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# Part 1 Preliminary

## 1.0 Background

The local government may, by resolution, make standing orders to regulate the conduct of meetings of the local government or committees.

## 2.0 Object

The object of these standing orders is to regulate the conduct of meetings of the local government or committees.

## 3.0 Definitions—the dictionary

The dictionary in the schedule defines particular words used in these standing orders.

# Part 2 Meetings of the local government

## Division 1: Time of Meetings

### 4.0 Times of ordinary meetings

4.1 The local government may, by resolution, fix dates and times for its ordinary meetings.

Note: The local government must meet at least once in each month and a post election meeting must be held within 14 days after the conclusion of the quadrennial elections

4.2 If there is no resolution fixing the date and time for an ordinary meeting, the CEO must fix the date and time for the meeting.

4.3 Before the CEO fixes the date and time for an ordinary meeting, the CEO must, if practicable, consult with the mayor about the proposed date and time for the meeting.

### 5.0 Special Meetings

5.1 The CEO must call a special meeting of the local government if—

- (a) the special meeting is required by a resolution of the local government; or
- (b) a written request for the special meeting is lodged with the CEO under subsection (2).

5.2 A written request for a special meeting of the local government must:

- (a) be signed by the mayor or 3 or more Councillors; and

- (b) specify the object of the special meeting; and
  - (c) propose a day and time for the holding of the special meeting.
- 5.3 The CEO calls a special meeting by giving written notice of the date and the time of the meeting, and the business to be conducted at the meeting, to each councillor. The notice must be given, if practicable, at least 2 days before the day of the meeting. The only business that may be conducted at a special meeting is the business specified in the notice of meeting.

## **Division 2: Agenda for Meetings**

### **6.0 Agenda for meeting**

- 6.1 The CEO must ensure that each statutory notice of meeting includes an agenda listing the items to be discussed at the meeting.
- 6.2 The agenda must include—
- (a) items required under the Act to be included on the agenda; and
  - (b) items that are by resolution of the local government to be included on the agenda; and
  - (c) items whose inclusion on the agenda is requested by a councillor.
- 6.3 A councillor who wants an item of business included on the agenda for a particular meeting must give written notice of the nature of the business to the CEO at least 2 days before the notice of meeting is usually given.

## **Division 3: Conduct of Meetings**

### **7.0 Presiding officer**

- 7.1 The mayor must preside at a meeting of the local government.
- 7.2 If the mayor is absent or unavailable to preside, the deputy mayor must preside.
- 7.3 If both the mayor and the deputy mayor are absent or unavailable to preside, a councillor chosen by the Councillors present at the meeting must preside at the meeting.

### **8.0 Order of business**

- 8.1 The local government must proceed with its business at a meeting in the order indicated on the agenda for the meeting.
- 8.2 However, the local government may, by resolution, alter the order in which it proceeds with the business for a particular meeting.

## **9.0 Procedure at meetings**

- 9.1 The procedure for dealing with business must be in accordance with the standing orders or, in the absence of a standing order governing a particular matter, as decided by the chairperson of the meeting.
- 9.2 However, the local government may, by resolution:
- (a) suspend a standing order; or
  - (b) over-rule a decision on a procedural question made by the chairperson.

## **10.0 Admission of non-members to debate etc**

- 10.1 The local government may, at its sole discretion, allow a non-member to participate in the discussion of a particular item of business before the local government, on conditions decided by the local government.
- 10.2 The local government may, as a mark of distinction, admit a non-member to a part of the local government chamber normally reserved for Councillors during the conduct of local government business.

# **Part 3 Maintenance of Good Order**

## **11.0 Acts of disorder by members of the local government**

- 11.1 A member of the local government commits an act of disorder at a meeting of the local government if the member:
- (a) obstructs or interrupts the proper conduct of the meeting; or
  - (b) uses indecent or offensive language; or
  - (c) makes a statement reflecting adversely on the reputation of the local government; or
  - (d) makes an intemperate statement reflecting adversely on the character or motives of a member or officer of local government; or
  - (e) refuses or wilfully fails to comply with a direction given by the chairperson of the meeting.
- 11.2 If the complaint of inappropriate conduct is raised at any meeting of a Council or one of its committees the chair of the meeting may:
- (a) order that the member to make a retraction or apology; and/or
  - (b) order that the councillor's inappropriate conduct the be noted in the minutes of the meeting ;and/or
  - (c) order that the councillor leave the meeting for the remainder of its duration;
  - (d) order that a councillor who fails to leave the meeting when so ordered, be removed from the meeting place.

## **12.0 Acts of disorder by non-members**

- 12.1 A person who is not a member of the local government must not interrupt or obstruct the proper conduct of a meeting of the local government.
- 12.2. If a person (other than a member) interrupts or obstructs the proper conduct of a meeting of the local government the chairperson may ask the person to withdraw from the meeting place.
- 12.3 A person asked to withdraw from a meeting place under subsection (2) must immediately withdraw from the place and must remain away until the end of the meeting or for a lesser period fixed by the chairperson.
- 12.4 If a person contravenes subsection (3), an authorised person may, at the request of the chairperson, exercise reasonable force to remove the person, and keep the person away, from the meeting place.

## **Part 4 Record of Meetings**

### **13.0 Minutes of meetings**

- 13.1 Minutes of a meeting of the local government must include:
  - (a) a copy of any report adopted by the meeting; and
  - (b) a copy of any other documentary material necessary for a proper understanding of the proceedings of the meeting.

### **14.0 Audio and video recording of meetings**

- 14.1 The local government may direct that an audio or video recording of a meeting of the local government be made for the purpose of verifying the accuracy of the minutes of the meeting.
- 14.2 An audio or video recording made under this section:
  - (a) may only be used for the purpose of verifying the accuracy of the minutes of the meeting; and
  - (b) after being used for that purpose, must be destroyed or dealt with as directed by the local government.
- 14.3 No other audio or video recording of a meeting of the local government be made without the express and prior permission of the Chairperson of the meeting.
- 14.4 If a person fails to comply with subsection (3), the person may be directed by the chairperson of the meeting to immediately withdraw from the meeting.
- 14.5 Failure to comply with the direction given under subsection (4) may be considered an obstruction of the proper conduct of the meeting and may be removed from the meeting.

## **Part 5 Standing orders**

### **Division 1: Application of standing orders**

#### **15.0 Application**

- 15.1 The standing orders in part 3 provide rules for the conduct of:
- (a) meetings of the local government (other than a post-election meeting); and
  - (b) where applicable, committee meetings of the local government.
- 15.2 The standing orders shall apply to a post-election meeting of the local government as far as practicable.
- 15.3 Any provision of the standing orders may be suspended by resolution of a meeting of the local government.
- 15.4 A separate resolution is required for a suspension of a standing order.
- 15.5 A resolution to suspend a standing order must specify the application and duration of the suspension.
- 15.6 Where a matter arises at a meeting of the local government which is not provided for in the standing orders, the matter may be determined by resolution upon an urgent motion which may be put without notice, but otherwise in conformity with the standing orders.
- 15.7 For a motion to be determined as urgent under subclause 6 above, it must be a matter which is of such a critical matter that a decision is required immediately and could not wait to be dealt with by means of a notice or report at the next meeting.

### **Division 2: Procedures for meetings of the local government**

#### **16.0 Order of business**

- 16.1 The order of business must be determined by resolution of the local government from time to time.
- 16.2 The order of business may be altered for a particular meeting where the Councillors at the meeting pass a motion to that effect.
- 16.3 A motion to alter the order of business may be moved without notice.
- 16.4 Unless otherwise altered pursuant to subsection (2), the order of business will be:
- Attendance
  - Opening Prayer (1<sup>st</sup> meeting of the Month)
  - Absence on Council business

Apologies  
Condolences  
Confirmation of minutes  
Business arising from the minutes of previous meetings  
Mayoral minutes  
Officers' reports  
Consideration of sub-committee reports  
Receipt of petitions  
Tenders  
Consideration of notified motions;  
Public participation  
Late Business  
Confidential reports  
Meeting Closure

- 16.5 The minutes of a preceding meeting (***previous minutes***) not previously confirmed may be taken into consideration as the first business of an ordinary meeting, in order that the previous minutes may be confirmed and no discussion shall be permitted with respect to the previous minutes except with respect of the accuracy of the previous minutes as a record of the proceedings.
- 16.6 Admission of deputations, invitees and visitors shall be at the discretion of either:  
the mayor; or  
the local government.
- 16.7 The time for receipt of petitions shall be at the discretion of the local government.
- 16.8 Late Business is an opportunity for Councillors to bring to the attention of Council such items as, past or future events or occurrences, to request for a Leave of Absence or to move votes of thanks. No substantive motions can be moved as a result of an item raised in Late Business. Matters requiring a substantive motion should be as a result of an item listed on the agenda ie a report or a Notified Motion.

## **17.0 Meeting agenda**

- 17.1 The chief executive officer must prepare or have prepared a meeting agenda for each meeting.
- 17.2 The agenda must, where practicable, be made available to Councillors 4 days prior to the meeting.
- 17.3 A meeting agenda shall include, but not be limited to:
- (a) matters requiring attention from a previous meeting;
  - (b) officers' reports;
  - (c) matters or recommendations referred to the local government by a sub-committee;
  - (d) any other business the local government determines should be included in the meeting agenda.

## **18.0 Petitions**

- 18.1 Any petition may be presented for consideration by the local government must be in legible writing or typewritten and contain a minimum of 10 signatures.
- 18.2 For a petition to be considered at a meeting it must be delivered to the CEO at least two (2) days prior to the closure of the agenda. A petition must:
- (a) state the nature of the petition;
  - (b) detail the issue at point; and
  - (c) preferably indicate the outcome sought.
- 18.3 Where a petition is put to a meeting, no debate on or in relation to the petition shall be allowed, and the only motion which may be moved is that:
- (a) the petition be received and consideration stand as an order of the day for the meeting; or
  - (b) a future meeting; or
  - (c) the petition be received and referred to a committee or the chief executive officer for consideration and a report to the local government; or
  - (d) the petition not be received.

## **19.0 Deputations**

- 19.1 A deputation wishing to attend and address a meeting must do so by appointment with the chief executive officer.
- 19.2 The chief executive officer must notify the mayor who must determine whether the deputation may be heard.
- 19.3 The chief executive officer must inform the deputation of the determination.
- 19.4 Where it has been determined that the deputation may be heard, a convenient time must be arranged for that purpose, and a time period allowed.
- 19.5 For deputations comprising 3 or more persons, only 2 persons may be heard unless the chairperson or local government determines otherwise.
- 19.6 A deputation must be given an adequate opportunity to explain the purpose of the deputation.
- 19.7 The chairperson of a meeting may terminate an address by a person in a deputation at any time if:
- (a) the chairperson has allotted a specific period of time for a person's address and the period of time has elapsed; or
  - (b) the chairperson is satisfied that the purpose of the deputation has been sufficiently explained to the Councillors at the meeting; or
  - (c) the person uses insulting or offensive language.

## **Division 3: Motions**

### **20.0 Motions**

- 20.1 A motion brought before a meeting in accordance with the Act or the standing orders may be received and put to the meeting by the chairperson.
- 20.2 The chairperson may require a motion or an amendment to a motion to be stated in full or recorded in writing before permitting it to be received.
- 20.3 The chairperson may call the notices of motion in the order in which they appear on the meeting agenda, and where no objection is taken to a motion being taken as a formal motion, the chairperson may put the motion to the vote without discussion.
- 20.4 An item on the meeting agenda must not be removed from the agenda where a councillor at the meeting objects to its being removed. In the event that there is disagreement as to the removal of an item on the agenda, its removal or not shall be determined by means of a vote.
- 20.5 When a motion has been moved and seconded, it becomes subject to the control of the local government and must not be withdrawn without the consent of both the mover and the seconder.
- 20.6 Moving and seconding motions may be done by raising a hand while seated.

### **21.0 Absence of mover of motion**

- 21.1 Where a councillor who has given notice of a motion is absent from the meeting at which the motion is to be considered, the motion may be moved by another councillor at the meeting, or deferred to the next meeting.

### **22.0 Motion to be seconded**

- 22.1 A motion or an amendment to a motion must not be debated at a meeting of the local government unless or until the motion or the amendment is seconded, with the exception of a procedural motion.
- 22.2 A motion or an amendment to a motion (other than a procedural motion) that is not seconded, lapses for want of a seconder.
- 22.3 Notwithstanding subsection (1), a councillor who moves a motion or an amendment to a motion may, with the permission of the chairperson, speak in support of the motion or amendment before it is seconded.

### **23.0 Amendment of motion**

- 23.1 An amendment to a motion must:
- (a) be in terms which retain the identity of the motion; and
  - (b) not negate the motion.
- 23.2 Not more than 1 motion or 1 proposed amendment to a motion may be put before a meeting at any one time.

- 23.3 Where an amendment to a motion is before a meeting, no other amendment to the motion can be considered until after the first amendment has been put.
- 23.4 Where a motion (the **original motion**) is amended by another motion (the **other motion**), the original motion must not be put as a subsequent motion to amend the other motion.
- 23.5 A councillor who proposes or seconds a motion must not propose or second an amendment to the motion.

#### **24.0 Speaking to motions and amendments**

- 24.1 Subject to section 24 (2), the mover of an amendment to a motion must read the amendment and state that the amendment is so moved, but must not speak to the amendment until it is seconded.
- 24.2 A councillor may request further information from the chairperson before or after the motion or the amendment to the motion is seconded.
- 24.3 Following the seconding of a motion or an amendment of a motion, the first speaker must be in favour of the motion or the amendment and each subsequent speaker alternatively against and in favour of the motion or amendment, unless the chairperson in his or her discretion rules otherwise.
- 24.4 The mover of a motion has the right of reply.
- 24.5 The mover of an amendment to a motion has no right of reply.
- 24.6 Each councillor must speak not more than once to the same motion or the same amendment except as a right of reply unless the chairperson in his or her discretion rules otherwise.
- 24.7 Each speaker is restricted to not more than 5 minutes unless the chairperson in his or her discretion rules otherwise.
- 24.8 Where 2 or more Councillors attempt to speak at the same time, the chairperson is to determine who is entitled to priority.
- 24.9 Before speaking a Councillor must be recognised by the Chairperson and shall stand when speaking to a motion.

#### **25.0 Method of taking vote**

- 25.1 Before any matter is put to the vote, the chairperson may direct that the motion or amendment be read again by the chief executive officer.
- 25.2 The chairperson must, in taking the vote on a motion or an amendment, put the question, first in the affirmative and then in the negative and may do so as often as necessary to form and declare an opinion as to whether the affirmative or the negative has the majority vote.
- 25.3 The local government must vote by a show of hands or as otherwise directed by the chairperson.
- 25.4 Any councillor may call for a division however this must be done prior to the chairperson calling for the vote.

- 25.5 If a decision is taken the Chairperson shall first request those in favour of the motion to stand and then ask those against the motion to stand.
- 25.6 If a division is taken, the chief executive officer must record:
- (a) the names of the Councillors voting in the affirmative; and
  - (b) the names of the Councillors voting in the negative
- 25.7 The chairperson must declare the result of a vote or a division as soon as it has been determined.
- 25.8 Either prior to the vote being taken or immediately after the vote is taken but before the next item of the agenda is called, Councillors may request that their names and how they voted be recorded in the minutes for voting other than by division. Only those Councillors who so request shall have their names recorded and may not request how other Councillors voted be recorded.

## 26.0 Repealing or amending resolutions

- 26.1 A resolution of the local government must not be repealed or amended unless notice of motion is given in accordance with the requirements of these standing orders.
- 26.2 Where a motion (a **relevant motion**) to repeal or amend a resolution is defeated, a motion to the same, or like effect, must not be moved until at least 3 months after the date on which the relevant motion was defeated.
- 26.3 Councillors present at the meeting at which a relevant motion is put may defer consideration of the relevant motion, however, consideration of the relevant motion must not be deferred for more than 3 months.
- 26.4 Where a resolution (a **later resolution**) of the local government relates to a matter the subject of a previous resolution (a **previous resolution**) previously passed, the previous resolution is amended or repealed to the extent that it is inconsistent with the later resolution.

## 27.0 Procedural motions

- 27.1 At a meeting, a councillor may, during the debate of a matter at the meeting and without the need for a seconder, move a motion (each a **procedural motion**):
- (a) that the question/motion be now put to the vote; or
  - (b) that the motion and amendment now before the meeting be adjourned;  
or
  - (c) that the meeting proceed to the next item of business; or
  - (d) that the question/motion lie on the table; or
  - (e) a point of order; or
  - (f) a motion of dissent against a ruling on a point of order; or
  - (g) that a report or document be tabled; or
  - (h) to suspend the rule requiring that ...; or
  - (i) that the meeting stand adjourned.

## **28.0 Motion that the question be put**

28.1 A procedural motion that the question be put, may be moved without notice and without comment, at any time after a motion has been moved and seconded. The chairperson shall, without debate put the procedural motion and should it be carried the chairperson shall, without further debate put the motion before the meeting to the vote. Where the procedural motion is lost, debate on the motion shall continue and a procedural motion that the question be put may not be moved again for a period of 15 minutes.

## **29.0 Motion that debate be adjourned**

29.1 A procedural motion that another motion or an amendment before a meeting be adjourned, may specify a time and date, to which the debate is to be adjourned.

29.2 A motion under subsection (1) must not adjourn debate on a matter the subject of a motion for more than 2 months after the date of the procedural motion.

## **30.0 Motion to proceed to next item of business**

30.1 Where a procedural motion that the meeting proceed to the next item is carried, debate on the matter the subject of the motion must cease.

30.2 However, debate on the matter the subject of the motion may be considered again on the giving of notice in accordance with the standing orders.

## **31.0 Motion that the motion lie on the table**

31.1 A procedural motion that a motion or question lie on the table can only be moved where the chairperson or a councillor requires additional information on the matter before the meeting (or the result of some other action of the local government or a person is required) before the matter may be concluded at the meeting.

31.2 Where a motion under subsection (1) is passed, the local government must proceed with the next matter on the agenda.

31.3 Where a motion under subsection (1) is passed, another procedural motion that the matter be taken from the table may be moved at the meeting at which the first procedural motion was carried or at a later meeting.

## **32.0 Points of order**

32.1 A councillor may ask the chairperson to decide a point of order where it is believed that another councillor:

- (a) has failed to comply with proper procedures; or
- (b) is in contravention of the local law, the standing orders or the Act; or
- (c) is beyond the jurisdictional power of the local government.

- 32.2 A point of order cannot be used as a means of contradicting a statement made by a councillor speaking about a matter.
- 32.3 Where a point of order is raised, consideration of the matter about which the councillor was speaking is suspended.
- 32.4 The chairperson must determine whether the point of order is upheld or not.
- 32.5 Upon a point of order arising during the process of a debate, the councillor raising the point of order may speak to the point of order.
- 32.6 Despite anything to the contrary in the standing orders, a point of order arising at any time must, until decided, suspend the consideration of every other motion or matter.

### **33.0 Motion of dissent**

- 33.1 A councillor may move a motion of dissent in relation to a ruling of the chairperson on a point of order.
- 33.2 Where a motion is moved under subsection (1), further consideration of any matter must be suspended until after a ruling is made on the motion of dissent.
- 33.3 Where a motion of dissent is carried:
- (a) the matter to which the ruling of the chairperson was made must proceed as though that ruling had not been made; and
  - (b) where, as a result of a ruling of the chairperson on a point of order, a matter was discharged as out of order — the matter must be restored to the meeting agenda and be dealt with in the normal course of business.

### **34.0 Motion that a report be tabled**

- 34.1 A motion that a report or document be tabled may be used by a councillor to introduce a report or other document to be included to a future meeting.

### **35.0 Motion to suspend requirements of a rule**

- 35.1 A procedural motion to suspend the requirements of a rule may be made by a councillor in order to permit some action that otherwise would be prevented by the standing orders.
- 35.2 A motion under subsection (1) must specify the duration of the suspension.

### **36.0 Motion that meeting stands adjourned**

- 36.1 A procedural motion that a meeting stands adjourned may be moved by a councillor at the conclusion of debate on any matter on the agenda or at the conclusion of a councillor's time for speaking to the matter, and must be put without debate.
- 36.2 A motion under subsection (1) must specify the time for the resumption of the meeting and on the resumption of the meeting the local government must continue with the business before the meeting at the point where it was discontinued on the adjournment.
- 36.3 Where a motion under subsection (1) is lost, the chairperson must not accept

a similar motion until the expiration of 15 minutes after the time the motion was lost.

- 36.4 The Chairperson may adjourn the meeting at any time during the course of a meeting.

## **Division 4: Mayoral minute**

### **37.0 Mayoral minute**

- 37.1 The mayor may direct the attention of the local government at a meeting of the local government to a matter or subject not on the agenda by a minute (a *mayoral minute*) signed by the mayor.
- 37.2 The mayor must deliver a copy of the mayoral minute for a meeting of the local government to the chief executive officer.
- 37.3 The mayoral minute shall, when introduced, take precedence over all business before, or to come before, the meeting of the local government.
- 37.4 The motion comprising the mayoral minute may be put by the mayor:
- (a) to the meeting of the local government without being seconded; and
  - (b) at any stage of the meeting of the local government considered appropriate by the mayor.
- 37.5 If the motion comprising the mayoral minute is passed by the local government, the mayoral minute becomes a resolution of the local government.

## **Division 5: Conduct during meetings**

### **38.0 Conduct during meetings**

- 38.1 After a meeting of the local government has been formally constituted and the business commenced, a councillor must not enter or leave the meeting without first notifying the chairperson.

A councillor must address the chairperson while:

- (a) moving any motion or amendment; or
  - (b) seconding any motion or amendment; or
  - (c) taking part in any discussion; or
  - (d) placing or replying to any question; or
  - (e) addressing the local government for any other purpose.
- 38.2 Councillors must address each other during a meeting by their respective titles, “mayor” or “councillor”, and in speaking of or addressing officers must:
- (a) designate them by their respective official or departmental title; and

- (b) confine their remarks to the matter then under consideration.
- 38.3 Councillors must remain seated and silent while a vote is being taken except when otherwise instructed.
- 38.4 A councillor must not make personal reflections on or impute improper motives to another councillor or any officer of the local government.
- 38.5 A councillor must not interrupt another councillor who is speaking except upon a point of order being raised either by the chairperson or the councillor.
- 38.6 If the chairperson intervenes during the process of a debate, any councillor then speaking or offering to speak, and each councillor present, must preserve strict silence so that the chairperson may be heard without interruption.

## **Division 6: Questions**

### **39.0 Questions**

- 39.1 At a meeting a councillor may ask a question for reply by another councillor or an officer of the local government regarding any matter under consideration at the meeting.
- 39.2 A question must be asked categorically and without argument and discussion is not permitted at the meeting in relation to the reply or the refusal to reply to the question.
- 39.3 A councillor or officer who is asked a question may request that the question be taken on notice for the next meeting or some specific future meeting.
- 39.4 A councillor who asks a question at a meeting, whether or not upon notice, is deemed not to have spoken to the debate of the motion to which the question relates.
- 39.5 The chairperson may disallow a question which he or she considers is inconsistent with good order or relevant to the debate or matter under consideration.
- 39.6 A councillor may move a motion that a ruling of the chairperson under subsection (5) be disagreed with, and if such motion is carried, the chairperson must allow the question.

## **Division 7: Disorder and business**

### **40.0 Disorder**

- 40.1 The chairperson may, where disorder arises at a meeting, adjourn the meeting for 30 minutes and quit the role of chairperson.
- 40.2 On resumption of the meeting, the chairperson must move a motion, which

shall be put without debate, to determine whether the meeting shall proceed.

- 40.3 Where a motion under subsection (2) is lost, the chairperson must declare the meeting closed, and any outstanding matters must be referred to a future meeting.

#### **41.0 Business of objectionable nature**

- 41.1 At a meeting, if the chairperson or a councillor considers that a matter or motion before the meeting is of an objectionable nature or outside the powers of the local government, the chairperson may declare on a point of order, that the matter not be considered further.

### **Division 8: Attendance and non-attendance**

#### **42.0 Attendance of public and media at meetings**

- 42.1 An area must be made available at the place where a meeting is to take place for members of the public and representatives of the media to attend the meeting and as many people as can reasonably be accommodated in the area must be permitted to attend the meeting.
- 42.2 If the local government resolves that a meeting be closed to the public, the public and representatives of the media must be excluded from the meeting.
- 42.3 Each councillor present at a meeting of the local government will have their names recorded by the chief executive officer.

#### **43.0 Public participation at meetings**

- 43.1 The chairperson may invite a member of the public to take part in the proceedings of a meeting.
- 43.2 Except when invited to do so by the chairperson pursuant to subsection (1), a member of the public must not take or attempt to take part in the proceedings of a meeting.
- 43.3 During debate on a motion, the chairperson may invite submissions, comments or questions from members of the public.
- 43.4 If any submission or comment of a member of the public is irrelevant, offensive or unduly long, the chairperson may require the member of the public to cease making the submission or comment.
- 43.5 For any matter arising from a submission or comment from a member of the public, the local government may:
- (a) refer the matter to a committee; or
  - (b) deal with the matter immediately; or
  - (c) place the matter on notice for discussion at a future meeting; or

- (d) note the matter and take no further action;
- (e) take no action.

43.6 Any person invited to address a meeting must:

- (a) stand, act and speak with decorum; and
- (b) frame any remarks in respectful and courteous language.

43.7 If a person is considered by the local government, mayor or chairperson to be unsuitably dressed, the person may be directed to immediately withdraw from the meeting.

43.8 Failure to comply with a direction given under subsection (7) may be considered an obstruction of the proper conduct of the meeting and may be removed from the meeting.

43.9 If a person in the public gallery at the place where a meeting is taking place has an item of communication equipment, for example, a mobile telephone or an audible pager, the chairperson of the meeting may direct the person to turn off the item of communication equipment.

43.10 Failure to comply with a direction given under subsection (9) may be considered an obstruction of the proper conduct of the meeting and may be removed from the meeting.

## **Division 9: Committees**

**44.0 Standing Orders, as for Council Meetings shall apply for all committees.**

## **Division 10: Procedure not provided for**

**45.0 Procedure not provided for**

45.1 If an appropriate or adequate method of dealing with a matter is not provided for in the local law or the standing orders, the method of dealing with the matter may be determined by resolution of the local government upon a motion which may be put without notice in conformity with the local law and the standing orders.