

CODE OF MEETING PRACTICE

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Council or Corporate Policy	Council Policy
Responsible Service Unit:	Civic and Executive Support
Supporting documents, procedures & forms of this policy:	Nil
References & Legislation:	Local Government Act 1993 Local Government General Regulation 2005

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PRELIMINARY INFORMATION

A Citation and Aim

This Code may be referred to as the Inner West Council Code of Meeting Practice. The aim of this Code is to achieve:

- Council and Committee meetings which are orderly, efficient and earn the respect of the Community.
- Council and Committee meetings, which display open government and allow access and participation by the community.
- Standards which promote and contribute to the democratic process.

B Definitions

Administrator:	an administrator of a council appointed under the <i>Local Government Act 1993</i> other than an administrator appointed under section 66
Amendment:	in relation to an original motion, means a motion moving an amendment to that motion. [R231]
Chairperson:	(a) of the Council - means the person presiding at the meeting as provided by section 369 of the Act (see clause 2.4 of this Code) or the Administrator, and (b) in relation to a meeting of a Committee of a Council - means the person presiding at the meeting as provided by clause 267 (of the Regulations) [R231] (see also clause 9.10 of this Code)
Committee:	in relation to a Council, means a Committee established under clause 260 (of the Regulations) or the Council when it has resolved itself into a Committee of the Whole. (see clause 9.1 of this Code) [R231]
Council	means Inner West Council and where there is an Administrator, the Administrator.
Council Chambers	shall mean that area comprising the formal meeting floor
Councillor:	means a person elected or appointed to civic office and includes a Mayor.
Deputy Mayor	means the Deputy Mayor of Inner West Council <i>Note: Under section 231 (3) of the Act the Deputy Mayor may exercise any function of the Mayor at the request of the Mayor or if the Mayor is prevented by illness, absence or otherwise from exercising the function or if there is a casual vacancy in the office of Mayor.</i>
Employee	means an employee of Inner West Council and includes the General Manager
General Manager	means the General Manager of Inner West Council or, in the absence of that person, the employee designated to act for the General Manager of Inner West Council
Mayor	means the Mayor of Inner West Council

Record: means a document (including any written or printed material) or object (including a sound recording, coded storage device, magnetic tape or disc, microfilm, photograph, film, map, plan or model or a painting or other pictorial or graphic work) that is or has been made or received in the course of official duties by a Councillor or an employee of the Council and, in particular, includes the Minutes of Meetings of the Council or of a Committee of the Council;

Relative: in relation to a person, means any of the following:

- a. the parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child of the person or of the person's spouse or de facto partner;
- b. the spouse or de facto partner of the person or of a person referred to in paragraph (a). [LGA Act Dictionary]

Act [S]: means the Local Government Act 1993

Code: means the Inner West Council Code of Meeting Practice

Regulation [R]: means the Local Government (General) Regulation 2005

Expressions used in this Code, which are defined in the dictionary at the end of the Act, have the meanings set out in the dictionary.

C Act and Regulation

(1) This Code is made pursuant to Section 360(2) of the Act, which states:

A Council may adopt a Code of Meeting Practice that incorporates the regulations made for the purposes of this section and supplements those regulations with provisions that are not inconsistent with them.

(2) It incorporates relevant provisions of the Regulation and the Act.

(3) In the event of any inconsistency between the Code and the Act or the Regulation, the Act or the Regulation (as the case may be) prevails to the extent of the inconsistency.

D Notes

(1) Legislative references are shown in the following manner:

[S369] – Refers to Section 369 Local Government Act 1993

[R231] – Refers to Clause 231 Local Government (General) Regulation 2005

(2) The omission of any such reference indicates that the item is a non-statutory or discretionary provision.

PART 1 BEFORE THE MEETING

1.1 Holding Meetings

- (1) The Council is required to meet at least 10 times each year, each time in a different month [S365]
- (2) The Council shall, by resolution, set the time, date and place of Ordinary Meetings of the Council.
 - (a) In general, Council meetings are held on the second and fourth Tuesdays of each month commencing at 6.30pm
- (3) The General Manager may call an Extraordinary Meeting of the Council for any specific purpose.
- (4) If the Mayor receives a request in writing signed by at least 2 Councillors, the Mayor must call an Extraordinary Meeting of the Council to be held as soon as practicable but in any event within 14 days after receipt of the request. [S366]
 - (a) The Mayor, in consultation with the General Manager, shall determine the time and place of an Extraordinary Meeting
- (5) Extraordinary meetings are not only held in 'extraordinary' circumstances. These meetings can be held to deal with special business or in the exceptional circumstance where there is so much business to be dealt with that an additional meeting is required.
- (6) The location of Council Meetings will be resolved by the Council at the beginning of the Council Term and other times as required.

1.2 Notice of Meetings

Notice to Councillors

- (1) The General Manager of a Council must send to each Councillor, at least 3 days before each meeting of the Council, a notice specifying the time and place at which and the date on which the meeting is to be held and the business proposed to be transacted at the meeting. [S367(1)]
- (2) Notice of less than 3 days may be given of an extraordinary meeting called in an emergency. [S367(2)]
 - (a) The Act does not define 'emergency'. It could cover things other than natural disasters, states of emergency or urgent deadlines that must be met. Initially, the General Manager would decide what is an 'emergency' and therefore if an extraordinary meeting is required.
- (3) A notice under this section and the agenda for, and the business papers relating to, the meeting may be given to a Councillor in electronic form but only if all Councillors have facilities to access the notice, agenda and business papers in that form. [S367(3)]

Notice to the Public

- (1) A Council must give notice to the public of the times and places of its meetings and meetings

of those of its Committees of which all the members are Councillors. [S9 (1), R232(1)]

- (a) A notice of a meeting of a Council or of a Committee must be published in a newspaper circulating in the area before the meeting takes place. [R232(2)]
 - (b) The notice must specify the time and place of the meeting. [R232(3)]
 - (c) Notice of more than one meeting may be given in the same notice. [R232(4)]
 - (d) This clause does not apply to an extraordinary meeting of a Council or Committee. [R232(5)]
 - (e) Public notice must be given of the time and place of extraordinary council and committee meetings, but this does not have to be by publication in a local newspaper [S9, R232 (5)].
 - a. Public notice of an Extraordinary Meeting is to be given on Council's website and by display of notices and agendas at Council's Customer Service Centre and Libraries.
- (2) A council and each such committee must have available for the public at its offices and at each meeting copies (for inspection or taking away by any person) of the agenda and the associated business papers (such as correspondence and reports) for the meeting. [S9(2)].
- (3) In the case of a meeting whose agenda includes the receipt of information or discussion of other matters that, in the opinion of the general manager, is likely to take place when the meeting is closed to the public:
- (a) the agenda for the meeting must indicate that the relevant item of business is of such a nature (but must not give details of that item), and
 - (b) the requirements of subsection (2) with respect to the availability of business papers do not apply to the business papers for that item of business. [S9(2A)].
- (4) The copies are to be available to the public as nearly as possible to the time they are available to councillors. [S9(3)].
- (5) The copies are to be available free of charge. [S9(4)].
- (6) A notice given under this section or a copy of an agenda or of a business paper made available under this section may in addition be given or made available in electronic form. [S9(5)].

1.3 Agendas and Business Papers for Council Meetings

- (1) The General Manager must ensure that the agenda for a Meeting of the Council states:
- (a) all matters to be dealt with arising out of the proceedings of former Meetings of the Council; and
 - (b) if the Mayor (or the Deputy Mayor if acting for the Mayor) is the Chairperson - any matter or topic that the chairperson proposes, at the time when the Agenda is prepared, to put to the meeting and
 - (c) subject to subclause (2) any business of which due notice has been given. [R240(1)]
- (2) The General Manager must not include in the agenda for a meeting of the Council any business of which due notice has been given if, in the opinion of the General Manager, the business is (or the implementation of the business would be) unlawful. The General Manager must report (without giving details of the item of business) any such exclusion to the next meeting of the Council. [R240(2)]

- (3) The General Manager must cause the Agenda for a Meeting of the Council or a Committee of the Council to be prepared as soon as practicable before the meeting. [R240(3)]
- (4) The General Manager must ensure that the details of any item of business to which Section 9 (2A) of the Act applies (matters likely to be considered in closed session) are included in a business paper for the meeting concerned. [R240(4)]
- (5) Nothing in this clause limits the powers of the Chairperson under clause 243 (of the Regulations) [R240(5)]

Note. Personal information about people who make submissions and lodge petitions will not be included in the business papers. Council staff will summarise these documents in reports to Council or committee meetings. There may be instances where personal information is included about a person who is nominated for an award or applies for financial assistance

1.4 Agenda for Extraordinary Meetings

- (1) The General Manager must ensure that the agenda for an Extraordinary Meeting of the Council deals only with the matters stated in the notice of the meeting. [R242(1)]
- (2) Despite subclause (1), business may be transacted at an Extraordinary Meeting of Council even though due notice of the business has not been given to the Councillors. However, this can happen only if:
 - (a) a motion is passed to have the business transacted at the meeting; and
 - (b) the business proposed to be brought forward is ruled by the Chairperson to be of great urgency.

Such a motion can be moved without notice but only after the business notified in the Agenda for the meeting has been disposed of. [R242(2)]

- (3) Despite clause 250 of the Regulations (*R250 Limitation as to number of speeches*), only the mover of a motion referred to in subclause (2) can speak to the motion before it is put. [R242(3)]

1.5 Order of Business

- (1) At a meeting of Council (other than an Extraordinary Meeting), the general order of business is (except as provided by Regulation) as fixed by this Code of Meeting Practice. [R239(1)]
 - (a) The following is the Order of Business for Council Meetings:

ACKNOWLEDGEMENT OF COUNTRY

APOLOGIES/REQUESTS FOR LEAVE OF ABSENCE

DISCLOSURES OF PECUNIARY AND CONFLICTS OF INTEREST

CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

MOMENT OF QUIET CONTEMPLATION

MAYORAL MINUTES

ITEMS RESOLVED BY EXCEPTION

REPORTS TO COUNCIL

REPORTS TO COUNCIL COMMITTEE (IF REQUIRED)

NOTICES OF MOTION

NOTICE OF RESCISSION (IF REQUIRED)

QUESTIONS ON NOTICE (IF REQUIRED)

MATTERS TO BE CONSIDERED IN CLOSED SESSION

REPORTS OF RESOLUTIONS PASSED IN CLOSED SESSION

CLOSE

- (2) The order of business fixed under subclause (1)(a) may be altered if a motion to that effect is passed. Such a motion can be moved without notice. [R239(2)]
- (3) Despite clause 250 of the Regulation (*R250 Limitation as to number of speeches*), only the mover of a motion referred to in subclause (2) may speak to the motion before it is put. [R239(3)]

1.6 Councillor Notice for Questions and Motions

- (1) In accordance with clause 2.7(1)(a) Councillors shall submit Notices of Motion or Questions On Notice to the General Manager no later than 10am on the Monday eight (8) days before the meeting of Council
 - (a) By written notice signed personally by the Councillor or
 - (b) By email.
- (2) Questions on Notice:
 - (a) All Questions on Notice shall be entered by the General Manager upon the Agenda in the order in which they are received, and except by resolution of the Council, all such Questions On Notice shall be considered in the order in which they appear on the Agenda.
 - (b) A Question on Notice may be withdrawn by a Councillor by email or signed correspondence to the General Manager prior to the question being asked at the relevant Council meeting.
 - (c) Where a Question on Notice purports to expend Council funds, is likely to divert significant time and resources of staff, is vague, trivial, overly detailed, offensive, or does not relate to the responsibilities of Council, the question may be ruled out of order by the Chairperson.
 - (d) Responses to Questions on Notice are to be included, as soon as practicable, under the Agenda item, 'Responses to Questions On Notice', in a subsequent business paper for an Ordinary Meeting of Council.

1.7 Public Access to Agendas and Business Papers

- (1) A Council and each Committee of which all the members are Councillors must have available for the public at its offices and at each meeting copies (for inspection or taking away by any person) of the agenda and the associated business papers (such as correspondence and reports) for the meeting. [S9(2)]
 - (a) Agendas for Ordinary Meetings will be available on Council's website 7 days prior to the meeting. Copies of the agendas will also be available in the public gallery at the meeting.
 - (b) Agendas for Extraordinary Meetings will be made available as soon as is possible, and no later than 9.00am on the day of the meeting.
- (2) In the case of a meeting whose agenda includes the receipt of information or discussion of other matters that, in the opinion of the General Manager, is likely to take place when the meeting is closed to the public:
 - (a) the agenda for the meeting must indicate that the relevant item of business is of such a nature (but must not give details of that item), and
 - (b) the requirements of clause (1) with respect to the availability of business papers do not apply to the business papers for that item of business. [S9(2A)]
- (3) The copies are to be available to the public as nearly as possible to the time they are available to councillors. [S9(3)]
- (4) The copies are to be available free of charge. [S9(4)]
- (5) A notice given under this section or a copy of an agenda or of a business paper made available under this section may in addition be given or made available in electronic form [S9(5)]

PART 2 AT THE MEETING: GENERAL

2.1 Who is entitled to attend Meetings?

- (1) Except as provided by Part 7 of this Code in relation to Closed Meetings:
 - (a) everyone is entitled to attend a meeting of the Council and those of its Committees of which all the members are Councillors, and
 - (b) a Council must ensure that all meetings of the Council and of such Committees are open to the public. [S10(1)] Note. Council reserves the right to restrict the total number of people attending a meeting at once, to the maximum number of persons allowed in the room to comply with the Building Code of Australia (BCA). Council will provide a registration process for members of the public wishing to attend meetings to ensure the capacity of the room under the BCA is not exceeded.
- (2) However, a person (whether a Councillor or another person) is not entitled to be present at a meeting of the Council or of such a Committee if expelled from the meeting. [S10(2)]

2.2 Attendance of General Manager at Meetings

- (1) The General Manager is entitled to attend, but not to vote at, a meeting of the Council or a meeting of a Committee of the Council of which all the members are Councillors. [S376(1)]
- (2) The General Manager is entitled to attend a meeting of any other Committee of the Council and may, if a member of the Committee, exercise a vote. [S376(2)]
- (3) However, the General Manager may be excluded from a meeting of the Council or a Committee while the Council or Committee deals with a matter relating to the standard of performance of the General Manager or the terms of the employment of the General Manager. [S376(3)]

2.3 Mode of Address

- (1) Councillors shall at all times address other Councillors by their official designation, as Mayor or Councillor, as the case may be; and with the exception of the Chairperson, or any Councillor prevented by physical infirmity, shall stand when speaking.
- (2) A Councillor shall address all remarks or questions, either through or to the Chairperson.

2.4 Chairperson of Council Meetings

- (1) The Mayor or, at the request of or in the absence of the Mayor, the Deputy Mayor presides at Meetings of the Council. [S369(1)]
- (2) If the Mayor and the Deputy Mayor are absent, a Councillor elected to chair the meeting by the Councillors present presides at a Meeting of the Council. [S369(2)]
- (3) If no chairperson is present at a meeting of Council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a chairperson to preside at the meeting. [R236(1)]

- (4) The election must be conducted:
 - (a) by the General Manager or, in his or her absence, an employee of the Council designated by the General Manager to conduct the election, or
 - (b) If neither of them is present at the meeting or there is no General Manager or designated employee - by the person who called the meeting or a person acting on his or her behalf. [R236(2)]
- (5) If, at an election of a chairperson, 2 or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairperson is to be the candidate whose name is chosen by lot. [R236(3)]
- (6) For the purposes of subclause (5), the person conducting the election must:
 - (a) arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and
 - (b) then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random. [R236(4)]
- (7) The candidate whose name is on the drawn slip is the candidate who is to be the Chairperson. [R236(5)]

2.5 Chairperson to have Precedence

When the Chairperson rises (or speaks) during a meeting of the Council:

- (a) any Councillor then speaking or seeking to speak must, if standing, immediately resume his or her seat; and
- (b) every Councillor present must be silent to enable the Chairperson to be heard without interruption. [R237]

2.6 Chairperson's Duty with Respect to Motions

- (1) It is the duty of the Chairperson at a Meeting of Council to receive and put to the meeting any lawful motion that is brought before the meeting.[R238(1)]
- (2) The Chairperson must rule out of order any motion that is unlawful or the implementation of, which would be unlawful. [R238(2)]
- (3) Any motion, amendment or other matter that the Chairperson has ruled out of order is taken to have been rejected. [R238(3)]

2.7 Giving Notice of Business

- (1) The Council must not transact business at a Meeting of the Council:
 - (a) unless a Councillor has given notice of the business in writing one week prior to the meeting [R241(1)]; and
 - (b) unless notice of the business has been sent to the Councillors at least 3 days before the meeting of the Council. In the event of an Extraordinary Meeting called in an emergency, notice of less than 3 days may be given [S367, R241(1)]
- (2) Subclause (1) does not apply to the consideration of business at a meeting if the business:

- (a) is already before, or directly relates to a matter that is already before, the Council; or
 - (b) is the election of a Chairperson to preside at the meeting [as provided by R 236 (1)]; or
 - (c) is a matter or topic put to the meeting by the Chairperson [R243 (1)]; or
 - (d) is a motion for the adoption of recommendations of a Committee of the Council. [R241(2)]
 - (e) is a report from officers placed on the agenda pursuant to a decision of a Committee that additional information be provided to the Council for consideration in conjunction with the Report of a Committee.
- (3) Despite subclause (1), business may be transacted at a meeting of Council even though due notice of the business has not been given to Councillors. However this can only happen if:
- (a) a motion is passed to have the business transacted at the meeting; and
 - (b) the business proposed to be brought forward is ruled by the Chairperson to be of great urgency.
- Such a motion can be moved without notice [R241(3)]
- (4) Despite clause 250 of the Regulation (R250 Limitation as to number of speeches), only the mover of a motion referred to in subclause (3) can speak to the motion before it is put. [R241(4)]

2.8 Public Forum – Addressing Council

- (1) Residents, ratepayers, applicants, consultants or other persons may request to address Council or a Committee in relation to any matter which is listed for consideration on a Council or Committee Agenda. A person will be permitted to address a meeting of the Council or Committee, if the Council or Committee so resolves.
- (2) Those people referred to in Clause 2.8.1 may address Council before debate on an item that they have given notice they wish to speak on in accordance with Clause 2.8.5. Council shall permit a maximum of three speakers for and three speakers against per agenda item.
- (3) There is a time limit of three (3) minutes per speaker. One extension of time (maximum 1 minute) may be granted at the discretion of Chairperson. The subject matter only is to be discussed.
- (4) Public Forum should not be used to raise questions, routine matters or complaints. Such matters should be forwarded in writing to Council where they will be responded to by appropriate Council officers.
- (5) All requests to speak at a Council or committee meeting must be received by the General Manager (or his or her delegate) no later than 2pm on the day of the Meeting and are listed in order of receipt. Accepting requests received after this time will be at the discretion of the Chairperson.
- (6) Speakers on agenda items will be called to address Council by the Chairperson and must provide their full name and suburb of residence before speaking, so that these details can be recorded in the minutes.
- (7) Councillor questions to speakers are at the discretion of the Chairperson and for clarification purposes only. Speakers are under no obligation to answer any question put to them.
- (8) Speakers will be made aware that their address will be recorded and will be streamed live over

the internet. The commencement of their public address will be their agreement of such recording.

- (9) The Mayor/Chairperson has the discretion to withdraw the privilege to speak where a speaker makes inappropriate or offensive comments about another person.
- (10) Speakers may use and distribute information; photos, maps etc. if submitted to and approved by the General Manager (or his or her delegate) by 12pm on the day of the meeting.

2.9 Invited Speakers

- (1) At the discretion of the Chairperson, other parties may be permitted to address an Ordinary Meeting of Council subject to:
 - a) Notice of that person's attendance at the meeting being included by the General Manager on the relevant Business Paper.
 - b) Public Forum not being considered the most appropriate forum in which to hear that person(s).
 - c) Not more than ten (10) minutes in total being provided at any Ordinary Council Meeting to hear such person(s), with the option of an extension being granted by resolution of Council.

2.10 Mayoral Minutes

- (1) If the Mayor is the Chairperson at a meeting of a council, the Chairperson is, by minute signed by the Chairperson, entitled to put to the meeting without notice any matter or topic that is within the jurisdiction of the council or of which the council has official knowledge.
- (2) Such a minute, when put to the meeting, takes precedence over all business on the council's agenda for the meeting. The Chairperson (but only if the Chairperson is the Mayor) may move the adoption of the minute without the motion being seconded.
- (3) A recommendation made in a minute of the chairperson (being the Mayor) or in a report made by a council employee is, so far as adopted by the council, a resolution of the council. [R243]
- (4) Mayoral minutes should not be used to introduce, without notice, matters that are routine, not urgent, or need research or a lot of consideration by the councillors before coming to a decision. [OLG Meetings Practice Note 2.7.1]

2.11 Items Resolved by Exception

- (1) Council can consider and resolve staff reports individually or resolve a number of reports by exception. This is where Council resolves to adopt the recommendations contained within staff reports with no discussion on the matter.
- (2) All staff reports can be dealt with by exception including confidential reports after which, in accordance with clause 7.7, the General Manager will read out the resolutions of those confidential reports.
- (3) After Mayoral Minutes the Chairperson requests each Councillor, in turn, to call for consideration any staff reports on the agenda they wish to discuss. Any reports not called for consideration is then included in one motion which states that all the recommendations of those reports be adopted.

- (4) Where a Councillor has declared a pecuniary or significant non-pecuniary conflict of interest in a report that Councillor should remove themselves from the Council Chamber and not vote on the resolution to adopt the reports by exception.

2.12 Limitation as to Number of Speeches

- (1) A Councillor who, during a debate at a meeting of a Council, moves an original motion has the right of general reply to all observations that are made by another Councillor during the debate in relation to the motion and to any amendment to it, as well as the right to speak on any such amendment. [R250(1)]
- (2) A Councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it. [R250(2)]
- (3) A Councillor must not, without the consent of the Council, speak more than once on a motion or an amendment, or for longer than 3 minutes at any one time. However, the Chairperson may permit a Councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment and for longer than 3 minutes on that motion or amendment to enable the Councillor to make a statement limited to explaining the misrepresentation or misunderstanding. [Council Resolution 21/11/17]
 - (a) a Councillor may be granted with the leave of the meeting, an extension of three (3) minutes in which to complete his/her speech.
- (4) Despite subclauses (1) and (2), a Councillor may move that a motion or an amendment be now put:
 - (a) if the mover of the motion or amendment has spoken in favour of it and no Councillor expresses an intention to speak against it, or
 - (b) if at least 2 Councillors have spoken in favour of the motion or amendment and at least 2 Councillors have spoken against it. [R250(4)]
- (5) The chairperson must immediately put to the vote, without debate, a motion moved under subclause (4). A seconder is not required for such a motion. [R250(5)]
- (6) If a motion that the original motion or an amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised his or her right of reply under subclause (1). [R250(6)]
- (7) If a motion that the original motion or an amendment be now put is rejected, the chairperson must allow the debate on the original motion or the amendment to be resumed. [R250(7)]
- (8) The provisions in this clause shall also apply to Committee meetings.

2.13 Questions may be put to Councillors and Council Employees

- (1) A Councillor:
 - (a) may, through the Chairperson, put a question to another Councillor; and
 - (b) may, through (the Chairperson and) the General Manager, put a question to a Council employee. [R249(1)]
- (2) However, a Councillor or Council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable

reference to be made to other persons or to documents. [R249(2)]

- (3) The Councillor must put every such question directly, succinctly, and without argument. [R249(3)]
- (4) The Chairperson must not permit discussion on any reply or refusal to reply to a question put to a Councillor or Council employee under this clause. [R249(4)]
- (5) A Councillor may, through the Chairperson, ask questions of speakers for the purpose of clarification in accordance with clause 2.8 of this Code.
- (6) If a question is put without notice, it can be ruled out of order if it does not relate to, or arise naturally out of, subjects before Council.

2.14 Voting at Council Meetings

- (1) Each Councillor is entitled to one vote. [S370(1)]
- (2) However, the Chairperson presiding at a meeting of the Council has, in the event of an equality of votes, a second or casting vote. [S370(2)]
- (3) A Councillor who is present at a meeting of a Council but who fails to vote on a motion put to the meeting is taken to have voted against the motion. [R251(1)]
- (4) If a Councillor who has voted against a motion put at a Council meeting so requests, the General Manager must ensure that the Councillor's dissenting vote is recorded in the Council's minutes. [R251(2)]
- (5) The decision of the Chairperson as to the result of a vote is final, unless:
 - (a) in the case where a vote has been declared on the voices, a Councillor immediately requests a show of hands; or
 - (b) the decision is immediately challenged and not fewer than 2 Councillors rise and demand a division. [R251(3)]
- (6) When a division on a motion is demanded (by two Councillors), the Chairperson must ensure that the division takes place immediately. The General Manager must ensure that the names of those who vote for the motion and those who vote against it are respectively recorded in the Council's minutes. [R251(4)]
- (7) Voting at a Council Meeting, including voting in an election at such a meeting, is to be by open means (such as on the voices or by show of hands). However, the Council may resolve that the voting in any election by Councillors for Mayor or Deputy Mayor is to be by secret ballot. [R251(5)]

2.15 Time Limit for Meetings

- (1) Meetings of Council and Committees are to conclude no later than 11.00pm or at the conclusion of the item being discussed, provided that such item being discussed can be concluded by 11.10pm. If such item has not been concluded by 11.10pm the meeting is then to be closed.
- (2) Except in cases of urgency, matters outstanding at the conclusion of the extended time are to be referred to a future or adjourned meeting. The Mayor, may, with the concurrence of all other Councillors approve under delegation unfinished business listed on the agenda between Ordinary Meetings.

2.16 Webcasting of Meetings

- (1) The proceedings, including all debate, of all ordinary and extraordinary meetings held in the council chamber excluding those parts of the meeting which are held in confidential session or those parts of the meeting closed to the public as provided by section 10a of the Local Government Act 1993, shall be recorded and webcast. Council is not responsible for defamatory statements made by members of the public at a Council or committee meeting, whether published by the Council or not.
- (2) Reproductions of these proceedings shall be available via Council's website for a period of 6 months.
- (3) Written transcriptions of such proceedings shall not be made available.

2.17 Recording of Meeting of the Council Prohibited without Permission

- (1) A person may use a tape recorder to record the proceedings of a meeting of a Council or a Committee of a Council only with the authority of the Council or Committee. [R273(1)]
- (2) A person may, as provided by section 10 (2) (a) or (b) of the Act, be expelled from a meeting of a Council or a Committee of a Council for using or having used a tape recorder in contravention of this clause. [R273(2)]
- (3) If any such person, after being notified of a resolution or direction expelling him or her from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the Council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place. [R273(3)]
- (4) In this clause, tape recorder includes a video camera and any electronic device* capable of recording speech, whether a magnetic tape is used to record or not.[R273(4)]

* Note. The phrase "electronic device" in this Clause means any electronic device capable of recording audio or video.

2.18 Petitions and Correspondence may be presented to the Council

- (1) A Councillor may present a petition and/or correspondence to the Council.
- (2) The Chairperson will only permit discussion on the petition or correspondence if the subject matter is already on the agenda for that meeting or is a matter, which can be dealt with under clause 2.7(3).
- (3) Any correspondence or other documentation proposed to be tabled by a member of the public must be presented to the Chairperson who is to be responsible for deciding whether the material is to be distributed at the meeting or resubmitted to a future meeting.

2.19 Report of a Departmental Representative to be tabled at Council Meeting

When a report of a Departmental Representative has been presented to a meeting of the Council in accordance with section 433 of the Act, the Council must ensure that the report:

- (a) is laid on the table at that meeting; and
- (b) is subsequently available for the information of Councillors and members of the public at all reasonable times. [R244]

PART3 CONFLICTS OF INTEREST (PECUNIARY AND NON-PECUNIARY)

See also Code of Conduct in relation to Conflict of Interests and Pecuniary Interest.

3.1 Pecuniary Interest

- (1) For the purposes of this Part, a "pecuniary interest" is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person. [S442(1)]
- (2) A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to the matter or if the interest is of a kind specified in section 448 (clause 3.4 below). [S442(2)]

3.2 Non-Pecuniary Interests

- (1) Non-pecuniary interests are private or personal interests a Councillor has that do not amount to a pecuniary interest as defined in the Act. These commonly arise out of family or personal relationships or involvement in sporting, social or other cultural groups and associations and may include an interest of a financial nature.
- (2) Non-pecuniary conflicts of interests must be disclosed and managed in accordance with the relevant provisions of this Code.
- (3) Where a non-pecuniary interest has been declared by a Councillor in a matter at a Council or Committee Meeting and that non-pecuniary conflict of interest is considered by the Councillor to be:
 - (a) significant, the Councillor must leave the meeting, be out of sight of the meeting and not participate in discussions or voting on the matter.
 - (b) less than significant and not requiring further action, the Councillor should provide an explanation of why he/ she believes the conflict requires no further action in the circumstances. The Councillor is therefore not required to leave the meeting and may participate in discussions and voting on the item

3.3 Persons Who Have A Pecuniary Interest

- (1) For the purposes of this Part, a person has a pecuniary interest in a matter if the pecuniary interest is the interest of:
 - (a) the person; or
 - (b) the person's spouse or de facto partner or a relative of the person, or a partner or employer of the person, or
 - (c) a company or other body which the person, or a nominee, partner or employer of the person, is a member. [S443(1)]
- (2) However, a person is not taken to have a pecuniary interest in a matter as referred to in subsection 1(b) or (c):

- (a) if the person is unaware of the relevant pecuniary interest of the spouse, de facto partner, relative, partner, employer or company or other body; or
- (b) just because the person is a member of, or employed by, a Council or a statutory body or is employed by the Crown; or
- (c) just because the person is a member of, or a delegate of a Council to, a company or other body that has a pecuniary interest in the matter, so long as the person has no beneficial interest in any shares of the company or body. [S443(3)]

3.4 Interests that do not have to be disclosed

The following interests do not have to be disclosed for the purposes of this Part:

- (a) an interest as an elector,
- (b) an interest as a ratepayer or person liable to pay a charge,
- (c) an interest in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to the public generally, or to a section of the public that includes persons who are not subject to this Part,
- (d) an interest in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to a relative of the person by the council in the same manner and subject to the same conditions as apply to persons who are not subject to this Part,
- (e) an interest as a member of a club or other organisation or association, unless the interest is as the holder of an office in the club or organisation (whether remunerated or not),
- (f) an interest of a member of a council committee as a person chosen to represent the community or as a member of a non-profit organisation or other community or special interest group if the committee member has been appointed to represent the organisation or group on the committee,
- (g) an interest in a proposal relating to the making, amending, altering or repeal of an environmental planning instrument other than an instrument that effects a change of the permissible uses of:
 - (i) land in which the person or a person, company or body referred to in section 443 (1) (b) or (c) has a proprietary interest (which, for the purposes of this paragraph, includes any entitlement to the land at law or in equity and any other interest or potential interest in the land arising out of any mortgage, lease, trust, option or contract, or otherwise), or
 - (ii) land adjoining, adjacent to or in proximity to land referred to in subparagraph (i), if the person or the person, company or body referred to in section 443 (1) (b) or (c) would by reason of the proprietary interest have a pecuniary interest in the proposal,
- (h) an interest relating to a contract, proposed contract or other matter if the interest arises only because of a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company,
- (i) an interest of a person arising from the proposed making by the council of an agreement between the council and a corporation, association or partnership, being a corporation,

association or partnership that has more than 25 members, if the interest arises because a relative of the person is a shareholder (but not a director) of the corporation or is a member (but not a member of the committee) of the association or is a partner of the partnership,

- (j) an interest of a person arising from the making by the council of a contract or agreement with a relative of the person for or in relation to any of the following, but only if the proposed contract or agreement is similar in terms and conditions to such contracts and agreements as have been made, or as are proposed to be made, by the council in respect of similar matters with other residents of the area:
 - (i) the performance by the council at the expense of the relative of any work or service in connection with roads or sanitation,
 - (ii) security for damage to footpaths or roads,
 - (iii) any other service to be rendered, or act to be done, by the council by or under any Act conferring functions on the council or by or under any contract,
- (k) an interest relating to the payment of fees to councillors (including the mayor and deputy mayor),
- (l) an interest relating to the payment of expenses and the provision of facilities to councillors (including the mayor and deputy mayor) in accordance with a policy under section 252,
- (m) an interest relating to an election to the office of mayor arising from the fact that a fee for the following 12 months has been determined for the office of mayor,
- (n) an interest of a person arising from the passing for payment of a regular account for wages or salary of an employee, who is a relative of the person,
- (o) an interest arising from being covered by, or a proposal to be covered by, indemnity insurance as a councillor or member of a council committee,
- (p) an interest arising from appointment of a councillor to a body as representative or delegate of the council, whether or not a fee or other recompense is payable to the representative or delegate. [S448]

3.5 Disclosure and Presence in Meetings

- (1) A Councillor or a member of a Council Committee who has a pecuniary interest in any matter with which the Council is concerned and who is present at a meeting of the Council or Committee at which the matter is being considered must disclose the nature of the interest to the meeting as soon as practicable. [S451(1)]
- (2) The Councillor or member must not be present at, or in sight of, the meeting of the Council or Committee:
 - (a) at any time during which the matter is being considered or discussed by the Council or Committee, or
 - (b) at any time during which the Council or Committee is voting on any question in relation to the matter. [S451(2)]
- (3) For the removal of doubt, a councillor or a member of a council committee is not prevented by this section from being present at and taking part in a meeting at which a matter is being considered, or

from voting on the matter, merely because the councillor or member has an interest in the matter of a kind referred to in section 448. [S451(3)]

- (4) Subsections (1) and (2) do not apply to a councillor who has a pecuniary interest in a matter that is being considered at a meeting, if:
- (a) the matter is a proposal relating to:
 - (i) the making of a principal environmental planning instrument applying to the whole or a significant part of the council's area, or
 - (ii) the amendment, alteration or repeal of an environmental planning instrument where the amendment, alteration or repeal applies to the whole or a significant part of the council's area, and
 - (b) the councillor made a special disclosure under this section in relation to the interest before the commencement of the meeting. [S451(4)]
- (5) The special disclosure of the pecuniary interest must, as soon as practicable after the disclosure is made, be laid on the table at a meeting of the council and must:
- (a) be in the form prescribed by the regulations, and
 - (b) contain the information required by the regulations. [S451(5)]
- (6) A person does not breach this clause if the person did not know and could not reasonably be expected to have known that the matter under consideration at the meeting was a matter in which he or she had a pecuniary interest. [S457]
- (7) Section 458 of the Act provides that the Minister may, in certain circumstances allow a Councillor or a member of a Council committee who has a pecuniary interest to take part in the consideration or discussion of a matter or vote on a matter.
- (8) Disclosures made at the meeting should be stated as follows:

Disclosure	What to say	Action to take
Pecuniary Interest	I declare a pecuniary interest in Item XX, due to (detail reason of the conflict)	<i>Councillor must leave the meeting, be out of sight of the meeting and not participate in discussions or voting on the matter (section 451)</i> Code of Meeting Practice CI 3.5(2)
Significant, non-pecuniary interest	I declare a significant, non-pecuniary interest in Item XX, due to (detail reason of the conflict)	<i>Councillor must leave the meeting, be out of sight of the meeting and not participate in discussions or voting on the matter</i> Code of Meeting Practice CI 3.2(3)(a)

<p>Less than significant, non-pecuniary interest</p>	<p>I declare a less than significant, non-pecuniary interest in Item XX, due to (detail reason of the conflict and explanation of why the conflict requires no further action)</p>	<p><i>No action needed, Councillor can remain at the meeting, partake in discussions and vote on the matter.</i> Code of Meeting Practice CI 3.2(3)(b)</p>
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3.6 Disclosures to be recorded

A disclosure made at a Meeting of Council or Council Committee must be recorded in the minutes of the meeting. [S453]

3.7 General Disclosures

A General notice given to the General Manager in writing by a Councillor or a member of a Council Committee to the effect that the Councillor or member, or the Councillor's or member's spouse, de facto partner or relative, is:

- (a) a member, or in the employment, of a specified company or other body; or
- (b) a partner, or in the employment, of a specified person,

is, unless, and until the notice is withdrawn, sufficient disclosure of the Councillor's or member's interest in a matter relating to the specified company, body or person that may be the subject of consideration by the Council or Council Committee after the date of the notice. [S454]

3.8 Disclosure by Adviser

- (1) A person who, at the request or with the consent of the Council or a Council Committee, gives advice on any matter at any meeting of the Council or Committee must disclose the nature of any pecuniary interest the person has in the matter to the meeting at the time the advice is given. [S456(1)]
- (2) The person is not required to disclose the person's interest as an adviser. [S456(2)]

PART 4 QUORUM AND ATTENDANCE

4.1 Presence at Council Meetings

- (1) A Councillor cannot participate in a meeting of the Council unless personally present at the meeting. [R235]

4.2 Leave of Absence

- (1) Leave of absence may be granted to Councillors by resolution of the Council. The granting of a leave of absence cannot be delegated. [S377(1)(r)]
- (2) A Councillor's application for leave of absence from Council Meetings should, if practicable, identify (by date) the meetings from which the Councillor intends to be absent. [R235A(1)]
- (3) A Councillor who intends to attend a Council Meeting despite having been granted leave of absence should, if practicable, give the General Manager at least 2 days' notice of his or her intention to attend. [R235A(2)]
- (4) A Councillor applying for a leave of absence from a meeting of a Council does not need to make the application in person and the Council may grant such leave in the absence of that Councillor. [S234(2)]
- (5) If the holder of a civic office attends a Council Meeting (whether or not an ordinary meeting) despite having been granted leave of absence, the leave of absence is taken to have been rescinded as regards any future council meeting. [S234(3)]
- (6) Subsection (5) does not prevent the council from granting further leave of absence in respect of any future council meeting [S234(4)]

4.3 Quorum

- (1) The quorum for a meeting of the Council is a majority of the Councillors of the Council who hold office for the time being and are not suspended from office. [S368(1)]
 - (a) Where apologies have been received for a majority of Councillors, the meeting will immediately be adjourned to a date and time to be specified by the Chairperson.
- (2) A Meeting of the Council must be adjourned if a Quorum is not present:
 - (a) within half an hour after the time designated for the holding of the meeting; or
 - (b) at any time during the meeting. [R233(1)]
- (3) In either case, the meeting must be adjourned to a time, date and place fixed:
 - (a) by the Chairperson, or
 - (b) in his or her absence - by the majority of the Councillors present, or
 - (c) failing that, by the General Manager. [R233(2)]
- (4) If during a meeting of Council or a Committee, a quorum is not present, the Chairperson shall suspend the proceedings for a period of three minutes. If a quorum is not then present at the end of

the three-minute suspension, the provisions of Clause 4.3(3) [R233] shall apply. This adjournment is to allow the return of any departed Councillors.

- (5) The General Manager must record in the Council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a Quorum) at or arising during a Meeting of the Council, together with the names of the Councillors present. [R233(3)]
- (6) If the meeting is to resume on another day any decisions of Council made prior to the lapsing of the meeting are to be acted upon by Council officers and do not need to await the resumption of the adjourned meeting. The outstanding matters are to be resubmitted to the adjourned meeting for determination.
- (7) Resubmitted matters are to be dealt with prior to any new business of which due notice has been given in accordance with 2.7(1)(a) if a Councillor has requested that the matter be submitted to the adjourned meeting or if the General Manager determines that the matter is to be submitted to the adjourned meeting.
- (8) A reconvened meeting, being for the purpose of completing unfinished business of the previous adjourned meeting shall be deemed a continuation of that adjourned meeting.
- (9) Minutes of the adjourned meeting are to retain a reference to the date of the original meeting as well as the date of resumption.

PART 5 MOTIONS AND AMENDMENTS

5.1 Motions, Amendments and Resolutions

- (1) A motion is a proposal to be considered by council at a meeting. It is a request to do something or to express an opinion about something. A motion formally puts the subject of the motion as an item of business for the council. (DLG Meetings Practice Note 16). Any Motion that proposes the spending of funds that has not been programmed in the budget must identify the source of funding for that spending.
- (2)
 - (a) In putting forward Notices of Motion Councillors must balance their civic responsibilities for representing the interest of their community with their obligation to use Council's resources effectively and efficiently.
 - (b) The wording of the motion shall be precise and clear.
 - (c) Where a notice of motion proposes the spending of funds and does not specify the source of funding, the General Manager will refer the motion back to Councillor to identify the source of funding before it is placed on the agenda for the next Ordinary Council Meeting.
 - (d) Where the General Manager considers a Motion has legal, strategic, financial or policy implications which need to be taken into account, the General Manager may; (i) provide advice that the motion be deferred pending a report from officers; (ii) provide an officers comment with a Notice of Motion on the business paper; or (iii) provide a recommendation with a Notice of Motion on the business paper that the matter be deferred pending a report from officers. If, in the opinion of the General Manager, a report needs to be presented to Council to assist Councillors with consideration of the Notice of Motion, and if time permits, the General Manager may include a report in the business paper.
- (3) An amendment is a change to the motion before the council, and takes place while that motion is being debated. An amendment to a motion must be put forward in a motion itself. (DLG Meetings Practice Note 16)
 - (a) An amendment to a motion requires a mover and a seconder to put it forward. To be accepted as an amendment, it must directly relate to the motion and cannot be distinctly different, such as resulting in a different course of action.
 - (b) The amendment must be dealt with before voting on the main motion takes place. If the amendment is carried, it becomes the motion and the original motion lapses.
 - (c) Where an amendment or addition is put forward by a Councillor and is accepted by the mover and seconder of the original motion or amendment currently before Council, the changes are then incorporated into the motion or amendment and normal debate continues.
- (4) A resolution is a motion that has been passed by a majority of councillors at the meeting. While in practice it means the 'council decision', the word 'resolution' also indicates the process by which the decision was made. (DLG Meetings Practice Note 16)
- (5) Provided there is no objection from any Councillor present, any motion or recommendation before the Council may be put to the vote without discussion or debate.

5.2 Notice of Motion - Absence of Mover

In the absence of a Councillor who has placed a Notice of Motion on the agenda for a meeting of Council:

- (a) any other Councillor may move the motion at the meeting; or
- (b) the Chairperson may defer the motion until the next meeting of the Council at which the motion can be considered. [R245]

5.3 Motions to be Seconded

- (1) A motion or an amendment cannot be debated unless or until it has been seconded. [R246]
- (2) The mover of a motion may be allowed by the Chairperson to briefly speak to the motion before calling for the motion to be seconded.
- (3) The seconder of a motion or of an amendment may reserve the right to speak later in the debate.
- (4) Subclause (1) is subject to the provisions in relation to Official minutes [R243(2)] and Limitations to numbers of speeches [R250(5)]

5.4 How Subsequent Amendments or Motions may be Moved

- (1) If an amendment has been rejected, a further amendment can be moved to the motion to which the rejected amendment was moved, and so on, but no more than one motion and one proposed amendment can be before the Council at any one time. [R247]
- (2) It is permissible during the debate on an amendment for a further amendment to be foreshadowed. However, any such foreshadowed amendment shall not be moved and debated until the amendment is dealt with.
- (3) When the vote on the amendment has been taken, debate is resumed on the motion either in the original form (if the amendment was rejected) or in the amended form (if the amendment was carried).

5.5 Procedural Motions

- (4) A procedural motion is a motion that refers to the conduct of a meeting and has precedence over substantive motions.
- (5) In general, a procedural motion requires a seconder and there is no debate on the item, unless specified in this Code.
- (6) Examples of procedural motions under the Act and Regulation are shown on the following table:-

Motion	Moved without Notice	Requires Secunder	Speakers/ Debate Permitted	Right of Reply
(i) Change the Order of Business	Yes	Yes	Mover of motion only	No
(ii) Business without Notice (matter of urgency)	Yes	Yes	Mover of motion only	No
(iii) Dissent from Chairperson's ruling on Point of Order)	Yes	Yes	Mover & Chairperson only may speak.	No
(iv) Adjournment of Meeting	Yes	Yes	No debate permitted	No

(v) Limitation to number of speakers (questions be now put)	Yes – after at least 2 speakers have spoken in favour of motion or amendment and at least 2 against motion or amendment.	No	No debate permitted. Question must be put immediately	No
(vi) Deferment of a Matter	Yes	Yes	Yes	Yes
(vii) Vote on points of a resolution separately	Yes	Yes	Mover of motion only	No

5.6 Motions of Dissent

- (1) A Councillor can, without notice, move to dissent from the ruling of the Chairperson on a point of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent. [R248(1)]
- (2) If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been discharged as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course. [R248(2)]
- (3) Despite clause 250 of the Regulations (*R250 Limitation as to number of speeches*), only the mover of a motion of dissent and the Chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply. [R248(3)]

5.7 Motions for Adjournment

- (1) Debate shall not be permitted on any motion for adjournment of a meeting of the Council.
- (1) If a motion for adjournment is negative (rejected/lost), the business of the meeting shall proceed, and it shall not be in order for any Councillor to again move a motion for adjournment within half an hour of the previous motion for adjournment being negative (rejected/lost).
- (2) A motion for adjournment may specify the period of the adjournment or the time, date and place of the adjourned meeting; however, if a motion for adjournment is carried but does not specify the period of adjournment or the time, date and place of the adjourned meeting, the Chairperson shall make a determination with respect to whichever of these has not been specified.
- (3) If the meeting is adjourned to another day any decisions of Council prior to the adjournment of the meeting are to be acted upon by Council officers. The outstanding matters are to be resubmitted to the adjourned meeting for determination. Any new business brought to an adjourned meeting is not to be considered until the matters from the adjourned meeting are dealt with.

PART6 RESCISSIONMOTIONS

6.1 Rescinding or Altering Resolutions

- (1) A resolution passed by a Council may not be altered or rescinded except by a motion to that effect of which notice has been duly given in accordance with regulations made under section 360 of the Act and, clause 2.7(1)(a) of the Code. [S372 (1)]
- (2) If it is proposed to move a further motion in the event that a rescission motion is carried the required notice also should be given of the proposed further motion.
- (3) If a notice of motion to rescind a resolution is given:
 - (a) at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with [S372(2)]; or
 - (b) at any time after the close of the meeting at which the resolution is carried, no further action to carry the resolution into effect is to be taken after receipt of the notice of motion to rescind until that motion of rescission has been dealt with.
 - (i) If the resolution has already been put into effect, the Rescission Motion must be rejected by the General Manager, unless it is a resolution capable of rescission. Where a notice of rescission is rejected by the General Manager, this will be reported to the next Council meeting.
- (4) If a motion has been negated (rejected/lost) by Council, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with the Code of Meeting Practice. [S372(3)]
- (5) A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been negated (rejected/lost) by the Council, must be signed by 3 Councillors if less than 3 months has lapsed since the resolution was passed, or the motion was negative (rejected/lost), as the case may be. [S372(4)]
- (6) If a motion to alter or rescind a resolution has been negative (rejected/lost), or if a motion which has the same effect as a previously negative (rejected/lost) motion, is negative (rejected/lost), no similar motion may be brought forward within 3 months. This subsection may not be evaded by substituting a motion differently worded, but in principle the same. [S372(5)]
- (7) A motion to which this section applies may be moved on the report of a Committee of the Council and any such report must be recorded in the minutes of the meeting of the Council. [S372(6)]
- (8) The provisions of this section concerning negated (rejected/lost) motions do not apply to motions of adjournment. [S372 (7)]
- (9) A notice of rescission can be dealt with at the meeting at which it is received but only in accordance with clause 2.7(3) of this Code.

Note. A motion to recommit an agenda item previously considered during a Council or Committee meeting will not require a rescission motion.

PART7 CLOSEDMEETINGS

7.1 Public Notice of Closed Meetings

- (1) The Council must give notice to the public of the times, dates and places of its meetings and meetings of those of its Committees of which all the members are Councillors [S9(1)].
- (2) In the case of a meeting whose agenda includes the receipt of information or discussion of other matters that, in the opinion of the General Manager, is likely to take place when the meeting is closed to the public:
 - (a) the agenda for the meeting must indicate that the relevant item of business is of such a nature (but must not give details of that item), and
 - (b) the requirements of clause (1) with respect to the availability of business papers do not apply to the business papers for that item of business [S9(2A)].

7.2 Which parts of a meeting can be closed to the public?

- (1) A Council, or a Committee of the Council of which all the members are Councillors, may close to the public so much of its meeting herein after referred to as a “Closed (Public Excluded) Meeting”, as comprises:
 - (a) the discussion of any matters listed in subclause (2), or
 - (b) the receipt or discussion of any of the information so listed, or new issues raised by Councillors which relate to matters and information listed in subclause (2). [S10A(1)]
- (2) The matters and information are the following:
 - (a) personnel matters concerning particular individuals (other than councillors),
 - (b) the personal hardship of any resident or ratepayer,
 - (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
 - (d) commercial information of a confidential nature that would, if disclosed:
 - (i) prejudice the commercial position of the person who supplied it, or
 - (ii) confer a commercial advantage on a competitor of the council, or
 - (iii) reveal a trade secret,
 - (e) information that would, if disclosed, prejudice the maintenance of law,
 - (f) matters affecting the security of the council, councillors, council staff or council property,
 - (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
 - (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,
 - (i) alleged contraventions of any code of conduct requirements applicable under section 440. [10A(2)]

- (3) A Council, or a Committee of the Council of which all the members are Councillors, may also close to the public so much of its meetings as comprises a motion to close another part of the meeting to the public. [10A(3)]
- (4) A Council, or a Committee of a Council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed. [S10A(4)] See clause 7.6 below.
- (5) The existence of the grounds in section 10A (2) does not place any obligation on a Council to close its meeting to consider a matter or information, however it does permits the Council to do so.

7.3 Further Limitations Relating to Closure of Parts of Meetings to Public

- (1) A meeting is not to remain closed during the discussion of anything referred to in section 10A(2) (clause 7.2(2) above):
 - (a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
 - (b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret-unless the council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest. [S10B(1)]
- (2) A meeting is not to be closed during the receipt and consideration of information or advice referred to in section 10A (2) (g) unless the advice concerns legal matters that:
 - (a) are substantial issues relating to a matter in which the council or committee is involved, and
 - (b) are clearly identified in the advice, and
 - (c) are fully discussed in that advice. [S10B(2)]
- (3) If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in section 10A (3)), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting (other than consideration of whether the matter concerned is a matter referred to in section 10A (2)). [S10B(1)]
- (4) For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:
 - (a) a person may misinterpret or misunderstand the discussion, or
 - (b) the discussion of the matter may:
 - (i) cause embarrassment to the council or committee concerned, or to councillors or to employees of the council, or
 - (ii) cause a loss of confidence in the council or committee. [S10B(4)]
- (5) In deciding whether a part of a meeting is to be closed to the public, the Council or Committee concerned must have regard to any relevant guidelines issued by the Director-General. [S10B(5)]

7.4 Grounds for closing part of meeting to be specified

- (1) The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting. [S10D(1)]
- (2) The grounds must specify the following:
 - (a) the relevant position of the section 10A(2),
 - (b) the matter that is to be discussed during the closed part of the meeting,
 - (c) the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest. [S10D(2)]

7.5 Notice of likelihood of closure not required in urgent cases

Part of a meeting of a Council, or of a Committee of the Council of which all the members are Councillors, may be closed to the public while the Council or Committee considers a matter that has not been identified in the agenda for the meeting as a matter that is likely to be considered when the meeting is closed, but only if:

- (a) it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in section 10A (2), and
- (b) the Council or Committee, after considering any representations made under section 10A (4), resolves that further discussion of the matter:
 - (i) should not be deferred (because of the urgency of the matter), and
 - (ii) should take place in a part of the meeting that is closed to the public. [S10(C)]

7.6 Representations by members of the public - closure of part of meeting

- (1) A representation at a Council meeting by a member of the public as to whether a part of the meeting should be closed to the public can only be made for a fixed period immediately after the motion to close the part of the meeting is moved and seconded. [R252(1)]
- (2) The fixed period shall be the period between when the “closure motion” is moved and seconded and when the Chairperson declares the result of the voting on the motion.

7.7 Resolutions passed at closed meetings to be made public

If a Council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the chairperson must make the resolution public as soon as practicable after the meeting or part of the meeting has ended. [R253]

PART8 ORDERATMEETINGS

8.1 Acts of Disorder

- (1) A Councillor or member of the public commits an act of disorder if, at a meeting of a Council or a Committee of a Council:
 - (a) contravenes the Act or any regulation in force under the Act, or
 - (b) assaults or threatens to assault another person present at the meeting, or
 - (c) moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the Council or Committee, or addresses or attempts to address the Council or Committee on such a motion, amendment or matter, or
 - (d) insults or makes personal reflections on or imputes improper motives to any other person, or
 - (e) says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the Council or Committee into contempt. [R256 (1)]
- (2) The Chairperson may require a person:
 - (a) to apologise without reservation for an act of disorder referred to in subclause (1) (a) or (b), or
 - (b) to withdraw a motion or an amendment referred to in subclause (1) (c) and, where appropriate, to apologise without reservation, or
 - (c) to retract and apologise without reservation for an act of disorder referred to in subclause (1) (d) or (e). [R256 (2)]
- (3) A Councillor may, as provided by section 10 (2) (a) or (b) of the Act, be expelled from a meeting of a Council for having failed to comply with a requirement under subclause (2). The expulsion of a Councillor from the meeting for that reason does not prevent any other action from being taken against the Councillor for the act of disorder concerned. [R256 (3)]
- (4) A Councillor expelled from a meeting in accordance with Clause 256(3) of the Regulation shall leave the Chamber for the duration of the meeting.
- (5) The expulsion of a Councillor shall be recorded in the minutes of the meeting.

Note. The Chairperson may issue warnings to Councillors and the Public for Acts of Disorder. The Chairperson may warn any Councillor who:

- 2.1 interrupts a speaker except upon a point of order;
- 2.2 interrupts the Chairperson except on a point of dissent;
- 2.3 refuses to accept a ruling from the Chairperson.

These warnings will be recorded in the Minutes of the meeting. Any Councillor who is warned by the Chairperson three times in one meeting for disorder and fails to apologise for the disorder if requested to by the Chairperson may be expelled from the meeting for the evening by resolution of Council in accordance with clauses 255 and 256 of the Regulation.

8.2 Questions of Order

- (1) The Chairperson, without the intervention of any other Councillor, may call any Councillor to order whenever, in the opinion of the Chairperson, it is necessary to do so. [R255(1)]
- (2) A Councillor who claims that another Councillor has committed an act of disorder, or is out of order,

may call the attention of the Chairperson to the matter, by raising a 'point of order'. [R255(2)]

- (3) The Chairperson must rule on a question of order immediately after it is raised but before doing so, may invite the opinion of the Council. [R255(3)]
- (4) The Chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed. [R255(4)]
- (5) Any ruling of the Chairperson on a point of order will be recorded in the minutes of the meeting.

8.3 How Disorder at a Meeting may be dealt with

- (1) If disorder occurs at a meeting of a Council, the Chairperson may adjourn the meeting for a period of not more than 15 minutes and leave the chair. The Council, on reassembling, must, on a question put from the chair, decide without debate whether the business is to be proceeded with or not. This subclause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of Councillors. [R257(1)]
- (2) A member of the public may, as provided by section 10 (2) (a) or (b) of the Act, be expelled from a meeting of a Council for engaging in or having engaged in disorderly conduct at the meeting. [R257(2)]
- (3) The Chairperson may adjourn the meeting to enable persons to be removed from the meeting.

8.4 Power to remove persons from meeting after expulsion

If a Councillor or a member of the public fails to leave the place where a meeting of a Council is being held:

- (a) immediately after the Council has passed a resolution expelling the Councillor or member from the meeting, or
 - (b) where the Council has authorised the person presiding at the meeting to exercise the power of expulsion—immediately after being directed by the person presiding to leave the meeting,
- a police officer, or any person authorised for the purpose by the Council or person presiding, may, by using only such force as is necessary, remove the Councillor or member from that place and, if necessary, restrain the Councillor or member from re-entering that place. [R258]

8.5 Motions of Dissent

- (1) A Councillor can, without notice, move to dissent from the ruling of the Chairperson on a point of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent. [R248(1)]
- (2) If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been discharged as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course. [R248(2)]
- (3) Despite clause 250 of the Regulations (*R250 Limitation as to number of speeches*), only the mover of a motion of dissent and the Chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply. [R248(3)]

PART9 COUNCILCOMMITTEES

9.1 Committee of the Whole

- (1) The Council may resolve itself into a Committee to consider any matter before the Council. [S373]
- (2) All the provisions of this Code relating to meetings of the Council, so far as they are applicable, extend to and govern the proceedings of the Council when in Committee of the Whole, except the provisions:
 - (a) limiting the number and duration of speeches [R259(1)]; and
 - (b) requiring Councillors to stand when speaking.
- (3) The General Manager or, in the absence of the General Manager, an employee of the Council designated by the General Manager is responsible for reporting to the Council proceedings in Committee of the Whole. It is not necessary to report the proceedings in full but any recommendations of the Committee must be reported. [R259(2)];
- (4) The Council must ensure that a report of the proceedings (including any recommendations of the Committee) is recorded in the Council's minutes. However, the Council is not taken to have adopted the report until a motion for adoption has been made and passed. [R259(3)]

9.2 Council May Establish Committees

- (1) A Council may, by resolution, establish such Committees, as it considers necessary. [R260(1)]
- (2) A Committee is to consist of the Mayor and such other Councillors as are elected by the Councillors or appointed by the Council. [R260(2)]
- (3) The quorum for a meeting of such a Committee is to be:
 - (a) such number of members as the Council decides; or
 - (b) if the Council has not decided a number - a majority of the members of the Committee. [R260(3)]

9.3 Functions of Committees

The Council must specify the functions of each of its Committees when the Committee is established, but may from time to time amend those functions. [R261]

9.4 Notice of Committee Meetings to be Given

- (1) The General Manager of the Council must send to each Councillor, at least 3 days before each Meeting of the Committee, a notice specifying:
 - (a) the time and place at which and the date on which the meeting is to be held; and
 - (b) the business proposed to be transacted at the meeting. [R262(1)]
- (2) However, notice of less than 3 days may be given of a Committee meeting called in an emergency. [R262(2)]

- (3) The provisions of clause 2.7(1)-(4) and 2.7(1)(a) apply to the Agendas of Committee Meetings in the same manner as they apply to the Agendas of Meetings of the Council.

9.5 Non-Members entitled to attend Committee Meetings

- (1) A Councillor who is not a member of a Committee of a Council is entitled to attend, and to speak at, a meeting of the Committee.[R263(1)]
- (2) However, the Councillor is not entitled:
- (a) to give notice of business for inclusion in the agenda for the meeting, or
 - (b) to move or second a motion at the meeting, or
 - (c) to vote at the meeting. [R263(2)]

9.6 Committee Members other than Councillors

Reference to 'Councillors' in this part is deemed to include members of a Committee who are not Councillors.

9.7 Representations by members of the public - closure of part of committee meeting

- (1) A representation at a Committee meeting by a member of the public as to whether a part of the meeting should be closed to the public can only be made for a fixed period immediately after the motion to close the part of the meeting is moved and seconded. [R252(1)]
- (2) The fixed period shall be the period between when the "closure motion" is moved and seconded and when the Chairperson declares the result of the voting on the motion.

9.8 Procedure in Committees

- (1) Subject to subclause (3), each Committee of a Council may regulate its own procedure.[R265(1)]
- (2) Without limiting subclause (1), a Committee of a Council may decide that, whenever the voting on a motion put to a meeting of the Committee is equal, the Chairperson of the Committee is to have a casting vote as well as an original vote.[R265(2)]
- (3) Voting at a Committee Meeting is to be by open means (such as on the voices or by show of hands). [R265(3)]

9.9 Committees to keep Minutes

- (1) Each Committee of a Council must ensure that full and accurate minutes of the proceedings of its meetings are kept. In particular, a Committee must ensure that the following matters are recorded in the Committee's minutes:
- (a) details of each motion moved at a meeting and of any amendments moved to it,
 - (b) the names of the mover and seconder of the motion or amendment,

- (c) whether the motion or amendment is passed or lost. [R266(1)]
- (2) As soon as the minutes of an earlier meeting of a Committee of the Council have been confirmed at a later meeting of the Committee, the person presiding at the later meeting must sign the minutes of the earlier meeting. [R266(2)]

9.10 Chairperson and Deputy Chairperson of Committees

- (1) The Chairperson of each Committee of the Council, must be:
 - (a) the Mayor; or
 - (b) if the Mayor does not wish to be the Chairperson of a Committee - a member of the Committee elected by the Council; or
 - (c) if the Council does not elect such a member - a member of the Committee elected by the Committee. [R267(1)]
- (2) The Council may elect a member of a Committee of the Council as deputy Chairperson of the Committee. If the Council does not elect a Deputy Chairperson of such a Committee, the Committee may elect a Deputy Chairperson. [R267(2)]
- (3) If neither the Chairperson nor the Deputy Chairperson of a Committee of a Council is able or willing to preside at a meeting of the Committee, the Committee must elect a member of the Committee to be acting chairperson of the Committee. [R267(3)]
- (4) The Chairperson is to preside at a meeting of a Committee of a Council. If the Chairperson is unable or unwilling to preside, the Deputy Chairperson (if any) is to preside at the meeting, but if neither the chairperson nor the Deputy Chairperson is able or willing to preside, the acting chairperson is to preside at the meeting. [R267(4)]

9.11 Absence from Committee Meetings

- (1) A member (other than the Mayor) ceases to be a member of a Committee if the member:
 - (a) has been absent from 3 consecutive meetings of the Committee without having given reasons acceptable to the Committee for the member's absences, or
 - (b) has been absent from at least half of the meetings of the Committee held during the immediately preceding year without having given to the Committee acceptable reasons for the member's absences. [R268(1)]
- (2) Subclause (1) does not apply in respect of a Committee that consists of all of the members of the Council. [R268(2)]

9.12 Reports of Committees

- (1) Reports are to be kept and presented to Council for all meetings of Committees. Divisions are not recorded (in Committee reports other than for items relating to development matters and Committees of the Whole) but Councillors may request that their names be recorded as opposing the motion. See also clause 2.14 for recording of other divisions.
- (2) If in a report of a Committee of the Council distinct recommendations are made, the decision of the

Council may be made separately on each recommendation. [R269(1)]

- (3) The recommendations of a Committee of the Council are, so far as adopted by the Council, resolutions of the Council. [R269(2)]
- (4) If a Committee of a Council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting, that is closed to the public, the chairperson must:
 - (a) make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended, and
 - (b) report the resolution or recommendation to the next meeting of the Council. [R269(3)]

9.13 Disorder in Committee Meetings

The provisions of the Act and of this Regulation [R270] relating to the maintenance of order in Council meetings apply to meetings of Committees of the Council in the same way as they apply to meetings of the Council. [R270]

9.14 Committee may expel certain persons from its Meetings

- (1) If a meeting or part of a meeting of a Committee of a Council is closed to the public in accordance with section 10A of the Act, any person who is not a Councillor may be expelled from the meeting as provided by section 10(2)(a) or (b) of the Act. [R271(1)]
- (2) If any such person, after being notified of a resolution or direction expelling him or her from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the Council, Committee or person presiding, may by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place. [R271 (2)]

PART 10 AFTER THE MEETING

10.1 Decisions of the Council

A decision supported by a majority of the votes at a meeting of the Council at which a quorum is present is a decision of the Council. [S371]

10.2 Public Access to Correspondence and Reports

- (1) The Council and a Committee of which all the members are Councillors must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting. [S11(1)]
- (2) This section does not apply if the correspondence or reports:
 - (a) relate to a matter that was received or discussed; or
 - (b) were laid on the table at, or submitted to, the meeting,when the meeting was closed to the public. [S11(2)]
- (3) This section does not apply if the Council or Committee resolves at the meeting, when open to the public, that the correspondence or reports, because they relate to a matter specified in section 10A(2), are to be treated as confidential. [S11(3)]

10.3 Certain Circumstances do not Invalidate Council Decisions

Proceedings at a meeting of the Council or a Council Committee are not invalidated because of:

- (a) a vacancy in a civic office; or
- (b) a failure to give notice of the Meeting to any Councillor or a Committee Member; or
- (c) any defect in the election or appointment of a Councillor or a Committee Member; or
- (d) a failure of a councillor or a committee member to disclose a pecuniary interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a council or committee meeting in accordance with section 451, or
- (e) a failure to comply with this Code. [S374]

PART 11 MINUTES

11.1 Minutes of the Meeting

- (1) Council and its Committees must ensure that full and accurate minutes are kept of the proceedings of a meeting of the council and its committees. [S375]
- (2) The minutes must, when they have been confirmed at a subsequent meeting of the council, be signed by the person presiding at that subsequent meeting. [S375]
- (3) The General Manager must ensure that the following matters are recorded in Council's minutes:
 - (a) details of each motion moved at a council meeting and of any amendments moved to it,
 - (b) the names of the mover and seconder of the motion or amendment,
 - (c) whether the motion or amendment is passed or lost. [R254]

11.2 Confirmation of Minutes

- (1) The minutes of a meeting are "unconfirmed" until they are submitted for confirmation at a subsequent meeting. The minutes can be amended in terms of their accuracy by Council resolution at the meeting prior to their confirmation.
- (2) Every entry in the minutes of the business transacted at a meeting of the council and purporting to be signed by the person presiding at a subsequent meeting of the council is, until the contrary is proved, evidence:
 - (a) that the business as recorded in the minutes was transacted at the meeting; and
 - (b) that the meeting was duly convened and held.

11.3 Inspection of the Minutes of the Council or a Committee

- (1) An inspection of the minutes of a Council or Committee of a Council is to be carried out under the supervision of the General Manager or an employee of the Council designated by the General Manager to supervise inspections of those minutes. [R272(1)]
- (2) The General Manager must ensure that the minutes of the Council and any minutes of a Committee of the Council are kept secure and in safe custody and that no unauthorised person is allowed to interfere with them. [R272(2)]

PART 12 CODE OF MEETING PRACTICE

12.1 Amendment of this Code

- (1) This Code may be amended only in accordance with the provisions of Chapter 12 Part 2 Division 1 of the Act.
- (2) Changes that are made to Act and Regulation will automatically be incorporated into this Code and such changes will not be advertised or reported to Council unless they are significant. Revised copies will be distributed to Councillors and placed on the website whenever changes are made.

PART 13 MISCELLANEOUS

13.1 Disclosure and misuse of information – prescribed circumstances

For the purposes of section 664 (1B) (c) of the Act, any disclosure made with the intention of enabling the Minister or the Director-General to properly exercise the functions conferred or imposed on them by or under the Act is a prescribed circumstance. [R412]

13.2 Access to Records

- (1) Councillors and the public have access to Council records under the Government Information (Public Access) Act 2009.
- (2) In addition, a Councillor may have a common law right, independent of these provisions, to see a document which is necessary in the exercise of the Councillor's duty (*Drummoyne -V - Marshall, 1989*). That right does not extend to a matter in which a Councillor merely has a curiosity rather than an appropriate civic responsibility.

13.3 Minister to convene meetings in certain cases

- (1) Whenever an area is constituted or reconstituted, the Minister is required:
 - (a) to convene the first meeting of the Council of the area, and
 - (b) to nominate the business to be transacted at the meeting, and
 - (c) to give the Councillors notice of the meeting. [R234(1)]
- (2) If there is no quorum at that meeting, the Minister may convene meetings in the same manner until a quorum is present. [R234(2)]
- (3) The Council must transact the business nominated by the Minister for a meeting convened under this clause. [R234(3)]

PART 14 COUNCIL WORKSHOPS & BRIEFING SESSIONS

- (1) The council may hold workshops under its general powers as a body corporate.
- (2) Workshops and briefing sessions are not meetings of the council or its formal standing committees, under the Code of Meeting Practice. A Workshop may involve Councillors, staff and participants invited by the General Manager.
- (3) Workshops are not open to the public.
- (4) Workshops are informal and are intended and used to provide useful background information to Councillors on issues, to develop Councillor knowledge and expertise to assist in their role as public officials, and to provide informal input into relevant matters.
- (5) No Council decisions are to be made at workshops.
- (6) Workshops do not have any decision making authority or powers and shall not be used for transaction of council business or detailed or advanced discussions where agreement is reached and/or a (de-facto) council decision is made. Any detailed discussion or exchange of views on an issue, and any policy decision from the options, shall be left to the open forum of a formal council or committee meeting.
- (7) All Councillors are entitled to attend workshops.

(Clauses 1-6 above are sourced from the DLG Meetings Practice Note)

- (8) Any information or briefing papers for a workshop shall be given to all councillors. Any information given to a particular councillor for a workshop in the performing of their civic duties must also be available to any other councillor who requests it.
- (9) Workshop briefing papers shall contain information and options but no recommendations, and no recommendations are to be put to nor sought from, the councillors or other workshop participants in the course of the workshop. General consensus on any options may be expressed by the workshop participants.
- (10) Conflict of interests provisions – both Pecuniary and Non-Pecuniary - do apply to workshops conducted by the Council under this clause and as such need to be appropriately identified, managed and a written record made.
- (11) The meeting procedures in the Act and the Regulation and in this Code do not apply to workshops held by the Council under this clause
 - (a) which apply to meetings of the council and its formal committees comprising of all councillors and only councillors, and
 - (b) in respect of the attendance entitlements or requirements of councilors and attendance entitlements of the public
- (12) Minutes and recordings of the meeting will not be taken but a formal record of the workshop will be kept by Council staff detailing the date, subject, those present, the purpose of the workshop and any disclosures of interest.

PART 15 REVISION HISTORY

Revision	Date	Change	Ref
1	23/05/2017	Code of Meeting Practice for public exhibition	
2	17/11/2017	Code of Meeting Practice adopted	