

# NT EPA Meeting Procedures

Version 5.0

<b>Document title</b>	NT EPA Meeting Procedures
<b>Contact details</b>	NT EPA Secretariat
<b>Approved by</b>	NT EPA Chairperson
<b>Date approved</b>	22 June 2023
<b>Document review</b>	Annually
<b>TRM number</b>	NTEPA2018 0101-002~0016

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Changes made</b>
1	January 2012	NT EPA Secretariat	Version 1
2	February 2016	NT EPA Secretariat	Version 2
3	March 2019	NT EPA Secretariat	Version 3
4	December 2019	NT EPA Secretariat	Version 4
5	June 2023	Environment Policy	Version 5

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## 1. Introduction

- 1.1.1. The Northern Territory Environment Protection Authority (NT EPA) is an independent authority established under the [Northern Territory Environment Protection Authority Act 2012](#) (the Act).
- 1.1.2. This NT EPA Meeting Procedures (Procedures) document is made pursuant to section 16 of the Act and with reference to the Act. These Procedures should be read in conjunction with other NT EPA policies and procedures.
- 1.1.3. These Procedures aim to support the efficient and effective operation of NT EPA meetings and adherence to governance and legal requirements related to these meetings.
- 1.1.4. The Act will prevail in the event there are inconsistencies with these Procedures.
- 1.1.5. The NT EPA is a body corporate consisting of between four and seven members (Members) appointed under section 10 of the Act and the Chair of the Northern Territory Planning Commission. A Member will be appointed to be the Chairperson of the NT EPA (Chairperson) pursuant to section 11 of the Act.
- 1.1.6. All Members and Department of Environment, Parks and Water Security (DEPWS) staff members with direct involvement or influence on NT EPA matters must familiarise themselves with these Procedures.

## 2. Purpose

- 2.1.1. The purpose of these Procedures is to set and communicate the procedures for official NT EPA meetings to ensure alignment with the Act, and efficient and best practice meeting conduct.
- 2.1.2. These Procedures apply to NT EPA Members and DEPWS staff members providing services to the NT EPA pursuant to section 37 of the Act.
- 2.1.3. These procedures are publically available on the [NT EPA website](#).

## 3. Relationship between the NT EPA and DEPWS

- 3.1.1. Pursuant to section 37 of the Act, the Chief Executive Officer (CEO) of DEPWS must provide staff and facilities to enable the NT EPA to properly exercise its powers and perform its functions.
- 3.1.2. The CEO will appoint a dedicated Executive Officer (Executive Officer) to provide a coordination, governance and corporate secretariat service to the NT EPA.
- 3.1.3. Unless otherwise agreed by the NT EPA, DEPWS will designate an appropriate officer to provide a secretariat service for any committee of the NT EPA.
- 3.1.4. A staff member provided by DEPWS to provide services and support to the NT EPA is subject only to the direction of the Chairperson in the performance of their duties for the NT EPA, provided this is in alignment with the Northern Territory Government (NTG) Code of Conduct.

- 3.1.5. References to DEPWS staff members in these Procedures refer only to staff members with direct involvement or influence on NT EPA matters.

## 4. Confidentiality

- 4.1.1. Members of the NT EPA shall not disclose to a person or party any information obtained while exercising a power or performing a function as a Member which may reasonably be deemed as confidential or sensitive. The only exceptions to this are:
- 4.1.1.1. for a purpose connected with the administration of the Act, including a legal proceeding arising out of the operation of the Act
  - 4.1.1.2. to a person who is otherwise entitled to the information, or
  - 4.1.1.3. with the written consent of the person to whom the information relates.
- 4.1.2. The Act requires the NT EPA to withhold from the public information of a commercially confidential nature.
- 4.1.3. DEPWS staff members must adhere to the same confidentiality requirements outlined in clauses 4.1.1 and 4.1.2.
- 4.1.4. The Act provides further detail about offences and penalties related to breaches of confidentiality.

## 5. Personal interests

### 5.1. Definition of personal interest

- 5.1.1. A Member or DEPWS staff member has a 'personal interest' in a matter if they:
- 5.1.1.1. have a direct or indirect financial interest in the matter, or
  - 5.1.1.2. have a personal, professional, commercial or other relationship with a person and the nature of the relationship is likely to, or may reasonably be regarded as likely to, inhibit or prevent the member from exercising independent judgment about the matter.
- 5.1.2. A Member or DEPWS staff member need not disclose an interest if the interest is an interest shared with the public generally or a section of the public.

### 5.2. Disclosure of personal interest

- 5.2.1. In accordance with section 22 of the Act, a Member who has a personal interest in a matter being considered, or about to be considered, by the NT EPA, must disclose:
- 5.2.1.1. the nature and extent of the interest, and
  - 5.2.1.2. how the interest relates to the matter being considered or about to be considered by the NT EPA.

- 5.2.2. The Executive Officer will circulate a register of Member personal interests (Personal Interest Register) prior to each meeting with the proposed meeting agenda. Members must review the Personal Interest Register against the proposed meeting agenda and disclose or amend any personal interests as required. This disclosure should be done in writing to the Chairperson and the Executive Officer.
- 5.2.3. Members will not receive briefing papers, circulated papers or circular resolution documentation containing details of a matter in which they have a disclosed personal interest unless the NT EPA determines that a perceived or actual personal interest does not exist in accordance with clause 5.3.3.
- 5.2.4. If the relevant facts come to a Member's knowledge at a time when the NT EPA is not meeting, the Member must:
  - 5.2.4.1. make the disclosure mentioned in clause 5.2.1 by written notice to each Member, and
  - 5.2.4.2. table a copy of the notice at the next meeting of the NT EPA.
- 5.2.5. A disclosure of personal interest must be recorded in the minutes of the meeting at which, or before which, the disclosure is made. It is the responsibility of the Member to confirm that their disclosure has been accurately recorded in the meeting minutes.
- 5.2.6. Clauses 5.2.1 and 5.2.5 apply to DEPWS staff members in disclosing their personal interests. DEPWS staff members must disclose their personal interests in writing to the CEO and DEPWS Executive Director (Executive Director).
- 5.2.7. The NT EPA will determine whether a perceived or actual personal interest exists for each disclosed personal interest in accordance with clause 5.3.1.

### 5.3. Protocols to manage disclosed personal interests

- 5.3.1. Once a personal interest is disclosed by a Member, the NT EPA will determine whether a perceived or actual personal interest exists. This determination must be documented and recorded in the meeting minutes.
- 5.3.2. If the NT EPA determines that a perceived or actual personal interest does exist, the details will be recorded in the Personal Interest Register by the Executive Officer.
- 5.3.3. If the NT EPA determines that a perceived or actual personal interest does not exist, the disclosure will not be considered a personal interest. A Member will need to make a new disclosure of personal interest if relevant facts come to their attention which may change the NT EPA's determination.
- 5.3.4. The NT EPA may, on a case by case basis, determine the appropriate processes and procedures to manage a personal interest of a Member. Any processes and procedures developed in accordance with this clause must be documented and recorded in the minutes.
- 5.3.5. In accordance with section 15 of the Act, a Member's appointment may be terminated for failure to comply with section 22 of the Act (disclosure of interest).

- 5.3.6. Subject to section 5.5 of these Procedures, the CEO must implement protocols to manage personal interests of DEPWS staff members. The proposed protocols must be provided to the NT EPA for its approval and endorsement as soon as practicable after a disclosure is made.
- 5.3.7. The NTG Code of Conduct applies in instances of failure to disclose a personal interest by a DEPWS staff member.

## 5.4. Effect of a personal interest of a Member

- 5.4.1. In accordance with section 23 of the Act, if a Member has a personal interest in a matter that is required to be disclosed:
  - 5.4.1.1. the Member must not take part in any deliberation or decision of the NT EPA about the matter
  - 5.4.1.2. the Member must be disregarded for the purposes of constituting the quorum of the NT EPA for the deliberation or decision, and
  - 5.4.1.3. the quorum for the deliberation or decision is a majority of Members entitled to participate in the deliberation or decision.
- 5.4.2. A Member who has a personal interest in a matter must physically leave the meeting room or disconnect from a teleconference or videoconference for that particular matter.
- 5.4.3. A failure by a Member to disclose a personal interest in a matter does not, on its own, invalidate a decision of the NT EPA about the matter.
- 5.4.4. If the Chairperson has a personal interest, the remaining Members of the NT EPA must appoint another Member to preside over that matter (the Presiding Member).
- 5.4.5. Members will not receive briefing papers, circulated papers or circular resolution documentation containing details of a matter in which they have a personal interest. The Executive Officer will prepare redacted versions of these documents as required for Members with personal interests.
- 5.4.6. Members will not receive meeting minutes containing details of a matter in which they have a personal interest. The Executive Officer will prepare redacted versions of meeting minutes as required for Members with declared personal interests.

## 5.5. Effect of a personal interest of a DEPWS staff member

- 5.5.1. A DEPWS staff member who has a personal interest in a matter is excluded from all deliberations and discussions associated with the matter, and must physically leave the meeting room or disconnect from the teleconference or videoconference for that particular matter. They must not be involved in developing advice or recommendations to the NT EPA on the matter.
- 5.5.2. A failure by a DEPWS staff member to disclose a personal interest in a matter does not, on its own, invalidate a decision of the NT EPA about the matter.

- 5.5.3. DEPWS staff members will not receive briefing papers, circulated papers or circular resolution documentation containing details of a matter in which they have disclosed a personal interest. The Executive Officer will prepare redacted versions of these documents as required for DEPWS staff members with declared personal interests.
- 5.5.4. DEPWS staff members will not receive meeting minutes containing details of a matter in which they have a personal interest. The Executive Officer will prepare redacted versions of meeting minutes as required for DEPWS staff members declared with personal interests.

## 6. Conduct of NT EPA Business

### 6.1. Accepted formats for conduct of NT EPA business

- 6.1.1. The NT EPA will conduct its business through:
  - 6.1.1.1. meetings in person, by teleconference and by videoconference (refer section 7 of these Procedures – Meetings)
  - 6.1.1.2. circulated papers (refer section 8 of these Procedures – Circulated papers)
  - 6.1.1.3. circular resolution (refer section 9 of these Procedures – Circular resolutions), and
  - 6.1.1.4. establishment of committees (refer section 10 of these Procedures – NT EPA committees).
- 6.1.2. The business of the NT EPA will be informed by briefing papers (refer section 7.4 of these Procedures – Briefing papers and related attachments).

### 6.2. Member preparation

- 6.2.1. It is the responsibility of Members to thoroughly prepare themselves for discussions at meetings and for other forms of NT EPA conduct of business, including through perusal of the meeting agenda and briefing papers. Clarification or further information should be sought from the Executive Officer as required.

### 6.3. Approach to decision making

- 6.3.1. The NT EPA will not make a statutory decision on any matter outside of a meeting in accordance with section 7 of these Procedures.
- 6.3.2. Routine or administrative resolutions may be passed by circular resolution subject to section 9 of these Procedures.
- 6.3.3. The NT EPA will aim to achieve consensus in all decisions. Where consensus cannot be reached, more time shall be assigned to reach consensus, recognising that timely decisions need to be made.
- 6.3.4. Where consensus cannot be achieved, a vote will take place and the majority of Members present and eligible to vote shall carry the issue. If there is an equality of votes, the Chairperson or Presiding Member at the meeting has a casting vote subject to clause 5.4.4.

## 6.4. Records management

- 6.4.1. The Act requires the NT EPA to keep accurate records of its meetings.
- 6.4.2. All records management must be in accordance with NTG records management systems and policies.
- 6.4.3. Records management processes must ensure compliance with sections 4 and 5 of these Procedures.

## 7. Meetings

### 7.1. Definition and purpose of meetings

- 7.1.1. All references to meetings within these Procedures include in person, teleconference and videoconference meetings unless otherwise stated.
- 7.1.2. In person meetings are intended to provide a general forum for strategic discussion and comment, in addition to statutory and policy decision making.
- 7.1.3. The NT EPA may conduct a site visit as part of an in person meeting.
- 7.1.4. The NT EPA will hold meetings via teleconference or videoconference to enable the timely resolution of its statutory responsibilities. To the extent possible, and without limiting the NT EPA in any way, discussions at teleconferences and videoconferences are intended to be limited to those necessary to exercise a statutory decision making power or function. Teleconferences and videoconferences are not intended to provide a general forum for discussion and comment on material, unless otherwise agreed by the Chairperson.

### 7.2. Program and notice of meetings

- 7.2.1. The NT EPA must hold at least four (4) meetings per calendar year as required by the Act. Additional meetings will be held as required to meet the NT EPA's roles and responsibilities.
- 7.2.2. Meetings will be held in accordance with an agreed schedule of meeting dates. Where changes to the scheduled meetings are necessary, Members will be notified in advance as early as practicable.
- 7.2.3. In person meetings will be conducted in Darwin or other place in the Northern Territory, unless otherwise advised by the Chairperson.
- 7.2.4. The Chairperson may convene a meeting of the NT EPA at any time as they deem necessary in addition to the scheduled meetings. The Chairperson will endeavour to provide 7 calendar days' notice to Members.
- 7.2.5. A Member may request the Chairperson convene a meeting of the NT EPA in addition to the scheduled meetings. Such requests must be notified in writing to the Chairperson giving at least 7 calendar days' notice of the proposed meeting date and include the purpose of the proposed meeting.

- 7.2.6. After a request is made by a Member under clause 7.2.5, the Chairperson must convene a meeting as soon as practicable or on the meeting date requested by the Member.

### 7.3. Meeting agenda

- 7.3.1. The Executive Officer will prepare an agenda for each meeting in consultation with the Executive Director and the Chairperson.
- 7.3.2. The Executive Officer will call for agenda items approximately 30 calendar days prior to a scheduled meeting. Members must submit any proposed agenda items in writing to the Executive Officer within 7 calendar days of the request. The proposed agenda items will then be considered by the Chairperson.
- 7.3.3. Once approved by the Chairperson, the Executive Officer will circulate the agenda and the Personal Interest Register to the Members. Members must review the agenda against the Personal Interest Record and make any new disclosures or amendments as required under clause 5.2.2.
- 7.3.4. 'Disclosure of personal interests' in relation to agenda items will be a standing item on all agendas.
- 7.3.5. The agenda for a teleconference or videoconference will only include administrative matters by exception.
- 7.3.6. The agenda must be approved by the Chairperson.
- 7.3.7. The Chairperson must approve any amendments to the agenda. Subject to clause 7.3.8, amendments to the agenda may be approved as part of approval of final agenda which occurs a minimum 7 calendar days before a scheduled meeting.
- 7.3.8. The Chairperson may, at the commencement of a meeting of the NT EPA, call for additional agenda items. The discussion of additional agenda items is at the discretion of the Chairperson.

### 7.4. Briefing papers and related attachments

- 7.4.1. The business of the NT EPA will be informed by briefing papers and related attachments (Briefing Papers). Any reference to Briefing Papers in these Procedures includes any related attachments.
- 7.4.2. Briefing Papers must relate directly to the meeting agenda items as approved by the Chairperson. Table 1 advises the accepted types and purposes of Briefing Papers.

**Table 1:** Accepted types and purposes of Briefing Papers

Briefing paper	Accepted purpose
Information	To provide information that does not require a response
Noting	To provide information where it is necessary to record that Members have received the information
Comment	To seek comments and feedback on documentation prepared on behalf of the NT EPA

Briefing paper	Accepted purpose
Decision	To seek a decision from the NT EPA, including approval of documentation

- 7.4.3. In general, Briefing Papers for a teleconference or videoconference will take the form of a Decision Briefing Paper unless otherwise agreed by the Chairperson.
- 7.4.4. Briefing Papers are prepared for the agenda items by DEPWS staff members as required and in accordance with clauses 5.4.5 and 5.5.3. Briefing Papers must be provided to the Executive Director for review by the date specified on an agreed NT EPA meeting schedule and deadlines for lodgement of papers (the Schedule).
- 7.5. Distribution of meeting agenda, Briefing Papers and supporting documentation for third party presentations**
- 7.5.1. The agenda must be approved in writing by the Chairperson prior to distribution.
- 7.5.2. All Briefing Papers must be approved by the Executive Director prior to distribution.
- 7.5.3. The Executive Officer will upload the approved meeting agenda and/or Briefing Papers to the NT EPA Microsoft Teams site as per the Schedule and consistent with clauses 5.4.5 and 5.5.3. The Executive Officer will email Members to advise which documents have been uploaded and any required actions.
- 7.5.4. The meeting agenda and final Briefing Papers should be uploaded to the NT EPA Microsoft Teams site as one package per meeting as reasonably practicable and consistent with clauses 5.4.5 and 5.5.3.
- 7.5.5. Late Briefing Papers may not be accepted unless approved by the Chairperson and agenda items may be omitted if Briefing Papers are not provided by the deadline as specified at clause 7.4.4.
- 7.5.6. The process for distribution of a Comment Briefing Paper differs to that for other Briefing Paper types. The process for a Comment Briefing Paper is as follows:
- 7.5.6.1. Once the Executive Director has approved the Comment Briefing Paper subject to clause 7.4.4, the Executive Officer will circulate these to the Members to invite comments.
  - 7.5.6.2. Members must submit any comments or feedback by the required deadline as specified in each Comment Briefing Paper.
  - 7.5.6.3. The Executive Director will review any Member comments or feedback received.
  - 7.5.6.4. The final version of the Comment Briefing Paper (inclusive of collated Member comments and feedback and/or amended in consideration of Member comments and feedback) will be distributed to Members as per clauses 7.5.3 and 7.5.4.
- 7.5.7. If a third party will be presenting to the NT EPA, all supporting documentation for the presentation must be distributed to Members prior to the meeting within the timeframe

outlined at 7.5.8. This documentation may include, but is not limited to, presentation slides, handouts, reports or recorded media.

- 7.5.8. Unless otherwise agreed by the Chairperson, the meeting agenda, Briefing Papers and supporting documentation for third party presentations will be distributed within the minimum timeframes outlined in Table 2. Draft Minutes of previous meeting(s) will only be provided to Members for comment and endorsement at in person meetings.

**Table 2:** Minimum timing for distribution of meeting documents to Members prior to a scheduled meeting (subject to the agreed NT EPA meeting schedule and deadlines for lodgement of papers)

Meeting document(s)	Timing for distribution to Members
<b>Draft agenda</b> <b>Personal Interest Register</b>	18 calendar days
<b>Comment Briefing Paper</b> (for Member comment)	15 calendar days
<b>Agenda</b> <b>Information Briefing Paper</b> <b>Noting Briefing Paper</b> <b>Comment Briefing Paper (final)</b> <b>Decision Briefing Paper</b> <b>Draft minutes of previous meeting(s)</b>	7 calendar days (preferred) 5 calendar days (minimum)
<b>Supporting documentation for presentations by third parties</b>	2 calendar days

## 7.6. Quorum

- 7.6.1. Subject to section 5 of these Procedures a quorum for a meeting of the NT EPA is a majority of Members who are entitled to participate in the deliberations.

## 7.7. Conduct of meetings

- 7.7.1. Subject to clauses 5.4.4 and 7.7.2, the Chairperson will preside over the meetings of the NT EPA in accordance with the agenda.
- 7.7.2. If the Chairperson is unavailable to preside over a meeting for reasons other than those contained in section 5 of these Procedures, another Member (Presiding Member) must be selected to preside over that meeting with the consensus of the other Members present.
- 7.7.3. A Presiding Member selected under clause 7.7.2 must not have a personal interest as defined in section 5 of these Procedures.
- 7.7.4. The meeting shall be confined to the agenda unless introduction of a new matter is approved by a majority of Members present.
- 7.7.5. All resolutions of meetings will be recorded in the meeting minutes subject to section 7.8 of these Procedures and clauses 11.1.1 – 11.1.3.

- 7.7.6. NTG staff members and external stakeholders may be invited to attend meetings of the NT EPA to present an issue or provide information or advice.

## 7.8. Minutes of meetings

- 7.8.1. Minutes are to be prepared for each meeting of the NT EPA (Minutes).
- 7.8.2. The Executive Officer will record the Minutes of each meeting in accordance with sections 5.3, 6.4, 8, and 11 of these Procedures.
- 7.8.3. The Minutes will not be a transcript of the discussions and deliberations of the NT EPA.
- 7.8.4. The Minutes are not intended for public release.
- 7.8.5. The Executive Officer will prepare the draft Minutes, consistent with clauses 5.4.6 and 5.5.4, and provide the draft to the Executive Director for review as soon as possible following a meeting. Once the Executive Director has reviewed the draft Minutes, the Executive Officer must provide the draft Minutes to the Chairperson via email within 14 calendar days of the meeting for review and approval to circulate to Members.
- 7.8.6. With consideration to clauses 5.4.6 and 5.5.4, copies of the draft Minutes will be provided to Members with the Briefing Paper package for the next in person meeting. Draft Minutes will not be provided to Members until approved by the Chairperson.
- 7.8.7. The endorsement of Minutes, whether related to a previous in person meeting, teleconference or videoconference, is to occur at the next available in person meeting.

## 8. Circulated papers

- 8.1.1. Matters may be brought to the attention of the NT EPA through a circulated paper with the agreement of the Chairperson. Circulated papers are documents or other information provided to Members outside of the meeting processes outlined in section 7 of these Procedures, and are separate to Briefing Papers provided for meetings.
- 8.1.2. Circulated papers may only take the form of:
  - 8.1.2.1. Information Briefing Paper.
  - 8.1.2.2. Noting Briefing Paper.
  - 8.1.2.3. Comment Briefing Paper.
- 8.1.3. Circulated papers must not be in the form of a Decision Briefing Paper and must not contain requests for decisions.
- 8.1.4. The NT EPA will not exercise a statutory power or function on the basis of a circulated paper.
- 8.1.5. Circulated papers must be approved by the Executive Director.
- 8.1.6. Circulated papers will be distributed by the Executive Officer on a Monday, unless otherwise approved by the Chairperson. Clauses 5.4.5 and 5.5.3 apply to circulated papers.

- 8.1.7. Circulated papers should be noted at the next NT EPA meeting and recorded in the Minutes.

## 9. Circular resolutions

- 9.1.1. Members may pass a resolution of a meeting of the NT EPA by circular resolution if all Members entitled and available to participate in the deliberation and decision sign a document containing a statement that they are in favour of the resolution(s) set out in the document. The document and signatures may be electronic.
- 9.1.2. Circular resolutions are only to be used for matters that are routine or administrative or which have been subject to prior discussion by Members during a meeting. Items which do not meet these criteria must be addressed in a meeting of the NT EPA.
- 9.1.3. Sections 5 and 6 of these Procedures apply to decisions made by circular resolution.
- 9.1.4. Matters settled via circular resolution must be ratified at a meeting of the NT EPA. Ratification will occur at the earliest in person meeting opportunity available.

## 10. NT EPA committees

### 10.1. Establishment and purpose of committees

- 10.1.1. The NT EPA may, from time to time, establish one or more committees of the NT EPA (Committee) to consider specific issues and responsibilities and assist the NT EPA to fulfil its statutory obligations.
- 10.1.2. Committees may be ad hoc or standing Committees and may deal with a particular proposal, a particular matter or a particular subject.
- 10.1.3. Committees will provide advice to the NT EPA and may make recommendations to the NT EPA about any matter considered by the Committee. The recommendations of a Committee do not form a decision of the NT EPA and are not binding on future decisions by the NT EPA.
- 10.1.4. The provisions of these Procedures, except section 9, apply to Committees.

### 10.2. Membership and quorum of Committees

- 10.2.1. The NT EPA will determine the composition and terms of reference for any Committee and designate the Committee chairperson.
- 10.2.2. A Committee must comprise not less than three members, one of whom may be the Chairperson of the NT EPA or the chairperson of the Northern Territory Planning Commission.
- 10.2.3. The Chairperson of the NT EPA must not be a Committee chairperson.
- 10.2.4. Where a member of a Committee has a declared personal interest in accordance with section 5 of these Procedures, and as consequence is no longer able to take part in deliberations or decision-making of the Committee, then the NT EPA may appoint a member of the NT EPA to the Committee as a substitute member.

- 10.2.5. A quorum of the Committee is a majority of its members eligible to discuss the matter before the Committee.

### 10.3. Conduct of meetings and reporting for Committees

- 10.3.1. A Committee may conduct its business through any of the accepted formats specified for the conduct of NT EPA business in clause 6.1.1.
- 10.3.2. Section 7 of these Procedures applies to meetings of Committees.
- 10.3.3. In general, the chairperson of the Committee is to report to the NT EPA about the activities of the Committee at the first available in person meeting of the NT EPA after which the Committee has met unless otherwise agreed by the Chairperson.
- 10.3.4. Minutes of Committee meetings are to be included in the meeting papers for the next NT EPA in person meeting.

## 11. Recording and communicating decisions

- 11.1.1. The meeting Minutes will record details of the decisions, approvals, recommendations and determinations made during NT EPA meetings, and will clearly set out how each matter was decided.
- 11.1.2. Minutes will not record Member names against decisions, however will record which Members were present/absent at the meeting and any Members who were excluded from a decision due to a declared personal interest.
- 11.1.3. Decisions made during meetings may be recorded in the Minutes as either:
  - 11.1.3.1. approved/endorsed by all eligible Members in attendance
  - 11.1.3.2. approved/endorsed by a majority of present and eligible Members
  - 11.1.3.3. approved/endorsed by half of eligible Members in attendance with deciding vote cast by Chairperson/Presiding Member, or
  - 11.1.3.4. not approved/not endorsed by majority of present and eligible Members.
- 11.1.4. The Executive Officer will maintain a record of all documentation associated with circular resolutions, including all email trails. Circular resolution matters must be recorded in the Minutes of the meeting at which they are ratified.
- 11.1.5. The NT EPA may, at its discretion, issue a communique or other form of public advice following a meeting or other decision making process.

## 12. Updating these Procedures

- 12.1.1. These Procedures may be amended at any meeting of the NT EPA where notice of such amendment is given on the agenda.

- 12.1.2. At a minimum, the Executive Officer should review these Procedures annually to ensure currency of the document.
- 12.1.3. The Procedures must be reviewed and updated as required following a change in Government or departmental restructure.
- 12.1.4. Where the Procedures are updated, the Executive Officer must:
  - 12.1.4.1. ensure the NT EPA website is updated with the current version
  - 12.1.4.2. amend the Member induction pack
  - 12.1.4.3. circulate a copy of the current version to all Members and DEPWS staff members as required, and
  - 12.1.4.4. update the NTG records management system with the current version.