

Code of Meeting Practice

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1 INTRODUCTION

This Model Code of Meeting Practice for Local councils in NSW (the Model Meeting Code) is made under s.360 of the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2005* (the Regulation).

This code applies to all meetings of councils and committees of councils of which all the members are Councillors (committees of council). Council committees whose members include persons other than Councillors may adopt their own rules for meetings unless Council determines otherwise.

Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code.

A Council's adopted code of meeting practice may also incorporate the non-mandatory provisions of the Model Meeting Code and other supplementary provisions. However, a code of meeting practice adopted by Council must not contain provisions that are inconsistent with the mandatory provisions of this Model Meeting Code.

A Council and a committee of Council of which all the members are Councillors must conduct its meetings in accordance with the code of meeting practice adopted by Council.

2 MEETING PRINCIPLES

Council and committee meetings should be:

Transparent	Decisions are made in a way that is open and accountable.
Informed	Decisions are made based on relevant, quality information.
Inclusive	Decisions respect the diverse needs and interests of the local community.
Principled	Decisions are informed by the principles prescribed under Chapter 3 of the Act.
Trusted	The community has confidence that Councillors and staff act ethically and make decisions in the interest of the whole community.
Respectful	Councillors, staff and meeting attendees treat each other with respect.
Effective	Meetings are well organised, effectively run and skilfully chaired.
Orderly	Councillors, staff and meeting attendees behave in a way that contributes to the orderly conduct of the meeting.

3 BEFORE THE MEETING

3.1 Timing of ordinary Council Meetings

3.1.1 Ordinary meetings of Council will be held on the following occasions: the third Thursday of each month, excluding January. The Ordinary meeting commences at 1:00pm.

3.1.2 Clause not used.

3.2 Extraordinary Meetings

- 3.2.1 If the Mayor receives a request in writing, signed by at least two (2) Councillors, the Mayor must call an extraordinary meeting of Council to be held as soon as practicable, but in any event, no more than fourteen (14) days after receipt of the request. The Mayor can be one of the two (2) Councillors requesting the meeting.

3.3 Notice to the public of Council Meetings

- 3.3.1 Council must give notice to the public of the time, date and place of each of its meetings, including extraordinary meetings and of each meeting of Committees of Council.
- 3.3.2 For the purposes of cl 3.4, notice of a meeting of Council and of a Committee of Council is to be published before the meeting takes place. The notice must be published on Council's website, and in such other manner that Council is satisfied is likely to bring notice of the meeting to the attention of as many people as possible.
- 3.3.3 For the purposes of cl. 3.4, notice of more than one (1) meeting may be given in the same notice.

3.4 Notice to Councillors of extraordinary meetings

- 3.4.1 The General Manager must send to each Councillor, at least three (3) days before each meeting of Council, a notice specifying the time, date and place at which the meeting is to be held, and the business proposed to be considered at the meeting.
- 3.4.2 The notice and the agenda for, and the business papers relating to, the meeting may be given to Councillors in electronic form, but only if all Councillors have facilities to access the notice, agenda and business papers in that form.

3.5 Giving notice of business to be considered at Council Meetings

- 3.5.1 A Councillor may give notice of any business they wish to be considered by Council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted seven (7) business days before the meeting is to be held.
- 3.5.2 A Councillor may, in writing to the General Manager, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.
- 3.5.3 If the General Manager considers that a notice of motion submitted by a Councillor for consideration at an ordinary meeting of Council has legal, strategic, financial or policy implications which should be taken into consideration by the meeting, the General Manager may prepare a report in relation to the notice of motion for inclusion with the business papers for the meeting at which the notice of motion is to be considered by Council.
- 3.5.4 A notice of motion for the expenditure of funds on works and/or services other than those already provided for in Council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the notice of motion. If the notice of motion does not identify a funding source, the General Manager must either:
- i. Prepare a report on the availability of funds for implementing the motion if adopted for inclusion in the business papers for the meeting at which the notice of motion is to be considered by Council; or

- ii. By written notice sent to all Councillors with the business papers for the meeting for which the notice of motion has been submitted, defer consideration of the matter by Council to such a date specified in the notice, pending the preparation of such a report.

3.6 Questions with Notice

- 3.6.1 A Councillor may, by way of a notice submitted under cl. 3.10, ask a question for response by the General Manager about the performance or operations of the council.
- 3.6.2 A Councillor is not permitted to ask a question with notice under cl. 3.14 that comprises a complaint against the General Manager or a member of staff of Council, or a question that implies wrongdoing by the General Manager or a member of staff of Council.
- 3.6.3 The General Manager or their nominee may respond to a question with notice submitted under cl. 3.14 by way of a report included in the business papers for the relevant meeting of Council or orally at the meeting.

3.7 Agenda and business papers for ordinary meetings

- 3.7.1 The General Manager must cause the agenda for a meeting of Council or a Committee of Council to be prepared as soon as practicable before the meeting.
- 3.7.2 The General Manager must ensure that the agenda for an ordinary meeting of Council states:
 - i. All matters to be dealt with arising out of the proceedings of previous meetings of Council, and
 - ii. If 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
 - iii. All matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting, and
 - iv. Any business of which due notice has been given under cl. 3.10.
- 3.7.3 Nothing in cl. 3.18 limits the powers of the Mayor to put a mayoral minute to a meeting under cl. 9.6.
- 3.7.4 The General Manager must not include in the agenda for a meeting of 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 Council.
- 3.7.5 Where the 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, the General Manager must ensure that the agenda of the meeting:
 - i. Identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public), and
 - ii. States the grounds under s. 10A (2) of the Act relevant to the item of business.

3.7.6 The General Manager must ensure that the details of any item of business which, in the opinion of the General Manager, is likely to be considered when the meeting is closed to the public, are included in a business paper provided to Councillors for the meeting concerned. Such details must not be included in the business papers made available to the public, and must not be disclosed by a Councillor or by any other person to another person who is not authorised to have that information.

3.8 Availability of the agenda and business papers to the public

3.8.1 Copies of the agenda and the associated business papers, such as correspondence and reports for meetings of Council and Committees of Council, are to be published on Council's website, and must be made available to the public for inspection, or for taking away by any person free of charge at the offices of Council, at the relevant meeting and at such other venues determined by Council.

3.8.2 Clause 3.23 does not apply to the business papers for items of business that the General Manager has identified under cl. 3.21 as being likely to be considered when the meeting is closed to the public.

3.8.3 For the purposes of cl. 3.23, copies of agendas and business papers must be published on Council's website and made available to the public at a time that is as close as possible to the time they are available to Councillors.

3.8.4 A copy of an agenda, or of an associated business paper made available under cl. 3.23, may in addition be given or made available in electronic form.

3.9 Agenda and business papers for extraordinary meetings

3.9.1 The General Manager must ensure that the agenda for an extraordinary meeting of Council deals only with the matters stated in the notice of the meeting.

3.9.2 Despite cl. 3.27, business may be considered at an extraordinary meeting of Council, even though due notice of the business has not been given, if:

- i. A motion is passed to have the business considered at the meeting; and
- ii. The business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by Council before the next scheduled ordinary meeting of Council.

3.9.3 A motion moved under cl. 3.28(a) can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with.

3.9.4 Despite cl. 10.20–10.30, only the mover of a motion moved under cl. 3.28(a) can speak to the motion before it is put.

3.9.5 A motion of dissent cannot be moved against a ruling of the chairperson under cl. 3.28(b) on whether a matter is of great urgency.

3.10 Pre-meeting briefing sessions

3.10.1 Prior to each ordinary meeting of Council, the General Manager may arrange a pre-meeting briefing session to brief Councillors on business to be considered at the meeting. Pre-meeting

briefing sessions may also be held for extraordinary meetings of Council and meetings of committees of Council.

- 3.10.2 Pre-meeting briefing sessions are to be held in the absence of the public.
- 3.10.3 The General Manager or a member of staff nominated by the General Manager is to preside at pre-meeting briefing sessions.
- 3.10.4 Councillors must not use pre-meeting briefing sessions to debate or make preliminary decisions on items of business they are being briefed on, and any debate and decision-making must be left to the formal council or committee meeting at which the item of business is to be considered.
- 3.10.5 Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of a briefing at a pre-meeting briefing session, in the same way that they are required to do so at a Council or Committee meeting. Council is to maintain a written record of all conflict of interest declarations made at pre-meeting briefing sessions and how the conflict of interest was managed by the Councillor who made the declaration.

4 PUBLIC FORUMS

- 4.1 Council may hold a public forum prior to each ordinary meeting of Council for the purpose of hearing oral submissions from members of the public. Public forums may also be held prior to extraordinary Council meetings and meetings of Committees of Council.
- 4.2 Public forums are to be chaired by the Mayor or their nominee.
- 4.3 To speak at a public forum, a person must first make an application to Council in the approved form. Applications to speak at the public forum must be received by 10.00am on the day of which Council meeting held. Members of the public are allowed to speak on any matter not just an item of business on the agenda of Council meeting. (Resolution 146/2019 and 195/2019)
- 4.4 A person may apply to speak on no more than one item.
- 4.5 Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.
- 4.6 The General Manager or their delegate may refuse an application to speak at a public forum. The General Manager or their delegate must give reasons in writing for a decision to refuse an application.
- 4.7 No more than two (2) speakers are to be permitted to speak 'for' or 'against' each item of business on the agenda for Council meeting.
- 4.8 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the General Manager or their delegate may request the speakers to nominate from among themselves the persons who are to address Council on the item of business. If the speakers are not able to agree on whom to nominate to address Council, the General Manager or their delegate is to determine who will address Council at the public forum.

- 4.9 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the General Manager or their delegate may, in consultation with the Mayor or the mayor's nominated chairperson, increase the number of speakers permitted to speak on an item of business, where they are satisfied that it is necessary to do so to allow Council to hear a fuller range of views on the relevant item of business.
- 4.10 Approved speakers at the public forum are to register with Council any written, visual or audio material to be presented in support of their address to Council at the public forum, and to identify any equipment needs no more than three (3) hours before the public forum. The General Manager or their delegate may refuse to allow such material to be presented.
- 4.11 The General Manager or their delegate is to determine the order of speakers at the public forum.
- 4.12 Each speaker will be allowed five (5) minutes only to address Council. This time is to be strictly enforced by the chairperson. Council may resolve to grant a further two (2) minute extension, in any particular case.
- 4.13 Speakers at public forums must not digress from the item on the agenda of Council meeting they have applied to address Council on. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.
- 4.14 A Councillor (including the chairperson) may, through the chairperson, ask questions of a speaker following their address at a public forum. Questions put to a speaker must be direct, succinct and without argument.
- 4.15 Speakers are under no obligation to answer a question put under cl. 4.14. Answers by the speaker, to each question are to be limited to five (5) minutes.
- 4.16 Speakers at public forums cannot ask questions of Council, Councillors or Council staff.
- 4.17 The General Manager or their nominee may, with the concurrence of the chairperson, address Council for up to five (5) minutes in response to an address to Council at a public forum after the address and any subsequent questions and answers have been finalised.
- 4.18 Where an address made at a public forum raises matters that require further consideration by Council staff, the General Manager may recommend that Council defer consideration of the matter pending the preparation of a further report on the matters.
- 4.19 When addressing Council, speakers at public forums must comply with this code and all other relevant Council codes, policies and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of Council's code of conduct or making other potentially defamatory statements.
- 4.20 If the chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to in cl. 4.19, the chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the chairperson's request, the chairperson may immediately require the person to stop speaking.
- 4.21 Clause 4.20 does not limit the ability of the chairperson to deal with disorderly conduct by speakers at public forums in accordance with the provisions of Part 15 of this code.

- 4.22 Where a speaker engages in conduct of the type referred to in cl. 4.19, the General Manager or their delegate may refuse further applications from that person to speak at public forums for such a period as the General Manager or their delegate considers appropriate.
- 4.23 Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of an address at a public forum, in the same way that they are required to do so at a Council or Committee meeting. Council is to maintain a written record of all conflict of interest declarations made at public forums and how the conflict of interest was managed by the Councillor who made the declaration.

5 COMING TOGETHER

5.1 Attendance by Councillors at Meetings

- 5.1.1 All Councillors must make reasonable efforts to attend meetings of Council and of Committees of Council of which they are members.
- 5.1.2 A Councillor cannot participate in a meeting of Council or of a Committee of Council unless personally present at the meeting.
- 5.1.3 Clause not required.
- 5.1.4 Where a Councillor is unable to attend one or more ordinary meetings of Council, the Councillor should request that Council grant them a leave of absence from those meetings. This clause does not prevent a Councillor from making an apology if they are unable to attend a meeting. However the acceptance of such an apology does not constitute the granting of a leave of absence for the purposes of this code and the Act.
- 5.1.5 A Councillor's request for leave of absence from Council meetings should, if practicable, identify (by date) the meetings from which the Councillor intends to be absent and the grounds upon which the leave of absence is being sought.
- 5.1.6 Council must act reasonably when considering whether to grant a Councillor's request for a leave of absence.
- 5.1.7 A Councillor's civic office will become vacant if the Councillor is absent from three (3) consecutive ordinary meetings of Council without prior leave of Council, or leave granted by Council at any of the meetings concerned, unless the holder is absent because they have been suspended from office under the Act, or because Council has been suspended under the Act, or as a consequence of a compliance order under s. 438HA.
- 5.1.8 A Councillor who intends to attend a meeting of Council despite having been granted a leave of absence should, if practicable, give the General Manager at least two (2) days' notice of their intention to attend.

5.2 The quorum for a meeting

- 5.2.1 The quorum for a meeting of Council is a majority of the Councillors of Council who hold office at that time and are not suspended from office.
- 5.2.2 Clause 5.9 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of Council.

- 5.2.3 A meeting of Council must be adjourned if a quorum is not present:
- i. At the commencement of the meeting where the number of apologies received for the meeting indicates that there will not be a quorum for the meeting; or
 - ii. Within half an hour after the time designated for the holding of the meeting; or
 - iii. At any time during the meeting.
- 5.2.4 In either case, the meeting must be adjourned to a time, date and place fixed:
- i. By the chairperson; or
 - ii. In the chairperson's absence, by the majority of the Councillors present; or
 - iii. Failing that, by the General Manager.
- 5.2.5 The General Manager must record in 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 Council, together with the names of the Councillors present.
- 5.2.6 Where, prior to the commencement of a meeting, it becomes apparent that a quorum may not be present at the meeting, or that the safety and welfare of Councillors, Council staff and members of the public may be put at risk by attending the meeting because of a natural disaster (such as, but not limited to flood or bushfire), the Mayor may, in consultation with the General Manager and, as far as is practicable, with each Councillor, cancel the meeting. Where a meeting is cancelled, notice of the cancellation must be published on the council's website and in such other manner that Council is satisfied is likely to bring notice of the cancellation to the attention of as many people as possible.
- 5.2.7 Where a meeting is cancelled under cl. 5.14, the business to be considered at the meeting may instead be considered, where practicable, at the next ordinary meeting of Council or at an extraordinary meeting called under cl. 3.3.

5.3 Entitlement of the public to attend Council Meetings

- 5.3.1 Everyone is entitled to attend a meeting of Council and Committees of the Council. Council must ensure that all meetings of Council and Committees of Council are open to the public.
- 5.3.2 Clause 5.16 does not apply to parts of meetings that have been closed to the public under s. 10A of the Act.
- 5.3.3 A person (whether a Councillor or another person) is not entitled to be present at a meeting of Council or a Committee of Council if expelled from the meeting:
- i. By a resolution of the meeting; or
 - ii. By the person presiding at the meeting if Council has, by resolution, authorised the person presiding to exercise the power of expulsion.

5.4 Webcasting of meetings

- 5.4.1 All meetings of Council and Committees of Council are to be webcast on Council's website.

- i. Meetings of Council will be livestreamed through social media.

5.4.2 Clause 5.19 does not apply to parts of a meeting that have been closed to the public under s. 10A of the Act.

5.4.3 At the start of each meeting the chairperson is to make a statement informing those in attendance that the meeting is being webcast and that those in attendance should refrain from making any defamatory statements.

5.4.4 A recording of each meeting of Council and Committee of Council is to be retained on Council's website for a period of three (3) months. Recordings of meetings may be disposed of in accordance with the *State Records Act 1998*:

- i. Further to cl. 5.19(a) livestreamed recordings will be retained on Council's Facebook and YouTube Channel perpetually.

5.5 Attendance of the General Manager and other staff at meetings

5.5.1 The General Manager is entitled to attend, but not to vote at, a meeting of Council or a meeting of a Committee of Council of which all of the members are Councillors.

5.5.2 The General Manager is entitled to attend a meeting of any other Committee of Council and may, if a member of the Committee, exercise a vote.

5.5.3 The General Manager may be excluded from a meeting of Council or a Committee while Council or Committee deals with a matter relating to the standard of performance of the General Manager or the terms of employment of the General Manager.

5.5.4 The attendance of other Council staff at a meeting, (other than as members of the public) shall be with the approval of the General Manager.

6 THE CHAIRPERSON

6.1 The chairperson at meetings

6.1.1 The Mayor, or at the request of or in the absence of the Mayor, the deputy Mayor (if any) presides at meetings of Council.

6.1.2 If the Mayor and the Deputy Mayor (if any) are absent, a Councillor elected to chair the meeting by the Councillors present presides at a meeting of Council.

6.2 Election of the chairperson in the absence of the Mayor and Deputy Mayor

6.2.1 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.

6.2.2 The election of a chairperson must be conducted:

- i. By the General Manager or, in their absence, an employee of Council designated by the General Manger to conduct the election; or

- ii. By the person who called the meeting or a person acting on their behalf if neither the General Manager nor a designated employee is present at the meeting, or if there is no General Manager or designated employee.

6.2.3 If, at an election of a chairperson, two (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

6.2.4 For the purposes of cl. 6.5, the person conducting the election must:

- i. Arrange for the names of the candidates who have equal numbers of votes to be written on similar slips; and
- ii. Then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.

6.2.5 The candidate whose name is on the drawn slip is the candidate who is to be the chairperson.

6.2.6 Any election conducted under cl. 6.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.

6.3 Chairperson to have precedence

6.3.1 When the chairperson rises or speaks during a meeting of Council:

- i. Any Councillor then speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat; and
- ii. Every Councillors present must be silent to enable the chairperson to be heard without interruption.

7 MODES OF ADDRESS

7.1 If the chairperson is the Mayor, they are to be addressed as 'Mr Mayor' or 'Madam Mayor'.

7.2 Where the chairperson is not the Mayor, they are to be addressed as 'Mr Chairperson' or 'Madam Chairperson'.

7.3 A Councillor is to be addressed as 'Councillor [surname]'.

7.4 A Council official is not to be addressed by their official designation or as Mr/Ms [surname].

8 ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS

8.1 Clause not used.

8.2 The general order of business for an ordinary meeting of Council shall be:

- i. Election of Chair (in the cause of neither the Mayor or deputy being present);
- ii. Prayer;
- iii. Acknowledgment of Country;

- iv. Confirmation of Minutes;
 - v. Apologies;
 - vi. Condolences;
 - vii. Provision for Address to Council;
 - viii. Unopposed Business – Chair calls for Withdrawals;
 - ix. Business Withdrawn (in order of Business Paper);
 - x. Supplementary Business Paper – Business without notice (green) – (brought forward by the Mayor);
 - xi. Questions without notice;
 - xii. Business without notice;
 - xiii. Motion to exclude Public and Press from Meeting of Committee of the Whole;
 - xiv. Motion to Adjourn Open Council Meeting;
 - xv. Machinery Motion (for all items not withdrawn);
 - xvi. Business withdrawn (in order of business paper);
 - xvii. Questions without notice;
 - xviii. Business without notice (blue) – (brought forward by the Mayor) – mentioned in Ordinary Meeting Business Paper;
 - xix. Close;
 - xx. Machinery Motion (for all items not withdrawn);
 - xxi. Resume open meeting; and
 - xxii. Close meeting.
- 8.3 The order of business as fixed under cl. 8.2 may be altered for a particular meeting of Council if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.
- 8.4 Despite cl. 10.20-10.30, only the mover of a motion referred to in cl. 8.3 may speak to the motion before it is put.
- 9 CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS**
- 9.1 Business that can be dealt with at a Council Meeting**
- 9.1.1 Council must not consider business at a meeting of Council:
- i. Unless a Councillor has given notice of the business, as required by cl. 3.10; and

- ii. Unless notice of the business has been sent to the Councillors in accordance with cl. 3.7 in the case of an ordinary meeting or cl. 3.9 in the case of an extraordinary meeting called in an emergency.

9.1.2 Clause 9.1 does not apply to the consideration of business at a meeting, if the business:

- i. Is already before, or directly relates to, a matter that is already before Council;
- ii. Is the election of a chairperson to preside at the meeting;
- iii. Subject to cl. 9.9, is a matter or topic put to the meeting by way of a mayoral minute; and
- iv. Is a motion for the adoption of recommendations of a Committee, including, but not limited to, a Committee of Council.

9.1.3 Despite cl 9.1, business may be considered at a meeting of Council even though due notice of the business has not been given to the Councillors if:

- i. A motion is passed to have the business considered at the meeting; and
- ii. The business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by Council before the next scheduled ordinary meeting of Council.

9.1.4 A motion moved under cl. 9.3(a) can be moved without notice. Despite cl.s 10.20-10.30, only the mover of a motion referred to in cl. 9.3(a) can speak to the motion before it is put.

9.1.5 A motion of dissent cannot be moved against a ruling by the chairperson under cl. 9.3(b)

9.2 Mayoral Minutes

9.2.1 Subject to cl. 9.9, if the Mayor is the chairperson at a meeting of Council, the Mayor may, by minute signed by the Mayor, put to the meeting without notice any matter or topic that is within the jurisdiction of Council, or of which Council has official knowledge.

9.2.2 A mayoral minute, when put to a meeting, takes precedence over all business on Council's agenda for the meeting. The chairperson (but only if the chairperson is the Mayor) may move the adoption of a mayoral minute without the motion being seconded.

9.2.3 A recommendation made in a mayoral minute put by the Mayor is, so far as it is adopted by Council, a resolution of Council.

9.2.4 A mayoral minute must not be used to put without notice matters that are routine and not urgent, or matters for which proper notice should be given because of their complexity. For the purpose of this clause, a matter will be urgent where it requires a decision by Council before the next scheduled ordinary meeting of Council.

9.2.5 Where a mayoral minute makes a recommendation which, if adopted, would require the expenditure of funds on works and/or services other than those already provided for in Council's current adopted operational plan, it must identify the source of funding for the expenditure that is the subject of the recommendation. If the mayoral minute does not identify a funding source, Council must defer consideration of the matter, pending a report from the General Manager on the availability of funds for implementing the recommendation if adopted. (Resolution 146/2019)

9.3 Staff reports

- 9.3.1 A recommendation made in a staff report is, so far as it is adopted by Council, a resolution of Council.

9.4 Reports of Committees of Council

- 9.4.1 The recommendations of a Committee of Council are, so far as they are adopted by Council, resolutions of Council.
- 9.4.2 If in a report of a Committee of Council distinct recommendations are made, Council may make separate decisions on each recommendation.

9.5 Questions

- 9.5.1 A question must not be asked at a meeting of Council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with cl(s). 3.10 and 3.14.
- 9.5.2 A Councillor may, through the chairperson, put a question to another Councillor about a matter on the agenda.
- 9.5.3 A Councillor may, through the general manager, put a question to a Council employee about a matter on the agenda. Council employees are only obliged to answer a question put to them through the General Manager at the direction of the General Manager.
- 9.5.4 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. Where a Councillor or Council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of Council.
- 9.5.5 Councillors must put questions directly, succinctly, respectfully and without argument.
- 9.5.6 The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a Councillor or Council employee.

10 RULES OF DEBATE

10.1 Motions to be seconded

- 10.1.1 Unless otherwise specified in this code, a motion or an amendment cannot be debated unless or until it has been seconded.

10.2 Notices of Motion

- 10.2.1 A Councillor who has submitted a notice of motion under cl. 3.10 is to move the motion the subject of the notice of motion at the meeting at which it is to be considered.
- 10.2.2 If a Councillor who has submitted a notice of motion under cl. 3.10 wishes to withdraw it after the agenda and business paper for the meeting at which it is to be considered have been sent to Councillors, the Councillor may request the withdrawal of the motion when it is before Council.
- 10.2.3 In the absence of a Councillor who has placed a notice of motion on the agenda for a meeting of Council:

- i. Any other Councillor may, with the leave of the chairperson, move the motion at the meeting, or
- ii. The chairperson may defer consideration of the motion until the next meeting of the Council.

10.3 Chairperson's duties with respect to motions

- 10.3.1 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.
- 10.3.2 The chairperson must rule out of order any motion or amendment to a motion that is unlawful or the implementation of which would be unlawful.
- 10.3.3 Before ruling out of order a motion or an amendment to a motion under cl. 10.6, the chairperson is to give the mover an opportunity to clarify or amend the motion or amendment.
- 10.3.4 Any motion, amendment or other matter that the chairperson has ruled out of order is taken to have been lost.

10.4 Motions requiring the expenditure of funds

- 10.4.1 A motion or an amendment to a motion which if passed would require the expenditure of funds on works and/or services other than those already provided for in Council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the motion. If the motion does not identify a funding source, Council must defer consideration of the matter, pending a report from the General Manager on the availability of funds for implementing the motion if adopted. (*Resolution 146/2019*).

10.5 Amendments to motions

- 10.5.1 An amendment to a motion must be moved and seconded before it can be debated.
- 10.5.2 An amendment to a motion must relate to the matter being dealt with in the original motion before Council and must not be a direct negative of the original motion. An amendment to a motion which does not relate to the matter being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the chairperson.
- 10.5.3 The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed amendment before a seconder is called for.
- 10.5.4 If an amendment has been lost, a further amendment can be moved to the motion to which the lost amendment was moved, and so on, but no more than one (1) motion and one (1) proposed amendment can be before Council at any one time.
- 10.5.5 While an amendment is being considered, debate must only occur in relation to the amendment and not the original motion. Debate on the original motion is to be suspended while the amendment to the original motion is being debated.
- 10.5.6 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is lost, debate is to resume on the original motion.
- 10.5.7 An amendment may become the motion without debate or a vote where it is accepted by the Councillor who moved the original motion.

10.6 Foreshadowed motions

- 10.6.1 A Councillor may propose a foreshadowed motion in relation to the matter the subject of the original motion before Council, without a seconder during debate on the original motion. The foreshadowed motion is only to be considered if the original motion is lost or withdrawn and the foreshadowed motion is then moved and seconded. If the original motion is carried, the foreshadowed motion lapses.
- 10.6.2 Where an amendment has been moved and seconded, a Councillor may, without a seconder, foreshadow a further amendment that they propose to move after the first amendment has been dealt with. There is no limit to the number of foreshadowed amendments that may be put before Council at any time. However, no discussion can take place on foreshadowed amendments until the previous amendment has been dealt with and the foreshadowed amendment has been moved and seconded.
- 10.6.3 Foreshadowed motions and foreshadowed amendments are to be considered in the order in which they are proposed. However, foreshadowed motions cannot be considered until all foreshadowed amendments have been dealt with.

10.7 Limitations on the number and duration of speeches

- 10.7.1 A Councillor who, during a debate at a meeting of the council, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion, and any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.
- 10.7.2 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.
- 10.7.3 A Councillor must not, without the consent of Council, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time.
- 10.7.4 Despite cl. 10.22, 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 five (5) minutes on that motion or amendment to enable the Councillor to make a statement limited to explaining the misrepresentation or misunderstanding.
- 10.7.5 Despite cl. 10.22, Council may resolve to shorten the duration of speeches to expedite the consideration of business at a meeting.
- 10.7.6 Despite cl(s) 10.20 and 10.21, a Councillor may move that a motion or an amendment be now put:
- i. 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
 - ii. if at least two (2) Councillors have spoken in favour of the motion or amendment and at least two (2) Councillors have spoken against it.
- 10.7.7 The chairperson must immediately put to the vote, without debate, a motion moved under cl. 10.25. A seconder is not required for such a motion.

- 10.7.8 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 their right of reply under cl. 10.20.
- 10.7.9 If a motion that the original motion or an amendment be now put is lost, the chairperson must allow the debate on the original motion or the amendment to be resumed.
- 10.7.10 All Councillors must be heard without interruption and all other Councillors must, unless otherwise permitted under this code, remain silent while another Councillor is speaking.
- 10.7.11 Once the debate on a matter has concluded and a matter has been dealt with, the chairperson must not allow further debate on the matter.

11 VOTING

11.1 Voting entitlements of Councillors

- 11.1.1 Each Councillor is entitled to one (1) vote.
- 11.1.2 The person presiding at a meeting of Council has, in the event of an equality of votes, a second or casting vote.
- 11.1.3 Where the chairperson declines to exercise, or fails to exercise, their second or casting vote, in the event of an equality of votes, the motion being voted upon is lost.
- 11.1.4 Clause not applicable

11.2 Voting at Council Meetings

- 11.2.1 A Councillor who is present at a meeting of Council but who fails to vote on a motion put to the meeting is taken to have voted against the motion.
- 11.2.2 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 Council's minutes. (Resolution 146/2019).
- 11.2.3 The decision of the chairperson as to the result of a vote is final, unless the decision is immediately challenged and not fewer than two (2) Councillors rise and call for a division. (Resolution 146/2019).
- 11.2.4 When a division on a motion is called, 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 recorded in Council's minutes for the meeting. (Resolution 146/2019).
- 11.2.5 When a division on a motion is called, any Councillor who fails to vote will be recorded as having voted against the motion in accordance with cl. 11.5 of this code. (Resolution 146/2019).
- 11.2.6 Voting at a meeting, including voting in an election at a meeting, is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system). However, Council may resolve that the voting in any election by Councillors for Mayor or Deputy Mayor is to be by secret ballot.
- 11.2.7 Clause not used. (Resolution 146/2019)

11.3 Voting on planning decisions

- 11.3.1 The General Manager must keep a register containing, for each planning decision made at a meeting of Council or a Council Committee (including, but not limited to a Committee of Council), the names of the Councillors who supported the decision and the names of any Councillors who opposed (or are taken to have opposed) the decision.
- 11.3.2 For the purpose of maintaining the register, a division is taken to have been called whenever a motion for a planning decision is put at a meeting of Council or a Council Committee. (Resolution 146/2019).
- 11.3.3 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.
- 11.3.4 Clause(s) 11.12–11.14 apply also to meetings that are closed to the public.

12 COMMITTEE OF THE WHOLE

- 12.1 Council may resolve itself into a Committee to consider any matter before Council.
- 12.2 All the provisions of this code relating to meetings of Council, so far as they are applicable, extend to and govern the proceedings of Council when in Committee of the whole, except the provisions limiting the number and duration of speeches.
- 12.3 The General Manager or, in the absence of the General Manager, an employee of Council designated by the General Manager, is responsible for reporting to Council the proceedings of the Committee of the Whole. It is not necessary to report the proceedings in full but any recommendations of the Committee must be reported.
- 12.4 Council must ensure that a report of the proceedings (including any recommendations of the Committee) is recorded in the Council's minutes. However, Council is not taken to have adopted the report until a motion for adoption has been made and passed.

13 DEALING WITH ITEMS BY EXCEPTION

- 13.1 Council or a Committee of Council may, at any time, resolve to adopt multiple items of business on the agenda together by way of a single resolution at the discretion of the chairperson.
- 13.2 Before Council or committee resolves to adopt multiple items of business on the agenda together under cl. 13.1, the chairperson must list the items of business to be adopted and ask Councillors to identify any individual items of business listed by the chairperson that they intend to vote against the recommendation made in the business paper or that they wish to speak on.
- 13.3 Council or Committee must not resolve to adopt any item of business under cl. 13.1 that a Councillor has identified as being one they intend to vote against the recommendation made in the business paper or to speak on.
- 13.4 Where the consideration of multiple items of business together under cl. 13.1 involves a variation to the order of business for the meeting, Council or Committee must resolve to alter the order of business in accordance with cl. 8.3.
- 13.5 A motion to adopt multiple items of business together under cl. 13.1 must identify each of the items of business to be adopted and state that they are to be adopted as recommended in the business paper.

- 13.6 Items of business adopted under cl. 13.1 are to be taken to have been adopted unanimously.
- 13.7 Councillors must ensure that they declare and manage any conflicts of interest they may have in relation to items of business considered together under cl. 13.1 in accordance with the requirements of Council's Code of Conduct

14 CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC

14.1 Grounds on which meetings can be closed to the public

- 14.1.1 Council or a Committee of Council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:
- i. Personnel matters concerning particular individuals (other than Councillors);
 - ii. The personal hardship of any resident or ratepayer;
 - iii. Information that would, if disclosed, confer a commercial advantage on a person with whom Council is conducting (or proposes to conduct) business;
 - iv. Commercial information of a confidential nature that would, if disclosed:
 - a. Prejudice the commercial position of the person who supplied it;
 - b. Confer a commercial advantage on a competitor of the Council; or
 - c. Reveal a trade secret.
 - v. Information that would, if disclosed, prejudice the maintenance of law;
 - vi. Matters affecting the security of Council, Councillors, Council officials or Council property;
 - vii. Advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege;
 - viii. Information concerning the nature and location of a place or an item of Aboriginal significance on community land;
 - ix. Alleged contraventions Council's Code of Conduct.
- 14.1.2 Council or a committee of Council may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

14.2 Matters to be considered when closing meetings to the public

- 14.2.1 A meeting is not to remain closed during the discussion of anything referred to in cl. 14.1:
- i. Except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security; and
 - ii. 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 Council or Committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

- 14.2.2 A meeting is not to be closed during the receipt and consideration of information or advice referred to in cl. 14.1(g) unless the advice concerns legal matters that:
- i. Are substantial issues relating to a matter in which Council or Committee is involved;
 - ii. Are clearly identified in the advice; and
 - iii. Are fully discussed in that advice.
- 14.1.3 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 cl. 14.2), 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 cl. 14.1.
- 14.2.4 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:
- i. A person may misinterpret or misunderstand the discussion, or
 - ii. The discussion of the matter may:
 - a. Cause embarrassment to Council or Committee concerned, or to Councillors or to employees of Council, or
 - b. Cause a loss of confidence in Council or Committee.
- 14.2.5 In deciding whether part of a meeting is to be closed to the public, Council or Committee concerned must consider any relevant guidelines issued by the Chief Executive of the Office of Local Government.

14.3 Notice of likelihood of closure not required in urgent cases

- 14.3.1 Part of a meeting of Council, or of a Committee of Council, may be closed to the public while Council or Committee considers a matter that has not been identified in the agenda for the meeting under cl. 3.21 as a matter that is likely to be considered when the meeting is closed, but only if:
- i. It becomes apparent during the discussion of a particular matter that the matter is a matter referred to in cl. 14.1; and
 - ii. Council or Committee, after considering any representations made under cl. 14.9, resolves that further discussion of the matter:
 - a. Should not be deferred (because of the urgency of the matter); and
 - b. Should take place in a part of the meeting that is closed to the public.

14.4 Representations by members of the public

- 14.4.1 Council, or a Committee of 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.

- 14.4.2 A representation under cl. 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.
- 14.4.3 Where the matter has been identified in the agenda of the meeting under cl. 3.21 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under cl. 14.9, members of the public must first make an application to Council in the approved form. Applications must be received two (2) business days before the meeting at which the matter is to be considered.
- 14.4.4 The General Manager (or their delegate) may refuse an application made under cl. 14.11. The General Manager or their delegate must give reasons in writing for a decision to refuse an application.
- 14.4.5 No more than four (4) speakers are to be permitted to make representations under cl. 14.9.
- 14.4.6 If more than the permitted number of speakers apply to make representations under cl. 14.9, the General Manager or their delegate may request the speakers to nominate from among themselves the persons who are to make representations to Council. If the speakers are not able to agree on whom to nominate to make representations under cl. 14.9, the General Manager or their delegate is to determine who will make representations to Council.
- 14.4.7 The General Manager (or their delegate) is to determine the order of speakers.
- 14.4.8 Where Council or a Committee of Council proposes to close a meeting or part of a meeting to the public in circumstances where the matter has not been identified in the agenda for the meeting under cl. 3.21 as a matter that is likely to be considered when the meeting is closed to the public, the chairperson is to invite representations from the public under cl. 14.9 after the motion to close the part of the meeting is moved and seconded. The chairperson is to permit no more than four (4) speakers to make representations in such order as determined by the chairperson.
- 14.4.9 Each speaker will be allowed five (5) minutes, Council may resolve an additional two (2) minute extension, to make representations, and this time limit is to be strictly enforced by the chairperson. Speakers must confine their representations to whether the meeting should be closed to the public. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

14.5 Expulsion of non-Councillors from meetings close to the public

- 14.5.1 If a meeting or part of a meeting of Council or a Committee of Council is closed to the public in accordance with s. 10A of the Act and this code, any person who is not a Councillor and who fails to leave the meeting when requested, may be expelled from the meeting as provided by s. 10(2) (a) or (b) of the Act.
- 14.5.2 If any such person, after being notified of a resolution or direction expelling them 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 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 for the remainder of the meeting.

14.6 Information to be disclosed in resolutions closing meetings to the public

- 14.6.1 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. The grounds must specify the following:

- i. The relevant provision of s. 10A (2) of the Act;
- ii. The matter that is to be discussed during the closed part of the meeting; and
- iii. 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.

14.7 Resolutions passed at close meetings to be made public

- 14.7.1 If 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 the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.
- 14.7.2 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under cl. 14.21 during a part of the meeting that is webcast.

15 KEEPING ORDER AT MEETINGS

15.1 Points of order

- 15.1.1 A Councillor may draw the attention of the chairperson to an alleged breach of this code by raising a point of order. A point of order does not require a seconder.
- 15.1.2 A point of order cannot be made with respect to adherence to the principles contained in cl. 2.1.
- 15.1.3 A point of order must be taken immediately once it is raised. The chairperson must suspend the business before the meeting and permit the Councillor raising the point of order to state the provision of this code they believe has been breached. The chairperson must then rule on the point of order – either by upholding it or by overruling it.

15.2 Questions of order

- 15.2.1 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.
- 15.2.2 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.
- 15.2.3 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.
- 15.2.4 The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

15.3 Motions of dissent

- 15.3.1 A Councillor can, without notice, move to dissent from a ruling of the chairperson on a point of order or a question of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.

15.3.2 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 rejected as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.

15.3.3 Despite any other provision of this code, 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.

15.4 Acts of disorder

15.4.1 A Councillor commits an act of disorder if the Councillor, at a meeting of Council or a Committee of Council:

- i. Contravenes the Act or any regulation in force under the Act or this code; or
- ii. Assaults or threatens to assault another Councillor or person present at the meeting; or
- iii. 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 Council or the committee, or addresses or attempts to address Council or the Committee on such a motion, amendment or matter; or
- iv. Insults or makes personal reflections on or imputes improper motives to any other Council official, or alleges a breach of the Council's code of conduct; or
- v. Says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring Council or the Committee into disrepute.

15.4.2 The chairperson may require a Councillor:

- i. To apologise without reservation for an act of disorder referred to in cl(s) 15.11(a) or (b); or
- ii. To withdraw a motion or an amendment referred to in cl. 15.11(c) and, where appropriate, to apologise without reservation; or
- iii. To retract and apologise without reservation for an act of disorder referred to in cl.s 15.11(d) and (e).

15.5 How disorder at a meeting may be dealt with

15.5.1 If disorder occurs at a meeting of Council, the chairperson may adjourn the meeting for a period of not more than fifteen (15) minutes and leave the chair. Council, on reassembling, must, on a question put from the chairperson, decide without debate whether the business is to be proceeded with or not. This cl. applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of Councillors.

15.6 Expulsion from meetings

15.6.1 All chairpersons of meetings of Council and Committees of Council are authorised under this code to expel any person, including any Councillor, from a Council or Committee meeting, for the purposes of s. 10(2)(b) of the Act.

15.6.2 Clause not used.

- 15.6.3 Clause 15.14, does not limit the ability of Council or a Committee of Council to resolve to expel a person, including a Councillor, from a Council or Committee meeting, under s. 10(2)(a) of the Act.
- 15.6.4 A Councillor may, as provided by s. 10(2)(a) or (b) of the Act, be expelled from a meeting of Council for having failed to comply with a requirement under cl. 15.12. 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.
- 15.6.5 A member of the public may, as provided by s. 10(2)(a) or (b) of the Act, be expelled from a meeting of Council for engaging in or having engaged in disorderly conduct at the meeting.
- 15.6.6 Where a Councillor or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.
- 15.6.7 If a Councillor or a member of the public fails to leave the place where a meeting of Council is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by Council or person presiding, may, by using only such force as is necessary, remove the Councillor or member of the public from that place and, if necessary, restrain the Councillor or member of the public from re-entering that place for the remainder of the meeting.

15.7 Use of mobile phones and unauthorised recording of meetings

- 15.7.1 Councillors officials and members of the public must ensure that mobile phones are turned to silent during meetings of Council and Committees of Council.
- 15.7.2 A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of Council or a Committee of Council without the prior authorisation of Council or the Committee.
- 15.7.3 Any person who contravenes or attempts to contravene cl. 15.22, may be expelled from the meeting as provided for under s. 10(2) of the Act.
- 15.7.4 If any such person, after being notified of a resolution or direction expelling them 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 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 for the remainder of the meeting.

16 CONFLICTS OF INTEREST

- 16.1 All Councillors and, where applicable, all other persons, must declare and manage any conflicts of interest they may have in matters being considered at meetings of Council and Committees of Council in accordance with Council's Code of Conduct. All declarations of conflicts of interest and how the conflict of interest was managed by the person who made the declaration must be recorded in the minutes of the meeting at which the declaration was made.

17 DECISIONS OF THE COUNCIL

17.1 Council decisions

- 17.1.1 A decision support by a majority of the votes at a meeting of Council at which quorum is present is a decision of the Council.

17.1.2 Decisions made by Council must be accurately recorded in the minutes of the meeting at which the decision is made.

17.2 Rescinding or altering Council decisions

17.2.1 A resolution passed by Council may not be altered or rescinded except by a motion to that effect of which notice has been given under cl. 3.10.

- i. Rescission motions must be received within three (3) working days of Council meetings for tenders. (*Resolution 215/2017*)

17.2.2 If a notice of motion to rescind a resolution is given 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.

17.2.3 If a motion has been lost, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with cl. 3.10.

17.2.4 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 lost, must be signed by three (3) Councillors if less than three (3) months has elapsed since the resolution was passed, or the motion was lost.

17.2.5 If a motion to alter or rescind a resolution has been lost, or if a motion which has the same effect as a previously lost motion is lost, no similar motion may be brought forward within three (3) months of the meeting at which it was lost. This cl. may not be evaded by substituting a motion differently worded, but in principle the same.

17.2.6 The provisions of cl(s) 17.5–17.7 concerning lost motions do not apply to motions of adjournment.

17.2.7 A notice of motion submitted in accordance with cl. 17.6 may only be withdrawn under cl. 3.11 with the consent of all signatories to the notice of motion.

17.2.8 A notice of motion to alter or rescind a resolution relating to a development application, rezoning, subdivision or building matter (*Resolution 215/2017*), must be submitted to the General Manager no later than three (3) business days after the meeting at which the resolution was adopted.

17.2.9 A motion to alter or rescind a resolution of Council may be moved on the report of a Committee of Council and any such report must be recorded in the minutes of the meeting of Council.

17.2.10 Subject to cl. 17.7, in cases of urgency, a motion to alter or rescind a resolution of Council may be moved at the same meeting at which the resolution was adopted, where:

- i. A notice of motion signed by three Councillors is submitted to the chairperson;
- ii. A motion to have the motion considered at the meeting is passed; and
- iii. The chairperson rules the business that is the subject of the motion is of great urgency on the grounds that it requires a decision by Council before the next scheduled ordinary meeting of the council.

17.2.11 A motion moved under cl. 17.12(b) can be moved without notice. Despite cl(s) 10.20–10.30, only the mover of a motion referred to in cl. 17.12(b) can speak to the motion before it is put.

17.2.12 A motion of dissent cannot be moved against a ruling by the chairperson under cl. 17.12(c).

17.3 Recommitting resolutions to correct an error

- 17.3.1 Despite the provisions of this Part, a Councillor may, with the leave of the chairperson, move to recommit a resolution adopted at the same meeting:
- i. To correct any error, ambiguity or imprecision in Council's resolution; or
 - ii. To confirm the voting on the resolution.
- 17.3.2 In seeking the leave of the chairperson to move to recommit a resolution for the purposes of cl. 17.15(a), the Councillor is to propose alternative wording for the resolution.
- 17.3.3 The chairperson must not grant leave to recommit a resolution for the purposes of cl. 17.15(a), unless they are satisfied that the proposed alternative wording of the resolution would not alter the substance of the resolution previously adopted at the meeting.
- 17.3.4 A motion moved under cl. 17.15 can be moved without notice. Despite cl.s 10.20–10.30, only the mover of a motion referred to in cl. 17.15 can speak to the motion before it is put.
- 17.3.5 A motion of dissent cannot be moved against a ruling by the chairperson under cl. 17.15.
- 17.3.6 A motion moved under cl. 17.15 with the leave of the chairperson cannot be voted on unless or until it has been seconded.

18 TIME LIMITS ON COUNCIL MEETINGS

- 18.1 Meetings of Council and Committees of Council are to conclude no later than 6:30pm.
- 18.2 If the business of the meeting is unfinished at 6:30pm, Council or the Committee may, by resolution, extend the time of the meeting.
- 18.3 If the business of the meeting is unfinished at 6:30pm, and Council does not resolve to extend the meeting, the chairperson must either:
- i. Defer consideration of the remaining items of business on the agenda to the next ordinary meeting of Council; or
 - ii. Adjourn the meeting to a time, date and place fixed by the chairperson.
- 18.4 Clause 18.3 does not limit the ability of Council or a Committee of Council to resolve to adjourn a meeting at any time. The resolution adjourning the meeting must fix the time, date and place that the meeting is to be adjourned.
- 18.5 Where a meeting is adjourned under cl. 18.3 or 18.4, the General Manager must:
- i. Individually notify each Councillor of the time, date and place at which the meeting will reconvene; and
 - ii. Publish the time, date and place at which the meeting will reconvene on the Council's website and in such other manner that the General Manager is satisfied is likely to bring notice of the time, date and place of the reconvened meeting to the attention of as many people as possible.

19 AFTER THE MEETING

19.1 Minutes of meetings

- 19.1.1 Council is to keep full and accurate minutes of the proceedings of meetings of Council.
- 19.1.2 At a minimum, the General Manager must ensure that the following matters are recorded in Council's minutes:
- i. Details of each motion moved at a Council meeting and of any amendments moved to it;
 - ii. The names of the mover and seconder of the motion or amendment;
 - iii. Whether the motion or amendment was passed or lost; and
 - iv. Such other matters specifically required under this code.
- 19.1.3 The minutes of a Council meeting must be confirmed at a subsequent meeting of Council.
- 19.1.4 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.
- 19.1.5 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting.
- 19.1.6 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.
- 19.1.7 The confirmed minutes of a Council meeting must be published on Council's website. This clause does not prevent Council from also publishing unconfirmed minutes of its meetings on its website prior to their confirmation.

19.2 Access to correspondence and reports laid on the table at, or submitted to, a meeting

- 19.2.1 Council and Committees of Council 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.
- 19.2.2 Clause 19.8 does not apply if the correspondence or reports relate to a matter that was received or discussed or laid on the table at, or submitted to, the meeting when the meeting was closed to the public.
- 19.2.3 Clause 19.8 does not apply if Council or the Committee resolves at the meeting, when open to the public, that the correspondence or reports are to be treated as confidential because they relate to a matter specified in s. 10A(2) of the Act.
- 19.2.4 Correspondence or reports to which cl(s) 19.9 and 19.10 apply are to be marked with the relevant provision of s. 10A (2) of the Act that applies to the correspondence or report.

19.3 Implementation of decisions of the Council

- 19.3.1 The General Manager is to implement, without undue delay, lawful decisions of Council.

20 COUNCIL COMMITTEES

20.1 Application of this Part

20.1.1 This Part only applies to Committees of Council whose members are all Councillors.

20.2 Council Committees whose members are all Councillors

20.2.1 Council may, by resolution, establish such Committees as is considered necessary.

20.2.2 A Committee of Council is to consist of the Mayor and such other Councillors as are elected by the Councillors or appointed by the Council.

20.2.3 The quorum for a meeting of a Committee of Council is to be:

- i. Such number of members as Council decides; and
- ii. If Council has not decided a number – a majority of the members of the committee.

20.3 Functions of Committees

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

20.4 Notice of Committee meetings

20.4.1 The General Manager must send to each Councillor, regardless of whether they are a Committee member, at least three (3) days before each meeting of the Committee, a notice specifying:

- i. The time, date and place of the meeting; and
- ii. The business proposed to be considered at the meeting.

20.4.2 Notice of less than three (3) days may be given of a Committee meeting called in an emergency.

20.5 Attendance at Committee meetings

20.5.1 A Committee member (other than the Mayor) ceases to be a member of a Committee if the Committee member:

- i. Has been absent from three (3) consecutive meetings of the Committee without having given reasons acceptable to the Committee for the member's absences; or
- ii. 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.

20.5.2 Clause 20.5.1 does not apply if all the members of Council are members of the Committee.

20.6 Non-members entitled to attend Committee meetings

20.6.1 A Councillor who is not a member of a Committee of Council is entitled to attend, and to speak at a meeting of the Committee. However, the Councillor is not entitled:

- i. To give notice of business for inclusion in the agenda for the meeting;
- ii. To move or second a motion at the meeting; or
- iii. To vote at the meeting.

20.7 Chairperson and deputy chairperson of Council Committees

20.7.1 The chairperson of each Committee of Council must be:

- i. The Mayor;
- ii. If the Mayor does not wish to be the chairperson of a Committee, a member of the Committee elected by Council; or
- iii. If Council does not elect such a member, a member of the Committee elected by the Committee.

20.7.2 Council may elect a member of a Committee of Council as deputy chairperson of the Committee. If Council does not elect a deputy of such a Committee, the Committee may elect a deputy chairperson.

20.7.3 If neither the chairperson nor the deputy chairperson of a Committee of 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.

20.7.4 The chairperson is to preside at a meeting of a Committee of 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.

20.8 Procedure in Committee meetings

20.8.1 Subject to any specific requirements of this code, each Committee of Council may regulate its own procedure. The provisions of this code are to be taken to apply to all Committees of Council unless Council or the Committee determines otherwise in accordance with this clause.

20.8.2 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 unless Council or the committee determines otherwise in accordance with cl. 20.15.

20.8.3 Clause not applicable.

20.8.4 Voting at a Council Committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

20.9 Closure of Committee meetings to the public

20.9.1 The provisions of the Act and Part 14 of this code apply to the closure of meetings of Committees of Council to the public in the same way they apply to the closure of meetings of Council to the public.

20.9.2 If a Committee of 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 make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended, and report the resolution or recommendation to the next meeting of the Council. The resolution or recommendation must also be recorded in the publicly available minutes of the meeting.

20.9.3 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under cl. 20.20 during a part of the meeting that is webcast.

20.10 Disorder in Committee meetings

20.10.1 The provisions of the Act and this code relating to the maintenance of order in Council meetings apply to meetings of Committees of Council in the same way they apply to meetings of Council.

20.11 Minutes of Council Committee Meetings

20.11.1 Each Committee of Council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a Committee must ensure that the following matters are recorded in the Committee's minutes:

- i. Details of each motion moved at a meeting and of any amendments moved to it;
- ii. The names of the mover and seconder of the motion or amendment;
- iii. Whether the motion or amendment was passed or lost; and
- iv. Such other matters specifically required under this code.

20.11.2 Clause not used. (Resolution 146/2019).

20.11.3 The minutes of meetings of each Committee of Council must be confirmed at a subsequent meeting of the Committee.

20.11.4 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

20.11.5 When the minutes have been confirmed, they are to be signed by the person presiding at that subsequent meeting.

20.11.6 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.

20.11.7 The confirmed minutes of a meeting of a Committee of Council must be published on the Council's website. This clause does not prevent Council from also publishing unconfirmed minutes of meetings of Committees of Council on its website prior to their confirmation.

21 IRREGULARITIES

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

- i. A vacancy in a civic office;
- ii. A failure to give notice of the meeting to any Councillor or Committee member;

- iii. Any defect in the election of appointment of a Councillor or Committee member;
- iv. A failure of a Councillor of a Committee member to declare a conflict of 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 the council's code of conduct; or
- v. A failure to comply with this code.

22 DEFINITIONS

the Act	means the <i>Local Government Act 1993</i>
act of disorder	means an act of disorder as defined in cl. 15.11 of this code
amendment	in relation to an original motion, means a motion moving an amendment to that motion
audio recorder	any device capable of recording speech
business day	means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales
chairperson	in relation to a meeting of Council – means the person presiding at the meeting as provided by s. 369 of the Act and cl(s) 6.1 and 6.2 of this code, and in relation to a meeting of a committee – means the person presiding at the meeting as provided by cl. 20.11 of this code
this code	means Council’s adopted Code of Meeting Practice
committee of council	means a committee established by Council in accordance with cl. 20.2 of this code (being a committee consisting only of Councillors) or Council when it has resolved itself into committee of the whole under cl. 12.1
council official	has the same meaning it has in the Model Code of Conduct for Local Councils in NSW
day	means calendar day
division	means a request by two Councillors under cl. 11.7 of this code requiring the recording of the names of the Councillors who voted both for and against a motion
foreshadowed amendment	means a proposed amendment foreshadowed by a Councillor under cl. 10.18 of this code during debate on the first amendment
foreshadowed motion	means a motion foreshadowed by a Councillor under cl. 10.17 of this code during debate on an original motion
open voting	means voting on the voices or by a show of hands or by a visible electronic voting system or similar means

planning decision	means a decision made in the exercise of a function of a council under the <i>Environmental Planning and Assessment Act 1979</i> including any decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution plan under that Act, but not including the making of an order under Division 9.3 of Part 9 of that Act
performance improvement order	means an order issued under s. 438A of the Act
quorum	means the minimum number of Councillors or committee members necessary to conduct a meeting
the Regulation	means the <i>Local Government (General) Regulation 2005</i>
webcast	a video or audio broadcast of a meeting transmitted across the internet either concurrently with the meeting or at a later time
year	means the period beginning 1 July and ending the following 30 June

Revision History

Version	Adoption Date	Authorised by	Approved by	Revision Date
V1	13/12/2006	Acting General Manager		
V2	21/07/2011	General Manager		
V3	17/03/2016	General Manager		17/12/2017
V4	19/10/2017	General Manager		19/10/2019
V5	19/04/2018	General Manager		
V6	21/03/2019	General Manager	Council	21/03/2021
V7	13/06/2019	General Manager	Council	13/06/2021

Change History

Version	Change Details
V1	Initial Policy
V2	Review
V3	Periodic Review: Minutes No: 168/2016 – Update to Related Documents and Cl. 7.2.
V4	Amendment to Cl. 6.2. – Rescission Motions
V5	Amendment to Cl. 2.17 – Webcast (<i>Resolution: 73/2018</i>)
V6	<p>Model Code of Meeting Practice for Local Councils in NSW prescribed 14 December 2018. Policy reviewed and amended in accordance.</p> <p><i>Resolution 70/2019: That Council: 1. Place the draft Code of Meeting Practice on public exhibition for 42 days in accordance with s.361 of Local Government Act 1993; 2. Receive a report at the May Council meeting on the outcome of the exhibition period when considering adoption of the draft Code of Meeting Practice. (Cr J Webb/Cr M Herbert) Cr S Karaitiana moved the following amendment: That Clause 11.11 be included in the Policy. 1. move into open discussion. (Cr M Herbert/Cr J Webb) 2. move out of open discussion. (Cr M Herbert/Cr J Nicholson) 3. include Clause 11.11 in the Policy. Clause 11:11: All voting at council meetings, (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded in the Policy. (Cr S Karaitiana/Cr G Miller) 4. remove Clauses 11.6, 11.7, 11.8 and 11.13 from the policy. (Cr J Nicholson/Cr G Miller) 5. move into open discussion. (Cr S Karaitiana/Cr J Nicholson) 6. move out of open discussion. (Cr G Miller/Cr M Herbert)</i></p> <p><i>Resolution 146/2019: That Council adopt the draft Code of Meeting Practice for Local Councils in NSW 2018 as placed on public exhibition with the following amendments; a. revert to wording used in the prescribed Model Code for cl.3.13(b), 9.10 and 10.9 to remove reference to the QBRs; b. remove clauses 11.11 and 20.24 of the Model Code of Meeting Practice; c. add back clauses 11.6 to 11.8 of the Model Code of Meeting Practice; d. remove all reference to quarterly budget review; e. receive Public Forums no later than 10:00 am on the day Council meetings excepting the right of reply. (Cr C Roylance/Cr M Herbert)</i></p>
V7	Amendment to cl. 4.3 (Public Forum)

Resolution 195/2019: That Council: 1. amend cl 4.3 of the Code of Meeting Practice to allow members of the public to speak on any matter; and 2. revoke the Public Forum Policy from operational and strategic control as it is superseded by the Code of Meeting Practice (Section 4). (Cr J Webb/Cr G Clifton)

Related Documents

Title

Code of Conduct – Model

Code of Conduct: Procedures for the Administration of the Code

Public Forum Policy

Local Government Act 1993

Local Government (General) Regulation 2005

Closure of Council Meetings to the Public, April 2013

NSW Office of Local Government: Circular 13-19: Guidelines on the Closure of Council and Committee Meetings, 19 April 2013 (reference A296888)

NSW Office of Local Government: Circular 18-35: The new Model Code of Meeting Practice for Local Councils – 16 November 2018 (A627298).