

NORTHERN TERRITORY BUILDING APPEALS BOARD

BUILDING POLICY NO: 03/2004

GENERAL MEETING PROCEDURES

Pursuant to Section 19(2) of the NT Building Act 1993, the Building Appeals Board has determined that the following policy will apply in relation to general meeting procedures -

Frequency of Meetings

The Board will meet once a month as per the agreed and published schedule of meetings. The Board may review its meeting frequency at any given time.

Quorum

Three Members constitute a quorum for any Board meeting.

Matters for Board Consideration

Modification Applications or any other matter for Board consideration may be forwarded to the Registrar in writing on or before the Agenda Cut-off date for the imminent meeting. The Agenda Cut-off date is as per the agreed and published schedule of meeting dates and cut-off dates.

Applicants, Visitors & Observers

Any person wishing to meet with the Board must arrange to do so by appointment set-up by the Registrar in consultation with the Chairman. Any matters such persons may wish to table at a meeting are to be forwarded to the Registrar in writing on or before the Agenda Cut-off date.

Minutes of Meetings

Minutes should cover a summary of discussions and decisions and identify actions as required. Minutes are to be circulated to members as soon as possible but no later than a week after the meeting.

Adopted by the Building Appeals Board on

September 2004.


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Chairman

3, 9, 2004
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