKOU SISTER CITY SUBCOMMITTEE

Alderman Jimmy Bouhoris
Alderman George Lambrinidis (Alternate)

KALYMNOS SISTER CITY SUBCOMMITTEE

Alderman George Lambrinidis
Alderman Jimmy Bouhoris (Alternate)



OUTSIDE COMMITTEES WITH CITY OF DARWIN APPOINTED REPRESENTATION



COUNCIL OF CAPITAL CITIES LORD MAYORS (CCCLM)

City of Darwin Appointed Representative

- Lord Mayor (ex-officio)

Committee's Purpose

To provide a national corporate entity for the effective co-ordination and representation of the special interests of the Capital Cities of the Australian States and the Northern Territory in their relations with other spheres of government.

Objectives:

- To achieve comprehensive recognition of the special roles and status of each Capital city.
- To advance the economic base of each Capital City.
- To obtain from the State and Territory Governments specific recognition of the territorial and functional authority of the Capital Cities within their respective areas.
- To obtain from the Commonwealth Government tangible recognition of the Capital Cities as integral and vital parts of the Australian system of government.
- To achieve tangible acknowledgment from both Commonwealth and State Governments of the special financial disabilities experienced by the Capital Cities.

Meeting frequency: Minimum 2 meetings per year.



COUNCIL OF THE AGEING NT BOARD (COTA)

City of Darwin Appointed Delegates:

- Alderman Simon Niblock
- Alderman Jimmy Bouhoris (Alternate)

Committee's Purpose

COTA (NT) is the Peak Body for seniors in the Northern Territory and is dedicated to promoting the well-being of senior Territorians aged 50 years and over and indigenous Territorians aged 45 years and over.

COTA NT's vision embraces the shaping of a just, equitable, age-friendly and humane community in which people are enabled to contribute and grow to their fullest capacity, and have access, with dignity, to appropriate care and support*.

**Information taken from <http://www.cotant.org.au>*

Meeting frequency: Minimum 4 meetings per year.

Term of Appointment: Financial year for Elected Members.

Appointed by: Council



DEVELOPMENT CONSENT AUTHORITY (DCA)

City of Darwin Nominated Representatives:

- Alderman Sherry Cullen
- Alderman Mick Palmer
- Alderman Simon Niblock (Alternate)

Committee's Purpose:

Each division of the Development Consent Authority determines development applications within their area. A division of the Development Consent Authority can also be appointed to hold public hearings on behalf of the minister, or may hold a reporting body hearing on behalf of the minister.

Meeting frequency: Twice per month.

Term of Appointment: 2 years for Elected Members.

Appointed by: Minister for Infrastructure, Lands and Planning

Council-nominated members of the Development Consent Authority (DCA) are appointed under Section 89 and the alternate under Section 91 of the *Planning Act*. Section 92 of the act refers to terms of office of DCA members:

92 Term of office of member

(1) Subject to this Act, a member appointed under section 89, 90 or 91 holds office for 2 years or a lesser period specified in the instrument of appointment and is eligible for reappointment.

(2) If a member is appointed under section 89(1)(a) or 91(1) and the next election (other than a by-election) for the local authority by which he or she was nominated is held before the member ceases to be a member, the member holds office until the expiration of 3 months after the declaration of the polls for the election.



LOCAL GOVERNMENT ASSOCIATION OF THE NORTHERN TERRITORY (LGANT)

City of Darwin Appointed Representatives:

- Alderman Gary Haslett (*Vice President - Municipal*)
- Alderman Peter Pangquee (City of Darwin appointed member)

Committee's Purpose

- Initiate, promote and foster the development of strong, effective Local Government throughout the Territory.
- Represent, promote, maintain and protect the interests of member and Local Government generally.
- Encourage networking and consultation amongst members to advance their interests
- Provide information and advice to members on matters affecting Local Government
- Monitor proposed legislation and keep members informed of proposals of governments affecting Local Government
- Make legislative proposals to governments on issues that the Association considers necessary
- Provide services as agreed to by resolution of members and/or the Executive
- Support the Australian Local Government Association and State Local Government Associations and any other organisation committed to objectives similar to those of the Association.

Meeting frequency: Minimum 2 general meetings per year.

Term of Appointment: As per the board's terms of reference.

Appointed by:

The City of Darwin-specific position is appointed by Council.

Any other positions are appointed by the Local Government Association of the NT.



NORTHERN AUSTRALIA CAPITAL CITY COMMITTEE

Northern Australia Capital City Committee

City of Darwin Appointed Representative:

- Lord Mayor (ex-officio)

Committee's Purpose:

To provide a mechanism for co-ordination, planning and co-operation between the Territory Government and City of Darwin. City of Darwin and the Northern Territory Government have committed to work together with the Community to enhance the physical, social, artistic, historical, cultural, commercial and environmental aspects of Darwin with a focus on the central business area.

Meeting frequency: Maximum 4 meetings per year.

Vibrant CBD Subcommittee

City of Darwin Appointed Representative:

- Alderman Sherry Cullen

Committee's Purpose:

The Vibrant CBD Subcommittee will work collaboratively to provide advice on strategy and implementation to the NACCC in relation to matters which will activate the city centre and enhance the attraction, resilience, and liveability of the Darwin CBD, creating a smart city which is a gateway to the north.

Meeting frequency: No less than once every three months.

Term of Appointment: Financial year for Elected Members.

Appointed by: Council



RAPID CREEK WATER ADVISORY COMMITTEE

City of Darwin Appointed Representative:

- Alderman Robin Knox

Committee's Purpose:

The Rapid Creek Water Advisory Committee (RCWAC) is established under section 23 of Water Act to advise the Minister and the Controller of Water Resources on water quality and water resource management issues affecting Rapid Creek and its catchment.

Meeting frequency: Every 8 weeks.

Term of Appointment: Term of committee.

Appointed by: Minister for Environment and Natural Resources



TOP END REGIONAL ORGANISATION OF COUNCILS (TOPROC)

City of Darwin Appointed Representative:

- Lord Mayor (ex-officio)

TOPROC consists of 6 Councils:

- Darwin
- Palmerston
- Litchfield
- Wagait
- Belyuen
- Coomalie

Committee's Purpose:

The Top End Regional Organisation of Councils (TOPROC) is committed to the sustainable development of our Greater Darwin Region. In order to do so we must plan effectively in partnership with our neighbouring local government councils, with the NT Government and key stakeholders within the region.

Meeting frequency: Quarterly.



TOURISM TOP END

City of Darwin Appointed Representative:

- Alderman Peter Pangquee
- Alderman Gary Haslett (Alternate)

Committee's Purpose:

Tourism Top End is the Regional Tourist Association for the Top End Region of Australia's Northern Territory which includes Kakadu National Park, Litchfield National Park, the Tiwi Islands, West Arnhem Land and Nhulunbuy on the Gove Peninsula.

Meeting frequency: Minimum 11 meetings per year.

Term of Appointment: Financial year for Elected Members.

Appointed by: Council



OUTSIDE COMMITTEES WITH LGANT-APPOINTED REPRESENTATION

Requests for Local Government Association of the NT (LGANT) appointed representatives are reviewed at Council as they are received, and nominations forwarded.

ANIMAL WELFARE ADVISORY COMMITTEE

Alderman Justine Glover

NEIGHBOURHOOD WATCH NT MANAGEMENT COMMITTEE

Alderman Gary Haslett

PARTNERSHIP GROUP - COASTAL & MARINE MANAGEMENT STRATEGY

Alderman Robin Knox

NT SETTLEMENT PLANNING AND OUTCOMES COMMITTEES

Alderman Robin Knox

NT WATER SAFETY ADVISORY COMMITTEE

Alderman Robin Knox