

# DISTRICT COUNCIL OF LOWER EYRE PENINSULA

## Code of Practice – Meeting Procedures

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“Working with our Rural & Coastal Communities”



# GOV-COD-04 - CODE OF PRACTICE – PROCEDURES AT MEETINGS

Version No:	1.2
Issued:	March 2019
Next Review:	March 2023

Responsibility:	Governance
Minutes reference:	
Applicable Legislation:	<i>Local Government Act 1999</i> <i>Local Government (Procedures at Meetings) Regulations 2013</i>
Related Documents:	Code of Conduct – Elected Members
Review Frequency:	Following Council Election

## PART 1 - INTRODUCTION

### PURPOSE

The purpose of this code is to ensure open and transparent governance by providing a consistent approach and clear guidelines to Elected Members, Council employees and the public in relation to the conduct of proceedings at all ordinary and special meetings of Council (or its committee, where reference to this code is outlined in the committee’s Terms of Reference).

Council meeting procedures are largely determined by the Local Government (Procedures at Meetings) Regulations 2013 and this Code is to be used to compliment the Regulations, in particular where Council has, exercised the discretionary procedures outlined in the regulations.

All procedures outlined within this code of practice will reference the relevant regulation number from the Local Government (Procedures at Meetings) Regulations 2013. Any discretionary procedures (where allowed in the legislation) adopted by the District Council of Lower Eyre Peninsula are highlighted in **bold**.

### GUIDING PRINCIPLES

#### *Regulation 4*

Council will follow the guiding principles to be observed at a meeting of a council or a council committee as outlined in the regulations which state:

- (a) Procedures should be fair and contribute to open, transparent and informed decision-making;
- (b) Procedures should encourage appropriate community participation in the affairs of the council;
- (c) Procedures should reflect levels of formality appropriate to the nature and scope of responsibilities exercised at the meeting;
- (d) Procedures should be sufficiently certain to give the community and decision-makers confidence in the deliberations undertaken at the meeting.



# GOV-COD-04 - CODE OF PRACTICE – PROCEDURES AT MEETINGS

Version No:	1.2
Issued:	March 2019
Next Review:	March 2023

## DEFINITIONS

In these procedures, unless the contrary intention appears—

“**Act**” means the Local Government Act 1999.

“**clear days**” means:

- days inclusive of Saturdays, Sundays and public holidays
- excludes the day on which the notice is given;
- excludes the day on which the meeting occurs; and,
- Where a notice is given after 5pm, it is taken to be given on the next day.

“**deputation**” means a person or group of persons who wish to appear personally before a council or council committee in order to address the council or committee on a particular matter.

“**formal motion**” means a motion:

- (a) that the meeting proceed to the next business; or
- (b) that the question be put; or
- (c) that the question lie on the table; or
- (d) that the question be adjourned; or
- (e) that the meeting be adjourned

“**member**” means a member of the council or council committee (as the case may be).

“**point of order**” means the drawing of attention to an alleged breach of the Act or Regulations in relation to the proceedings of a meeting by a member.

“**Presiding Member**” means the person nominated to chair the Council or Committee meeting. The Mayor will preside at all Council meetings where he/she is present.

“**Regulations**” means the Local Government (Procedures at Meetings) Regulations 2013.

“**written notice**” includes a notice given in a manner or form determined by the council.

“**leave of the meeting**” approval is determined by a majority show of hands by members present at the Council or Committee meeting.



# GOV-COD-04 - CODE OF PRACTICE – PROCEDURES AT MEETINGS

Version No:	1.2
Issued:	March 2019
Next Review:	March 2023

## PART 2 – PROCEDURES

### 1. GENERAL PROCEDURES

#### 1.1 Council meetings

Meetings will be held the third Friday of the month (unless resolved otherwise for the purpose of public holidays or administrative commitments).

#### 1.2 Order of business

1.2.1 The Agenda for an ordinary meeting of Council is outlined in Council Policy – GOV-POL-02 – Council Meeting Agenda.

1.2.2 Agendas for Council meetings will close at 5pm on the Monday of the week preceding the Council Meeting.

1.2.3 Elected Members wishing to have items considered at a meeting are to advise the Chief Executive Officer prior to the close of the agenda (refer to Clause 1.2.2). This will ensure that the relevant staff have an opportunity to prepare an appropriate recommendation for such items and that all Elected Members have an opportunity to consider the matter, including the recommendation, prior to the meeting.

#### 1.3 Acknowledgement of Country

An Acknowledgement of Country is an opportunity to show respect for Traditional Owners and the continuing connection of Aboriginal and Torres Strait Islander peoples to Country. At the commencement of all Council meetings, the Presiding Member or CEO will read the following statement:

*“We acknowledge the traditional custodians of the ancestral land on which we meet today and pay our respects to elders past and present.”*

#### 1.4 General Business

1.4.1 Only urgent matters requiring action prior to the next meeting are to be considered in general business.

1.4.2 Questions without notice from Elected Members will be permitted to be asked in General Business at the presiding member’s discretion and should be restricted to:

- (a) Questions relating to an item detailed at an earlier item in the agenda;
- (b) A matter or urgency and importance such that failure to consider it at that meeting would be detrimental to the Council.
- (c) A simple matter requiring limited detailed information of which staff are able to answer at the meeting.



# GOV-COD-04 - CODE OF PRACTICE – PROCEDURES AT MEETINGS

Version No:	1.2
Issued:	March 2019
Next Review:	March 2023

## 1. GENERAL PROCEDURES cont'd:

### 1.5 Late correspondence

Any correspondence received after the close of the agendas (refer 1.2.2) shall not be considered at the meeting to which the agenda refers unless the Chief Executive Officer considers that the correspondence is sufficiently urgent to warrant consideration.

### 1.6 Elected Member Reports

**1.6.1 Elected Members may provide verbal or written meeting reports at the Council meeting.**

**1.6.2 Written reports outlining activities / meetings attending as a member of the Council (refer to Clause 3.5 (a)) will be provided to the minute taker by 5pm the Wednesday proceeding the Council meeting.**

### 1.7 Council committee reporting obligations

Where a Council committee is required to report to council in the form of minutes from their meeting, a motion to adopt the minutes of said meeting is sufficient to endorse the recommendations of the committee as a Council resolution.

## 2. COMMENCEMENT OF MEETINGS AND QUORUMS

*Regulation 7*

2.1 A meeting will commence as soon after the time specified in the notice of meeting as a quorum is present.

2.2 If the number of apologies received by the Chief Executive Officer indicates that a quorum will not be present at a meeting, the Chief Executive Officer may adjourn the meeting to a specified day and time.

2.3 If at the expiration of 30 minutes from the time specified in the notice of meeting as the time of commencement a quorum is not present, the Presiding Member or, in the absence of a Presiding Member, the Chief Executive Officer, will adjourn the meeting to a specified day and time.

2.4 If a meeting is adjourned for want of a quorum, the Chief Executive Officer will record in the minute book the reason for the adjournment, the names of any members present, and the date and time to which the meeting is adjourned.

2.5 If a meeting is adjourned to another day, the Chief Executive Officer must—

- a) give notice of the adjourned meeting to each member setting out the date, time and place of the meeting; and
- b) give notice of the adjourned meeting to the public by causing a notice setting out the date, time and place of the meeting to be placed on display at the principal office of the council.



## GOV-COD-04 - CODE OF PRACTICE – PROCEDURES AT MEETINGS

Version No:	1.2
Issued:	March 2019
Next Review:	March 2023

### 3. MINUTES

#### *Regulation 8*

- 3.1 The minutes of the proceedings at a meeting must be submitted for confirmation at the next meeting or, if that is omitted, at a subsequent meeting.
- 3.2 No discussion on the minutes may occur before confirmation, except as to the accuracy of the minutes as a record of proceedings.
- 3.3 On the confirmation of the minutes, the Presiding Member will—
- initial each page of the minutes, which pages are to be consecutively numbered; and
  - place his or her signature and the date of confirmation at the foot of the last page of the minutes.
- 3.4 The minutes of the proceedings of a meeting must include—
- the names of the members present at the meeting; and
  - in relation to each member present—
    - the time at which the person entered or left the meeting; and
    - unless the person is present for the whole meeting, the point in the proceedings at which the person entered or left the meeting; and
  - each motion or amendment, and the names of the mover and seconder; and
  - any variation, alteration or withdrawal of a motion or amendment; and
  - whether a motion or amendment is carried or lost; and
  - any disclosure of interest made by a member; and
  - an account of any personal explanation given by a member; and
  - details of the making of an order under subsection (2) of section 90 of the Act (see subsection (7) of that section); and
  - a note of the making of an order under subsection (7) of section 91 of the Act in accordance with the requirements of subsection (9) of that section; and
  - details of any adjournment of business; and
  - a record of any request for documents to be tabled at the meeting; and
  - a record of any documents tabled at the meeting; and
  - a description of any oral briefing given to the meeting on a matter of council business; and
  - any other matter required to be included in the minutes by or under the Act or any regulation.

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## GOV-COD-04 - CODE OF PRACTICE – PROCEDURES AT MEETINGS

Version No:	1.2
Issued:	March 2019
Next Review:	March 2023

### 3. MINUTES cont'd:

#### 3.5 The minutes of meetings will also include:

- a) Elected member reports (where those reports have been received by the time outlined at 3.2.2 of this code) and will include only their attendance at:
  - i) Civic functions attended as a representative of Council (such as Citizenship Ceremonies, Australia Day breakfasts)
  - ii) Meetings attended as a representative of Council (i.e. public meetings, community engagement meetings, Council meetings)
  - iii) Meetings attended as a Council liaison to an external body,
  - iv) Training / seminars.
- b) The name/s of any person making a deputation to Council and any person invited as a guest of Council.
- c) A summary of any Deputation provided to Council (refer also to Clause 6.9 of this code).
- d) Apologies received from Elected Members and staff.

3.6 Minutes of the meeting will be provided to Elected Members and placed on Council's website within 5 days of the meeting (Generally by 5pm the Friday following an ordinary meeting of Council).

3.7 Minutes will not include leave of absences and voting patterns (other than divisions).

### 4. QUESTIONS

#### *Regulation 9*

4.1 A member may ask a question on notice by giving the Chief Executive Officer written notice of the question at least 5 clear days before the date of the meeting at which the question is to be asked.

4.2 If notice of a question is given under Clause 4.1—

- (a) the Chief Executive Officer must ensure that the question is placed on the agenda for the meeting at which the question is to be asked; and
- (b) the question and the reply must be entered in the minutes of the relevant meeting.

4.3 A member may ask a question without notice at a meeting.

4.4 Questions without notice may also be asked during the 'General Business' section of the agenda.

(continued):



## GOV-COD-04 - CODE OF PRACTICE – PROCEDURES AT MEETINGS

Version No:	1.2
Issued:	March 2019
Next Review:	March 2023

### 4. QUESTIONS cont'd:

- 4.5 The Presiding Member may allow the reply to a question without notice to be given at the next meeting.
- 4.6 A question without notice and the reply will not be entered in the minutes of the relevant meeting unless the members present at the meeting resolve that an entry should be made.
- 4.7 The Presiding Member may rule that a question with or without notice not be answered if the Presiding Member considers that the question is vague, irrelevant, insulting or improper.
- 4.8 Elected Members are encouraged to discuss queries and questions they may have with particular agenda items with the Chief Executive Officer or an appropriate Executive Officer prior to the meeting in order to allow staff time to provide a researched answer at the meeting.**
- 4.9 To assist with the smooth functioning of Council meeting's the Chief Executive Officer or relevant Executive Officer will assist an Elected Member to formulate an alternative recommendation to that which is presented in the agenda when requested to do so by that Member. This should be undertaken prior to the Council Meeting.**

### 5. PETITIONS

*Regulation 10*

- 5.1 A petition to the council must—
- a) be legibly written or typed or printed; and
  - b) clearly set out the request or submission of the petitioners **on each page of the petition**; and
  - c) include the name and address of each person who signed or endorsed the petition; and
  - d) be addressed to the council and delivered to the principal office of the council.
  - e) Include the name and contact details of the head petitioner**
- 5.2 If a petition is received as outlined in 6.1, the Chief Executive Officer must ensure that the petition, or a statement as to the nature of the petition and the number of signatures is placed on the agenda for the next ordinary meeting of Council.**
- 5.3 Should the issues raised in the petition require further investigation; the petition will be formally considered at the first meeting of Council following the preparation of an officer report providing further detail.**





## GOV-COD-04 - CODE OF PRACTICE – PROCEDURES AT MEETINGS

Version No:	1.2
Issued:	March 2019
Next Review:	March 2023

### 6. DEPUTATIONS

#### *Regulation 11*

- 6.1 A person or persons wishing to appear as a deputation at a meeting must deliver (to the principal office of the council) a written request to the council.
- 6.2 The Chief Executive Officer must transmit a request received under Clause 7.1 to the Presiding Member.
- 6.3 The Presiding Member may refuse to allow the deputation to appear at a meeting.
- 6.4 The Chief Executive Officer must take reasonable steps to ensure that the person or persons who requested a deputation are informed of the outcome of the request.
- 6.5 If the Presiding Member refuses to allow a deputation to appear at a meeting, the Presiding Member must report the decision to the next meeting of the council or council committee (as the case may be).
- 6.6 The council or council committee may resolve to allow a deputation to appear despite a contrary ruling by the Presiding Member.
- 6.7 A council may refer the hearing of a deputation to a council committee.
- 6.8 **A deputation must not exceed ten minutes without the consent of the meeting.**
- 6.9 **A summary of the deputation will be included in the minutes of the meeting.**

### 7. MOTIONS

#### *Regulation 12*

- 7.1 A member may bring forward any business in the form of a written notice of motion.
- 7.2 The notice of motion must be given to the Chief Executive Officer at least five (5) clear days before the date of the meeting at which the motion is to be moved.
- 7.3 A motion the effect of which, if carried, would be to revoke or amend a resolution passed since the last general election of the council must be brought by written notice of motion (refer also Clause 16).
- 7.4 If a motion under Clause 8.3 is lost, a motion to the same effect cannot be brought—
  - (a) until after the expiration of twelve months; or
  - (b) until after the next general election,whichever is the sooner.
- 7.5 **A motion with notice may be amended / varied at the meeting by way of an amendment to the motion.**
- 7.6 Subject to the Act and the Regulations, a member may also bring forward any business by way of a motion without notice.

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## GOV-COD-04 - CODE OF PRACTICE – PROCEDURES AT MEETINGS

Version No:	1.2
Issued:	March 2019
Next Review:	March 2023

### 7. MOTIONS

cont'd:

- 7.7 The Presiding Member may refuse to accept a motion without notice if, after taking into account the Guiding Principles, he or she considers that the motion should be dealt with by way of a written notice of motion.
- 7.8 The Presiding Member may refuse to accept a motion if the subject matter is, in his or her opinion, beyond the power of the council or council committee (as the case may be).
- 7.9 **A motion without notice will not be accepted, where in the opinion of the Presiding Member, the motion relates to a significant issue or further information would be required to make an informed decision on the motion (refer to 8.7 above).**
- 7.10 **Motions without notice should be restricted to:**
- a. **A request that a report be provided to Council on a particular matter;**
  - b. **A matter that Council has considered in detail at that meeting and where a motion with notice (not included in an officer's recommendation) is considered the most appropriate way to resolve the matter;**
  - c. **a matter or urgency and importance that failure to consider it at that meeting would be detrimental to the Council.**
- 7.11 **At the discretion of the Presiding Member, a relevant officer may outline an agenda item or allow Elected Members to seek clarification in relation to an item prior to the formal moving of a motion.**
- 7.12 A motion will lapse if it is not seconded at the appropriate time.
- 7.13 A member moving or seconding a motion will speak to the motion at the time of moving or seconding the motion.
- 7.14 A member may only speak once to a motion except—
- (a) to provide an explanation in regard to a material part of his or her speech, but not so as to introduce any new matter; or
  - (b) with leave of the meeting; or
  - (c) as the mover in reply.
- 7.15 A member who has spoken to a motion may not at a later stage of the debate move or second an amendment to the motion.
- 7.16 A member who has not spoken in the debate on a question may move a formal motion.
- 7.17 A formal motion must be in the form of a motion set out in Clause 8.18 (and no other formal motion to a different effect will be recognised).

(continued):



## GOV-COD-04 - CODE OF PRACTICE – PROCEDURES AT MEETINGS

Version No:	1.2
Issued:	March 2019
Next Review:	March 2023

### 7. MOTIONS cont'd:

7.18 If the formal motion is—

- (a) that the *meeting proceed to the next business*, then the effect of the motion, if successful, is, in the case of an amendment, that the amendment lapses and the meeting proceeds with the consideration of the motion before the meeting without further reference to the amendment and, in the case of a motion, that the motion lapses and the meeting proceeds to the next item of business; or
- (b) that the *question be put*, then the effect of the motion, if successful, is that debate is terminated and the question put to the vote by the Presiding Member without further debate; or
- (c) that the *question lie on the table*, then the effect of the motion, if successful, is that the meeting immediately moves to the next item of business and the question can then only be retrieved at a later time by resolution (and, if so retrieved, debate is then resumed at the point of interruption); or
- (d) that the *question be adjourned*, then the effect of the motion, if successful, is that the question is disposed of for the time being but debate can be resumed at the later time (at the point of interruption); or
- (e) that the *meeting be adjourned*, then the effect of the motion, if successful, is that the meeting is brought to an end immediately without the consideration of further business.

7.19 If seconded, a formal motion takes precedence and will be put by the Presiding Member without discussion unless the motion is for an adjournment (in which case discussion may occur (but only occur) on the details for resumption).

7.20 A formal motion does not constitute an amendment to a substantive motion.

7.21 If a formal motion is lost—

- (a) the meeting will be resumed at the point at which it was interrupted; and
- (b) if the formal motion was put during debate (and not at the end of debate) on a question, then a similar formal motion (ie a motion to the same effect) cannot be put until at least 1 member has spoken on the question.

7.22 A formal motion for adjournment must include the reason for the adjournment and the details for resumption.

7.23 Any question that lies on the table as a result of a successful formal motion lapses at the next general election.

7.24 The Chief Executive Officer must report on each question that lapses to the council at the first ordinary meeting of the council after the general election.



## GOV-COD-04 - CODE OF PRACTICE – PROCEDURES AT MEETINGS

Version No:	1.2
Issued:	March 2019
Next Review:	March 2023

### 8. AMENDMENTS TO MOTIONS

#### *Regulation 13*

- 8.1 A member who has not spoken to a motion at an earlier stage of the debate may move or second an amendment to the motion.
- 8.2 An amendment will lapse if it is not seconded at the appropriate time.
- 8.3 A person who moves or seconds (and has spoken) to an amendment that is then defeated will be permitted to speak to the original motion if he or she chooses to do so.**
- 8.4 If an amendment is lost, only one further amendment may be moved to the original motion.
- 8.5 If an amendment is carried, only one further amendment may be moved to the original motion.

### 9. VARIATIONS

#### *Regulation 14*

- 9.1 The mover of a motion or amendment may, with the consent of the seconder, request leave of the meeting to vary, alter or withdraw the motion or amendment.
- 9.2 The Presiding Member must immediately put the question for leave to be granted and no debate will be allowed on that question.

### 10. ADDRESSES BY MEMBERS

#### *Regulation 15*

- 10.1 A member must not speak for longer than five minutes at any one time without leave of the meeting.
- 10.2 Members are to speak through the Chair of the meeting when speaking to a motion.**
- 10.3 A member may, with leave of the meeting, raise a matter of urgency during General Business (refer Clause 4.4 and 7.10).**
- 10.4 A member may, with leave of the meeting, make a personal explanation.
- 10.5 The subject matter of a personal explanation may not be debated.
- 10.6 The contribution of a member must be relevant to the subject matter of the debate.
- 10.7 Members will address other members as ‘Councillor’ during the meeting.**



## GOV-COD-04 - CODE OF PRACTICE – PROCEDURES AT MEETINGS

Version No:	1.2
Issued:	March 2019
Next Review:	March 2023

### 11. VOTING

#### *Regulation 16*

- 11.1 The Presiding Member, or any other member, may ask the Chief Executive Officer to read out a motion before a vote is taken.
- 11.2 The Presiding Member will, in taking a vote, ask for the votes of those members in favour of the question and then for the votes of those members against the question (and may do so as often as is necessary to enable him or her to determine the result of the voting), and will then declare the outcome.
- 11.3 All Elected Members present at the meeting must vote.**
- 11.4 Voting will be undertaken by a show of hands.**
- 11.5 Council may elect to undertake voting by a secret ballot (in the case of voting for positions on a committee of the Council) in which case the Chief Executive Officer and another member of staff will make arrangements for this to occur and count votes.**

### 12. DIVISIONS

#### *Regulation 17*

- 12.1 A division will be taken at the request of a member.
- 12.2 If a division is called for, it must be taken immediately and the previous decision of the Presiding Member as to whether the motion was carried or lost is set aside.
- 12.3 The division will be taken as follows:**
- a) the Presiding Member will ask members voting in the affirmative for a show of hands;**
  - b) the Presiding Member will ask members voting in the negative for a show of hands;**
  - c) the Presiding Member will declare the outcome.**
- 12.4 The Chief Executive Officer will record in the minutes the names of members who voted in the affirmative and the names of the members who voted in the negative (in addition to the result of the vote).



## GOV-COD-04 - CODE OF PRACTICE – PROCEDURES AT MEETINGS

Version No:	1.2
Issued:	March 2019
Next Review:	March 2023

### 13. TABLING OF INFORMATION

#### *Regulation 18*

- 13.1 A member may require the Chief Executive Officer to table any documents of the council relating to a motion that is before a meeting (and the Chief Executive Officer must then table the documents within a reasonable time, or at a time determined by the Presiding Member after taking into account the wishes of the meeting, and if the member who has required the tabling indicates that he or she is unwilling to vote on the motion until the documents are tabled, then the matter must not be put to the vote until the documents are tabled).
- 13.2 The Chief Executive Officer may, in tabling a document, indicate that in his or her opinion consideration should be given to dealing with the document on a confidential basis under section 90 or 91 of the Act.
- 13.3 Where a matter is included in a staff report on the agenda and it is known that further information related to the matter will be obtained and provided to Members following the finalisation of the Council agenda, this will be indicated to Elected Members in the report.**
- 13.4 At the commencement of the Council meeting, staff will provide Elected Members with the additional information in the form of an addendum to the relevant report.**
- 13.5 Should an addendum be provided to Elected Members, the report (in its entirety) shall be included in the minutes for the information of the public (provided it is not excluded under section 90 or 91 of the Act).**

### 14. ADJOURNED BUSINESS

#### *Regulation 19*

- 14.1 If a formal motion for a substantive motion to be adjourned is carried—
- (a) the adjournment may either be to a later hour of the same day, to another day, or to another place; and
  - (b) the debate will, on resumption, continue from the point at which it was adjourned.
- 14.2 If debate is interrupted for want of a quorum and the meeting is then adjourned, the debate will, on resumption, continue from the point at which it was interrupted.
- 14.3 Business adjourned from a previous meeting will be dealt at a future meeting at an appropriate place in the agenda.**



## GOV-COD-04 - CODE OF PRACTICE – PROCEDURES AT MEETINGS

Version No:	1.2
Issued:	March 2019
Next Review:	March 2023

### 15. SHORT TERM SUSPENSION OF PROCEEDINGS

#### *Regulation 20*

- 15.1 If the Presiding Member considers that the conduct of a meeting would benefit from suspending the operation of all or some of the provisions of this Division for a period of time in order to allow or facilitate informal discussions, the Presiding Member may, with the approval of at least two-thirds of the members present at the meeting, suspend the operation of this Division (or any part of this Division) for a period determined by the Presiding Member.
- 15.2 The Guiding Principles must be taken into account when considering whether to act under Clause 16.1.
- 15.3 If a suspension occurs under Clause 16.1 -
- a) a note of the suspension, including the reasons for and period of suspension, must be entered in the minutes; and
  - b) the meeting may proceed provided that a quorum is maintained but, during the period of suspension—
    - i. the provisions of the Act must continue to be observed; and
    - ii. no act or discussion will have any status or significance under the provisions which have been suspended; and
    - iii. no motion may be moved, seconded, amended or voted on, other than a motion that the period of suspension should be brought to an end; and
  - c) the period of suspension should be limited to achieving the purpose for which it was declared; and
  - d) the period of suspension will come to an end if—
    - i. the Presiding Member determines that the period should be brought to an end; or
    - ii. at least two-thirds of the members present at the meeting resolve that the period should be brought to an end.

### 16. CEO REPORT RECOMMENDING REVOCATION OR AMENDMENT OF COUNCIL DECISION

#### *Regulation 21*

- 16.1 The Chief Executive Officer may submit a report to the council recommending the revocation or amendment of a resolution passed since the last general election of the council.
- 16.2 The Chief Executive Officer must ensure that the report is placed on the agenda for the meeting at which the report is to be considered.



# GOV-COD-04 - CODE OF PRACTICE – PROCEDURES AT MEETINGS

Version No:	1.2
Issued:	March 2019
Next Review:	March 2023

## 17. POINTS OF ORDER

*Regulation 28*

- 17.1 The Presiding Member may call to order a member who is in breach of the Act or these regulations.
- 17.2 A member may draw to the attention of the Presiding Member a breach of the Act or these regulations, and must state briefly the nature of the alleged breach.
- 17.3 A point of order takes precedence over all other business until determined.
- 17.4 The Presiding Member will rule on a point of order.
- 17.5 If an objection is taken to the ruling of the Presiding Member, a motion that the ruling not be agreed with must be moved immediately.
- 17.6 The Presiding Member is entitled to make a statement in support of the ruling before a motion under Clause 17.5 is put.
- 17.7 A resolution under Clause 17.5 binds the meeting and, if a ruling is not agreed with—
  - a) the ruling has no effect; and
  - b) the point of order is annulled.

## 18. INTERRUPTION OF MEETINGS BY MEMBERS

*Regulation 29*

- 18.1 A member of a council or council committee must not, while at a meeting—
  - a) behave in an improper or disorderly manner; or
  - b) cause an interruption or interrupt another member who is speaking.
- 18.2 Clause 19.1 does not apply to a member who is—
  - a) objecting to words used by a member who is speaking; or
  - b) calling attention to a point of order; or
  - c) calling attention to want of a quorum.
- 18.3 If the Presiding Member considers that a member may have acted in contravention of Clause 19.1, the member must be allowed to make a personal explanation.
- 18.4 Subject to complying with Clause 19.3, the relevant member must leave the meeting while the matter is considered by the meeting.
- 18.5 If the remaining members resolve that a contravention of Clause 19.1 has occurred, those members may, by resolution—
  - a) censure the member; or
  - b) suspend the member for a part, or for the remainder, of the meeting.

(continued):





# GOV-COD-04 - CODE OF PRACTICE – PROCEDURES AT MEETINGS

Version No:	1.2
Issued:	March 2019
Next Review:	March 2023

## 19. INTERRUPTION OF MEETINGS BY MEMBERS cont'd:

18.6 A member who—

- a) refuses to leave a meeting in contravention of Clause 19.4; or
- b) enters a meeting in contravention of a suspension under Clause 19.5, is guilty of an offence.

Maximum penalty: \$1 250.

## 19. INTERRUPTION OF MEETINGS BY OTHERS

*Regulation 30*

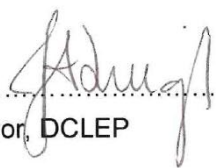
19.1 A member of the public who is present at a meeting of a council or council committee must not—

- a) behave in a disorderly manner; or
- b) cause an interruption.

Maximum penalty: \$500.

SIGNED:   
 AI CEO

Date: 15 / 03 / 2019

  
 Mayor, DCLEP

Date: 15 / 03 / 2019

DOCUMENT HISTORY		
Version:	Issue Date:	Description of Change:
1.1	17/04/2015	Adopted by Council
1.2	15/03/2019	Various minor amendments to wording, removal of conflict of interest 'discretionary' regulations, insertion of 'Acknowledgment of Country'.