



CODE OF PRACTICE – PROCEDURES AT MEETINGS

Policy Type:	Council Policy: Statutory
Responsible Department:	Office of the Chief Executive Officer
Responsible Officer:	Executive Manager Office of the CEO
Related Policies and Procedures	<ul style="list-style-type: none"> • Code of practice – Access to meetings and documents • Code of Conduct for Council Members.
Community Plan Link	Civic Leadership
Date Adopted	28 January 2014: C1013
Last review date	24 June 2019: C044/19
Next review date	June 2020
Reference/Version Number	Code: V13
ECM Doc set I.D.	2163518

CONTENTS

INTRODUCTION.....	1
Part 1 – Preliminary.....	2
1. Citation	2
2. Approval	2
3. Interpretation	2
4. Guiding Principles	3
Part 2 - Meetings of councils and committees (to which Part 2 applies).....	4
Division 1 – Preliminary	4
5. Application of Part 2	4
6. Discretionary Procedures	4
Division 2 - Prescribed Procedures	5
7. Commencement of Meetings and quorums	5
8. Minutes	6
9. Questions	6
10. Petitions.....	7
11. Deputations	8
12. Motions	8
13. Amendments to Motions.....	11
14. Variations etc.....	11
15. Addresses by Members etc.....	11
16. Voting	12
17. Divisions	12
18. Tabling of Information.....	13
<i>UGB Raising General Business</i>	13
<i>ULAT Officer's Presentation of Late Material</i>	13
19. Adjourned Business	14
20. Short-term Suspension of Proceedings.....	14
<i>UADJ Adjournment of meetings</i>	15
<i>UEMG Termination of meetings in the event of an emergency</i>	15
21. Chief executive officer may submit report recommending revocation or amendment of council decision	15
<i>UCONF CONFIDENTIAL ITEMS</i>	15
Part 3 - Meetings of other committees (to which Part 2 does not apply).....	17
22. Application of Part 3	17
<i>U22A Commencement of Meetings</i>	17

<i>U22B Remote Participation</i>	17
23. Notice of meetings for Members	18
24. Public Notice of committee meetings	18
<i>UADD Addresses by Members</i>	18
25. Minutes	18
Part 4 – Miscellaneous	20
26. Quorum for committees	20
27. Voting at committee meetings	20
<i>UNCM Elected member non-committee member contribution at committee meetings</i>	20
28. Points of Order	21
29. Interruption of meetings by members	21
30. Interruption of meetings by others	22
Part 5 – Supplementary Procedures for council and committees	23
<i>U32 Elected member Reports</i>	23
<i>U33 Nomination/Appointment of elected members to internal and external positions</i>	23
<i>U34 Elected Member Briefings and Workshops - Operating Procedure</i>	25
APPENDIX A: Specific powers of the presiding member.....	26
APPENDIX B: Agenda Structure.....	27
Document History.....	32

INTRODUCTION

The City of Unley is committed to the principles of honest, open and accountable government and encourages community participation in the business of Council.

Sections 86(8) and 89(1) of the *Local Government Act* 1999 (“the Act”) provide that meetings of the council or a council committee will be conducted according to procedures:

- prescribed by the Act;
- prescribed by regulation; and
- in relation to council meetings, insofar as the procedure is not prescribed by either the Act or regulations — as determined by the council; and
- in relation to committee meetings, insofar as the procedure is not prescribed by the Act or regulations, or determined by the council — as determined by the committee itself.

Part 2 of the *Local Government (Procedures at Meetings) Regulations* 2013 (“the Regulations”) specify certain procedures to be followed during the operation of council and certain council committee meetings. These meetings include:

- the meetings of the council;
- the meetings of a council committee performing regulatory activities; and
- the meetings of any other council committee to which the Council has resolved Part 2 will apply.

Regulation 6 provides that the council may develop a Code of Practice, where it chooses, to establish its own procedures in substitution for procedures under the Regulations which are expressed to allow variation.

This Code of Practice incorporates three types of procedures:

- procedures contained in the Regulations;
- procedures contained in the Regulations that are expressed to allow variation and are varied by the Council; and
- procedures on which the council has determined both the Act and Regulations are silent and so has determined those matters itself.

For ease of reference this Code of Practice includes the Regulations and are referenced with the same regulation number. Procedures that are varied, or concern matters on which the Act and Regulations are silent, are shown in bold and italics and/or also enclosed in a border.

Note — whilst procedures contained in the Act are not incorporated into this Code of Practice, they must be adhered to in all council and council committee meetings.

This Code of Practice will be available to the public to assist their understanding of the procedures associated with the operation of both council and council committee meetings of the City of Unley.

In accordance with Regulation 6, the council should review the operation of this Code of Practice at least once in every financial year. The council may, at any time, by resolution supported by at least two-thirds of the members of the council entitled to vote, alter, substitute or revoke this Code of Practice - Procedures at Meetings.

In developing this Code of Practice, the council has at all times had regard to the Guiding Principles set out at Regulation 4 (see page 2).

PART 1 – PRELIMINARY

1. CITATION

These procedures may be cited as the “City of Unley Code of Practice – Procedures at Meetings”.

2. APPROVAL

These procedures were approved by the City of Unley Council on 24 June 2019.

3. INTERPRETATION

(1) In these procedures, unless the contrary intention appears—

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

“**clear days**” — see clause 3(2) and 3(3);

“**deferment**” means to delay a motion until the next meeting as long as there is no question for determination before the meeting. It cannot be used in substitution for a formal motion.

“**deputation**” means a person or group of persons who wish to appear personally before the council or a council committee in order to address the council or the committee (as the case may be) on a particular matter;

“**formal motion**” means a motion—

- a) that the meeting proceed to the next business; or
- b) that the question be put; or
- c) that the question lie on the table; or
- d) that the question be adjourned; or
- e) that the meeting be adjourned¹;

“**Guiding Principles**” — see regulation 4;

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

“**point of order**” means a point raised to draw attention to an alleged breach of the Act or these procedures in relation to the proceedings of a meeting;

“**presiding member**” means the person who is the presiding member at a council or council committee meeting (as the case may be) and includes any person who is presiding at a particular meeting;

“**written notice**” includes a notice given in a manner or form determined by the council, *which includes legibly hand written or typed and either in paper or electronic form.*

- (2) In the calculation of 'clear days' in relation to the giving of notice before a meeting—
 - (a) the day on which the notice is given, and the day on which the meeting occurs, will not be taken into account; and
 - (b) Saturdays, Sundays and public holidays will be taken into account.
- (3) For the purposes of the calculation of **clear days** under subclause (2), if a notice is given after 5p.m. on a day, the notice will be taken to have been given on the next day.
- (4) For the purposes of these meeting procedures, a vote on whether **leave of the meeting** is granted may be conducted by a show of hands (nothing in this subregulation prevents a division from being called in relation to the vote).

4. GUIDING PRINCIPLES

- (1) The following principles (the **Guiding Principles**) should be applied with respect to the procedures to be observed at a meeting of the council or a council committee—
 - (a) procedures should be fair and contribute to open, transparent and informed decision-making;
 - (b) procedures should encourage appropriate community participation in the affairs of the council;
 - (c) procedures should reflect levels of formality appropriate to the nature and scope of responsibilities exercised at the meeting;
 - (d) procedures should be sufficiently certain to give the community and decision makers confidence in the deliberations undertaken at the meeting.

PART 2 - MEETINGS OF COUNCILS AND COMMITTEES (TO WHICH PART 2 APPLIES)

DIVISION 1 – PRELIMINARY

5. APPLICATION OF PART 2

- (1) The provisions of this Part apply to:-
 - (a) the meetings of the council;
 - (b) the meetings of a council committee performing regulatory activities; and
 - (c) the meetings of any other council committee if the council has, by resolution, determined that this Part should apply to that committee.

(U.2) where there is any doubt as to whether a Committee performs regulatory activities, the Chief Executive Officer will make a final determination on the matter.

6. DISCRETIONARY PROCEDURES

- (1) Subject to the requirements of the Act, if a provision of this Part is expressed to be capable of being varied at the discretion of the council pursuant to this procedure, then a council may, by a resolution supported by at least two-thirds of the members of the council entitled to vote, determine that a code of practice prepared or adopted by the council that establishes its own procedures for the relevant matter or matters will apply in substitution for the relevant provision (and such a determination will have effect according to its terms).
- (2) A council should, at least once in every financial year, review the operation of a code of practice under this procedure.
- (3) A council may at any time, by resolution supported by at least two-thirds of the members of the council entitled to vote, alter a code of practice, or substitute or revoke a code of practice.
- (4) A council must, in considering the exercise of a power under this procedure, take into account the Guiding Principles.
- (5) A person is entitled to inspect (without charge) the code of practice of a council under this procedure at the principal office of the Council during ordinary office hours.
- (6) A person is entitled, on payment of a fee fixed by the council, to a copy of the code of practice.
- (7) Clause 12(4) does not apply to a motion under sub-clause (3).
- (8) This procedure does not limit or derogate from the operation of clause 20¹.

Note-

1. Furthermore, if a matter is not dealt with by the Act or this Code of Practice (including under a code of practice under this regulation), then the relevant procedure will be-
 - (b) As determined by the council; or
 - (c) In the case of a council committee where a determination has not been made by the council – as determined by the committee. (see sections 86(8) and 89(1) of the Act.)

DIVISION 2 - PRESCRIBED PROCEDURES

7. COMMENCEMENT OF MEETINGS AND QUORUMS

- (1) A meeting will commence as soon after the time specified in the notice of meeting as a quorum is present.
- (2) If the number of apologies received by the chief executive officer indicates that a quorum will not be present at a meeting, the chief executive officer may adjourn the meeting to a specified day and time.
- (3) If at the expiration of 30 minutes from the time specified in the notice of meeting as the time of commencement a quorum is not present, the presiding member or, in the absence of a presiding member, the chief executive officer, will adjourn the meeting to a specified day and time.
- (4) Section 74 of the Act contains the process for dealing with a declaration of a material conflict of interest by an elected member or independent member of a council committee and subsequent loss of a quorum.
- (5) Section 75A(3) of the Act contains the process for dealing with a declaration of an actual or perceived conflict of interest by an elected member or independent member of a council committee and subsequent loss of a quorum.
- (6) If a meeting is adjourned for want of a quorum, the chief executive officer will record in the minute book the reason for the adjournment, the names of any members present, the details required under Sections 74(5) or 75A(4) of the Act, and the date and time to which the meeting is adjourned.
- (7) If a meeting is adjourned to another day, the chief executive officer must—
 - (a) give notice of the adjourned meeting to each member setting out the date, time and place of the meeting; and
 - (b) give notice of the adjourned meeting to the public by causing a notice setting out the date, time and place of the meeting to be placed on display at the principal office of the council.

(U.8) Mobile Electronic Devices

- (a) ***Mobile telephones and smart devices (including but not limited to iPad's etc.) must be placed in silent mode during a meeting.***
- (b) ***Electronic devices are not to be used to communicate with other members about an agenda item during a meeting.***

(U.9) Variation of Order of Agenda

- (a) ***The presiding member may, with the consent of the majority¹ of the council or committee members present, vary the order of the agenda.***
- (b) ***Where there are members of the public present in the gallery, council staff should (where possible) determine any agenda item(s) of particular interest to those persons and provide such information to the presiding member as soon as practicable (and preferably before the meeting commences).***

1 – a majority means the consent of more than half of the members present

8. MINUTES

- (1) The minutes of the proceedings at a meeting must be submitted for confirmation at the next meeting or, if that is omitted, at a subsequent meeting.
- (2) No discussion on the minutes may occur before confirmation, except as to the accuracy of the minutes as a record of proceedings.
- (3) On the confirmation of the minutes, the presiding member will—
 - (a) initial each page of the minutes, which pages are to be consecutively numbered; and
 - (b) place his or her signature and the date of confirmation at the foot of the last page of the minutes.
- (4) The minutes of the proceedings of a meeting must include—
 - (a) the names of the members present at the meeting; and
 - (b) in relation to each member present—
 - (i) the time at which the person entered or left the meeting; and
 - (ii) unless the person is present for the whole meeting, the point in the proceedings at which the person entered or left the meeting; and
 - (c) each motion or amendment, and the names of the mover and seconder; and
 - (d) any variation, alteration or withdrawal of a motion or amendment; and
 - (e) whether a motion or amendment is carried or lost; and
 - (f) any disclosure of interest made by a member and the details required under Sections 74(5) or 75A(4) of the Act; and
 - (g) an account of any personal explanation given by a member; and
 - (h) details of the making of an order under section 90(2) and 90(7) of the Act and;
 - (i) a note of the making of an order under Section 91(7) of the Act in accordance with the requirements of Section 91(9); and
 - (j) details of any adjournment of business; and
 - (k) a record of any request for documents to be tabled at the meeting; and
 - (l) a record of any documents tabled at the meeting; and
 - (m) a description of any oral briefing given to the meeting on a matter of council business; and
 - (n) any other matter required to be included in the minutes by or under the Act, or any regulation.

9. QUESTIONS

- (1) A member may ask a question on notice by giving the chief executive officer written notice of the question at least 5 clear days before the date of the meeting at which the question is to be asked.

- (2) If notice of a question is given under sub-clause (1)—
 - (a) the chief executive officer must ensure that the question is placed on the agenda for the meeting at which the question is to be asked; and
 - (b) the question and the reply must be entered in the minutes of the relevant meeting.
- (3) A member may ask a question without notice at a meeting.
- (4) The presiding member may allow the reply to a question without notice to be given at the next meeting.
- (5) A question without notice and the reply will not be entered in the minutes of the relevant meeting unless the members present at the meeting resolve that an entry should be made.

U.(5A) If the meeting resolves to record an entry in the minutes, the member will be asked to supply their question in writing to the minute secretary.

- (6) The presiding member may rule that a question with or without notice not be answered if the presiding member considers that the question is vague, irrelevant, insulting or improper.

10. PETITIONS

- (1) A petition to the council must—
 - (a) be legibly written or typed or printed; and
 - (b) clearly set out the request or submission of the petitioners; and
 - (c) include the name and address of each person who signed or endorsed the petition; and
 - (d) be addressed to the council and delivered to the principal office of the council.

(2) If a petition is received under sub-clause (1), the chief executive officer must ensure that the petition is placed on the agenda for the next ordinary meeting of the council or appropriate committee of the council (as determined by the chief executive officer).

- (3) Sub-clause (2) may be varied at the discretion of the Council pursuant to clause 6.

(U4) The original of each page of the petition must be presented by the head petitioner to the principal office and identify the name and contact details of the head petitioner.

(U5) Each page of the petition presented to the Council must restate the whole of the request or submission of the petitioners, or must contain a statement of sufficient detail to identify the purpose of the petition.

(U6) The name and address of each person who signed or endorsed the petition must be clear and legible.

(U7) Electronically submitted petitions will be only be accepted if they meet the requirements detailed in regulation (10) and/or clauses U4 to U6 of this Code of Practice.

(U8) If the petition does not comply with regulation 10 and/or clauses U4 to U6 of this Code of Practice, the petition will be presented to Council for noting only.

(U9) If signatures contained on a page of a petition do not comply with regulation 10 and/or clauses U4 to U6 of this Code of Practice, those signatures will not be taken into account by the Council when considering the petition.

11. DEPUTATIONS

- (1) A person or persons wishing to appear as a deputation at a meeting must deliver (to the principal office of the council) a written request to the council.
- (2) The chief executive officer must transmit a request received under sub-clause (1) to the presiding member.
- (3) The presiding member may refuse to allow the deputation to appear at a meeting.
- (4) The chief executive officer must take reasonable steps to ensure that the person or persons who requested a deputation are informed of the outcome of the request.
- (5) If the presiding member refuses to allow a deputation to appear at a meeting, the presiding member must report the decision to the next meeting of the council or council committee (as the case may be).
- (6) The council or council committee may resolve to allow a deputation to appear despite a contrary ruling by the presiding member.
- (7) A council may refer the hearing of a deputation to a council committee.

(U8) A deputation must not exceed five minutes except with the consent of the council or committee.

(U9) A request for deputation does not need to relate to an item contained on the council or committee agenda.

(U10) The council or committee may elect not to hear a deputation, subject to a motion supported by two-thirds of the members present.

12. MOTIONS

- (1) A member may bring forward any business in the form of a written notice of motion.
- (2) The notice of motion must be given to the chief executive officer at least 5 clear days before the date of the meeting at which the motion is to be moved.¹
- (3) A motion the effect of which, if carried, would be to revoke or amend a resolution passed since the last general election of the council must be brought by written notice of motion.
- (4) If a motion under sub-clause (3) is lost, a motion to the same effect cannot be brought—
 - (a) until after the expiration of 12 months; or
 - (b) until after the next general election,whichever is the sooner.

1. The motion will have background information and officers' comments where relevant.

U.MoN Where a member who has given notice of a motion in accordance with sub-clause 12(1) is absent from the meeting at which the motion is to be considered, the motion will lapse unless the council or committee determines that it be deferred to the next meeting, or the member has provided written authority for the notice of motion to be moved by another member.

- (5) Subject to the Act and these procedures, a member may also bring forward any business by way of a motion without notice.
- (6) The presiding member may refuse to accept a motion without notice if, after taking into account the Guiding Principles, he or she considers that the motion should be dealt with by way of a written notice of motion.

U.MwN Where a motion without notice is refused by the presiding member it will be included on the Agenda of the next ordinary council meeting as a motion on notice.

- (7) The presiding member may refuse to accept a motion if the subject matter is, in his or her opinion, beyond the power of the council or council committee (as the case may be).
- (8) A motion will lapse if it is not seconded at the appropriate time.
- (9) A member:

(U9a) moving a motion will speak to the motion at the time of moving the motion.

(U9b) seconding a motion may elect to either speak to the motion at the time of seconding or may reserve their right to speak to the motion until a later stage of the debate. Where a member seconds a motion and reserves their right to speak to it, they will not be considered to have spoken to the motion.

- (10) A member may only speak once to a motion except—
 - (a) to provide an explanation in regard to a material part of his or her speech, but not so as to introduce any new matter; or
 - (b) with leave of the meeting; or
 - (c) as the mover in reply.

U10(d) A member may ask a question prior to the moving of a motion or during a debate on a motion or amendment to a motion for clarification purposes only without losing their right to speak to the motion or amendment.

U10(e) At the discretion of the presiding member, a question can be directed by any member, irrespective of whether that member has spoken to the motion or not, to another member for the purpose of:

- (i) seeking clarification of that other member's submissions in the debate; or***
- (ii) obtaining information within the intrinsic knowledge or expertise of that other Member.***

Members are encouraged to seek answers to questions prior to a council or committee meeting.

- (11) A member who has spoken to a motion may not at a later stage of the debate move or second an amendment to the motion.

(U11a) A member who has seconded a motion, and has reserved their right to speak to the motion at a later stage pursuant to sub-regulation (U9b), may not move or second an amendment to the motion.

- (12) A member who has not spoken in the debate on a question may move a formal motion.
- (13) A formal motion must be in the form of a motion set out in sub-clause (14) (and no other formal motion to a different effect will be recognised).
- (14) If the formal motion is—
- (a) that **the meeting proceed to the next business**, then the effect of the motion, if successful, is, in the case of an amendment, that the amendment lapses and the meeting proceeds with the consideration of the motion before the meeting without further reference to the amendment and, in the case of a motion, that the motion lapses and the meeting proceeds to the next item of business; or
 - (b) that **the question be put**, then the effect of the motion, if successful, is that debate is terminated and the question put to the vote by the presiding member without further debate; or
 - (c) that **the question lie on the table**, then the effect of the motion, if successful, is that the meeting immediately moves to the next item of business and the question can then only be retrieved at a later time by resolution (and, if so retrieved, debate is then resumed at the point of interruption); or
 - (d) that **the question be adjourned**, then the effect of the motion, if successful, is that the question is disposed of for the time being but debate can be resumed at the later time (at the point of interruption); or
 - (e) that **the meeting be adjourned**, then the effect of the motion, if successful, is that the meeting is brought to an end immediately without the consideration of further business.
- (15) If seconded, a formal motion takes precedence and will be put by the presiding member without discussion unless the motion is for an adjournment (in which case discussion may occur (but only occur) on the details for resumption).
- (16) A formal motion does not constitute an amendment to a substantive motion.
- (17) If a formal motion is lost—
- (a) the meeting will be resumed at the point at which it was interrupted; and
 - (b) if the formal motion was put during debate (and not at the end of debate) on a question, then a similar formal motion (i.e., a motion to the same effect) cannot be put until at least one Member has spoken on the question.
- (18) A formal motion for adjournment must include the reason for the adjournment and the details for resumption.
- (19) Any question that lies on the table as a result of a successful formal motion under sub regulation (14) (c) lapses at the next general election.

- (20) The chief executive officer must report on each question that lapses under subregulation (19) to the council at the first ordinary meeting of the council after the general election.
- (21) Sub-clauses (9), (10) and (11) may be varied at the discretion of the council pursuant to clause 6.

13. AMENDMENTS TO MOTIONS

- (1) **Subject to sub-clause 11 and U11a**, a member who has not spoken to a motion at an earlier stage of the debate may move or second an amendment to the motion.

(U1a) A member moving an amendment will speak to the amendment at the time of moving the amendment.

(U1b) A member seconding an amendment may elect to either speak to the amendment at the time of seconding or may reserve their right to speak to the amendment until a later stage of the debate. Where a member seconds an amendment and reserves their right to speak to it, they will not be considered to have spoken to the amendment.

- (2) An amendment will lapse if it is not seconded at the appropriate time.
- (3) A person who moves or seconds an amendment (and, if he or she chooses to do so, speaks to the amendment) will, in so doing, be taken to have spoken to the motion to which the amendment relates.
- (4) If an amendment is lost, only 1 further amendment may be moved to the original motion.
- (5) If an amendment is carried, only 1 further amendment may be moved to the original motion.
- (6) Sub-clauses (1), (3) (4) and (5) may be varied at the discretion of the council pursuant to clause 6.

14. VARIATIONS ETC.

- (1) The mover of a motion or amendment may, with the consent of the seconder, request leave of the meeting to vary, alter or withdraw the motion or amendment.
- (2) The presiding member must immediately put the question for leave to be granted and no debate will be allowed on that question.

15. ADDRESSES BY MEMBERS ETC.

- (1) A member must not speak for longer than 5 minutes at any 1 time without leave of the meeting.
- (2) A member may, with leave of the meeting, raise a matter of urgency.
- (3) A member may, with leave of the meeting, make a personal explanation.
- (4) The subject matter of a personal explanation may not be debated.
- (5) The contribution of a member must be relevant to the subject matter of the debate.
- (6) Sub-clauses (1) and (2) may be varied at the discretion of the council pursuant to clause 6.

- (U7) A member who intends to speak at a council meeting must raise their hand or stand to signal their intention.¹**
- (U8) A member is not required to stand whilst addressing the meeting.**
- (U9) Where two or more members indicate their intention to speak at a meeting at the same time, the presiding member will determine in which order the members will be heard.**
- (U10) A member is at all times during a meeting to address and refer to another member or an officer or employee by their official title or designation.**
- (U11) A member speaking at a meeting is not to make a personal reflection upon, or impute an improper motive to, another member or to an officer or employee.**

¹ *Where a member is affected by injury, illness, infirmity, or disability the presiding member may determine alternative requirements.*

16. VOTING

- (1) The presiding member, or any other member, may ask the chief executive officer to read out a motion before a vote is taken.
- (2) The presiding member will, in taking a vote, ask for the votes of those members in favour of the question and then for the votes of those members against the question (and may do so as often as is necessary to enable him or her to determine the result of the voting), and will then declare the outcome.
- (3) A person who is not in his or her seat is not permitted to vote.²
- (4) Sub-clause (3) -
 - (a) may be varied at the discretion of the council pursuant to clause 6; and
 - (b) does not apply in relation to a member participating in a council committee meeting by telephone or electronic means approved in accordance with procedures determined by the council or council committee for the purposes of section 89 of the Act.

² *Where a member is affected by injury, illness, infirmity, or disability the presiding member may determine alternative requirements.*

17. DIVISIONS

- (1) A division will be taken at the request of a member.
- (2) If a division is called for, it must be taken immediately and the previous decision of the presiding member as to whether the motion was carried or lost is set aside.
- (3) The division will be taken as follows—
 - (a) the members voting in the affirmative will, until the vote is recorded, stand in their places; and
 - (b) the members voting in the negative will, until the vote is recorded, sit in their seats; and
 - (c) the presiding member will count the number of votes and then declare the outcome.

(Ud) A member who is unable to stand due to injury, illness, infirmity, disability or other cause, must advise the presiding member that they require special arrangements to be made in order for their vote to be adequately signalled to those persons present, and so that such vote is accurately recorded in the minutes. The presiding member may, in consultation with the member concerned, determine the manner in which the member is to signal their vote.

- (4) The chief executive officer will record in the minutes the names of Members who voted in the affirmative and the names of the members who voted in the negative (in addition to the result of the vote).
- (5) Sub-clause (3) may be varied at the discretion of the council pursuant to clause 6.

18. TABLING OF INFORMATION

- (1) A member may require the chief executive officer to table any documents of the council relating to a motion that is before a meeting (and the chief executive officer must then table the documents within a reasonable time, or at a time determined by the presiding member after taking into account the wishes of the meeting, and if the member who has required the tabling indicates that he or she is unwilling to vote on the motion until the documents are tabled, then the matter must not be put to the vote until the documents are tabled).
- (2) The chief executive officer may, in tabling a document, indicate that in his or her opinion consideration should be given to dealing with the document on a confidential basis under section 90 or 91 of the Act.

UGB RAISING GENERAL BUSINESS

- (1) ***An item of “General Business” may be raised by a member only if it meets the objects of the Act and adheres to the Guiding Principles as outlined at Clause 4. An item in this category will be restricted to:***
 - (a) *minor matters,*
 - (b) *issues arising from business discussed during the meeting,*
 - (c) *issues of civic or ceremonial nature, or*
 - (d) *to call for a report for substantive decision making at future meetings.*

ULAT OFFICER’S PRESENTATION OF LATE MATERIAL

- (1) ***An officer’s report which has not been included in the agenda for a meeting may only be placed before the meeting where the officer responsible for the report has obtained the agreement, before the meeting, of both the presiding member and the chief executive officer that the report be presented.***

- (2) The presiding member and the chief executive officer may only grant their consent to a report being presented to a council or committee meeting pursuant to sub-paragraph 1 above where, in their opinion, an urgent decision is required from the council or committee which cannot be delayed until the next meeting.**

Where the material relevant to the presentation of a late report under this clause has been supplied to members just prior to or during a meeting, the presiding member must allow adequate reading time prior to consideration of the matter, in consultation with, and at the discretion of, the members.

19. ADJOURNED BUSINESS

- (1) If a formal motion for a substantive motion to be adjourned is carried —
- (a) the adjournment may either be to a later hour of the same day, to another day, or to another place; and
 - (b) the debate will, on resumption, continue from the point at which it was adjourned.
- (2) If debate is interrupted for want of a quorum and the meeting is then adjourned, the debate will, on resumption, continue from the point at which it was interrupted.
- (3) Business adjourned from a previous meeting must be dealt with before any new business at a subsequent meeting.
- (4) The provisions of this procedure may be varied at the discretion of the council pursuant to clause 6.

20. SHORT-TERM SUSPENSION OF PROCEEDINGS

- (1) If the presiding member considers that the conduct of a meeting would benefit from suspending the operation of all or some of the provisions of this Division for a period of time in order to allow or facilitate informal discussions, the Presiding Member may, with the approval of at least two-thirds of the members present at the meeting, suspend the operation of this Division (or any part of this Division) for a period determined by the presiding member.
- (2) The Guiding Principles must be taken into account when considering whether to act under sub-clause (1).
- (3) If a suspension occurs under sub-clause(1) —
- (a) a note of the suspension, including the reasons for and period of suspension, must be entered in the minutes; and
 - (b) the meeting may proceed provided that a quorum is maintained but, during the period of suspension —
 - (i) the provisions of the Act must continue to be observed¹; and
 - (ii) no act or discussion will have any status or significance under the provisions which have been suspended; and
 - (iii) no motion may be moved, seconded, amended or voted on, other than a motion that the period of suspension should be brought to an end; and

- (c) the period of suspension should be limited to achieving the purpose for which it was declared; and
- (d) the period of suspension will come to an end if —
 - (i) the presiding member determines that the period should be brought to an end; or
 - (ii) at least two-thirds of the members present at the meeting resolve that the period should be brought to an end.

1 - See particularly Part 4 of Chapter 5 and Chapter 6 of the Act.

UADJ ADJOURNMENT OF MEETINGS

- (1) *Where a meeting continues to 10pm, the meeting (and, hence, all remaining business) will be adjourned to a date and time specified by the presiding member, unless a motion is moved and seconded from the floor to extend the meeting by up to 30 minutes and such motion is carried by a simple majority of Elected Members present.*
- (2) *A further extension of up to 30 minutes may be moved and seconded and such motion is carried by the support of a two-thirds majority of Elected Members present.*

UEMG TERMINATION OF MEETINGS IN THE EVENT OF AN EMERGENCY

- (1) *In the event of an emergency requiring evacuation of the building the meeting will be deemed to have been suspended in accordance with the requirements of clause 20(1).*
- (2) *The Presiding Member or Chief Executive Officer will direct all staff and any visitor/s to the designated emergency assembly points via the nearest exit.*

21. CHIEF EXECUTIVE OFFICER MAY SUBMIT REPORT RECOMMENDING REVOCATION OR AMENDMENT OF COUNCIL DECISION

- (1) The chief executive officer may submit a report to the council recommending the revocation or amendment of a resolution passed since the last general election of the council.
- (2) The chief executive officer must ensure that the report is placed on the agenda for the meeting at which the report is to be considered.
- (3) The provisions of this procedure may be varied at the discretion of the council pursuant to clause 6.

UCONF CONFIDENTIAL ITEMS

- (1) *The consideration of confidential items at all Council and Committee meetings will be in accordance with the Act and Council's Code of Practice for Access to Meetings and Associated Documents, which explains the use of confidential provisions under the Local Government Act 1999 at Council and Committee meetings.*

- (a) Public access to meetings of Council and Committees is guaranteed, except where indicated on the Agenda that a matter may need to be discussed in confidence and Council/the Committee determines that is the case.**
- (b) Before a meeting excludes the public from discussion of a particular matter, the meeting will formally determine if this is necessary and that the matter falls within Section 90(3) of the Local Government Act. The meeting will then pass an appropriate resolution to exclude the public.**
- (c) The debate on whether or not the public should be excluded will be held in public. The public will only be excluded if a motion to that effect is carried.**
- (d) Wherever possible, Confidential items will be placed last on the agenda and dealt with at the conclusion of all other business.**

PART 3 - MEETINGS OF OTHER COMMITTEES (TO WHICH PART 2 DOES NOT APPLY)

22. APPLICATION OF PART 3

The provisions of this Part apply to or in relation to the meetings of any council committee that is not subject to the operation of Part 2.

U22A COMMENCEMENT OF MEETINGS

- (1) Clause 7 (1), (3) (4), (5), (6) and (7) of this Code of Practice apply to meetings of other committees.**

U22B REMOTE PARTICIPATION

- (1) A committee member may be considered as being present at a committee meeting despite not being physically present at the meeting, subject to the following conditions:**
- (a) Written approval to participate in the meeting by telephone or other electronic means has been sought and obtained from the Committees Presiding Member and confirmed to the Chief Executive Officer not less than three (3) working days prior to the scheduled commencement time for the meeting; and**
 - (b) The Chief Executive Officer has confirmed prior to the scheduled commencement time of that meeting that the necessary technologies are available to accommodate the committee members participation in the meeting and compliance with the Act; and**
 - (c) A committee member participating by such means being for the specified meeting only and not for two (2) or more consecutive meetings of the Committee; and**
 - (d) All committee members being able to hear each other committee member whilst a committee member is participating by telephone or other electronic means; and**
 - (e) The committee member who is participating by telephone or other electronic means expressing their vote on each and every questions in a manner that can be identified by all other persons present at the meeting (whether all other persons at the meeting are physically present or present by telephone or other electronic means); and**
 - (f) The Presiding Member being authorised to disconnect the committee member in the event that the technology causes any disruption or inconvenience to the committee meeting; and**
 - (g) Should the telephone or other electronic connection fail, any attempt(s) to re-connect are made at the discretion of the Presiding Member; and**
 - (h) Whilst participating in a committee meeting in accordance with this clause a Committee Member shall be considered as being present at the meeting for all purposes.**

23. NOTICE OF MEETINGS FOR MEMBERS

- (1) Pursuant to section 87(15) of the Act, section 87 is modified in its application in relation to the meetings of a Committee to which this Part applies as if subsections (4) and (7) to (10) of that section provided as follows:
 - (a) That notice of a meeting of the committee may be given in a form determined by the committee after taking into account the nature and purpose of the committee; and
 - (b) That notice need not be given for each meeting separately; and
 - (c) That if ordinary meetings of the committee have a set agenda then notice of such a meeting need not contain, or be accompanied by, the agenda for the meeting; and
 - (d) That it is not necessary for the chief executive officer to ensure that each member of the committee at the time that notice of a meeting is given is supplied with a copy of any documents or reports that are to be considered at the meeting.

24. PUBLIC NOTICE OF COMMITTEE MEETINGS

- (1) Pursuant to section 88(7) of the Act, section 88 is modified in its application in relation to the meetings of a committee to which this Part applies as if subsections (2), (3) and (4) provided as follows:
 - (a) that public notice need not be given for each meeting separately; and
 - (b) that public notice may be given by displaying a notice and agenda in a place or places determined by the chief executive officer after taking into account the nature and purpose of the committee.

UADD ADDRESSES BY MEMBERS

- (1) *The presiding member of a committee will determine how members are to signal their intention to speak.***
- (2) *Members are not required to stand when addressing a committee.***
- (3) *Where two or more members indicate their intention to speak at a meeting at the same time, the presiding member will determine in which order the members will be heard.***
- (4) *A member is at all times during a meeting to address and refer to another member or an officer or employee by their official title or designation.***
- (5) *A member speaking at a meeting is not to make a personal reflection upon, or impute an improper motive to, another member or to an officer or employee.***

25. MINUTES

- (1) The minutes of the proceedings of a meeting must include—
 - (a) the names of the members present at the meeting; and
 - (b) each motion carried at the meeting; and
 - (c) any disclosure of interest made by a member under sections 74 or 75A(3) of the Act; and

- (d) details of the making of an order under subsection (2) of section 90 of the Act (see subsection (7) of that section); and
 - (e) a note of the making of an order under subsection (7) of section 91 of the Act in accordance with the requirements of subsection (9) of that section.
- (2) The minutes of the proceedings at a meeting must be submitted for confirmation at the next meeting or, if that is omitted, at a subsequent meeting.

(U3) Committee reports are to be presented to the council by the presiding member of the committee where the presiding member is also an elected member of the council. Where this is not the case an elected member on the committee nominated by the presiding member will perform this function. In presenting the report, the presiding member of the committee is to merely put the motion that the report be accepted by the council and provide a general overview.

(U4) Where the presiding member of a committee is not in favour of a particular recommendation being offered to the council by the committee, they may request that another member of the relevant committee present the recommendation to the council and be offered the opportunity to speak to the motion to present the reasons why they are not in favour of a particular recommendation

- (4) The chief executive officer will record in the minutes the names of Members who voted in the affirmative and the names of the members who voted in the negative (in addition to the result of the vote).

PART 4 – MISCELLANEOUS

26. QUORUM FOR COMMITTEES

- (1) The prescribed number of members of a council committee constitutes a quorum of the committee and no business can be transacted at a meeting unless a quorum is present.
- (2) For the purposes of this regulation, the prescribed number of members of a council committee is—
 - (a) unless paragraph (b) applies—a number ascertained by dividing the total number of members of the committee by 2, ignoring any fraction resulting from the division, and adding 1; or
 - (b) a number determined by the council.

Note- See also section 41(6) of the Act.

27. VOTING AT COMMITTEE MEETINGS

- (1) Subject to the Act and these procedures, a question arising for decision at a meeting of a council committee will be decided by a majority of the votes cast by the members present at the meeting and entitled to vote on the question.
- (2) Each member of a council who is a member of a council committee and who is present at a meeting of the committee must, subject to a provision of the Act to the contrary, vote on a question arising for decision at that meeting.

(U3) Each member of a council committee (regardless of whether they are also a member of the council) who is present at a meeting of the committee must, subject to a provision of the Act to the contrary, vote on a question for decision at that meeting.

- (4) The presiding member of a council committee has a deliberative vote on a question arising for decision at the meeting but does not, in the event of an equality of votes, have a casting vote.

UNCM ELECTED MEMBER NON-COMMITTEE MEMBER CONTRIBUTION AT COMMITTEE MEETINGS

- (1) ***Any elected member who is not a member of the committee, at the discretion of the presiding member, is able to address members of the committee and provide contribution at any committee meeting of which they are not a member in accordance with the following process:***
 - (a) ***The presiding member, with the approval of two thirds of the members present, may suspend the operation of meeting procedures for a period of time, in order to allow elected members (non-committee members) to make a contribution.***
 - (b) ***The presiding member can then invite elected members (non-committee members) to 'sit' at the table and provide contribution on any issue relevant to any item of business. The contribution will be limited to 5 minutes duration per person.***

- (c) *Following conclusion of the contribution provided, the presiding member will ask that each elected member who is not a member of the committee return to the gallery to be seated. There will be no further contribution or participation in the meeting by any elected member non-committee member.*
- (d) *The period of suspension will come to an end as determined by the presiding member or at least two-thirds of the committee members present will resolve that the period should be brought to an end.*

28. POINTS OF ORDER

- (1) The presiding member may call to order a member who is in breach of the Act or these procedures.
- (2) A member may draw to the attention of the presiding member a breach of the Act or these procedures, and must state briefly the nature of the alleged breach.
- (3) A point of order takes precedence over all other business until determined.
- (4) The presiding member will rule on a point of order.
- (5) If an objection is taken to the ruling of the presiding member, a motion that the ruling not be agreed with must be moved immediately.
- (6) The presiding member is entitled to make a statement in support of the ruling before a motion under sub-clause (5) is put.
- (7) A resolution under sub-clause (5) binds the meeting and, if a ruling is not agreed with—
 - (a) the ruling has no effect; and
 - (b) the point of order is annulled.

29. INTERRUPTION OF MEETINGS BY MEMBERS

- (1) A member of the council or council committee must not, while at a meeting—
 - (a) behave in an improper or disorderly manner; or
 - (b) cause an interruption or interrupt another member who is speaking.
- (2) Sub-regulation (1)(b) does not apply to a member who is—
 - (a) objecting to words used by a member who is speaking; or
 - (b) calling attention to a point of order; or
 - (c) calling attention to want of a quorum.
- (3) If the presiding member considers that a member may have acted in contravention of sub-regulation (1), the member must be allowed to make a personal explanation.
- (4) Subject to complying with sub-regulation (3), the relevant member must leave the meeting while the matter is considered by the meeting.

- (5) If the remaining members resolve that a contravention of sub-regulation (1) has occurred, those members may, by resolution—
 - (a) censure the Member; or
 - (b) suspend the Member for a part, or for the remainder, of the meeting.
- (6) A member who—
 - (a) refuses to leave a meeting in contravention of sub-regulation (4); or
 - (b) enters a meeting in contravention of a suspension under sub-regulation (5), is guilty of an offence.Maximum penalty: \$1 250.

30. INTERRUPTION OF MEETINGS BY OTHERS

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

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

Maximum penalty: \$500.

PART 5 – SUPPLEMENTARY PROCEDURES FOR COUNCIL AND COMMITTEES

U32 ELECTED MEMBER REPORTS

- (1) Reports of members must be prepared in accordance with the Elected Member Reports Protocol.**
- (2) Reports for inclusion in the council agenda should be submitted to the Executive Assistant to the CEO and Mayor by no later than the Tuesday prior to a Council Meeting.**

U33 NOMINATION/APPOINTMENT OF ELECTED MEMBERS TO INTERNAL AND EXTERNAL POSITIONS

Where there is a need to appoint an elected member to an internal or external position(s), and the number of nominees exceeds the number of positions available, the following process will apply:

- (1) Before debate on the item, the presiding member will seek the consent of two thirds of the members present for a short term suspension of proceedings to undertake a ballot process.**
- (2) The presiding member will call for nominations. Where a nomination of another person is made, that person must confirm they are willing to accept the nomination.**
- (3) The presiding member may offer nominees and opportunity to speak in support of their nomination. A maximum of five minutes will be provided and during this time all other nominees must exit the chamber.**
- (4) Ballot papers will be distributed to all members present. Ballot papers and the voting process will undertaken in a confidential manner, with only the outcome of the ballot being communicated.**
- (5) Elected members will record their vote in the following manner:**
 - (a) The number of votes cast will equal the number of vacancies to be filled, i.e. if there are two vacancies, votes must be indicated next to two names on the ballot paper, if there are four vacancies, votes must be indicated next to four names on the ballot paper etc**

- (b) Numbers will be used to indicate the order of preference, with the most preferred candidate being marked with the number 1 and subsequent candidates being numbered in descending order. For example:**

Ballot Paper		Ballot Paper		Ballot Paper	
3 vacancies to be filled, 5 nominees		4 vacancies to be filled, 5 nominees		1 vacancy to be filled, 3 nominees	
	Mayor Hewitson		Mayor Hewitson		Mayor Hewitson
3	Cr Anastassiadis		Cr Anastassiadis		Cr Anastassiadis
	Cr Boisvert	4	Cr Boisvert		Cr Boisvert
2	Cr Broniecki		Cr Broniecki		Cr Broniecki
	Cr Dewing		Cr Dewing	1	Cr Dewing
	Cr Dodd	1	Cr Dodd		Cr Dodd
	Cr Hudson		Cr Hudson		Cr Hudson
	Cr Hughes		Cr Hughes		Cr Hughes
	Cr Palmer		Cr Palmer		Cr Palmer
	Cr Rabbitt	2	Cr Rabbitt		Cr Rabbitt
	Cr Russo	3	Cr Russo		Cr Russo
	Cr Sheehan		Cr Sheehan		Cr Sheehan
1	Cr Wright		Cr Wright		Cr Wright

- (c) Ballot papers will be collected by staff and results tallied by giving each person with a first preference the number of points equal to the number of positions available, and continuing down the ballot in descending order, until the last preference on the ballot receives one point.**
- (d) The result of the ballot will be communicated to the Presiding Member who will announce the preferred candidate(s). All ballot papers will remain confidential.**
- (e) The suspension of meeting procedures will be brought to an end.**
- (f) The presiding member will call for a motion in relation to the item to confirm the outcome of the ballot.**

U34 ELECTED MEMBER BRIEFINGS AND WORKSHOPS - OPERATING PROCEDURE

The following sets out the operating procedures that apply to Elected Member Briefings and Workshops:

- (a) Apologies should be submitted to the Mayor and/or Deputy Mayor.*
- (b) The Deputy Mayor acts as the Chair for Briefings and Workshops.*
- (c) Sessions commence promptly at the notified time (usually 6.30pm).*
- (d) Every effort is made to keep topics within the notified duration – this may mean at times members are restricted to one statement about the topic.*
- (e) Workshops and Briefings are convened for a range of purposes, primarily to provide information to Elected Members. A Cover Sheet is distributed prior to workshops/briefings and provides a summary of each topic and names and roles of presenters.*
- (f) For meeting efficiency and protocol please direct comments/questions to the Chair. Side conversations/interjections should not be made.*
- (g) Briefings and Workshops are not decision making forums, nor are they a forum for ‘free exchange’ between members (Chair manages contributions from attendees in an equitable manner).*
- (h) Seating is not allocated or fixed.*
- (i) A light meal is provided and eating during presentations is permissible. Changes to dietary requirements should be conveyed to the Executive Assistant to the CEO and Mayor in advance.*
- (j) Members of the public (including the Media) may attend (except where a session is closed/confidential). Responses should not be made to interjections/comments/questions from the public gallery.*
- (k) Contributions should be made with the awareness that, unless closed to the public, Briefings and Workshops are a public forum.*
- (l) As a general rule, briefings will conclude by 9.00pm.*
- (m) When time allows, EM’s will be invited to briefly raise Matters of Interest or Concern that are deemed worthwhile for others awareness.*
- (n) CONFIDENTIALITY. From time to time topics will be confidential and emails / papers will convey this status. In those circumstances appropriate management of information must be undertaken.*

SPECIFIC POWERS OF THE PRESIDING MEMBER

The Regulations give specific powers and responsibilities to the presiding member in the following circumstances -

Minutes

- *Signing the minutes once a motion of confirmation has been carried – R. 8.*

Questions

- *The presiding member may allow the answer to a question without notice to be given at the next meeting – R. 9(4).*
- *The presiding member may rule that a question with or without notice not be answered if the presiding member considers that the question is vague, irrelevant, insulting or improper – R. 9(6).*

Deputations

- *A request for a deputation must be in writing to the CEO who passes it to the presiding member.*
- *The presiding member may refuse to allow a deputation to appear at a meeting. If the presiding member refuses to allow a deputation he/she must report the decision to the next meeting of the Council or committee. The Council or committee may resolve to allow the deputation to appear despite a contrary ruling by the presiding member – R. 11(5) & (6).*

Motions

- *The presiding member may refuse to accept a motion without notice if, after taking into account the Guiding Principles, he/she considers that the motion should be dealt with by way of written notice of motion – R. 12(6).*
- *The presiding member may refuse to accept a motion if the subject matter is, in his/her opinion, beyond the power of the Council or committee.*

Short-term suspension

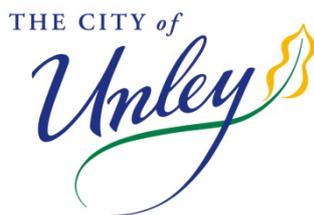
- *The presiding member, with the consent of two thirds of the members present, may suspend the operation of all or part of Division 2 of the Regulations for a short time if he/she considers that the conduct of the meeting would benefit from such a suspension. The presiding member may in his/her discretion determine that a short term suspension be brought to an end – R. 20.*

Point of order

A point of order is a breach of the provisions of the Act or Regulation.

- *The presiding member may call to order a member who is in breach of the Act or Regulations.*
- *The presiding member will rule on a point of order – R. 28.*
- *If an objection is taken to the ruling of the presiding member, a motion that the ruling not be agreed with must be moved immediately. The presiding member is entitled to make a statement in support of his/her ruling before putting the motion to not agree with the ruling.*

AGENDA STRUCTURE



COUNCIL AGENDA

Council Meeting

Notice is hereby given pursuant to the provisions of the *Local Government Act, 1999*, that the next Meeting of City of Unley will be held in the Council Chambers,

181 Unley Road, Unley on

Monday

xxx 2019

7.00pm

for the purpose of considering the items included on the Agenda.

Peter Tsokas

Chief Executive Officer

Our City is recognised for its vibrant community spirit, quality lifestyle choices, diversity, business strength and innovative leadership.

COUNCIL IS COMMITTED TO

- Ethical, open honest behaviours
- Efficient and effective practices
- Building partnerships
- Fostering an empowered, productive culture – “A Culture of Delivery”
- Encouraging innovation – “A Willingness to Experiment and Learn”

ACKNOWLEDGEMENT

We would like to Acknowledge that the land we meet on today is the traditional lands for the Kaurna people and that we respect their spiritual relationship with their Country.

We also acknowledge the Kaurna people as the traditional custodians of the Adelaide region and that their cultural and heritage beliefs are still as important to the living Kaurna people today.

PRAYER AND SERVICE ACKNOWLEDGEMENT

We pray for wisdom to provide good governance for the City of Unley in the service of our community.

Members will stand in silence in memory of those who have made the Supreme Sacrifice in the service of their country, at sea, on land and in the air.

Lest We Forget.

WELCOME

ORDER OF BUSINESS

APOLOGIES

Apologies submitted prior to the finalisation of the Council Agenda are listed here

LEAVE OF ABSENCE

A record of any member with an approved leave of absence, or any requests for approval of leave of absence are listed here

CONFLICT OF INTEREST

Members to advise if they have any material, actual or perceived conflict of interest in any Items in this Agenda and, if so, a Conflict of Interest Disclosure Form is to be submitted for each Item

MINUTES

Presentation of the minutes of the previous Council Meeting.

DEFERRED / ADJOURNED ITEMS

Items that have previously been deferred or adjourned are listed here for consideration by Council.

PETITION

Petitions received must be presented to the next available Council meeting. Presentation of a Petition to Council comprises a copy of the petition and a covering report, containing Officer Comments and a recommendation for the consideration of Council.

Refer to section 10 of the Code of Practice for Meeting Procedures for more information regarding Petitions at Council Meetings.

DEPUTATIONS

An opportunity for people who have requested an appearance at Council as a Deputation to speak in relation to a matter.

Refer to section 11 of the Code of Practice for Meeting Procedures for more information regarding Deputations at Council Meetings.

REPORTS OF COMMITTEES

Recommendations from Committees to Council for consideration. Each item is considered in turn with a mover and seconder recorded in the minutes.

Committee recommendations considered include:

- *Audit Committee*
- *City Strategy and Development Policy Committee*
- *Chief Executive Officer Review Panel*

REPORTS OF OFFICERS

Reports from Administration Officers to Council for consideration. Each item is considered in turn with a mover and seconder recorded in the minutes.

COUNCIL ACTION RECORDS

A report setting out previous resolutions of Council that are yet to be completed. The report includes a summary of current status and estimated time for completion.

MOTIONS OF WHICH NOTICE HAS BEEN GIVEN

Members may bring forward a Motion on Notice in relation to any matter. A Motion on Notice must be submitted to the Chief Executive Officer at least five (5) clear days before the date of the meeting at which the motion is to be moved.

A motion the effect of which, if carried, would be to revoke or amend a resolution passed since the last periodic election of the Council must be brought by written Motion on Notice.

Refer to section 12 of the Code of Practice for Meeting Procedures for more information regarding Motions on Notice.

MOTIONS WITHOUT NOTICE

Subject to the Local Government Act 1999 and Councils' Code of Practice for Meeting Procedures a member may bring forward any business by way of a Motion Without Notice.

The Presiding Member may refuse to accept a motion without notice if they consider that the motion should be dealt with by way of a written notice of motion.

QUESTIONS OF WHICH NOTICE HAS BEEN GIVEN

Questions that have been submitted by Elected Members prior to the distribution of the Council Agenda appear here, along with a response from the relevant Officer.

Questions on Notice must be submitted at least five (5) clear days before the date of the meeting at which the question is to be asked.

Refer to section 9 of the Code of Practice for Meeting Procedures for more information regarding Questions.

QUESTIONS WITHOUT NOTICE

Members may ask questions without notice at a Council Meeting. Where possible an answer will be provided to the question. Detailed information about Questions without Notice and the response provided will not be recorded in the minutes unless Council resolves to do so.

Where it is not possible to provide an answer to the question, the question will be taken on notice with a response included in the Agenda for the following Council Meeting.

Refer to section 9 of the Code of Practice for Meeting Procedures for more information regarding Questions.

CORRESPONDENCE

Copies of correspondence received to be brought to the attention of Council.

MAYOR'S REPORT

A report from the Mayor summarising activity for the period prior to the Council Meeting.

The Elected Member Reports Protocol sets out the requirements for written Elected Member Reports that are submitted for inclusion in the Council Agenda.

DEPUTY MAYOR'S REPORT

A report from the Deputy Mayor summarising activity for the period prior to the Council Meeting.

The Elected Member Reports Protocol sets out the requirements for written Elected Member Reports that are submitted for inclusion in the Council Agenda.

REPORTS OF MEMBERS

A report from the Elected Members summarising activity for the period prior to the Council Meeting.

The Elected Member Reports Protocol sets out the requirements for written Elected Member Reports that are submitted for inclusion in the Council Agenda.

CONFIDENTIAL ITEMS

The Chief Executive Officer may indicate, pursuant to section 83(5) of the Local Government Act 1999, that, if Council so determines, a matter may be considered in confidence under Part 3 of the Local Government Act 1999. The grounds for consideration in confidence must be included in the Agenda.

The consideration of confidential items at all Council and Committee meetings will be in accordance with the Act and Council's Code of Practice for Access to Meetings and Associated Documents, which explains the use of confidential provisions under the Local Government Act 1999 at Council and Committee Meetings.

Refer to section U.CONF of the Code of Practice for Meeting Procedures for more information regarding Confidential Items.

DOCUMENT HISTORY

Date	Council/Committee.	Comment
28/7/2008	CSP 310/08	Was policy number 48.
21/8/2008	C 149/08	
19/7/2010	CSP 341/10	
26/7/2010	C 701/10	
16/5/2011	CSP 31/11	
23/5/2011	C 135/11	
22/8/2011	C 231/11	
19/9/2011	CSP 64/11	
26/9/2011	C 240/11	
14/5/2012	CSP 108/12	
28/5/2012	C 420/12	
26/11/2012	C 601/12	
28/1/2014	C 1013/14	
26/5/2014	C 1146/14	
22/6/2015	C 165/15	Policy number COU 004 discontinued.
26/9/2016	C 599/16	
24/06/2019	C 0044/19	Restructure of document to co-locate provisions relating to the same topic/regulation. Voting process for appointment of Elected Members to internal/external positions modified. Change to Prayer at commencement of Council Meeting.