



# Code of Practice (Procedures at Meetings)

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## INTRODUCTION

The Barunga West Council is committed to the principle of honest, open and accountable government and encourages community participation in the business of Council.

The *Local Government (Procedures at Meetings) Regulations 2013* (the Regulations) stipulate the statutory procedures to be undertaken during the operation of Council and Council Committee meetings. Under these Regulations, Council may adopt a Code of Practice for its Council and Council Committee meetings that varies certain of these provisions if they are capable of variation.

Further, Sections 86(8) and 89(1) of the *Local Government Act 1999* (the Act) provides that if a procedure(s) is not prescribed by Regulation, Council or a Council Committee when delegated to do so can determine its own procedure(s) so long as it is not inconsistent with the Act or Regulations.

The variations to prescribed meeting procedures that have been adopted by Council have been inserted (in a shaded text box) in this Code of Practice to enable them to be read in conjunction with the formal requirements of the Regulations.

The combined document is regarded as the Barunga West Council's Code of Practice for Procedures at Meetings (Code of Practice).

Those 'sub-regulations' contained in the Regulations are identified throughout the Code of Practice in accordance with the exact numeric value ascribed to them in the Regulations. Barunga West Council procedures are described as 'clause(s)'.

This Code of Practice provides guidelines for Elected and Independent Members relating to procedures at Council and Council Committee meetings. It is also available to the public to assist their understanding of the procedures associated with the operation of both Council and Council Committee meetings. As recommended by legislation, this Code of Practice is reviewed annually.

The Council may, at any time, by resolution supported by at least 2/3 (two-thirds) of the Members entitled to vote on the resolution, alter or substitute or revoke this Code of Practice.

## PUBLIC HEALTH EMERGENCY: Electronic Participation in Council Meetings

On 15 March 2020, the Chief Executive of the Department for Health and Wellbeing in the State of South Australia, pursuant to section 87 of the South Australian Public Health Act 2011, declared that an emergency which threatens to cause the death of, or injury or other damage to the health of any person is occurring or about to occur in relation to the transmission of COVID-19, and declared the emergency to be a public health emergency.

On 22 March 2020, the State Co-coordinator for the State of South Australia declared pursuant to section 23 of the Emergency Management Act 2004, that a Major Emergency is occurring in respect of the outbreak of the Human Disease named COVID-19 within South Australia.

On 30 March 2020 the Minister for Transport, Infrastructure and Local Government issued a notice pursuant to section 302B of the Local Government Act 1999 (**Notice No 1**) varying or suspending the operation of the specified provisions of the Local Government Act 1999 as set out in Schedule 1 to Notice No 1. Notice No 1 commenced operation on 31 March 2020.

For the period **Notice No 1** has effect (as provided for in **Notice No 1**), this Code of Practice is altered to have effect notwithstanding any other provision in this Code of Practice to the contrary.

For the avoidance of doubt, the alterations to this Code of Practice otherwise applies to all meetings of the Council.

### **Live Streaming and Recording of Ordinary Council Meetings**

Live streams and recordings of Ordinary Council meetings are a service provided by the Council to enable flexible and access to the public to Council's Ordinary meetings..

Public access will be facilitated through live streaming of all Ordinary Council meetings (excluding confidential items) and published to YouTube following the meeting. To view our recorded Ordinary Council meetings, please follow the link to Council's YouTube Channel available on Council's website. These recordings must be destroyed within 7 days after the conclusion of the Ordinary Council meeting.

Recordings of Council or Committee meetings will be made via the transcription of minutes..

While every effort will be made to ensure the live streaming of Ordinary Council meetings is available, the Council takes no responsibility for, and cannot be held liable for the live streaming if technical difficulties arise beyond the Council's control. Please refer to the Agendas and Minutes for official records of Council meetings.

Attendance and participation at Council and Committee meetings does not provide Council members, employees or members of the public with protection from defamation claims in respect of statements made at a Council or Committee meeting.

Additionally, a Council member may not be able to rely on Section 39 of the Act as an immunity in respect of a defamation claim as it may not be considered as 'an honest act or omission in the exercise, performance or discharge, or purported exercise, performance or discharge, of the member's or council's powers, functions or duties'.

### **Suspension of other Inconsistent Provision**

To the extent that any other discretionary provision of this Code of Practice or specific procedure adopted by the Council in this Code of Practice could be read as being inconsistent or incompatible with the ability of a member of the Council to participate in a meeting of the Council by electronic means.

In circumstances where a provision is suspended under this paragraph, the presiding member may give directions to a member of the Council in respect of an alternative method of compliance with the suspended provision.

Any member who disagrees with a direction of the presiding member under this paragraph may move a motion that the direction not be adhered to. Such a motion must be moved immediately following the issuance of the direction. In the event such a motion is successful, the meaning may give directions to a member, by resolution.

## 1. Interpretation (Regulation 3)

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

**“clear days”** see sub-regulation (2) and (3);

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

**“disconnection of the electronic”** includes:

- a) ending a telephone connection such that the discussion and voting at the meeting cannot be heard;
- b) ending a video conferencing connection such that the discussion and voting at the meeting cannot be seen or heard;
- c) logging out of a virtual meeting room or space such as that the discussion and voting at the meeting cannot be seen or heard;
- d) signing out of a virtual meeting room or space such that the discussion and voting at the meeting cannot be seen or heard; or
- e) disconnecting any other electronic means such that the discussion and voting at the meeting cannot be seen or heard.

**“electronic means”** includes a telephone, computer or other electronic device used for communication;

**“formal motion”** means a motion -

- f) that the meeting proceed to the next business, or
- g) that the question be put; or
- h) that the question lie on the table; or
- i) that the question be adjourned; or
- j) that the meeting be adjourned<sup>1</sup>;

**“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 regulations in relation to the proceedings of a meeting;

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

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

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

1. In the calculation of **“clear days”** relating 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.
2. For the purposes of the calculation of clear days under sub regulation (2), if a notice is given after 5 p.m. on a day, the notice will be taken to have been given on the next day.
3. For the purposes of these regulations, a vote on whether *leave of the meeting* is granted may be conducted by:
  - a) a show of hands; or
  - b) per **Notice No 1** provisions that during Covid-19 restrictions: where the meeting of a Council cannot occur in the Chambers, a member participating in a meeting by electronic means which has audio only, a verbal indication of voting in the affirmative or voting in the negative.

Nothing in this sub regulation prevents a division from being called in relation to the vote.

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<sup>1</sup> See regulation 12 for specific provisions about formal motion

## 2. Guiding Principles (Regulation 4)

The following principles (the **“Guiding Principles”**) should be applied with respect to the procedures to be observed at a meeting of a 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; and
- 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 KEY COMMITTEES

### DIVISION 1 – PRELIMINARY

## 3. Application of Part (Regulation 5)

The provisions of this Part apply to or in relation to -

- a) the meetings of a Council; and
- 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.

#### 4. Discretionary Procedures (Regulation 6)

- 4.1 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 regulation, then a Council may, by a resolution supported by at least 2/3 of the Elected Members entitled to vote on the resolution, 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).
- 4.2 A Council should, at least once in every financial year, review the operation of a code of practice under this regulation.
- 4.3 A Council may at any time, by resolution supported by at least 2/3 of the Elected Members entitled to vote on the resolution, alter a code of practice, or substitute or revoke a code of practice.
- 4.4 A Council must, in considering the exercise of a power under this regulation, take into account the Guiding Principles.
- 4.5 A person is entitled to inspect (without charge) the code of practice of a Council under this regulation at the principal office of the Council during ordinary office hours.
- 4.6 A person is entitled, on payment of a fee fixed by the Council, to a copy of the code of practice.
- 4.7 Regulation 12(4) does not apply to a motion under sub regulation (3).
- 4.8 This regulation does not limit or derogate from the operation of regulation 20<sup>2</sup>.

<sup>2</sup> Furthermore, if a matter is not dealt with by the Act or these regulations (including under a code of practice under this regulation), then the relevant procedure will be:

- a) as determined by the Council; or
- b) 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

### 5. Commencement of Meetings and Quorums (Regulation 7)

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

**Notice No 1** provides that during Covid-19 restrictions, where the meeting of a Council cannot occur in the Chambers, a member of the Council participating by



electronic means is taken to be present at the meeting provided that the member:

- a) Can hear all other members present at the meeting;
- b) Can be heard by all other members present at the meeting; and
- c) Can be heard by the person recording the minutes of the meeting.

A quorum is taken to be present even if 1 or more Council members constituting the quorum is present by electronic means.

- 5.2 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.
- 5.3 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.
- 5.4 If a meeting is adjourned for want of a quorum, the Chief Executive Officer will record in the minute book the reason for the adjournment, the names of the members present, and the date and time to which the meeting is adjourned.
- 5.5 If a meeting is adjourned to another day, the Chief Executive Officer must:
  - a) give notice of the adjourned meeting to each member of the Council 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 and Council's Website or as determined by the Chief Executive Officer.

### **Barunga West Council Provisions:**

- 5.6 Prior to the commencement of business at a Council or Committee meeting the presiding member will draw the attention of members to the Disclosure Statement relating to Sections 73 and 74 of the Local Government Act 1999 and seek any disclosures by Elected Members. Any disclosure of interest will be recorded in the Minutes.
- 5.7 The presiding member may alter the order of business listed in the agenda with the leave of the Council or Committee.

## **6. Minutes (Regulation 8)**

- 6.1 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.
- 6.2 No discussion on the minutes may occur before confirmation, except as to the accuracy of the minutes as a record of proceedings.
- 6.3 On the confirmation of the minutes, the presiding member may -



- a) initial each page of the minutes in hard copy or electronically, 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.

6.4 The minutes of 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;
  - (ii) the method of attendance by each person such as:
    - (a) physical attendance;
    - (b) an audio-visual link;
    - (c) an audio link; or
    - (d) a telephone; and
  - (iii) unless the person is present for the whole meeting, the point in the proceedings at which the person entered or left the meeting.
- c) each motion or amendment, and the names of the mover and seconder;
- d) any variation, alteration or withdrawal of a motion or amendment;
- e) whether a motion or amendment is carried or lost;
- f) any disclosure of interest made by a member;
- g) an account of any personal explanation given by a member;
- h) details of the making of an order under subsection (2) of section 90 of the Act (see subsection (7) of that section);
- i) 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;
- j) details of any adjournment of business;
- k) a record of any request for documents to be tabled at the meeting;
- l) a record of any documents tabled at the meeting;
- 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.

## 7. Questions (Regulation 9)

- 7.1 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.
- 7.2 If notice of a question is given under sub-regulation (9.1):
  - 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.

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

### **Barunga West Council Provisions:**

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

7.4 The presiding member may allow the reply to a question without notice to be given at the next meeting.

7.5 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.

7.6 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.

## **8. Petitions (Regulation 10)**

8.1 A petition to the Council must:

- a) be legibly written or typed or printed;
- b) clearly set out the request or submission of the petitioners;
- 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.

8.2 If a petition is received under sub-regulation (1), the Chief Executive Officer must ensure that the petition or, if the Council has so determined as a policy of the Council, a statement as to the nature of the request or submission and the number of signatures or the number of persons endorsing the petition, is placed on the agenda for the next ordinary meeting of the Council or, if so provided by a policy of the Council, a committee of the Council.

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

## **9. Deputations (Regulation 11)**

9.1 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.

**Notice No 1** provides that during Covid-19 restrictions, where the meeting of a Council cannot occur in the Chambers, a person or persons participating by electronic means wishing to appear as a deputation at a meeting may appear by electronic means.

The Chief Executive Officer will (with respect to a request that has not been

refused), when informing the person or persons who requested the deputation of the outcome of their request, indicate the method by which the person or persons are to appear at the meeting.

- 9.2 The Chief Executive Officer must transmit a request received under sub- regulation (1) to the presiding member.
- 9.3 The presiding member may refuse to allow the deputation to appear at a meeting.
- 9.4 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.
- 9.5 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).
- 9.6 The Council or Council committee (e.g. Audit and Governance Advisory Committees) may resolve to allow a deputation to appear despite a contrary ruling by the presiding member.
- 9.7 A Council may refer the hearing of a deputation to a Council committee.

## 10. Motions (Regulation 12)

- 10.1 A member may bring forward any business in the form of a written notice of motion.
- 10.2 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.
- 10.3 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.
- 10.4 If a motion under sub-regulation (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.
- 10.5 Subject to the Act and these regulations, a member may also bring forward any business by way of a motion without notice.

### **Barunga West Council Provisions:**

- 10.5.1 If possible, Elected Members are encouraged to provide any motions without notice in writing to the Chief Executive's Office by 5pm on the day of the meeting to expedite the minute taking process.
- 10.5.2 A motion without notice will not, having regard to the Guiding Principles, be accepted for debate at the Council or Council Committee meeting at which it is brought forward unless:
  - a) the presiding member determines that the matter is one of urgency; or

- b) in the opinion of the presiding member, the motion relates to an issue that does not require substantive information in order to make an informed decision on the motion.
- 10.6 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.
- 10.7 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).
- 10.8 A motion will lapse if it is not seconded at the appropriate time.
- 10.9 A member moving or seconding a motion will speak to the motion at the time of moving or seconding the motion.
- 10.10 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.
- 10.11 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.
- 10.12 A member who has not spoken in the debate on a question may move a formal motion.
- 10.13 A formal motion must be in the form of a motion set out in sub-regulation (14) (and no other formal motion to a different effect will be recognised).
- 10.14 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.

10.15 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).

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

10.17 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 1 member has spoken on the question.

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

10.19 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. .

10.20 The Chief Executive Officer must report on each question that lapses under sub-regulation (19) to the Council at the first ordinary meeting of the Council after the general election.

10.21 Sub-regulations (9), (10) and (11) may be varied at the discretion of the Council pursuant to regulation 6.

## 11. Amendments to Motions (Regulation 13)

11.1 A member who has not spoken to a motion at an earlier stage of the debate may move or second an amendment to the motion.

11.2 An amendment will lapse if it is not seconded at the appropriate time.

11.3 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.

11.4 If an amendment is lost, only 1 further amendment may be moved to the original motion.

11.5 If an amendment is carried, only 1 further amendment may be moved to the original motion.

11.6 Sub-regulations (1), (3), (4) and (5) may be varied at the discretion of the Council pursuant to regulation 6.

## 12. Variations etc. (Regulation 14)

- 12.1 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.
- 12.2 The presiding member must immediately put the question for leave to be granted and no debate will be allowed on that question.

### 13. Addresses by Elected Members etc. (Regulation 15)

- 13.1 A member must not speak for longer than 5 minutes at any 1 time without leave of the meeting.
- 13.2 A member may, with leave of the meeting, raise a matter of urgency.
- 13.3 A member may, with leave of the meeting, make a personal explanation.
- 13.4 The subject matter of a personal explanation may not be debated.
- 13.5 The contribution of a member must be relevant to the subject matter of the debate.
- 13.6 Sub-regulations (1) and (2) may be varied at the discretion of the Council pursuant to regulation 6.

### 14. Voting (Regulation 16)

- 14.1 The presiding member, or any other member, may ask the Chief Executive Officer to read out a motion before a vote is taken.
- 14.2 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.
- 14.3 A person who is not in his or her seat is not permitted to vote.  
**Notice No 1** provides that during Covid-19 restrictions, where the meeting of a Council cannot occur in the Chambers, a member of the Council participating by electronic means, is not permitted to vote in circumstances where there has been a disconnection of the electronic means.
- 14.4 A vote in relation to a question for decision before the Council may be taken:
  - a) A show of hands; or
  - b) per **Notice No 1** provisions that during Covid-19 restrictions: where the meeting of a Council cannot occur in the Chambers, a member participating in a meeting by electronic means which has audio, a verbal indication of voting in the affirmative or voting in the negative.
- 14.5 Sub-regulation (3):
  - a) may be varied at the discretion of the Council pursuant to regulation 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.

## 15. Divisions (Regulation 17)

15.1 A division will be taken at the request of a member.

15.2 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.

15.3 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.

**Notice No 1** provides that a division is taken as follows:

- a) except for a member participating in a meeting by electronic means which has audio only;
- b) where a member is participating in a meeting by electronic means which has audio only, the member will provide a verbal indication of voting in the affirmative or voting in the negative.

15.4 The Chief Executive Officer and the Minute Taker 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).

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



## 16. Tabling of Information (Regulation 18)

- 16.1 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).
- 16.2 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.

## 17. Adjourned Business (Regulation 19)

- 17.1 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.
- 17.2 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.
- 17.3 Business adjourned from a previous meeting must be dealt with before any new business at a subsequent meeting.
- 17.4 The provision of this regulation may be varied at the discretion of the Council pursuant to regulation 6.

## 18. Short-term Suspension of Proceedings (Regulation 20)

- 18.1 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 2/3 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.
- 18.2 The Guiding Principles must be taken into account when considering whether to act under sub-regulation (1).
- 18.3 If a suspension occurs under sub-regulation (1):
- a) a note of the suspension, including the reasons for and period of suspension, must be entered in the minutes; and
  - b) the meeting may proceed provided that a quorum is maintained but, during the period of suspension:
    - i. the provisions of the Act must continue to be observed<sup>3</sup>, 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 2/3 of the members present at the meeting resolve that the period should be brought to an end.

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<sup>3</sup> See particularly Part 4 of Chapter 5, and Chapter 6, of the Act.

## **19. Chief Executive Officer may submit report recommending revocation or amendment of Council decision (Regulation 21)**

- 19.1 The Chief Executive Officer may submit a report to Council recommending the revocation or amendment of a resolution passed since the last general election of the Council.
- 19.2 The Chief Executive Officer must ensure that the report is placed on the agenda for the meeting at which the report is considered.
- 19.3 The provisions of this regulation may be varied at the discretion of the Council pursuant to regulation 6.

## **PART 3 - MEETINGS OF OTHER COMMITTEES**

### **20. Application of Part (Regulation 22)**

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.

### **21. Notice of Meetings for Elected Members (Regulation 23)**

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 (1) 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;
- b) that notice need not be given for each meeting separately;
- 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.

## 22. Public Notice of Committee Meetings (Regulation 24)

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 in account the nature and purpose of the committee.

## 23. Minutes (Regulation 25)

23.1 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 a; 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.

23.2 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.

## PART 4 - MISCELLANEOUS

### 24. Quorum for Committees (Regulation 26)

24.1 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.

24.2 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.

## 25. Voting at Committee Meetings (Regulation 27)

25.1 Subject to the Act and these regulations, 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.

25.2 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.

**Notice No 1** provides that during Covid-19 restrictions, where the meeting of a Council cannot occur in the Chambers, an Elected Member of the Council may participate by electronic means.

A Member of the Council participating in a Council meeting by electronic means is taken to be present at the meeting provided that the member:

- a) Can hear all other members present at the meeting;
- b) Can be heard by all other members present at the meeting; and
- c) Can be heard by the person recording the minutes of the meeting.

25.3 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.

## 26. Points of Order (Regulation 28)

26.1 The presiding member may call to order a member who is in breach of the Act or these regulations.

26.2 A member may draw to the attention of the presiding member a breach of the Act or these regulations, and must state briefly the nature of the alleged breach.

26.3 A point of order takes precedence over all other business until determined.

26.4 The presiding member will rule on a point of order.

26.5 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.

26.6 The presiding member is entitled to make a statement in support of the ruling before a motion under sub-regulation (5) is put.

26.7 A resolution under sub-regulation (5) binds the meeting and, if a ruling is not agreed:

- a) the ruling has no effect; and
- b) the point of order is annulled.

## 27. Interruption of Meetings by Members (Regulation 29)

27.1 A member of a Council or Council committee must not, while at a meeting:

- a) behave in an improper or disorderly manner; or

b) cause an interruption or interrupt another member who is speaking.

27.2 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.

27.3 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.

27.4 Subject to complying with sub regulation (3), the relevant member must leave the meeting while the matter is considered by the meeting.

27.5 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.

27.6 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: \$1250.

## 28. Interruption of Meetings by Others (Regulation 30)

28.1 A member of the public who is present at a meeting of a Council or Council committee must not:

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

Maximum penalty: \$500

## 29. Other Matters (Barunga West Council Provisions)

29.1 A member of the public who interrupts the orderly conduct of a meeting must, on being requested to do so by the presiding member, immediately leave the place where the meeting is being held.

29.2 If a person(s) does not leave the place where the meeting is held at the request of the presiding member, a Senior Officer of Council will contact SAPOL requesting their immediate attendance to remove that person(s).

29.3 Questions from the Gallery

- a) Members of the public may ask questions of the Council at every ordinary Council meeting where public can attend.

- b) Questions from the Gallery will be scheduled immediately after Deputations to Council in the Agenda.
- Question time will be for a maximum of 10 minutes in total or varied by consent of the majority of members present.
  - A member of the public gallery will be permitted to ask 1 question to the Presiding Member and statements will not be permitted.
  - Questions in writing are to be provided to the Presiding Member by 5pm on the day prior to the Council meeting.
  - A question form will be available (on-line/at meetings) to assist in the presentation of questions.
  - The Presiding Member will have discretion as to whether to accept a question. Any question which is considered to be vague, irrelevant, insulting or improper shall be disallowed at the discretion of the Presiding Member.
  - Members of the public wishing to ask a question are to state their name, address and direct their question to the Presiding Member.
  - If the question is not able to be dealt with at the meeting at which it is asked, it will be taken on notice and a written reply will be sent to the person who asked the question.
  - There is to be no debate on the question or the answer to it.

#### RESPONSIBILITIES:

The Chief Executive Officer is accountable for ensuring the proper operation of this Policy.

#### LEGISLATION:

Local Government Act 1999

Local Government (Procedures at Meetings) Regulations 2013

#### REVIEW:

This Policy shall be reviewed within 12 months of each Local Government general election of the Council, or more frequently if legislation or Council requirements change.

DATE	REVISION NO	REASON FOR AMENDMENT
10 September 2019	01	Initial Adoption by Council
November 2019	02	Clause 29 Questions from the Gallery amended.
August 2020	03	Reviewed – Covid19. Inclusion of meeting and livestreaming.
October 2020	04	Reviewed per Norman Waterhouse advice