

LG303

LOCAL GOVERNMENT ACT 1995

City of Armadale

STANDING ORDERS LOCAL LAW

Under the powers conferred by the Local Government Act 1995, the Council of the City of Armadale hereby records having resolved on the 16th day of October 2000, to adopt the Model Local Law (Standing Orders) 1998 published in the *Government Gazette* on 3 April 1998 with such modifications as are here set out:

Extract from the Government Gazette (No. 218)
Of 20 October 2000

Local Government Act 1995
City of Armadale
Standing Orders Local Law

ARRANGEMENT

Part 1 - Preliminary

- 1.1 Citation
- 1.2 Application
- 1.3 Interpretation
- 1.4 Repeal

Part 2 - Calling Meetings

- 2.1 Calling Committee Meetings
- 2.2 Notice of Special Council Meetings

Part 3 - Business of the Meeting

- 3.1 Business to be Specified on Notice Paper
- 3.2 Order of Business
- 3.3 Public Question Time
- 3.4 Petitions
- 3.5 Confirmation of Minutes
- 3.6 Announcements by the Person Presiding Without Discussion
- 3.7 Matters for which Meeting May be Closed
- 3.8 Motions of which Previous Notice has been Given
- 3.9 Questions by Members of which Due Notice has been given.
- 3.10 Urgent Business Approved By the Person Presiding or by Decision
- 3.11 Deputations
- 3.12 Grievance Issue May be Raised
- 3.13 Grievance Issue Procedure

Part 4 - Public Access to Agenda Material

- 4.1 Inspection Entitlement
- 4.2 Confidentiality of Information Withheld

Part 5 - Disclosure of Financial Interests

- 5.1 Member with an Interest may ask to be Present
- 5.2 Member with an Interest may ask Permission to Participate
- 5.3 Invitation to Return to Provide Information
- 5.4 Disclosures by Employees

Part 6 - Quorum

- 6.1 Quorum to be Present
- 6.2 Loss of Quorum During a Meeting

Part 7 - Keeping of Minutes

- 7.1 Content of Minutes
- 7.2 Preservation of Minutes

Part 8 - Conduct of Persons at Council and Committee Meetings

- 8.1 Official Titles to be Used
- 8.2 Members to Occupy Own Seats
- 8.3 Leaving Meetings
- 8.4 Adverse Reflection
- 8.5 Recording of Proceedings
- 8.6 Prevention of Disturbance
- 8.7 Distinguished Visitors
- 8.8 Protection of Employees

Part 9 - Conduct of Members During Debate

- 9.1 Members to Rise
- 9.2 Priority
- 9.3 The Person Presiding to Take Part in Debates
- 9.4 Relevance
- 9.5 Limitation of Number of Speeches
- 9.6 Limitation of Duration of Speeches
- 9.7 Members Not to Speak After Conclusion of Debate
- 9.8 Members Not to Interrupt
- 9.9 Re-Opening Discussion on Decisions

Part 10 - Procedures for Debate of Motions

- 10.1 Permissible Motions on Report Recommendations
- 10.2 Motions To be Stated and Spoken to
- 10.3 Unopposed Business
- 10.4 Opposed Business – Order of Debate
- 10.5 Only One Substantive Motion Considered
- 10.6 Breaking Down of Complex Questions
- 10.7 Limit of Debate
- 10.8 Member May Seek Clarification
- 10.9 Consent of Seconder Required to Accept Alteration of Wording
- 10.10 Order of Amendments
- 10.11 Amendments Must Not Negate Original Motion
- 10.12 Mover of Motion Not to Speak on Amendment
- 10.13 Substantive Motion
- 10.14 Withdrawal of Motion and Amendments
- 10.15 Limitation of Withdrawal
- 10.16 Personal Explanation
- 10.17 Personal Explanation - When Heard
- 10.18 Ruling on Questions of Personal Explanation
- 10.19 Right of Reply
- 10.20 Right of Reply Provisions

Part 11 - Procedural Motions

- 11.1 Permissible Procedural Motions
- 11.2 No Debate on Procedural Motions
- 11.3 Procedural Motions - Closing Debate - Who May Move
- 11.4 Procedural Motions - Right of Reply on Substantive Motion

Part 12 - Effect of Procedural Motions

- 12.1 Council (or Committee) to Proceed to the Next Business - Effect of Motion
- 12.2 Question to be Adjourned - Effect of Motion
- 12.3 Council (or Committee) to Now Adjourn - Effect of Motion
- 12.4 Question to be Put - Effect of Motion
- 12.5 Member to be No Longer Heard - Effect of Motion
- 12.6 Ruling of the Person Presiding Disagreed With - Effect of Motion
- 12.7 Council (or Committee) to Meet Behind Closed Doors - Effect of Motion

Part 13 - Making Decisions

- 13.1 Question - When Put
- 13.2 Question - Method of Putting

Part 14 - Implementing Decisions

- 14.1 Implementation of a Decision

Part 15 - Preserving Order

- 15.1 The Person Presiding to Preserve Order
- 15.2 Demand for Withdrawal
- 15.3 Points of Order - When to Raise - Procedure
- 15.4 Points of Order - When Valid
- 15.5 Points Of Order - Ruling
- 15.6 Points of Order - Ruling Conclusive, Unless Dissent Motion is Moved
- 15.7 Points of Order Take Precedence
- 15.8 Precedence of Person Presiding
- 15.9 Right of the Person Presiding to Adjourn Without Explanation to Regain Order

Part 16 - Adjournment of Meeting

- 16.1 Meeting May be Adjourned
- 16.2 Limit to Moving Adjournment
- 16.3 Unopposed Business - Motion for Adjournment
- 16.4 Withdrawal of Motion for Adjournment
- 16.5 Time To Which Adjourned

Part 17 - Committees of the Council

- 17.1 Establishment and Appointment of Committees
- 17.2 Appointment of Deputy Committee Members
- 17.3 Presentation of Committee Reports
- 17.4 Reports of Committees - Questions
- 17.5 Standing Orders Apply to Committees

Part 18 - Administrative Matters

- 18.1 Suspension of Standing Orders
- 18.2 Cases not Provided for in Standing Orders

Part 19 - Common Seal

- 19.1 The Council's Common Seal

LOCAL GOVERNMENT ACT 1995

City of Armadale - Standing Orders Local Law 2000

Part 1 - Preliminary

1.1 Citation

This Local Law may be cited as the City of Armadale Standing Orders Local Law 2000.

In the clauses to follow, this Local Law is referred to as “the Standing Orders.”

1.2 Application

All meetings of the Council or a committee and other matters as prescribed are to be conducted in accordance with the Act, the Local Government (Administration) Regulations 1996 and these Standing Orders.

1.3 Interpretation

- (1) In these Standing Orders unless the context otherwise requires:
- “CEO” means the Chief Executive Officer or Acting Chief Executive Officer for the time being of the City of Armadale;
- “committee” means a committee of the Council;
- “Council” means the Council of the City of Armadale;
- “presiding member” means the presiding member of a committee or the deputy presiding member, or a member of the committee when performing a function of the presiding member in accordance with the Act.

“simple majority” is more than 50% of the members present and voting.

“substantive motion” means an original motion or an original motion as amended, but does not include an amendment or a procedural motion.

- (2) Unless otherwise defined herein the terms and expressions used in the Standing Orders are to have the meaning given to them in the Act and Local Government (Administration) Regulations 1996.

Provisions of the Act and Marginal Notes

Provisions of the Act and Local Government (Administration) Regulations 1996 have been included in this document, in appropriate places, indented and italicised. Also marginal notes are located against the right hand margin and contain references to equivalent or related provisions in the Act and Local Government (Administration) Regulations 1996 or within the standing orders.

These insertions are not an official part of the standing orders but are included as an aid to interpretation.

In the italicised text and in the marginal notes: -

“S” denotes a section of the Act;

“R” denotes a regulation of the Local Government (Administration) Regulations 1996; and a number without a prefix is a reference to a clause of the standing orders.

1.4 Repeal

The Standing Orders of the City of Armadale published in the Government Gazette on 3 August 1973 as amended by publication in the Government Gazettes of 21 April 1978, 24 December 1980, 26 June 1981, 10 June 1983, 22 June 1984, 10 July 1987, 20 October 1989, 16 March 1990, 19 April 1991, 23 August 1991, 3 September 1994, and 24 November 1995, are repealed.

Part 2 - Calling Meetings

2.1 Calling Committee Meetings

A meeting of a committee is to be held -

- (a) if called for in a verbal or written request to the CEO by the presiding member of the committee, setting out the date and purpose of the proposed meeting;
- (b) if called for by at least 1/3 of the members of the committee in a notice to the CEO, setting out the date and purpose of the proposed meeting; or
- (c) if so decided by the Council or committee.

S.5.4

An ordinary or a special meeting of a Council is to be held -

- (a) *if called for by either -*
 - (i) *the mayor or president; or*
 - (ii) *at least 1/3 of the councillors.**in a notice to the CEO setting out the date and purpose of the proposed meeting;*
or
- (b) *if so decided by the Council.*

2.2 Notice of Special Council Meetings

- (1) Subject to subclause (2), the CEO is to convene a special meeting of the Council by giving each Council member at least 72 hours' notice of the date, time, place and purpose of the meeting.
- (2) Where in the opinion of the Mayor, there is a need to meet urgently, the CEO may give a lesser period of notice of a special meeting than mentioned in subclause (1).

S.5.5

- (1) *The CEO is to convene an ordinary meeting by giving each Council member at least 72 hours' notice of the date, time and place of the meeting and an agenda for the meeting.*
- (2) *The CEO is to convene a special meeting by giving each Council member notice, before the meeting, of the date, time, place and purpose of the meeting.*

Part 3 - Business of the Meeting

3.1 Business to be Specified on Notice Paper

- (1) No business, other than that specified in the agenda, is to be transacted at any ordinary meeting of the Council without the approval of the person presiding or a decision of the Council.
- (2) No business is to be transacted at a special meeting of the Council other than that given in the notice as the purpose of the meeting.
- (3) No business, other than that specified in the agenda, is to be transacted at a committee meeting or given in the notice as the purpose of the meeting, without the approval of the Presiding Member or a decision of the committee.
- (4) No business is to be transacted at an adjourned meeting of the Council or a committee other than that -
 - (a) specified in the notice of the meeting which had been adjourned; and
 - (b) which remains unresolved;

6.2, 12.3,
15.9, 16.1

except in the case of an adjournment to the next ordinary meeting of the Council or the committee, when the business unresolved at the adjourned meeting is to have precedence at that ordinary meeting.

3.2 Order of Business

- (1) Unless otherwise decided by the Council the order of business at any ordinary meeting of the Council is to be as follows -
 - a) Declaration of opening / Announcement of visitors
 - b) Record of attendance / Apologies / Leave of absence (previously approved)

- c) Advice of Response to previous public questions taken on notice
 - d) Public question time
 - e) Applications for leave of absence
 - f) Petitions
 - g) Confirmation of minutes
 - h) Announcements by the person presiding without discussion
 - i) Questions by members of which due notice has been given, without discussion
 - j) Reports
 - k) Motions of which previous notice has been given
 - l) Urgent business approved by the person presiding or by decision
 - m) Matters for referral to Standing Committees, without discussion
 - n) Matters requiring confidential consideration
 - o) Closure
- (2) Unless otherwise decided by the members present, the order of business at any special meeting of the Council or at a committee meeting is to be the order in which that business stands in the agenda of the meeting.
- (3) Notwithstanding subclauses (1) and (2) in the order of business for any meeting of the Council or a committee, the provisions of the Act and Local Government (Administration) Regulations 1996 relating to the time at which public question time is to be held are to be observed.
- (4) Notwithstanding subclause (1), the CEO may include in an appropriate place within the order of business on the agenda of a Council or committee meeting any matter which must be decided, or which he or she considers is appropriate to be decided, by that meeting.

3.3 Public Question Time

The procedure for Public Question Time shall be determined by the person presiding in accordance with Council Policy 5.1.29

S.5.24 & R5

Time is to be allocated for questions to be raised by members of the public and responded to at -

- (a) *every ordinary meeting of a Council;*
- (b) *every special meeting of a Council;*
- (c) *every meeting of a committee to which the local government has delegated a power or duty.*

R 6

- (1) *The minimum time to be allocated for the asking of and responding to questions raised by members of the public at ordinary meetings of Councils and meetings referred to in regulation 5 is 15 minutes.*
- (2) *Once all the questions raised by members of the public have been asked and responded to at a meeting referred to in subregulation (1), nothing in these regulations prevents the unused part of the minimum question time period from being used for other matters.*

R 7

- (1) *Procedures for the asking of and responding to questions raised by members of the public at a meeting referred to in regulation 6(1) are to be determined -*
 - (a) *by the person presiding at the meeting; or*
 - (b) *in the case where the majority of members of the Council or committee present at the meeting disagree with the person presiding, by the majority of those members, having regard to the requirements of subregulations (2) and (3).*
- (2) *The time allocated to the asking of and responding to questions raised by members of the public at a meeting referred to in regulation 6(1) is to precede the discussion of any matter that requires a decision to be made by the Council or the committee, as the case may be.*
- (3) *Each member of the public who wishes to ask a question at a meeting referred to in regulation 6(1) is to be given an equal and fair opportunity to ask the question and receive a response.*
- (4) *Nothing in subregulation (3) requires -*
 - (a) *a Council to answer a question that does not relate to a matter affecting the local government*
 - (b) *a Council at a special meeting to answer a question that does not relate to the purpose of the meeting; or*
 - (c) *a committee to answer a question that does not relate to a function of the committee.*

EM-6 POLICY & MANAGEMENT PRACTICE – PUBLIC QUESTION TIME

- *Meetings of the Community Services, Development Services, Technical Services and City Strategy Committees shall be open to the public and include a public question time.*
 - *Unless otherwise determined by the person presiding, or a majority of the members present, the procedures for public question time at Council and committee meetings shall be in accordance with the current Management Policies.*
1. *Minimum time allocated to Question Time is 15 minutes. Where it is apparent that additional time is required, the Presiding Member will invite Committee or Council to resolve to extend for a given period.*
 2. *If at the end of the allotted extension there are still questions outstanding these may be submitted in writing for an early response.*
 3. *The order in which questions are to be asked will be determined by the person presiding.*
 4. *The **procedure for asking questions** is as follows:-*
 - 4.a *The person asking the question is requested to give their name and address prior to asking the question.*
 - 4.b *In regard to Council meetings, questions must be relevant to a matter, which affects the City of Armadale while in regard to Committee meetings, questions must be relevant to a matter which relates to the function of that Committee.*
 - 4.c *Questions are to be directed to the person presiding who will have the discretion of*
 - i) *accepting or rejecting a question;*
 - ii) *nominating a Councillor and/or Officer to answer the question; or*
 - iii) *determining that any complex questions requiring research will be taken on notice and answered in writing.*
 5. *No debate or discussion will be permitted on any question or answer.*
 6. *Question Time is available as a means by which the public may easily and quickly obtain information and is not a forum in which to make statements.*
 7. *Questioners are encouraged (but not required) to forward questions in writing. Questions should be succinct, with personal explanation kept to a minimum.*
 8. *Answers to questions are provided in good faith, however, unless reasonable prior written notice of the question is given you should not rely upon the answer provided as being totally comprehensive.*
 9. *The procedure for Public Question Time is to be made available to the public with Committee and Council Agendas to ensure that the public are aware of the requirements.*
 10. *When a question is taken on notice under sub-clause 4(c)(iii) a response is to be forwarded to the member of the public in writing by the CEO or the respective Executive Director, and a copy is to be included in the agenda of the next meeting of the Council or committee as the case requires.*
 11. *A summary of each question raised and response given during Public Question Time will be recorded in the Minutes. In the event that the person having raised a question believes the substance of their question (or response given) was not appropriately recorded, it may be the subject of a further question at the next meeting. Where an elected member believes the substance of the question or response has not been appropriately recorded, it may be addressed during Confirmation of Minutes.*

Disqualification for failure to attend meetings

S 2.25

- (1) A Council may, by resolution, grant leave of absence to a member.
- (2) Leave is not to be granted to a member in respect of more than 6 consecutive ordinary meetings of the Council without the approval of the Minister.
- (3) The granting of the leave is to be recorded in the minutes of the meeting.
- (4) A member who is absent, without first obtaining leave of the Council, throughout 3 consecutive ordinary meetings of the Council is disqualified from continuing his or her membership of the Council.
- (5)

3.4 Petitions

A petition, in order to be effective, is to -

- (a) be addressed to the Mayor;
- (b) be made by electors of the district;
- (c) state the request on each page of the petition;
- (d) contain the names, addresses and signatures of the electors making the request, and the date each elector signed;
- (e) contain a summary of the reasons for the request;
- (f) state the name of the person upon whom, and an address at which, notice to the petitioners can be given;
- (g) be in the form prescribed by the Act and Local Government (Constitution) Regulations 1996 if it is -
 - (i) a proposal to change the method of filling the office of Mayor;
 - (ii) a proposal to create a new district or the boundaries of the Local Government;
 - (iii) a request for a poll on a recommended amalgamation;
 - (iv) a submission about changes to wards, the name of a district or ward or the number of councillors for a district or ward.

3.5 Confirmation of Minutes

- (1) When minutes of a meeting are submitted to an ordinary meeting of the Council or committee for confirmation, if a member is dissatisfied with the accuracy of the minutes, then he or she is to -
 - (a) state the item or items with which he or she is dissatisfied; and
 - (b) propose a motion clearly outlining the alternative wording to amend the minutes.
- (2) Discussion of any minutes, other than discussion as to their accuracy as a record of the proceedings, is not permitted.

S.5.22

- (1) *The person presiding at a meeting of a Council or a committee is to cause minutes to be kept of the meeting's proceedings.*
- (2) *The minutes of a meeting of a Council or a committee are to be submitted to the next ordinary meeting of the Council or the committee, as the case requires, for confirmation.*
- (3) *The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify the confirmation.*

3.6 Announcements by the Person Presiding Without Discussion

- (1) At any meeting of the Council or a committee the person presiding may announce or raise any matter of interest or relevance to the business of the Council or committee, or propose a change to the order of business.
- (2) Any member may move that a change in order of business proposed by the person presiding not be accepted and if carried by a majority of members present, the proposed change in order is not to take place.

3.7 Matters for which Meeting May be Closed

For the convenience of members of the public, the Council or committee may identify by decision any matter on the agenda of the meeting to be discussed behind closed doors, and that matter is to be deferred for consideration as the last item of the meeting.

S.5.23(2),
4.2

Matters for which Meeting may be closed

S 5.23

- (1) *Subject to subsection (2), the following are to be open to members of the public-*
- (a) *all Council meetings; and*
 - (b) *all meetings of any committee to which a local government power or duty has been delegated.*
- (2) *If a meeting is being held by a Council or by a committee referred to in subsection (1) (b), the Council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following -*
- (a) *a matter affecting an employee or employees;*
 - (b) *the personal affairs of any person;*
 - (c) *a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;*
 - (d) *legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting;*
 - (e) *a matter that if disclosed, would reveal -*
 - (i) *a trade secret;*
 - (ii) *information that has a commercial value to a person; or*
 - (iii) *information about the business, professional, commercial or financial affairs of a person,**where the trade secret or information is held by, or is about, a person other than the local government;*
 - (f) *a matter that if disclosed, could be reasonably expected to -*
 - (i) *impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law;*
 - (ii) *endanger the security of the local government's property;*
or
 - (iii) *prejudice the maintenance or enforcement of a lawful measure for protecting public safety;*
 - (g) *information which is the subject of a direction given under section 23 (1a) of the Parliamentary Commissioner Act 1971; and*
 - (h) *such other matters as may be prescribed.*
- (3) *A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.*

3.8 Motions of which Previous Notice has been Given

- (1) Unless the Act, Local Government (Administration) Regulations 1996 or these Standing Orders otherwise provide, a member may raise at a meeting such business as he or she considers appropriate, in the form of a motion, of which notice has been given in writing to the CEO.
- (2) A notice of motion under subclause (1) is to be given at least four (4) clear working days before the meeting at which the motion is moved.
- (3) A notice of motion is to relate to the good government of persons in the district.
- (4) The CEO -
 - (a) with the concurrence of the Mayor, may exclude from the notice paper any notice of motion deemed to be out of order; or
 - (b) may on his or her own initiative make such amendments to the form but not the substance thereof as will bring the notice of motion into due form; and
 - (c) may under his or her name provide relevant and material facts and circumstances pertaining to the notice of motion on such matters as policy, budget and law.
- (5) A motion of which notice has been given is to lapse unless -
 - (a) the member who gave notice thereof, or some other member authorised by him or her in writing moves the motion when called on; or
 - (b) the Council on a motion agrees to defer consideration of the motion to a later stage or date.
- (6) If a notice of motion is given and lapses in the circumstances referred to in subclause (5)(a), notice of motion in the same terms or the same effect is not to be given again for at least 3 months from the date of such lapse.

3.9 Questions by Members of which Due Notice has been given.

- (1) A question on notice is to be given by a member in writing to the CEO at least four (4) clear working days before the meeting at which it is raised.
- (2) If the question referred to in subclause (1) is in order, the answer is, so far as is practicable, to be included in written form in the agenda of the meeting, or otherwise tabled at that meeting.
- (3) Every question and answer is to be submitted as briefly and concisely as possible and no discussion is to be allowed thereon, unless with the consent of the person presiding.

3.10 Urgent Business Approved By the Person Presiding or by Decision

- (1) Subject to subclauses (2) and (3), in cases of extreme urgency or other special circumstance, matters may, with the consent of the person presiding, or by decision of the members present, be raised without notice and decided by the meeting.
- (2) Before a matter may be raised under subclause (1) the person presiding or a member otherwise seeking to raise the matter is to state why the matter is considered to be of extreme urgency or other special circumstance.
- (3) If a member of the council or committee as the case requires, objects to a matter being raised without notice, any decision of the council or committee in regard to that matter does not have effect unless it has been made by an absolute majority.

3.11 Deputations

- (1) A deputation seeking to be received by the Council or a committee is to apply in writing to the CEO who is to forward the written request to the Mayor, or the Presiding Member as the case may be.
- (2) The Mayor if the request is to attend a Council meeting, or the Presiding Member of the committee, if the request is to attend a meeting of a committee, may either approve the request, in which event the CEO is to invite the deputation to attend a meeting of the Council or committee as the case may be, or may instruct the CEO to refer the request to the Council or committee to decide by simple majority whether or not to receive the deputation.
- (3) A deputation invited to attend a Council or committee meeting-
 - (a) is not to exceed five persons, only two of whom may address the Council or committee, although others may respond to specific questions from the members; and
 - (b) is not to address the Council or committee for a period exceeding 15 minutes without the agreement of the Council or the committee as the case requires.

3.12 Grievance Issue

Notwithstanding anything contrary in these Standing Orders, a member of the Council who feels aggrieved by anything, which may have transpired since the last ordinary meeting of the Council, and relating to the good government of persons in the district, may raise that issue; provided that a member first seeks the advice of the person presiding and, provided that the issue does not relate to an employee of Council.

3.13 Procedure on Grievance Issue

A grievance under Clause 3.12 is to be raised immediately after the minutes of the last ordinary meeting of the Council are confirmed and takes precedence over all other business of the meeting.

Part 4 - Public Access to Agenda Documents

4.1 Inspection Entitlement

Members of the public have access to agenda documents in the terms set out in Regulation 14 of the Local Government (Administration) Regulations 1996.

4.2 Confidentiality of Information Withheld

- (1) Information withheld by the CEO from members of the public under Regulation 14.2, of the Local Government (Administration) Regulations 1996, is to be -
 - (a) identified in the agenda of a Council or committee meeting under the item “Matters for which meeting may be closed”; and
 - (b) marked “confidential” in the agenda.
- (2) A member of the Council or a committee or an employee of the Council in receipt of confidential information is not to disclose such information to any person other than a member of the Council or the committee or an employee of the Council to the extent necessary for the purpose of carrying out his or her duties.

3.7

Penalty \$5,000

Part 5 - Disclosure of Financial Interests

5.1 Member with an Interest may ask to be Present

S.5.68

- (1) Where a member has disclosed the nature of his or her interest in a matter, immediately before the matter is considered by the meeting, he or she may, without disclosing the extent of the interest, request that he or she be allowed to be present during any discussion or decision making procedure related to the matter.
- (2) If such a request is made, the member is to leave the room while the request is considered. If the request is allowed by the members, the member may return to the meeting and be present during the discussion or decision making procedure related to that matter, but is not permitted to participate in any way.

5.2 Member with an Interest may ask Permission to Participate

S.5.68

- (1) A member who discloses both the nature and extent of an interest, may request permission to take part in the consideration or discussion of the matter, or to vote on the matter.
- (2) If such a request is made, the member is to leave the room while the request is considered. If it is decided at a meeting that a member who has disclosed both the nature and extent of an interest in a matter, be permitted to participate in the consideration and discussion of the matter or to vote on the matter, or both, then the member may return to participate to the extent permitted.

5.3 Invitation to Return to Provide Information

Where a member has disclosed an interest in a matter and has left the room in accordance with the Act, the meeting may resolve to invite the member to return to provide specific information to clarify the matter and in such case the member is to withdraw after providing the specified information.

5.4 Disclosures by Employees

S.5.70

- (1) If an employee within the meaning of section 5.70 of the Act, presents a written report to a meeting, on a matter in which the employee has an interest, the nature of the interest is to be disclosed at the commencement of the report.
- (2) If such an employee makes a verbal report to a meeting on a matter in which the employee has an interest, the employee is to preface his or her advice to the meeting by verbally disclosing the nature of the interest.

S.5.60 to For what constitutes a “financial interest”.

S.5.64

S.5.65

- (1) *A member who has an interest in any matter to be discussed at a Council or committee meeting that will be attended by the member must disclose the nature of the interest -*
 - (a) *in a written notice given to the CEO before the meeting; or*
 - (b) *at the meeting immediately before the matter is discussed.*

Penalty: \$10 000 or imprisonment for 2 years.

- (2) *It is a defence to a prosecution under this section if the member proves that he or she did not know -*
 - (a) *that he or she had an interest in the matter; or*
 - (b) *that the matter in which he or she had an interest would be discussed at the meeting.*

- (3)

S.5.67

A member who makes a disclosure under section 5.65 must not -

- (a) *preside at the part of the meeting relating to the matter; or*
- (b) *participate in, or be present during, any discussion or decision making procedure relating to the matter,*

unless, and to the extent that, the disclosing member is allowed to do so under section 5.68 or 5.69.

Penalty: \$10 000 or imprisonment for 2 years.

S.5.68

- (1) *If a member has disclosed, under section 5.65, an interest in a matter, the members present at the meeting who are entitled to vote on the matter -*
 - (a) *may allow the disclosing member to be present during any discussion or decision making procedure relating to the matter; and*
 - (b) *may allow, to the extent decided by those members, the disclosing member to preside at the meeting (if otherwise qualified to preside) or to participate in discussions and the decision making procedures relating to the matter if -*
 - (i) *the disclosing member also discloses the extent of the interest; and*
 - (ii) *those members decide that the interest -*
 - (I) *is so trivial or insignificant as to be unlikely to influence the disclosing member's conduct in relation to the matter; or*
 - (II) *is common to a significant number of electors or ratepayers.*
- (2) *A decision under this section is to be recorded in the minutes of the meeting relating to the matter together with the extent of any participation allowed by the Council or committee.*
- (3) *This section does not prevent the disclosing member from discussing, or participating in the decision making process on, the question of whether an application should be made to the Minister under section 5.69.*

S.5.69

- (1) *If a member has disclosed, under section 5.65, an interest in a matter, the Council or the CEO may apply to the Minister to allow the disclosing member to participate in the part of the meeting relating to the matter.*
- (2)
- (3)

Part 6 - Quorum

6.1 Quorum to be Present

The Council or a committee is not to transact business at a meeting unless a quorum is present.

6.2 Loss of Quorum During a Meeting

(1) If at any time during the course of a meeting of the Council or a committee a quorum is not present -

(a) in relation to a particular matter because of a member or members leaving the meeting after disclosing a financial interest,

the matter is adjourned until either -

(i) a quorum is present to decide the matter; or

(ii) the Minister allows a disclosing member or members to preside at the meeting or to participate in discussions or the decision making procedures relating to the matter under section 5.69 of the Act; or

(b) because of a member or members leaving the meeting for reasons other than disclosure of a financial interest, the person presiding is to suspend the proceedings of the meeting for a period of ten minutes, and if a quorum is not present at the end of that time, the meeting is deemed to have been adjourned and the person presiding is to reschedule it to some future time or date having regard to the period of notice which needs to be given under the Act, Local Government (Administration) Regulations 1996, or the Standing Orders when calling a meeting of that type.

3.1(4),
16.5

- (2) Where debate on a motion is interrupted by an adjournment under subclause (1) (b) -
- (a) the debate is to be resumed at the next meeting at the point where it was so interrupted; and
 - (b) in the case of a Council meeting
 - (i) the names of members who have spoken on the matter prior to the adjournment are to be recorded in the minutes; and
 - (ii) the provisions of clause 9.5 apply when the debate is resumed.

3.1(4),
16.5

S 5.19 Quorum for meetings

The quorum for a meeting of a Council or committee is at least 50% of the number of offices (whether vacant or not) of member of the Council or the committee.

Procedure If No Quorum

- R8 *If a quorum has not been established within the 30 minutes after a Council or committee meeting is due to begin then the meeting can be adjourned -*
- (a) *in the case of the Council, by the mayor or president, or if the mayor or president is not present at the meeting, by the deputy mayor or deputy president;*
 - (b) *in the case of a committee by the presiding member of the committee or if the presiding member is not present at the meeting, by the deputy presiding member;*
 - (c) *if no person referred to in paragraph (a) or (b), as the case requires, is present at the meeting, by the majority of members present;*
 - (d) *if only one member is present, by that member; or*
 - (e) *if no member is present or if no member other than the CEO is present, by the CEO or a person authorised by the CEO.*

Part 7 - Keeping of Minutes

7.1 Content of Minutes

In addition to the matters contained in Regulation 11 of the Local Government (Administration) Regulations 1996, the content of minutes of a meeting of the Council or a committee is to include a record of the numbers voting for and against each motion put to the vote and, where an application for approval is declined or the authorisation of a licence, permit, or certificate is otherwise withheld or cancelled, the reasons for the decision.

S.5.25(f),
R11, 3.5

7.2 Preservation of Minutes

Minutes including the agenda of each Council and committee meeting are to be kept as a permanent record of the activities of the local government and are to be transferred to the Public Records Office, being a directorate of the Library and Information Service of Western Australia, in accordance with the retention and disposal policy determined by that office from time to time.

Public inspection of unconfirmed minutes of Council or committee meetings

R 13 A local government is to ensure that unconfirmed minutes of each Council and committee meeting are available for inspection by members of the public -

- (a) in the case of a Council meeting, within 10 business days after the meeting; and*
- (b) in the case of a committee meeting, within 5 business days after the meeting.*

Part 8 - Conduct of Persons at Council and Committee Meetings

8.1 Official Titles to be Used

Members of the Council are to speak of each other in the Council or committee by their respective titles of Mayor or councillor. Members of the Council, in speaking of or addressing employees, are to designate them by their respective official titles.

8.2 Members to Occupy Own Seats

A member is not to be considered as being present unless the member occupies his or her designated place within the Council Chamber or Committee Room.

In the case of a Council meeting, places to be designated by a decision of Council and in the case of Committee meetings, places to be designated by a decision of the appropriate Committee.

8.3 Leaving Meetings

During the course of a meeting of the Council or a committee no member is to enter or leave the meeting without first advising the person presiding, in order to facilitate the recording in the minutes of the time of entry or departure.

8.4 Adverse Reflection

- (1) No member of the Council or a committee is to reflect adversely upon a decision of the Council or committee except on a motion that the decision be revoked or changed.
- (2) No member of the Council, or a committee, or member of the public is to use offensive or objectionable expressions in reference to any member, employee of the Council, or any other person.

Penalty \$1,000

15.2

- (3) No member of the Council, or a committee, or member of the public is to reflect adversely on the character or actions of a member, officer or any other person participating in the meeting.
- (4) If a member of the Council or committee specifically requests, immediately after their use, that any particular words used by a member be recorded in the minutes, the person presiding is to cause the words used to be taken down and read to the meeting for verification and to then be recorded in the minutes.

8.5 Recording of Proceedings

No person is to use any electronic, visual or vocal recording device or instrument to record the proceedings of the Council or a committee without the permission of the person presiding.

8.6 Prevention of Disturbance

- (1) Any member of the public addressing the Council or a committee is to extend due courtesy and respect to the Council or committee and the processes under which they operate and must take direction from the person presiding whenever called upon to do so.

Penalty \$1,000

- (2) No person observing a meeting, is to create a disturbance at a meeting, by interrupting or interfering with the proceedings, whether by expressing approval or dissent, by conversing or by any other means.

Penalty \$1,000

8.7 Distinguished Visitors

If a distinguished visitor is present at a meeting of the Council or a committee, the person presiding may invite such person to sit beside the person presiding or at the Council table.

8.8 Protection of Employees

- (1) For the purpose of this clause, “complaint” means any expression of censure or dissatisfaction raised with the object, whether expressed or implied, of having remedial or disciplinary action taken against the employee concerned.
- (2) If at a meeting of the Council or a committee, a complaint is received from a member of the Council or any other person about the ability, character or integrity of any employee or of any act or omission of an employee, and the person making the complaint has provided or is prepared to provide details of the complaint in writing and sign the complaint, the Council or committee may –
 - (a) if the complaint is about the CEO, direct the signed written complaint to the Mayor who is to refer the complaint to the committee deemed most appropriate by the Mayor to investigate and report upon the matter; or
 - (b) if the complaint is about any other employee, refer the signed written complaint to the CEO, who is to investigate the matter and report any action taken by him or her to the Council or committee.
- (3) Where a complaint is received by the Council or a committee and becomes the subject of an investigation and report under subclause (2), the employee about whom the complaint is made, is to be given the opportunity to answer the complaint in writing.

Part 9 - Conduct of Members During Debate

9.1 Members to Rise

Every member of the Council wishing to speak is to indicate by show of hands or other method agreed upon by the Council. When invited by the person presiding to speak, members are to rise and address the Council through the person presiding, provided that where any member of the Council is unable to stand by reason of sickness or disability he or she may sit while speaking.

9.2 Priority

In the event of two or more members of the Council or a committee wishing to speak at the same time, the person presiding is to decide which member is entitled to be heard first. The decision is not open to discussion or dissent.

9.3 The Person Presiding to Take Part in Debates

Unless otherwise prohibited by the Act, and subject to compliance with procedures for the debate of motions contained in these Standing Orders, the person presiding may take part in a discussion of any matter before the Council or committee as the case may be.

9.4 Relevance

Every member of the Council or of a committee is to restrict his or her remarks to the motion or amendment under discussion, or to a personal explanation or to a point of order.

9.5 Limitation of Number of Speeches

No member of the Council is to address the Council more than once on any motion or amendment before the Council except the mover of a substantive motion, in reply, or to a point of order, or in explanation.

10.17
12.7(2)
15.4

9.6 Limitation of Duration of Speeches

All addresses are to be limited to a maximum of ten minutes. Extension of time is permissible only with the agreement of a simple majority of members present.

9.7 Members Not to Speak After Conclusion of Debate

No member of the Council or a committee is to speak to any question after it has been put by the person presiding.

9.8 Members Not to Interrupt

No member of the Council or a committee is to interrupt another member of the Council or committee whilst speaking unless:

6.1, 15.3
15.4

- (a) to raise a point of order;
- (b) to call attention to the absence of a quorum;
- (c) to make a personal explanation under clause 10.16; or
- (d) to move a motion under clause 11(1)(e).

9.9 Re-Opening Discussion on Decisions

No member of the Council or a committee is to re-open discussion on any decision of the Council or committee, except for the purpose of moving that the decision be revoked or changed.

Part 10 - Procedures for Debate of Motions

10.1 Permissible Motions on Report Recommendations

A recommendation contained in a report to Council may be adopted without amendment or modification, failing which, it may be -

- (a) rejected by the Council and replaced by an alternative decision; or
- (b) amended or modified and adopted with such amendment or modification; or
- (c) referred back to a committee or Council for further consideration.

10.2 Motions To be Stated and Spoken to

Any member of the Council or a committee who moves a substantive motion or amendment to a substantive motion is to state the substance of the motion and may immediately speak to it.

10.3 Unopposed Business

- (1) Upon a motion being moved and spoken to, the person presiding may ask the meeting if any member opposes it.
- (2) If no member signifies opposition to the motion the person presiding may declare the motion in subclause (1) carried without debate and without taking a vote on it.
- (3) A motion carried under subclause (2) is to be recorded in the minutes as a unanimous decision of the Council or committee.
- (4) If a member signifies opposition to a motion the motion is to be dealt with according to this Part.
- (5) This clause does not apply to any motion or decision to revoke or change a decision which has been made at a Council or committee meeting which must have the support required under Regulation 10 of the Local Government (Administration) Regulations 1996.

10.4 Opposed Business – Order of Debate

- (1) If a member signifies opposition to a motion, the person presiding is to ask if there is a seconder to the motion.
- (2) If there is no seconder, the person presiding is to declare the motion has lapsed for want of a seconder.
- (3) If there is a seconder, the seconder is then to speak to the motion or forfeit the right to speak on that motion at that meeting.
- (4) The member who signified opposition to the motion, or if he declines, another member, may then speak against the motion.
- (5) Speeches then alternate for and against the motion where alternate views remain.
- (6) The mover then exercises the right of reply which closes debate.

10.5 Only One Substantive Motion Considered

When a substantive motion is under debate at any meeting of the Council or a committee, no further substantive motion is to be accepted.

10.6 Breaking Down of Complex Questions

The person presiding may order a complex question to be broken down and put in the form of several motions, which are to be put in sequence.

10.7 Limit of Debate

The person presiding may offer the right of reply and put the motion to the vote if he or she believes sufficient discussion has taken place even though all members may not have spoken.

10.8 Member May Seek Clarification

Subject to clause 10.20 (d), any member may require the question or matter under discussion to be read or to be otherwise clarified during a debate, but not so as to interrupt any other member whilst speaking.

10.9 Consent of Secunder Required to Accept Alteration of Wording

The mover of a substantive motion may not alter the wording of the motion without the consent of the seconder.

10.10 Order of Amendments

Any number of amendments may be proposed to a motion, but when an amendment is moved to a substantive motion, no second or subsequent amendment is to be moved or considered until the first amendment has been withdrawn or lost.

10.14

10.11 Amendments Must Not Negate Original Motion

No amendment to a motion can be moved which negates the original motion or the intent of the original motion.

10.12 Mover of Motion May Speak on an Amendment

On an amendment being moved, any member may speak to the amendment, provided that if the person who moved the substantive motion does choose to speak to the amendment, the right of reply is forfeited by that person.

10.13 Substantive Motion

If an amendment to a substantive motion is carried, the motion as amended then becomes the substantive motion, on which any member may speak and any further amendment may be moved.

10.14 Withdrawal of Motion and Amendments

Council or a committee may, without debate, grant leave to withdraw a motion or amendment upon request of the mover of the motion or amendment and with the approval of the seconder provided that there is no voice expressed to the contrary view by any member, in which case discussion on the motion or amendment is to continue.

10.15 Limitation of Withdrawal

Where an amendment has been proposed to a substantive motion, the substantive motion is not to be withdrawn, except by consent of the majority of members present, until the amendment proposed has been withdrawn or lost.

10.16 Personal Explanation

No member is to speak at any meeting of the Council or a committee, except upon the matter before the Council or committee, unless it is to make a personal explanation. Any member of the Council or committee who is permitted to speak under these circumstances is to confine the observations to a succinct statement relating to a specific part of the former speech which may have been misunderstood. When a member of the Council or committee rises to explain, no reference is to be made to matters unnecessary for that purpose.

10.17 Personal Explanation - When Heard

A member of the Council or a committee wishing to make a personal explanation of matters referred to by any member of the Council or committee then speaking, is entitled to be heard immediately if the member of the Council or committee then speaking consents at the time, but if the member of the Council or committee who is speaking declines to give way, the explanation is to be offered at the conclusion of that speech.

10.18 Ruling on Questions of Personal Explanation

The ruling of the person presiding on the admissibility of a personal explanation is final unless a motion of dissent with the ruling is moved before any other business proceeds.

10.19 Right of Reply

- (1) The mover of a substantive motion has the right of reply. After the mover of the substantive motion has commenced the reply, no other member is to speak on the question.
- (2) The right of reply is to be confined to rebutting arguments raised by previous speakers and no new matter is to be introduced.

10.20 Right of Reply Provisions

The right of reply is governed by the following provisions:

- (a) if no amendment is moved to the substantive motion, the mover may reply at the conclusion of the discussion on the motion;
- (b) if an amendment is moved to the substantive motion the mover of the original motion is to either take the right of reply at the conclusion of the vote on any amendment or at the conclusion of debate on the amended motion;
- (c) the mover of any amendment does not have a right of reply;
- (d) once the right of reply has been taken, there can be no further discussion, nor any other amendment and the original motion or the original motion as amended is immediately put to the vote.

Part 11 - Procedural Motions

11.1 Permissible Procedural Motions

In addition to proposing a properly worded amendment to a substantive motion, it is permissible for a member to move the following procedural motions:

- (a) that the Council (or committee) proceed to the next business;
- (b) that the question be adjourned;
- (c) that the Council (or committee) now adjourn;
- (d) that the question be now put;
- (e) that the member be no longer heard;
- (f) that the ruling of the person presiding be disagreed with;
- (g) that the Council (or committee) meet behind closed doors, if the meeting or part of the meeting to which the motion relates is a matter in respect of which the meeting may be closed to members of the public under section 5.23 of the Act.

11.2 No Debate on Procedural Motions

- (1) The mover of a motion stated in each of paragraphs (a), (b), (c), (f) and (g) of clause 11.1 may speak to the motion for not more than five minutes, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.
- (2) The mover of a motion stated in each of paragraphs (d) and (e) of Clause 11.1 may not speak to the motion, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.

11.3 Procedural Motions - Closing Debate - Who May Move

No person who has moved, seconded, or spoken for or against the substantive motion, or any amendment may move any procedural motion which, if carried, would close the debate on the substantive motion or amendment.

11.4 Procedural Motions - Right of Reply on Substantive Motion

The carrying of a procedural motion which closes debate on the substantive motion or amendment and forces a decision on the substantive motion or amendment does not deny the right of reply to the mover of the substantive motion.

Part 12 - Effect of Procedural Motions

12.1 Council (or Committee) to Proceed to the Next Business - Effect of Motion

The motion “that the Council (or committee) proceed to the next business”, if carried, causes the debate to cease immediately and for the Council (or committee) to move to the next business of the meeting. No decision will be made on the substantive motion being discussed, nor is there any requirement for the matter to be again raised for consideration.

12.2 Question to be Adjourned - Effect of Motion

- (1) The motion “that the question be adjourned”, if carried, causes all debate on the substantive motion or amendment to cease but to continue at a time stated in the motion.
- (2) If the motion is carried at a meeting of the Council -
 - (a) the names of members who have spoken on the matter are to be recorded in the minutes; and
 - (b) the provisions of clause 9.5 apply when the debate is resumed.

12.3 Council (or Committee) to Now Adjourn - Effect of Motion

- (1) The motion “that the Council (or committee) now adjourn”, if carried, causes the meeting to stand adjourned until it is reopened at which time the meeting continues from the point at

3.1(4)
16.1, 16.2,
16.3, 16.4,
16.5

which it was adjourned, unless the person presiding or a simple majority of members upon vote, determine otherwise.

- (2) Where debate on a motion is interrupted by an adjournment under subclause (1) -
 - (a) the debate is to be resumed at the next meeting at the point where it was so interrupted; and
 - (b) in the case of a Council meeting
 - (i) the names of members who have spoken on the matter prior to the adjournment are to be recorded in the minutes; and
 - (ii) the provisions of clause 9.5 apply when the debate is resumed.

12.4 Question to be Put - Effect of Motion

- (1) The motion “that the question be now put”, if carried during discussion of a substantive motion without amendment, causes the person presiding to offer the right of reply and then immediately put the matter under consideration without further debate.
- (2) This motion, if carried during discussion of an amendment, causes the person presiding to put the amendment to the vote without further debate.
- (3) This motion, if lost, causes debate to continue.

12.5 Member to be No Longer Heard - Effect of Motion

The motion “that the member be no longer heard”, if carried, causes the person presiding to not allow the speaker against whom the motion has been moved to speak to the current substantive motion or any amendment relating to it, except to exercise the right of reply if the person is the mover of the substantive motion.

12.6 Ruling of the Person Presiding Disagreed With - Effect of Motion

The motion “that the ruling of the person presiding be disagreed with”, if carried, causes the ruling of the person presiding about which this motion was moved, to have no effect and for the meeting to proceed accordingly.

12.7 Council (or Committee) to Meet Behind Closed Doors - Effect of Motion

- (1) Subject to any deferral under clause 3.7 or other decision of the Council or committee, this motion, if carried, causes the general public and any officer or employee the Council or committee determines, to leave the room.
- (2) While a decision made under this clause is in force the operation of clause 9.5, limiting the number of speeches a member of the Council may make, and clause 10.4, Opposed Business - Order of Debate, are suspended unless the Council decides otherwise.
- (3) Upon the public again being admitted to the meeting the person presiding, unless the Council or committee decides otherwise, is to cause the motions passed by the Council or committee whilst it was proceeding behind closed doors to be read out including the vote of a member or members to be recorded in the minutes under section 5.21 of the Act.
- (4) A person who is a Council member, a committee member, or an employee is not to publish, or make public any of the discussion taking place on a matter discussed behind closed doors, but this prohibition does not extend to the actual decision made as a result of such discussion and other information properly recorded in the minutes.

Penalty \$5,000

Part 13 - Making Decisions

13.1 Question - When Put

When the debate upon any question is concluded and the right of reply has been exercised the person presiding shall immediately put the question to the Council or the committee, and, if so desired by any member of the Council or committee, shall again state it.

13.2 Question - Method of Putting

If a decision of the Council or a committee is unclear or in doubt, the person presiding shall put the motion or amendment as often as necessary to determine the decision from a show of hands or other method agreed upon so that no voter's vote is secret, before declaring the decision.

Decisions of Council and committees

S 5.20

- (1) *A decision of a Council does not have effect unless it has been made by a simple majority or, if another kind of majority is required under any provision of this Act or has been prescribed by regulations or a local law for the particular kind of decision, by that kind of majority.*
- (2) *A decision of a committee does not have effect unless it has been made by a simple majority or, if another kind of majority has been prescribed by regulations or a local law for the particular kind of decision, by that kind of majority.*
- (3)

Voting

S 5.21

- (1) *Each Council member and each member of a committee who is present at a meeting of the Council or committee is entitled to one vote.*
- (2) *Subject to section 5.67, each Council member and each member of a committee to which a local government power or duty has been delegated who is present at a meeting of the Council or committee is to vote.*
- (3) *If the votes of members present at a Council or a committee meeting are equally divided, the person presiding may cast a second vote.*
- (4) *If a member of a Council or a committee specifically requests that there be recorded -*
 - (a) *his or her vote; or*
 - (b) *the vote of all members present,*

on a matter voted on at a meeting of the Council or the committee, the person presiding is to cause the vote or votes, as the case may be, to be recorded in the minutes.

R9

Voting at a Council or committee meeting is to be conducted so that no voter's vote is secret.

Revoking or changing decisions made at council or committee meetings.

R10

- (1) *If a decision has been made at a Council or a committee meeting then any motion to revoke or change the decision must be supported -*
 - (a) *in the case where an attempt to revoke or change the decision had been made within the previous 3 months but had failed, by an absolute majority; or*
 - (b) *in any other case, by at least 1/3 of the number of offices (whether vacant or not) of members of the Council or committee, inclusive of the mover.*

- (2) *If a decision has been made at a Council or a committee meeting then any decision to revoke or change the first-mentioned decision must be made -*
 - (a) *in the case where the decision to be revoked or changed was required to be made by an absolute majority or by a special majority, by that kind of majority; or*
 - (b) *in any other case, by an absolute majority.*

- (3) *This regulation does not apply to the change of a decision unless the effect of the change would be that the decision would be revoked or would become substantially different.*

Part 14 - Implementing Decisions

14.1 Implementation of a Decision

- (1) If a notice of motion to revoke or change a decision of the Council or a committee is received before any action has been taken to implement that decision, then no steps are to be taken to implement or give effect to that decision until such time as the motion of revocation or change has been dealt with, except that -
 - (a) if a notice of motion to revoke or change a decision of the Council or a committee is given during the same meeting at which the decision was made, the notice of motion is of no effect unless the number of members required to support the motion under Regulation 10 of the Local Government (Administration) Regulations 1996 indicate their support for the notice of motion at that meeting; and
 - (b) if a notice of motion to revoke or change a decision of the Council or a committee is received after the closure of the meeting at which the decision was made, implementation of the decision is not to be withheld unless the notice of motion has the support in writing, of the number of members required to support the motion under Regulation 10 of the Local Government (Administration) Regulations 1996.
- (2) Implementation of a decision is only to be withheld under sub-clause (1) if the effect of the change proposed in a notice of motion would be that the decision would be revoked or would become substantially different.
- (3) The Council or a committee shall not vote on a motion to revoke or change a decision of the Council or committee whether the motion of revocation or change is moved with or without notice, if at the time the motion is moved or notice is given:-

- (a) action has been taken to implement the decision; or
- (b) where the decision concerns the issue of an approval or the authorisation of a licence, permit or certificate, and where that approval or authorisation of a licence, permit or certificate has been put into effect by the Council in writing to the applicant or the applicant's agent by an employee of the Council authorised to do so;

without having considered a statement of impact prepared by or at the direction of the CEO of the legal and financial consequences of the proposed revocation or change.

Part 15 - Preserving Order

15.1 The Person Presiding to Preserve Order

8.6

The person presiding is to preserve order, and may call any member or other person in attendance to order, whenever, in his or her opinion, there is cause for so doing.

15.2 Demand for Withdrawal

8.4

A member or any person in attendance at a meeting of the Council or a committee may be required by the person presiding, or by a decision of the Council or committee, to apologise and unreservedly withdraw any expression which is considered to reflect offensively on another member or an employee, and if the member declines or neglects to do so, the person presiding may refuse to hear the member further upon the matter then under discussion and call upon the next speaker.

15.3 Points of Order - When to Raise - Procedure

9.8

Upon a matter of order arising during the progress of a debate, any member may raise a point of order including interrupting the speaker. Any member who is speaking when a point of order is raised, is to immediately stop speaking and be seated while the person presiding listens to the point of order.

15.4 Points of Order - When Valid

The following are to be recognised as valid points of order:

- (a) that the discussion is of a matter not before the Council or committee;
- (b) that offensive or insulting language is being used;
- (c) drawing attention to the violation of any written law, or policy of the Local Government, provided that the member making the point of order states the written law or policy believed to be breached.

15.5 Points Of Order - Ruling

The person presiding is to give a decision on any point of order which is raised by either upholding or rejecting the point of order.

15.6 Points of Order - Ruling Conclusive, Unless Dissent Motion is Moved

The ruling of the person presiding upon any question of order is final, unless a majority of the members support a motion of dissent with the ruling.

15.7 Points of Order Take Precedence

Notwithstanding anything contained in these Standing Orders to the contrary, all points of order take precedence over any other discussion and until decided, suspend the consideration and decision of every other matter.

15.8 Precedence of Person Presiding

- (1) When the person presiding rises during the progress of a debate, any member of the Council or committee then speaking, or offering to speak, is to immediately sit down and every member of the Council or committee present shall preserve strict silence so that the person presiding may be heard without interruption.

Penalty \$500

- (2) Subclause (1) is not to be used by the person presiding to exercise the right provided in clause 9.3, but to preserve order.

15.9 Right of the Person Presiding to Adjourn Without Explanation to Regain Order

- (1) If a meeting ceases to operate in an orderly manner, the person presiding may use discretion to adjourn the meeting for a period of up to fifteen minutes without explanation, for the purpose of regaining order. Upon resumption, debate is to continue at the point at which the meeting was adjourned. If, at any one meeting, the person presiding has cause to further adjourn the meeting, such adjournment may be to a later time on the same day or to any other day.
- (2) Where debate of a motion is interrupted by an adjournment under sub-clause (1), in the case of a Council meeting -
- (a) the names of members who have spoken in the matter prior to the adjournment are to be recorded; and
- (b) the provisions of clause 9.5 apply when the debate is resumed.

3.1(4)
16.5

Part 16 - Adjournment of Meeting

16.1 Meeting May be Adjourned

The Council or a committee may decide to adjourn any meeting to a later time on the same day, or to any other day.

3.1(4)
12.3

16.2 Limit to Moving Adjournment

No member is to move or second more than one motion of adjournment during the same sitting of the Council or committee.

12.3

16.3 Unopposed Business - Motion for Adjournment

12.3

On a motion for the adjournment of the Council or committee, the person presiding, before putting the motion, may seek leave of the Council or committee to proceed to the transaction of unopposed business.

16.4 Withdrawal of Motion for Adjournment

12.3

A motion or an amendment relating to the adjournment of the Council or a committee may be withdrawn by the mover, with the consent of the seconder, except that if any member objects to the withdrawal, debate of the motion is to continue.

16.5 Time To Which Adjourned

3.1(4)
6.2, 12.3,
15.9, 16.1

The time to which a meeting is adjourned for want of a quorum, by the person presiding to regain order, or by decision of the Council, may be to a specified hour on a particular day or to a time which coincides with the conclusion of another meeting or event on a particular day.

Part 17 - Committees of the Council

17.1 Establishment and Appointment of Committees

S.5.8
S.5.9
S.5.10

A committee is not to be established except on a motion setting out the proposed functions of the committee and either -

- (a) the names of the Council members, employees and other persons to be appointed to the committee; or
- (b) the number of Council members, employees and other persons to be appointed to the committee and a provision that they be appointed by a separate motion.

17.2 Appointment of Deputy Committee Members

- (1) The Council may appoint one or more persons to be the deputy or deputies, as the case may be, to act on behalf of a member of a committee whenever that member is unable to be present at a meeting thereof and where two or more deputies are so appointed they are to have seniority in the order determined by the Council.
- (2) Where a member of a committee does not attend a meeting thereof a deputy of that member, selected according to seniority, is entitled to attend that meeting in place of the member and act for the member, and while so acting has all the powers of that member.

S.5.8 *A local government may establish committees of 3 or more persons to assist the Council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.*

S.5.12

- (1) *The members of a committee are to elect a presiding member from amongst themselves*
- (2) *The members of a committee may elect a deputy presiding member from amongst themselves*

17.3 Presentation of Committee Reports

When the report or recommendations of a committee are placed before the Council, the adoption of recommendations of the committee is to be moved by -

- (a) the Presiding Member of the Committee if the Presiding Member is a Council member and is in attendance; or
- (b) a Council member who is a member of the committee, if the Presiding Member of the Committee is not a Council member, or is absent; or
- (c) otherwise, by a Council member who is not a member of the committee.

17.4 Reports of Committees - Questions

When a recommendation of any committee is submitted for adoption by the Council, any member of the Council may direct questions directly relating to the recommendation through the person presiding to the Presiding Member or to any member of the committee in attendance.

17.5 Standing Orders Apply to Committees

Where not otherwise specifically provided, these Standing Orders apply generally to the proceedings of committees, except that the following Standing Orders do not apply to the meeting of a committee-

- a) Clause 9.1, in respect of the requirement to rise;
- b) Clause 9.5, limitation on the number of speeches;
- c) Clause 10.4 Opposed Business – Order of Debate.

Part 18 - Administrative Matters

18.1 Suspension of Standing Orders

- (1) The Council or a committee may decide, by simple majority vote, to suspend temporarily one or more of the Standing Orders.
- (2) The mover of a motion to suspend temporarily any one or more of the Standing Orders is to state the clause or clauses to be suspended, and the purpose of the suspension.

18.2 Cases not Provided for in Standing Orders

The person presiding is to decide questions of order, procedure, debate, or otherwise in cases where these Standing Orders and the Act and Local Government (Administration) Regulations 1996 are silent. The decision of the person presiding in these cases is final, except where a motion is moved and carried under clause 11.1 (f).

Part 19 - Common Seal

19.1 The Council's Common Seal

- (1) The CEO is to have charge of the common seal of the Local Government, and is responsible for the safe custody and proper use of it.
- (2) The common seal of the Local Government may only be used on the authority of the Council given either generally or specifically and every document to which the seal is affixed must be signed by the Mayor and the CEO or a senior employee authorised by him or her.
- (3) The common seal of the local government is to be affixed to any local law which is made by the local government.

- (4) The CEO is to record in a register each date on which the common seal of the Local Government was affixed to a document, the nature of the document, and the parties to any agreement to which the common seal was affixed.

- (5) Any person who uses the common seal of the Local Government or a replica thereof without authority commits an offence.

Penalty \$1,000
