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## 7 REVIEW OF COUNCIL'S CODE OF MEETING PRACTICE

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**Report prepared by:** Civic Services Manager

**File No.:** CLR/07/8/9/3 - BP19/137

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### REPORT SUMMARY

A new *Model Code of Meeting Practice for Local Councils in New South Wales* (Model Meeting Code) was prescribed under the *Local Government (General) Regulation 2005* (the Regulation) on 14 December 2018, and the existing meetings provisions of the Regulation have been repealed. As a result, Council must now consider a new Code of Meeting Practice.

The Model Meeting Code contains mandatory and non-mandatory provisions and Council is required to adopt a Code of Meeting Practice that incorporates the mandatory provisions of the Model Meeting Code prescribed by the Regulation.

The Model Meeting Code, which is provided for in **ATTACHMENT 1** has been designed to achieve a range of outcomes, including:-

- Promoting, as the principal object of meetings, the making of decisions by the governing bodies of Councils that are in the best interests of the Council and the community as a whole;
- Promoting more accessible, orderly, effective and efficient meetings and to provide Councils with the tools to achieve these outcomes;
- Prescribing principles to inform the way in which meetings are conducted and to prescribe meeting rules that are consistent with these principles;
- Codifying areas of common practice across Councils in a way that is clear, efficient, leads to better informed and more effective decision making and that is consistent with the requirements of the Local Government Area;
- Promoting greater consistency between Councils across the State in key areas of meeting practice without losing the ability to allow some variation in practice to meet local needs or expectations;
- Allowing greater flexibility in the conduct of meetings to accommodate a range of potential scenarios that were not addressed by the previous prescribed meeting rules;
- Simplifying the language used to make the prescribed meeting rules more accessible and easier to understand; and
- Modernising the rules to accommodate current and emerging technologies (e.g. electronic notice, electronic voting systems and webcasting).

**ITEM 7 (continued)**

In order to meet the new requirements, Council has to consider the new provisions and adopt a new Code of Meeting Practice within six (6) months of the prescription of the Model Meeting Code, being 14 June 2019.

It is recommended that Council endorse the attached draft *Code of Meeting Practice (March 2019)* which is provided for in **ATTACHMENT 2** to be placed on public exhibition in accordance with Section 361 of the *Local Government Act 1993*.

**RECOMMENDATION:**

- (a) That Council endorse the draft *Code of Meeting Practice (March 2019)*, to be placed on public exhibition from 27 March 2019 to 7 May 2019, in accordance with Section 361 of the *Local Government Act 1993*.
- (b) That a further report be provided to Council at its meeting on 28 May 2019 setting out any submissions received and to consider adoption of the new draft Code of Meeting Practice.

**ATTACHMENTS**

- 1 Model Meeting Code
- 2 Draft *Code of Meeting Practice (March 2019)*

Report Prepared By:

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**Civic Services Manager**

Report Approved By:

**Joe So**  
**Executive Manager - Strategy and Innovation**

## ITEM 7 (continued)

### Report

A new *Model Code of Meeting Practice for Local Councils in New South Wales* (Model Meeting Code) was prescribed under the *Local Government (General) Regulation 2005* (the Regulation) on 14 December 2018, and the existing meetings provisions of the Regulation have been repealed. As a result, Council must now consider a new Code of Meeting Practice.

The new Model Meeting Code contains mandatory and non-mandatory provisions and Council is required to adopt a Code of Meeting Practice that incorporates the mandatory provisions of the Model Meeting Code prescribed by the Regulation.

The Model Meeting Code which is provided for in **ATTACHMENT 1** is also available on the Office of Local Government's (OLG) website and has been designed to achieve a range of outcomes, including:-

- Promoting, as the principal object of meetings, the making of decisions by the governing bodies of Councils that are in the best interests of the Council and the community as a whole;
- Promoting more accessible, orderly, effective and efficient meetings and to provide Councils with the tools to achieve these outcomes;
- Prescribing principles to inform the way in which meetings are conducted and to prescribe meeting rules that are consistent with these principles;
- Codifying areas of common practice across Councils in a way that is clear, efficient, leads to better informed and more effective decision making and that is consistent with the requirements of the Local Government Area;
- Promoting greater consistency between Councils across the State in key areas of meeting practice without losing the ability to allow some variation in practice to meet local needs or expectations;
- Allowing greater flexibility in the conduct of meetings to accommodate a range of potential scenarios that were not addressed by the previous prescribed meeting rules;
- Simplifying the language used to make the prescribed meeting rules more accessible and easier to understand; and
- Modernising the rules to accommodate current and emerging technologies (e.g. electronic notice, electronic voting systems and webcasting).

## ITEM 7 (continued)

### Discussion

The Model Meeting Code has two elements:-

- It contains mandatory provisions (indicated in **black font**) that reflect the existing meeting provisions of the *Local Government Act 1993* (the Act) and enhance the meeting provisions previously prescribed under the Regulation to reflect contemporary meetings practice by Councils; and
- It contains non-mandatory provisions (indicated in **red font**) that cover areas of meeting practice that are common to most Councils but where there may be a need for some variation in practice between Councils based on local circumstances. The non-mandatory provisions also operate to set a benchmark based on what the Office of Local Government (OLG) sees as being best practice for the relevant area of practice.

All New South Wales Councils are required to adopt a Code of Meeting Practice that incorporates the mandatory provisions of the Model Meeting Code prescribed by the Regulation. In order to meet the new requirements, Council is required to adopt the new Code of Meeting Practice within six (6) months from the date the Model Meeting Code was prescribed, being **14 June 2019**.

### Key Changes made by the Model Meeting Code

The Model Meeting Code contains the following new key elements:-

- new meeting principles;
- optional rules for pre-meeting Councillor briefings;
- a new requirement for meetings to be webcast;
- new rules limiting the use of Mayoral Minutes without notice to cases of urgency;
- optional rules requiring a staff report for motions seeking decisions that do not align with Councils' integrated planning and reporting (IP&R) objectives;
- optional rules allowing multiple items to be adopted in a block;
- optional rules allowing Rescission Motions to be dealt with at the same meeting in cases of urgency and allowing matters to be recommitted to correct an error; and
- optional rules placing time limits on meetings.

## ITEM 7 (continued)

The new draft *Code of Meeting Practice (March 2019)* which is provided for in **ATTACHMENT 2** has been prepared to align Council's Code of Meeting Practice with the Model Meeting Code.

To highlight the proposed changes, the sections in **Black Font** represent the mandatory provisions of the Model Meeting Code prescribed by the Regulation together with supplementary provisions taken from Council's current adopted Code of Meeting Practice.

The sections in **Red Font** represent the non-mandatory provisions that have been taken from the Model Meeting Code. These provisions are recommended for inclusion in the draft Code of Meeting Practice as Council already has some of those provisions in place and they are seen as being best practice for Council Meetings by the Office of Local Government.

The sections in **Blue Font** represent recommended amendments to the draft Code of Meeting Practice and also where Council is required to make a determination.

A summary of the recommended amendments and inclusions in the draft Code of Meeting Practice are set out below. Please note that this is best read in conjunction with the draft *Code of Meeting Practice (March 2019)* which is provided for in **ATTACHMENT 2**.

## PART 3 – BEFORE THE MEETING

### **Clause 3.26 under Questions with Notice (page 9 of the draft Code)**

It is noted that under Council's current Code of Meeting Practice, the deadline for submission of Questions with Notice was 10.00am on the day preceding the meeting. There is now a requirement that Questions with Notice be lodged prior to the meeting in accordance with the same timeframe as for Notices of Motion.

It is therefore recommended that Clause 3.26 stipulate that Questions with Notice be received in writing by the General Manager by 5.00pm on the Wednesday prior to the Council Meeting. This will align with the deadline for submission of Notices of Motion.

### **Clauses 3.46 to 3.50 under Pre-Meeting Briefing (page 12 of the draft Code)**

It is noted that Clauses 3.46 to 3.50 are non-mandatory provisions, however it is recommended that they be included in Council's draft Code of Meeting Practice as they are considered best practice by the Office of Local Government and Council is already undertaking Pre-Meeting Briefing Sessions prior to meetings.

## **ITEM 7 (continued)**

### **PART 4 – PUBLIC ADDRESSES**

#### **Clauses 4.5 to 4.9, 4.14 and 4.16 to 4.18 (pages 13 and 14 of draft code)**

It is noted that Clauses 4.5 to 4.9, 4.14 and 4.16 to 4.18 are non-mandatory provisions, however it is recommended that they be included in Council's draft Code of Meeting Practice as they set out guidelines and parameters as to how many items a speaker may address Council on, the number of speakers per item and provide the Chairperson with provisions to enable them to deal with speakers who digress from the item they are speaking about or engage in disorderly conduct.

Clause 4.5 requires Council to nominate the maximum number of items of business on the agenda for a Council and Committee meeting that a speaker is allowed to address. It is recommended that this be no more than two (2) items of business.

Clause 4.7 requires Council to nominate a maximum number of speakers permitted to speak 'for' or 'against' each item of business on the agenda for a Council meeting. It is recommended that no more than a total of 10 speakers are permitted for each item of business. It should be noted, that if more than the permitted number of speakers apply to speak, there is the option to move a motion at the meeting to increase the number of speakers should this be necessary (see Clause 4.9).

### **PART 5 – COMING TOGETHER**

#### **Clauses 5.14 and 5.15 under the Quorum for a Meeting (page 15 of draft Code)**

It is noted that Clauses 5.14 and 5.15 are non-mandatory provisions, however it is recommended that they be included in Council's draft Code of Meeting Practice as they allow Council to cancel a meeting if 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.

#### **Clauses 5.22 to 5.24 under Webcasting of Meetings (page 16 on draft Code)**

It is noted that webcasting of Council and Committee meetings has been made a mandatory provision in the Model Code of Meeting Practice to commence by 14 December 2019. Further, the Model Code has outlined that this may be met by either an audio visual recording of the meeting or an audio recording of the meeting.

As the audio visual equipment in the Council Chambers has been specifically set up for a Council meeting, it is noted that significant costs would be incurred to produce an audio visual webcast of Committee meetings as new equipment etc. would need to be purchased.

### **ITEM 7 (continued)**

It is therefore recommended that Council webcast its Committee meetings using the microphone system already installed in the Council Chambers and produce a webcast consisting of an audio recording for all Committee meetings (see Clause 5.23). Further, it is proposed to commence webcasting of Committee meetings effective from August 2019.

It is also recommended that timeframes be included around the mandatory provisions for webcasting concerning the time taken to upload webcasts of Council and Committee meetings to Council's website – recommend within five (5) business days after the meeting where possible (see Clause 5.22 and 5.23) and also regarding the period that webcasts remain on Council's website – recommend one (1) year (see Clause 5.24).

### **PART 7 – MODES OF ADDRESS**

#### **Clauses 7.1 to 7.4 (page 18 of draft Code)**

It is noted that Clauses 7.1 to 7.4 are non-mandatory provisions, however, as these Clauses regarding Modes of Address are considered to be best practice by the Office of Local Government, it is recommended that they be included in Council's draft Code of Meeting Practice.

### **PART 9 – CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS**

#### **Clause 9.10 under Mayoral Minutes (page 20 of draft Code)**

There is a requirement within the Model Code of Meeting Practice that requires Mayoral Minutes to identify an appropriate funding source for any expenditure that is not already provided for in Council's current adopted Operational Plan.

Where a Mayoral Minute does not identify a funding source, Clause 9.10 stipulates that 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. It is noted that Clause 9.10 is a non-mandatory provision, however, it is recommended that this Clause be included in Council's draft Code of Meeting Practice.

## **ITEM 7 (continued)**

### **PART 10 – RULES OF DEBATE**

#### **Clause 10.9 under Motions Requiring the Expenditure of Funds (page 22 of draft Code)**

There is a requirement within the Model Code of Meeting Practice that requires a motion or an amendment to a motion to identify an appropriate funding source for any expenditure that is not already provided for in Council's current adopted Operational Plan.

Where a motion does not identify a funding source, Clause 10.9 stipulates that 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. It is noted that Clause 10.9 is a non-mandatory provision, however, it is recommended that this Clause be included in Council's draft Code of Meeting Practice.

### **PART 11 – VOTING**

#### **Clause 11.10 under Voting at Council Meetings (page 25 of draft Code)**

It is noted that Clause 11.10 is a non-mandatory provision, however it is recommended that this Clause regarding Voting at Council Meetings be included in Council's draft Code of Meeting Practice as it is considered best practice by the Office of Local Government and Council is already recording its voting in meeting minutes in this manner.

### **PART 13 – DEALING WITH ITEMS BY EXCEPTION**

#### **Clauses 13.1 to 13.7 (page 26 of draft Code)**

It is noted that Clauses 13.1 to 13.7 regarding Dealing with Items by Exception are non-mandatory provisions, however, it is recommended that these Clauses be included in Council's draft Code of Meeting Practice as it is considered best practice by the Office of Local Government and Council is already undertaking this practice for its Council and Committee meetings.

**ITEM 7 (continued)**

**PART 14 – CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC**

**Clause 14.13 and 14.16 under Representations by Members of the Public  
(pages 29 and 30 of draft Code)**

Clauses 14.13 and 14.16 regarding Representations by Members of the Public concerning Closed Session of Council are mandatory provisions set out in the Model Code, however, the Code requires Council to nominate the number of speakers permitted to make representations as to whether any part of the meeting should be closed. It is recommended that Council permit no more than two (2) speakers to make representations under these Clauses.

**PART 15 – KEEPING ORDER AT MEETINGS**

**Clauses 15.14 and 15.15 under Expulsion from Meetings (page 33 of draft Code)**

It is noted that Clauses 15.14 and 15.15 are non-mandatory provisions, however, it is recommended that these Clauses be included in Council's draft Code of Meeting Practice as they provide Chairpersons of Council and Committee meetings with the authority to expel any person (other than a Councillor) from a meeting for acts of disorder. The Clauses also allow Councillors to be expelled from a meeting for acts of disorder by way of resolution.

**PART 17 – DECISIONS OF THE COUNCIL**

**Clause 17.14 to 17.16 under Rescinding or Altering Council Decisions (page 36 of draft Code)**

It is noted that Clauses 17.14 to 17.16 are non-mandatory provisions, however, it is recommended that these Clauses be included in Council's draft Code of Meeting Practice in order to enable Council, in cases of urgency (when it requires a decision by Council before the next scheduled Ordinary Council meeting), to deal with a Motion to alter or rescind a resolution at the same meeting at which the resolution was adopted.

**Clauses 17.17 to 17.22 under Recommitting Resolutions to Correct an Error  
(pages 36 and 37 of draft Code)**

It is noted that Clauses 17.17 to 17.22 are non-mandatory provisions, however, it is recommended that these Clauses be included in Council's draft Code of Meeting Practice to enable Council to recommit resolutions adopted at the same meeting in order to correct an error or to confirm voting on the resolution.

## **ITEM 7 (continued)**

### **PART 20 – COUNCIL COMMITTEES**

#### **Clause 20.9(b) under Order of Business at Committee Meetings (page 41 of draft Code)**

It is recommended that Council include Clause 20.9(b) in the Order of Business at Committee meetings to align with the mandatory provision of webcasting of Committee meetings.

#### **Clause 20.27 under Minutes of Council Committee Meetings (page 43 of draft Code)**

It is noted that Clause 20.27 is a non-mandatory provision, however it is recommended that this Clause regarding Minutes of Council Committee Meetings be included in Council's draft Code of Meeting Practice as it is considered best practice by the Office of Local Government and Council is already recording its voting in meeting minutes in this manner.

#### **Exhibition of the draft Code of Meeting Practice (March 2019)**

Before adopting a new Code of Meeting Practice, under Section 361 of the Act, Council is required to exhibit a draft of the Code of Meeting Practice for at least 28 days and provide members of the community at least 42 days to provide any feedback or comments on the draft Code of Meeting Practice.

It is therefore proposed to place the draft Code of Meeting Practice on public exhibition from Wednesday, 27 March 2019 to Tuesday, 7 May 2019.

A further report outlining any submissions received and requesting Council to consider adoption of the draft Code of Meeting Practice will then be presented to Council at its meeting on 28 May 2019.

#### **Critical Dates**

Council has until **14 June 2019** to adopt the Model Meeting Code.

In order to comply with the 42 days submission period, and have the draft Code of Meeting Practice adopted prior to 14 June 2019, Council must place the draft Code on public exhibition no later than **27 March 2019**. This allows time for Council to consider any submissions and make any required amendments to the draft Code of Meeting Practice.

#### **Financial Implications**

Adoption of these recommendations will have no financial impact.

**ITEM 7 (continued)**

**ATTACHMENT 1**

# MODEL CODE OF MEETING PRACTICE

for Local Councils  
in NSW

2018



**ITEM 7 (continued)**

**ATTACHMENT 1**

**MODEL CODE OF MEETING PRACTICE FOR LOCAL COUNCILS IN NSW**  
2018

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**ITEM 7 (continued)**

**ATTACHMENT 1**

2018

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**ITEM 7 (continued)**

**ATTACHMENT 1**

Model Code of Meeting Practice for Local Councils in NSW

## 1 Introduction

## ITEM 7 (continued)

## ATTACHMENT 1

2018

This Model Code of Meeting Practice for Local Councils in NSW (the Model Meeting Code) is made under section 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 the 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 a council must not contain provisions that are inconsistent with the mandatory provisions of this Model Meeting Code.

The provisions of the Model Meeting Code that are not mandatory are indicated in **red font**.

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

The Model Meeting Code also applies to meetings of the boards of joint organisations and county councils. The provisions that are specific to meetings of boards of joint organisations are indicated in **blue font**.

In adopting the Model Meeting Code, joint organisations should adapt it to substitute the terms "board" for "council", "chairperson" for "mayor", "voting representative" for "councillor" and "executive officer" for "general manager".

In adopting the Model Meeting Code, county councils should adapt it to substitute the term "chairperson" for "mayor" and "member" for "councillor".

**ITEM 7 (continued)**

**ATTACHMENT 1**

Model Code of Meeting Practice for Local Councils in NSW

## 2 Meeting Principles

**ITEM 7 (continued)**

**ATTACHMENT 1**

2018

2.1 Council and committee meetings should be:

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

**ITEM 7 (continued)**

**ATTACHMENT 1**

Model Code of Meeting Practice for Local Councils in NSW

## 3 Before the Meeting

## ITEM 7 (continued)

## ATTACHMENT 1

2018

### Timing of ordinary council meetings

- 3.1 Ordinary meetings of the council will be held on the following occasions: **[council to specify the frequency, time, date and place of its ordinary meetings]**.
- 3.2 The council shall, by resolution, set the frequency, time, date and place of its ordinary meetings.

**Note: Councils must use either clause 3.1 or 3.2**

**Note: Under section 365 of the Act, councils are required to meet at least ten (10) times each year, each time in a different month unless the Minister for Local Government has approved a reduction in the number of times that a council is required to meet each year under section 365A.**

**Note: Under section 396 of the Act, county councils are required to meet at least four (4) times each year.**

**Note: Under section 400T of the Act, boards of joint organisations are required to meet at least four (4) times each year, each in a different quarter of the year.**

### Extraordinary meetings

- 3.3 If the mayor receives a request in writing, signed by at least two (2) councillors, the mayor must call an extraordinary meeting of the 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 councillors requesting the meeting.

**Note: Clause 3.3 reflects section 366 of the Act.**

### Notice to the public of council meetings

- 3.4 The 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 the council.

**Note: Clause 3.4 reflects section 9(1) of the Act.**

- 3.5 For the purposes of clause 3.4, notice of a meeting of the council and of a committee of council is to be published before the meeting takes place. The notice must be published on the council's website, and in such other manner that the council is satisfied is likely to bring notice of the meeting to the attention of as many people as possible.
- 3.6 For the purposes of clause 3.4, notice of more than one (1) meeting may be given in the same notice.

### Notice to councillors of ordinary council meetings

- 3.7 The general manager must send to each councillor, at least three (3) days before each meeting of the 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.

**Note: Clause 3.7 reflects section 367(1) of the Act.**

- 3.8 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.

**Note: Clause 3.8 reflects section 367(3) of the Act.**

## ITEM 7 (continued)

## ATTACHMENT 1

### Model Code of Meeting Practice for Local Councils in NSW

#### Notice to councillors of extraordinary meetings

- 3.9 Notice of less than three (3) days may be given to councillors of an extraordinary meeting of the council in cases of emergency.

**Note:** Clause 3.9 reflects section 367(2) of the Act.

#### Giving notice of business to be considered at council meetings

- 3.10 A councillor may give notice of any business they wish to be considered by the 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 **[council to specify notice period required]** business days before the meeting is to be held.
- 3.11 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.
- 3.12 If the general manager considers that a notice of motion submitted by a councillor for consideration at an ordinary meeting of the 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 the council.

- 3.13 A notice of motion for the expenditure of funds on works and/or services other than those already provided for in the 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:

- (a) 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 the council, or
- (b) 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 the council to such a date specified in the notice, pending the preparation of such a report.

#### Questions with notice

- 3.14 A councillor may, by way of a notice submitted under clause 3.10, ask a question for response by the general manager about the performance or operations of the council.
- 3.15 A councillor is not permitted to ask a question with notice under clause 3.14 that comprises a complaint against the general manager or a member of staff of the council, or a question that implies wrongdoing by the general manager or a member of staff of the council.
- 3.16 The general manager or their nominee may respond to a question with notice submitted under clause 3.14 by way of a report included in the business papers for the relevant meeting of the council or orally at the meeting.

## ITEM 7 (continued)

## ATTACHMENT 1

2018

### Agenda and business papers for ordinary meetings

- 3.17 The general manager must cause the agenda for a meeting of the council or a committee of the council to be prepared as soon as practicable before the meeting.
- 3.18 The general manager must ensure that the agenda for an ordinary meeting of the council states:
- (a) all matters to be dealt with arising out of the proceedings of previous meetings of the council, and
  - (b) 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
  - (c) all matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting, and
  - (d) any business of which due notice has been given under clause 3.10.
- 3.19 Nothing in clause 3.18 limits the powers of the mayor to put a mayoral minute to a meeting under clause 9.6.
- 3.20 The general manager must not include in the agenda for a meeting of the council any business of which due notice has been given if, in the opinion of the general manager, the business is, or the implementation of the business would be, unlawful. The general manager must report, without giving details of the item of business, any such exclusion to the next meeting of the council.
- 3.21 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:

- (a) 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
- (b) states the grounds under section 10A(2) of the Act relevant to the item of business.

**Note: Clause 3.21 reflects section 9(2A) (a) of the Act.**

- 3.22 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.

### Availability of the agenda and business papers to the public

- 3.23 Copies of the agenda and the associated business papers, such as correspondence and reports for meetings of the council and committees of council, are to be published on the 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 the council, at the relevant meeting and at such other venues determined by the council.

**Note: Clause 3.23 reflects section 9(2) and (4) of the Act.**

## ITEM 7 (continued)

## ATTACHMENT 1

### Model Code of Meeting Practice for Local Councils in NSW

- 3.24 Clause 3.23 does not apply to the business papers for items of business that the general manager has identified under clause 3.21 as being likely to be considered when the meeting is closed to the public.

**Note: Clause 3.24 reflects section 9(2A) (b) of the Act.**

- 3.25 For the purposes of clause 3.23, copies of agendas and business papers must be published on the 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.

**Note: Clause 3.25 reflects section 9(3) of the Act.**

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

**Note: Clause 3.26 reflects section 9(5) of the Act.**

### **Agenda and business papers for extraordinary meetings**

- 3.27 The general manager must ensure that the agenda for an extraordinary meeting of the council deals only with the matters stated in the notice of the meeting.

- 3.28 Despite clause 3.27, business may be considered at an extraordinary meeting of the council, even though due notice of the business has not been given, if:

(a) a motion is passed to have the business considered at the meeting, and

(b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.

- 3.29 A motion moved under clause 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.

- 3.30 Despite clauses 10.20-10.30, only the mover of a motion moved under clause 3.28(a) can speak to the motion before it is put.

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

**ITEM 7 (continued)**

**ATTACHMENT 1**

2018

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**Pre-meeting  
briefing sessions**

- 3.32 Prior to each ordinary meeting of the 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 the council and meetings of committees of the council.
- 3.33 Pre-meeting briefing sessions are to be held in the absence of the public.
- 3.34 The general manager or a member of staff nominated by the general manager is to preside at pre-meeting briefing sessions.
- 3.35 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.
- 3.36 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. The 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.

**ITEM 7 (continued)**

**ATTACHMENT 1**

Model Code of Meeting Practice for Local Councils in NSW

## 4 Public Forums

## ITEM 7 (continued)

## ATTACHMENT 1

2018

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|--|---|
| <p>4.1 The council may hold a public forum prior to each ordinary meeting of the council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Public forums may also be held prior to extraordinary council meetings and meetings of committees of the council.</p> <p>4.2 Public forums are to be chaired by the mayor or their nominee.</p> <p>4.3 To speak at a public forum, a person must first make an application to the council in the approved form. Applications to speak at the public forum must be received by <b>[date and time to be specified by the council]</b> before the date on which the public forum is to be held, and must identify the item of business on the agenda of the council meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item.</p> <p>4.4 A person may apply to speak on no more than <b>[number to be specified by the council]</b> items of business on the agenda of the council meeting.</p> <p>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.</p> <p>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.</p> <p>4.7 No more than <b>[number to be specified by the council]</b> speakers are to be permitted to speak 'for' or 'against' each item of business on the agenda for the council meeting.</p> | <p>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 the council on the item of business. If the speakers are not able to agree on whom to nominate to address the council, the general manager or their delegate is to determine who will address the council at the public forum.</p> <p>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 the council to hear a fuller range of views on the relevant item of business.</p> <p>4.10 Approved speakers at the public forum are to register with the council any written, visual or audio material to be presented in support of their address to the council at the public forum, and to identify any equipment needs no more than <b>[number to be specified by the council]</b> days before the public forum. The general manager or their delegate may refuse to allow such material to be presented.</p> <p>4.11 The general manager or their delegate is to determine the order of speakers at the public forum.</p> <p>4.12 Each speaker will be allowed <b>[number to be specified by the council]</b> minutes to address the council. This time is to be strictly enforced by the chairperson.</p> |
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## ITEM 7 (continued)

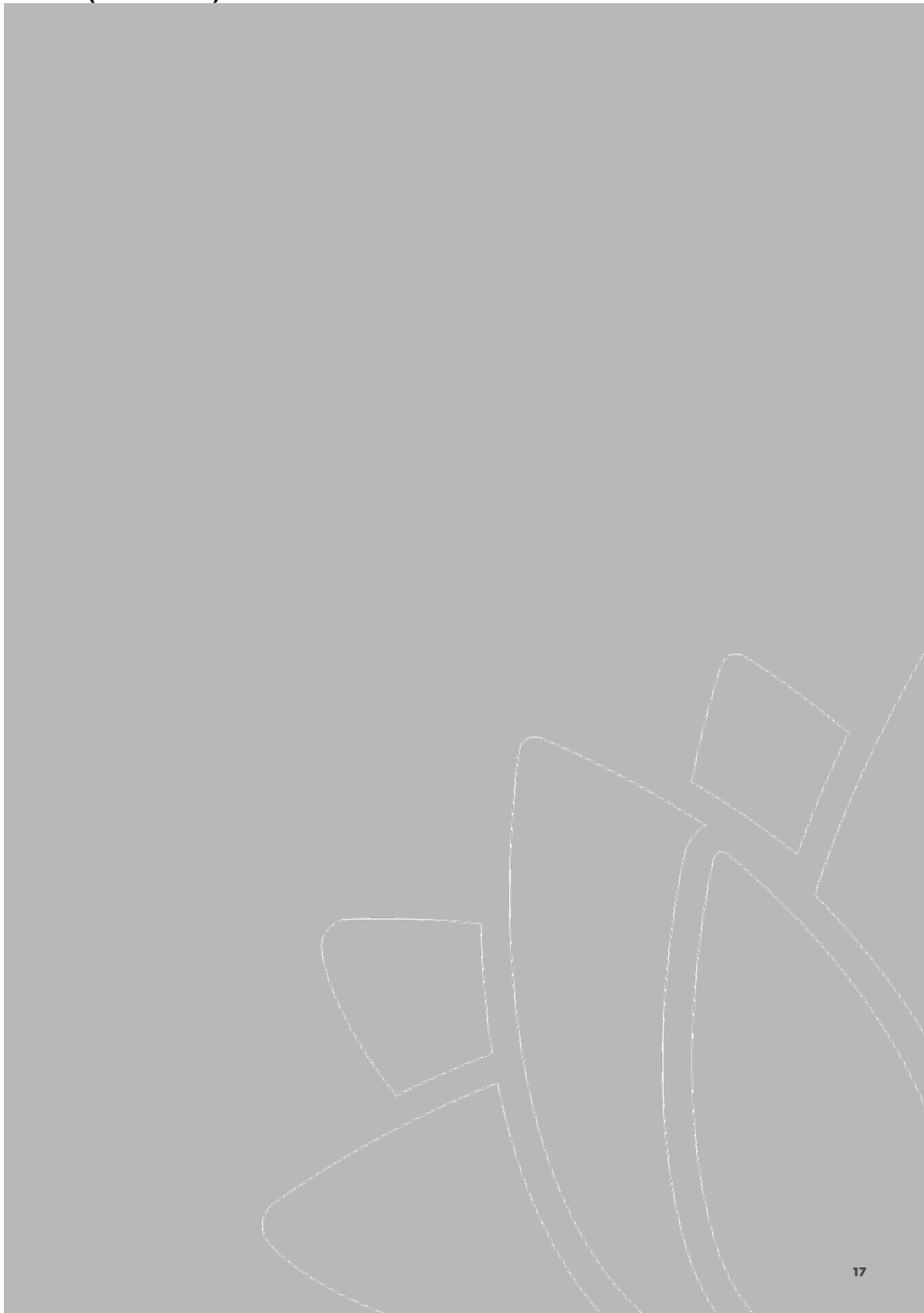
## ATTACHMENT 1

### Model Code of Meeting Practice for Local Councils in NSW

- 4.13 Speakers at public forums must not digress from the item on the agenda of the council meeting they have applied to address the 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 clause 4.14. Answers by the speaker, to each question are to be limited to **[number to be specified by the council]** minutes.
- 4.16 Speakers at public forums cannot ask questions of the council, councillors or council staff.
- 4.17 The general manager or their nominee may, with the concurrence of the chairperson, address the council for up to **[number to be specified by the council]** minutes in response to an address to the 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 the council defer consideration of the matter pending the preparation of a further report on the matters.
- 4.19 When addressing the 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 the 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 clause 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 clause 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. The 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.
- Note: Public forums should not be held as part of a council or committee meeting. Council or committee meetings should be reserved for decision-making by the council or committee of council. Where a public forum is held as part of a council or committee meeting, it must be conducted in accordance with the other requirements of this code relating to the conduct of council and committee meetings.**

**ITEM 7 (continued)**

**ATTACHMENT 1**



**ITEM 7 (continued)**

**ATTACHMENT 1**

Model Code of Meeting Practice for Local Councils in NSW

## 5 Coming Together

## ITEM 7 (continued)

## ATTACHMENT 1

2018

### Attendance by councillors at meetings

- 5.1 All councillors must make reasonable efforts to attend meetings of the council and of committees of the council of which they are members.

**Note: A councillor may not attend a meeting as a councillor (other than the first meeting of the council after the councillor is elected or a meeting at which the councillor takes an oath or makes an affirmation of office) until they have taken an oath or made an affirmation of office in the form prescribed under section 233A of the Act.**

- 5.2 A councillor cannot participate in a meeting of the council or of a committee of the council unless personally present at the meeting.
- 5.3 The board of the joint organisation may, if it thinks fit, transact any of its business at a meeting at which representatives (or some representatives) participate by telephone or other electronic means, but only if any representative who speaks on a matter before the meeting can be heard by the other representatives. For the purposes of a meeting held in accordance with this clause, the chairperson and each other voting representative on the board have the same voting rights as they have at an ordinary meeting of the board.

**Note: Clause 5.3 reflects clause 397G of the Regulation. Joint organisations may adopt clause 5.3 and omit clause 5.2. Councils must not adopt clause 5.3.**

- 5.4 Where a councillor is unable to attend one or more ordinary meetings of the council, the councillor should request that the 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.

- 5.5 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.
- 5.6 The council must act reasonably when considering whether to grant a councillor's request for a leave of absence.
- 5.7 A councillor's civic office will become vacant if the councillor is absent from three (3) consecutive ordinary meetings of the council without prior leave of the council, or leave granted by the council at any of the meetings concerned, unless the holder is absent because they have been suspended from office under the Act, or because the council has been suspended under the Act, or as a consequence of a compliance order under section 438HA.

**Note: Clause 5.7 reflects section 234(1)(d) of the Act.**

- 5.8 A councillor who intends to attend a meeting of the 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.

### The quorum for a meeting

- 5.9 The quorum for a meeting of the council is a majority of the councillors of the council who hold office at that time and are not suspended from office.

**Note: Clause 5.9 reflects section 368(1) of the Act.**

## ITEM 7 (continued)

## ATTACHMENT 1

### Model Code of Meeting Practice for Local Councils in NSW

- 5.10 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 the council.

**Note: Clause 5.10 reflects section 368(2) of the Act.**

- 5.11 A meeting of the council must be adjourned if a quorum is not present:
- (a) 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
  - (b) within half an hour after the time designated for the holding of the meeting, or
  - (c) at any time during the meeting.
- 5.12 In either case, the meeting must be adjourned to a time, date and place fixed:
- (a) by the chairperson, or
  - (b) in the chairperson's absence, by the majority of the councillors present, or
  - (c) failing that, by the general manager.
- 5.13 The general manager must record in the council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the council, together with the names of the councillors present.

- 5.14 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 the council is satisfied is likely to bring notice of the cancellation to the attention of as many people as possible.

- 5.15 Where a meeting is cancelled under clause 5.14, the business to be considered at the meeting may instead be considered, where practicable, at the next ordinary meeting of the council or at an extraordinary meeting called under clause 3.3.

### **Entitlement of the public to attend council meetings**

- 5.16 Everyone is entitled to attend a meeting of the council and committees of the council. The council must ensure that all meetings of the council and committees of the council are open to the public.

**Note: Clause 5.16 reflects section 10(1) of the Act.**

- 5.17 Clause 5.16 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.
- 5.18 A person (whether a councillor or another person) is not entitled to be present at a meeting of the council or a committee of the council if expelled from the meeting:
- (a) by a resolution of the meeting, or
  - (b) by the person presiding at the meeting if the council has, by resolution, authorised the person presiding to exercise the power of expulsion.

**Note: Clause 5.18 reflects section 10(2) of the Act.**

**Note: If adopted, clauses 15.14 and 15.15 confer a standing authorisation on all chairpersons of meetings of the council**

## ITEM 7 (continued)

## ATTACHMENT 1

2018

and committees of the council to expel persons from meetings. If adopted, clause 15.14 authorises chairpersons to expel any person, including a councillor, from a council or committee meeting. Alternatively, if adopted, clause 15.15 authorises chairpersons to expel persons other than councillors from a council or committee meeting.

5.22 A recording of each meeting of the council and committee of the council is to be retained on the council's website for [council to specify the period of time the recording is to be retained on the website]. Recordings of meetings may be disposed of in accordance with the *State Records Act 1998*.

### Webcasting of meetings

5.19 All meetings of the council and committees of the council are to be webcast on the council's website.

**Note: Councils will be required to webcast meetings from [OLG to insert date]. Councils that do not currently webcast meetings should take steps to ensure that meetings are webcast by [OLG to insert date].**

**Note: Councils must include supplementary provisions in their adopted codes of meeting practice that specify whether meetings are to be livestreamed or recordings of meetings uploaded on the council's website at a later time. The supplementary provisions must also specify whether the webcast is to comprise of an audio visual recording of the meeting or an audio recording of the meeting.**

**Note: Joint organisations are not required to webcast meetings but may choose to do so by adopting clauses 5.19-5.22. Joint organisations that choose not to webcast meetings may omit clauses 5.19-5.22.**

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

5.21 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.

### Attendance of the general manager and other staff at meetings

5.23 The general manager is entitled to attend, but not to vote at, a meeting of the council or a meeting of a committee of the council of which all of the members are councillors.

**Note: Clause 5.23 reflects section 376(1) of the Act.**

5.24 The general manager is entitled to attend a meeting of any other committee of the council and may, if a member of the committee, exercise a vote.

**Note: Clause 5.24 reflects section 376(2) of the Act.**

5.25 The general manager may be excluded from a meeting of the council or a committee while the council or committee deals with a matter relating to the standard of performance of the general manager or the terms of employment of the general manager.

**Note: Clause 5.25 reflects section 376(3) of the Act.**

5.26 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.

**ITEM 7 (continued)**

**ATTACHMENT 1**

Model Code of Meeting Practice for Local Councils in NSW

## 6 The Chairperson

## ITEM 7 (continued)

## ATTACHMENT 1

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### The chairperson at meetings

- 6.1 The mayor, or at the request of or in the absence of the mayor, the deputy mayor (if any) presides at meetings of the council.

**Note: Clause 6.1 reflects section 369(1) of the Act.**

- 6.2 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 the council.

**Note: Clause 6.2 reflects section 369(2) of the Act.**

### Election of the chairperson in the absence of the mayor and deputy mayor

- 6.3 If no chairperson is present at a meeting of the 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.

- 6.4 The election of a chairperson must be conducted:

- (a) by the general manager or, in their absence, an employee of the council designated by the general manager to conduct the election, or
- (b) 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.

- 6.5 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.

- 6.6 For the purposes of clause 6.5, the person conducting the election must:

- (a) arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and
- (b) then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.

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

- 6.8 Any election conducted under clause 6.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.

### Chairperson to have precedence

- 6.9 When the chairperson rises or speaks during a meeting of the council:

- (a) any councillor then speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat, and
- (b) every councillor present must be silent to enable the chairperson to be heard without interruption.

**ITEM 7 (continued)**

**ATTACHMENT 1**

Model Code of Meeting Practice for Local Councils in NSW

## 7 Modes of Address

**ITEM 7 (continued)**

**ATTACHMENT 1**

2018

- 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 either 'Mr Chairperson' or 'Madam Chairperson'.
- 7.3 A councillor is to be addressed as 'Councillor [surname]'.
- 7.4 A council officer is to be addressed by their official designation or as Mr/Ms [surname].

**ITEM 7 (continued)**

**ATTACHMENT 1**

Model Code of Meeting Practice for Local Councils in NSW

## 8 Order of Business for Ordinary Council Meetings

## ITEM 7 (continued)

## ATTACHMENT 1

2018

- 8.1 At a meeting of the council, the general order of business is as fixed by resolution of the council.
- 8.2 The general order of business for an ordinary meeting of the council shall be:  
**[councils may adapt the following order of business to meet their needs]**
- 01 Opening meeting
  - 02 Acknowledgement of country
  - 03 Apologies and applications for a leave of absence by councillors
  - 04 Confirmation of minutes
  - 05 Disclosures of interests
  - 06 Mayoral minute(s)
  - 07 Reports of committees
  - 08 Reports to council
  - 09 Notices of motions/Questions with notice
  - 10 Confidential matters
  - 11 Conclusion of the meeting

**Note: Councils must use either clause 8.1 or 8.2.**

- 8.3 The order of business as fixed under [8.1/8.2] **[delete whichever is not applicable]** may be altered for a particular meeting of the council if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.

**Note: If adopted, Part 13 allows council to deal with items of business by exception.**

- 8.4 Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 8.3 may speak to the motion before it is put.

**ITEM 7 (continued)**

**ATTACHMENT 1**

Model Code of Meeting Practice for Local Councils in NSW

## 9 Consideration of Business at Council Meetings

**ITEM 7 (continued)**

**ATTACHMENT 1**

2018

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**Business that can be dealt with at a council meeting**

- 9.1 The council must not consider business at a meeting of the council:
- (a) unless a councillor has given notice of the business, as required by clause 3.10, and
  - (b) unless notice of the business has been sent to the councillors in accordance with clause 3.7 in the case of an ordinary meeting or clause 3.9 in the case of an extraordinary meeting called in an emergency.
- 9.2 Clause 9.1 does not apply to the consideration of business at a meeting, if the business:
- (a) is already before, or directly relates to, a matter that is already before the council, or
  - (b) is the election of a chairperson to preside at the meeting, or
  - (c) subject to clause 9.9, is a matter or topic put to the meeting by way of a mayoral minute, or
  - (d) is a motion for the adoption of recommendations of a committee, including, but not limited to, a committee of the council.
- 9.3 Despite clause 9.1, business may be considered at a meeting of the council even though due notice of the business has not been given to the councillors if:
- (a) a motion is passed to have the business considered at the meeting, and
  - (b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that

it requires a decision by the council before the next scheduled ordinary meeting of the council.

- 9.4 A motion moved under clause 9.3(a) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 9.3(a) can speak to the motion before it is put.
- 9.5 A motion of dissent cannot be moved against a ruling by the chairperson under clause 9.3(b).

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**Mayoral minutes**

- 9.6 Subject to clause 9.9, if the mayor is the chairperson at a meeting of the 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 the council, or of which the council has official knowledge.
- 9.7 A mayoral minute, when put to a meeting, takes precedence over all business on the council's agenda for the meeting. The chairperson (but only if the chairperson is the mayor) may move the adoption of a mayoral minute without the motion being seconded.
- 9.8 A recommendation made in a mayoral minute put by the mayor is, so far as it is adopted by the council, a resolution of the council.
- 9.9 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 the council before the next scheduled ordinary meeting of the council.

## ITEM 7 (continued)

## ATTACHMENT 1

### Model Code of Meeting Practice for Local Councils in NSW

9.10 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 the 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, the 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.

answer a question put to them through the general manager at the direction of the general manager.

9.17 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 the council.

9.18 Councillors must put questions directly, succinctly, respectfully and without argument.

9.19 The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a councillor or council employee.

### Staff reports

9.11 A recommendation made in a staff report is, so far as it is adopted by the council, a resolution of the council.

### Reports of committees of council

9.12 The recommendations of a committee of the council are, so far as they are adopted by the council, resolutions of the council.

9.13 If in a report of a committee of the council distinct recommendations are made, the council may make separate decisions on each recommendation.

### Questions

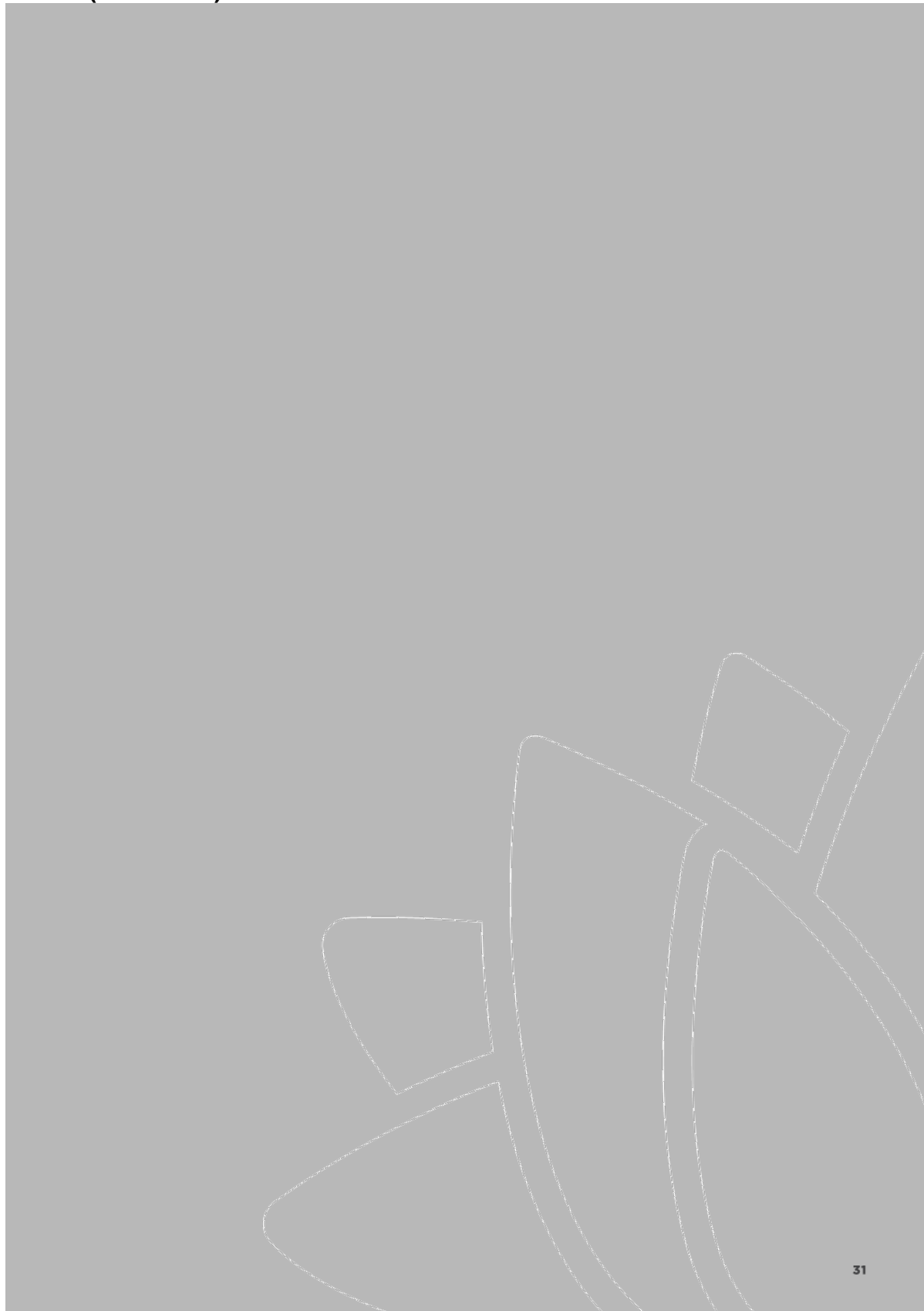
9.14 A question must not be asked at a meeting of the council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.10 and 3.14.

9.15 A councillor may, through the chairperson, put a question to another councillor about a matter on the agenda.

9.16 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

**ITEM 7 (continued)**

**ATTACHMENT 1**



**ITEM 7 (continued)**

**ATTACHMENT 1**

Model Code of Meeting Practice for Local Councils in NSW

## 10 Rules of Debate

## ITEM 7 (continued)

## ATTACHMENT 1

2018

### Motions to be seconded

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

### Notices of motion

- 10.2 A councillor who has submitted a notice of motion under clause 3.10 is to move the motion the subject of the notice of motion at the meeting at which it is to be considered.
- 10.3 If a councillor who has submitted a notice of motion under clause 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 the council.
- 10.4 In the absence of a councillor who has placed a notice of motion on the agenda for a meeting of the council:
- (a) any other councillor may, with the leave of the chairperson, move the motion at the meeting, or
  - (b) the chairperson may defer consideration of the motion until the next meeting of the council..

### Chairperson's duties with respect to motions

- 10.5 It is the duty of the chairperson at a meeting of the council to receive and put to the meeting any lawful motion that is brought before the meeting.
- 10.6 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.

- 10.7 Before ruling out of order a motion or an amendment to a motion under clause 10.6, the chairperson is to give the mover an opportunity to clarify or amend the motion or amendment.
- 10.8 Any motion, amendment or other matter that the chairperson has ruled out of order is taken to have been lost.

### Motions requiring the expenditure of funds

- 10.9 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 the 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, the 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.

### Amendments to motions

- 10.10 An amendment to a motion must be moved and seconded before it can be debated.
- 10.11 An amendment to a motion must relate to the matter being dealt with in the original motion before the 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.
- 10.12 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.

## ITEM 7 (continued)

## ATTACHMENT 1

### Model Code of Meeting Practice for Local Councils in NSW

- 10.13 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.
- 10.14 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.
- 10.15 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.
- 10.16 An amendment may become the motion without debate or a vote where it is accepted by the councillor who moved the original motion.

### **Foreshadowed motions**

- 10.17 A councillor may propose a foreshadowed motion in relation to the matter the subject of the original motion before the 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.
- 10.18 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 the 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.

- 10.19 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.

### **Limitations on the number and duration of speeches**

- 10.20 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.
- 10.21 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.
- 10.22 A councillor must not, without the consent of the council, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time.
- 10.23 Despite clause 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.
- 10.24 Despite clause 10.22, the council may resolve to shorten the duration of speeches to expedite the consideration of business at a meeting.

**ITEM 7 (continued)**

**ATTACHMENT 1**

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10.25 Despite clauses 10.20 and 10.21, a councillor may move that a motion or an amendment be now put:

- (a) if the mover of the motion or amendment has spoken in favour of it and no councillor expresses an intention to speak against it, or
- (b) if at least two (2) councillors have spoken in favour of the motion or amendment and at least two (2) councillors have spoken against it.

10.26 The chairperson must immediately put to the vote, without debate, a motion moved under clause 10.25. A seconder is not required for such a motion.

10.27 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 clause 10.20.

10.28 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.

10.29 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.

10.30 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.

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## **Participation by non-voting representatives in joint organisation board meetings**

10.31 Non-voting representatives of joint organisation boards may speak on but must not move, second or vote on any motion or an amendment to a motion.

**Note:** Under section 400T(1)(c) of the Act, non-voting representatives of joint organisation boards may attend but are not entitled to vote at a meeting of the board.

**Note:** Joint organisations must adopt clause 10.31. Councils must not adopt clause 10.31.

**ITEM 7 (continued)**

**ATTACHMENT 1**

Model Code of Meeting Practice for Local Councils in NSW

## 11 Voting

## ITEM 7 (continued)

## ATTACHMENT 1

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### Voting entitlements of councillors

- 11.1 Each councillor is entitled to one (1) vote.

**Note: Clause 11.1 reflects section 370(1) of the Act.**

**Note: Under section 400T(1) of the Act, voting representatives of joint organisation boards are entitled to one (1) vote each at meetings of the board.**

- 11.2 The person presiding at a meeting of the council has, in the event of an equality of votes, a second or casting vote.

**Note: Clause 11.2 reflects section 370(2) of the Act.**

- 11.3 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.

- 11.4 A motion at a meeting of the board of a joint organisation is taken to be lost in the event of an equality of votes.

**Note: Clause 11.4 reflects clause 397E of the Regulation. Joint organisations must adopt clause 11.4 and omit clauses 11.2 and 11.3. Councils must not adopt clause 11.4.**

**Note: Under section 400U(4) of the Act, joint organisations may specify more stringent voting requirements for decisions by the board such as a 75% majority or consensus decision making. Where a joint organisation's charter specifies more stringent voting requirements, clause 11.4 must be adapted to reflect those requirements.**

### Voting at council meetings

- 11.5 A councillor who is present at a meeting of the council but who fails to vote on a motion put to the meeting is taken to have voted against the motion

- 11.6 If a councillor who has voted against a motion put at a council meeting so requests, the general manager must ensure that the councillor's dissenting vote is recorded in the council's minutes.

- 11.7 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.

- 11.8 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 the council's minutes for the meeting.

- 11.9 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 clause 11.5 of this code.

- 11.10 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, the council may resolve that the voting in any election by councillors for mayor or deputy mayor is to be by secret ballot.

- 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.

**Note: If clause 11.11 is adopted, clauses 11.6 - 11.9 and clause 11.13 may be omitted.**

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## ITEM 7 (continued)

## ATTACHMENT 1

### Model Code of Meeting Practice for Local Councils in NSW

### **Voting on planning decisions**

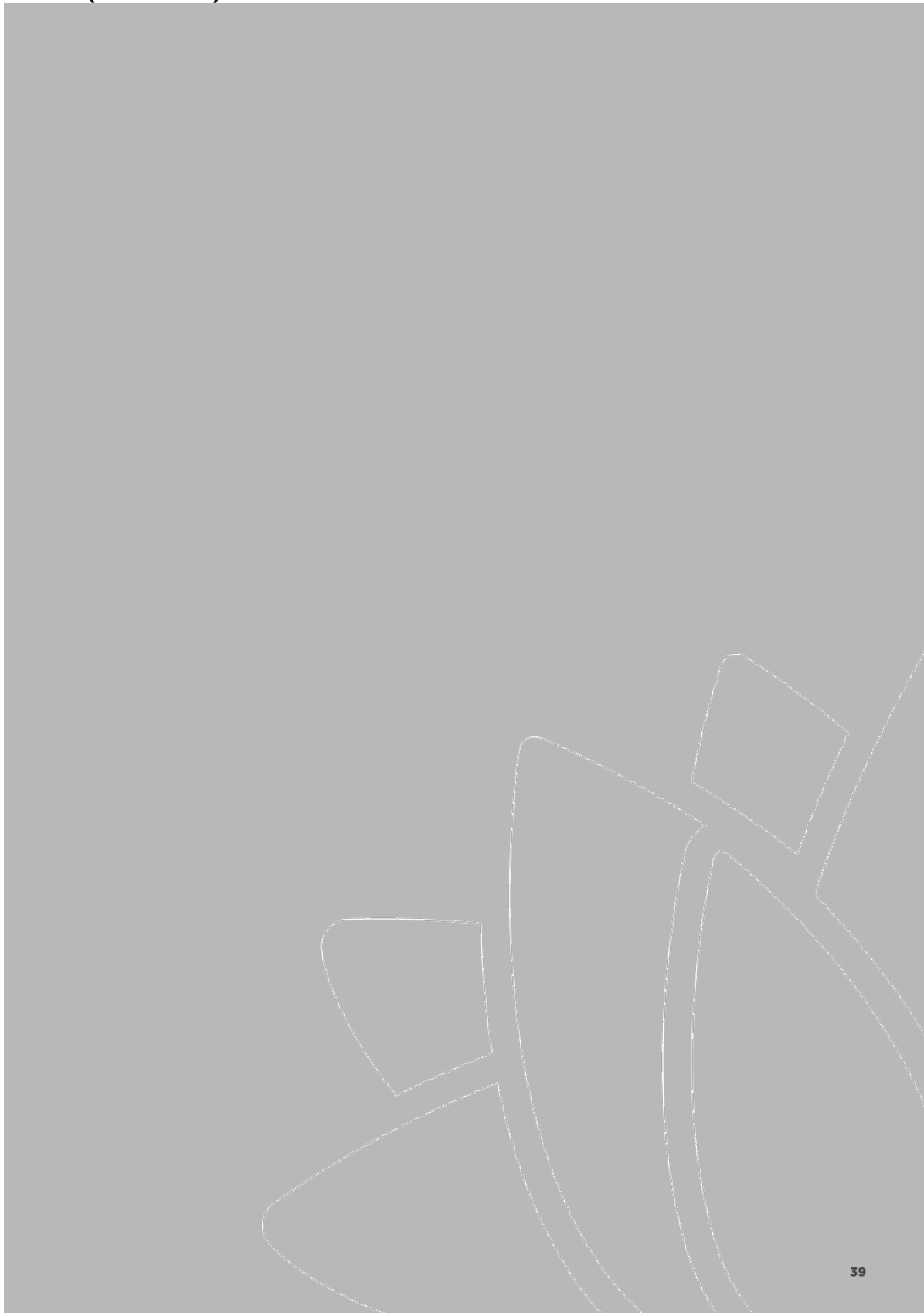
- 11.12 The general manager must keep a register containing, for each planning decision made at a meeting of the council or a council committee (including, but not limited to a committee of the council), the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the decision.
- 11.13 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 the council or a council committee.
- 11.14 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.
- 11.15 Clauses 11.12–11.14 apply also to meetings that are closed to the public.

**Note: Clauses 11.12–11.15 reflect section 375A of the Act.**

**Note: The requirements of clause 11.12 may be satisfied by maintaining a register of the minutes of each planning decision.**

**ITEM 7 (continued)**

**ATTACHMENT 1**



**ITEM 7 (continued)**

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Model Code of Meeting Practice for Local Councils in NSW

## 12 Committee of the Whole

**ITEM 7 (continued)**

**ATTACHMENT 1**

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- 12.1 The council may resolve itself into a committee to consider any matter before the council.

**Note: Clause 12.1 reflects section 373 of the Act.**

- 12.2 All the provisions of this code relating to meetings of the council, so far as they are applicable, extend to and govern the proceedings of the council when in committee of the whole, except the provisions limiting the number and duration of speeches.

**Note: Clauses 10.20–10.30 limit the number and duration of speeches.**

- 12.3 The general manager or, in the absence of the general manager, an employee of the council designated by the general manager, is responsible for reporting to the council 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 The council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the council's minutes. However, the council is not taken to have adopted the report until a motion for adoption has been made and passed.

**ITEM 7 (continued)**

**ATTACHMENT 1**

Model Code of Meeting Practice for Local Councils in NSW

## 13 Dealing with Items by Exception

**ITEM 7 (continued)**

**ATTACHMENT 1**

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- 13.1 The 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.
- 13.2 Before the council or committee resolves to adopt multiple items of business on the agenda together under clause 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 The council or committee must not resolve to adopt any item of business under clause 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 clause 13.1 involves a variation to the order of business for the meeting, the council or committee must resolve to alter the order of business in accordance with clause 8.3.
- 13.5 A motion to adopt multiple items of business together under clause 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 clause 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 clause 13.1 in accordance with the requirements of the council's code of conduct.

**ITEM 7 (continued)**

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## 14 Closure of Council Meetings to the Public

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## ITEM 7 (continued)

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### Grounds on which meetings can be closed to the public

14.1 The council or a committee of the 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:

- (a) personnel matters concerning particular individuals (other than councillors),
- (b) the personal hardship of any resident or ratepayer,
- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
- (d) commercial information of a confidential nature that would, if disclosed:
  - (i) prejudice the commercial position of the person who supplied it, or
  - (ii) confer a commercial advantage on a competitor of the council, or
  - (iii) reveal a trade secret,
- (e) information that would, if disclosed, prejudice the maintenance of law,
- (f) matters affecting the security of the council, councillors, council staff or council property,
- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,

(h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,

(i) alleged contraventions of the council's code of conduct.

**Note: Clause 14.1 reflects section 10A(1) and (2) of the Act.**

14.2 The council or a committee of the 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.

**Note: Clause 14.2 reflects section 10A(3) of the Act.**

### Matters to be considered when closing meetings to the public

14.3 A meeting is not to remain closed during the discussion of anything referred to in clause 14.1:

- (a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
- (b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

**Note: Clause 14.3 reflects section 10B(1) of the Act.**

## ITEM 7 (continued)

## ATTACHMENT 1

### Model Code of Meeting Practice for Local Councils in NSW

14.4 A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 14.1(g) unless the advice concerns legal matters that:

- (a) are substantial issues relating to a matter in which the council or committee is involved, and
- (b) are clearly identified in the advice, and
- (c) are fully discussed in that advice.

**Note: Clause 14.4 reflects section 10B(2) of the Act.**

14.5 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 clause 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 clause 14.1.

**Note: Clause 14.5 reflects section 10B(3) of the Act.**

14.6 For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:

- (a) a person may misinterpret or misunderstand the discussion, or
- (b) the discussion of the matter may:
  - (i) cause embarrassment to the council or committee concerned, or to councillors or to employees of the council, or
  - (ii) cause a loss of confidence in the council or committee.

**Note: Clause 14.6 reflects section 10B(4) of the Act.**

14.7 In deciding whether part of a meeting is to be closed to the public, the council or committee concerned must consider any relevant guidelines issued by the Chief Executive of the Office of Local Government.

**Note: Clause 14.7 reflects section 10B(5) of the Act.**

### **Notice of likelihood of closure not required in urgent cases**

14.8 Part of a meeting of the council, or of a committee of the council, may be closed to the public while the council or committee considers a matter that has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed, but only if:

- (a) it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in clause 14.1, and
- (b) the council or committee, after considering any representations made under clause 14.9, resolves that further discussion of the matter:
  - (i) should not be deferred (because of the urgency of the matter), and
  - (ii) should take place in a part of the meeting that is closed to the public.

**Note: Clause 14.8 reflects section 10C of the Act.**

## ITEM 7 (continued)

## ATTACHMENT 1

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### Representations by members of the public

- 14.9 The council, or a committee of the 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.

**Note: Clause 14.9 reflects section 10A(4) of the Act.**

- 14.10 A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.
- 14.11 Where the matter has been identified in the agenda of the meeting under clause 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 clause 14.9, members of the public must first make an application to the council in the approved form. Applications must be received by **[date and time to be specified by the council]** before the meeting at which the matter is to be considered.
- 14.12 The general manager (or their delegate) may refuse an application made under clause 14.11. The general manager or their delegate must give reasons in writing for a decision to refuse an application.
- 14.13 No more than **[number to be specified by the council]** speakers are to be permitted to make representations under clause 14.9.
- 14.14 If more than the permitted number of speakers apply to make representations under clause 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 the council. If the speakers are not able to agree on whom to nominate to make representations under clause 14.9, the general manager or their delegate is to determine who will make representations to the council.

- 14.15 The general manager (or their delegate) is to determine the order of speakers.
- 14.16 Where the council or a committee of the 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 clause 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 clause 14.9 after the motion to close the part of the meeting is moved and seconded. The chairperson is to permit no more than **[number to be specified by the council]** speakers to make representations in such order as determined by the chairperson.
- 14.17 Each speaker will be allowed **[number to be specified by the council]** minutes 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.

## ITEM 7 (continued)

## ATTACHMENT 1

### Model Code of Meeting Practice for Local Councils in NSW

### **Expulsion of non-councillors from meetings closed to the public**

14.18 If a meeting or part of a meeting of the council or a committee of the council is closed to the public in accordance with section 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 section 10(2)(a) or (b) of the Act.

14.19 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 the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary restrain that person from re-entering that place for the remainder of the meeting.

### **Information to be disclosed in resolutions closing meetings to the public**

14.20 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:

- (a) the relevant provision of section 10A(2) of the Act,

- (b) the matter that is to be discussed during the closed part of the meeting,
- (c) the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

**Note: Clause 14.20 reflects section 10D of the Act.**

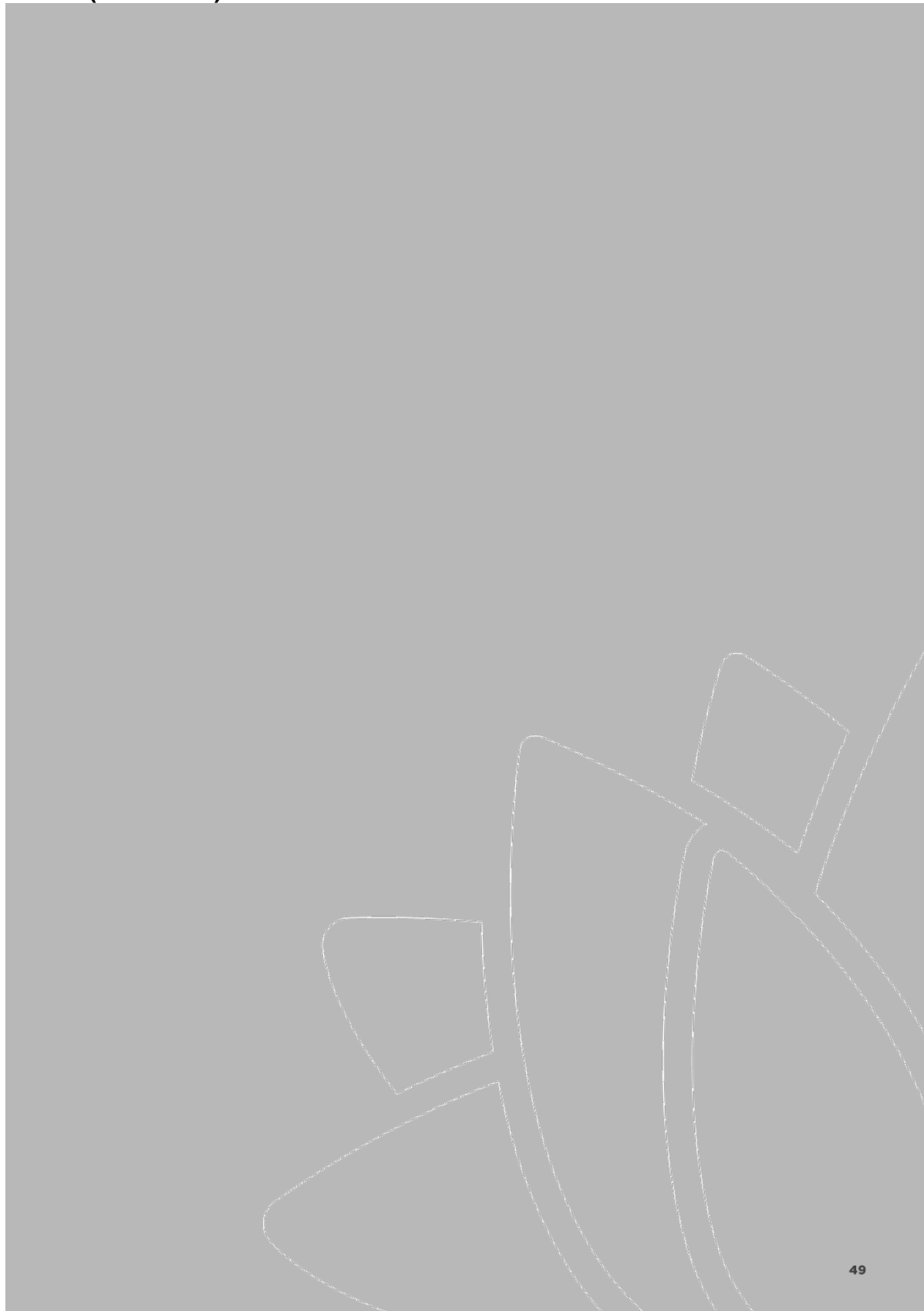
### **Resolutions passed at closed meetings to be made public**

14.21 If the 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.

14.22 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 clause 14.21 during a part of the meeting that is webcast.

**ITEM 7 (continued)**

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**ITEM 7 (continued)**

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## 15 Keeping Order at Meetings

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**ITEM 7 (continued)**

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**Points of order**

- 15.1 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.
- 15.2 A point of order cannot be made with respect to adherence to the principles contained in clause 2.1.
- 15.3 A point of order must be taken immediately 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.

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**Questions of order**

- 15.4 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.
- 15.5 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.
- 15.6 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.
- 15.7 The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

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**Motions of dissent**

- 15.8 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.
- 15.9 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.
- 15.10 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.

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**Acts of disorder**

- 15.11 A councillor commits an act of disorder if the councillor, at a meeting of the council or a committee of the council:
  - (a) contravenes the Act or any regulation in force under the Act or this code, or
  - (b) assaults or threatens to assault another councillor or person present at the meeting, or
  - (c) moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the council or the committee, or addresses or attempts to address the council or the committee on such a motion, amendment or matter, or

## ITEM 7 (continued)

## ATTACHMENT 1

### Model Code of Meeting Practice for Local Councils in NSW

(d) 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

(e) says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the council or the committee into disrepute.

15.12 The chairperson may require a councillor:

(a) to apologise without reservation for an act of disorder referred to in clauses 15.11(a) or (b), or

(b) to withdraw a motion or an amendment referred to in clause 15.11(c) and, where appropriate, to apologise without reservation, or

(c) to retract and apologise without reservation for an act of disorder referred to in clauses 15.11(d) and (e).

### **How disorder at a meeting may be dealt with**

15.13 If disorder occurs at a meeting of the council, the chairperson may adjourn the meeting for a period of not more than fifteen (15) minutes and leave the chair. The 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 clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of councillors.

### **Expulsion from meetings**

15.14 All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person, including any councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act.

15.15 All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person other than a councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act. Councillors may only be expelled by resolution of the council or the committee of the council.

**Note: Councils may use either clause 15.14 or clause 15.15.**

15.16 Clause [15.14/15.15] **[delete whichever is not applicable]**, does not limit the ability of the council or a committee of the council to resolve to expel a person, including a councillor, from a council or committee meeting, under section 10(2) (a) of the Act.

15.17 A councillor may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for having failed to comply with a requirement under clause 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.

15.18 A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for engaging in or having engaged in disorderly conduct at the meeting.

## ITEM 7 (continued)

## ATTACHMENT 1

2018

15.19 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.

15.20 If a councillor or a member of the public fails to leave the place where a meeting of the council is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the councillor or member 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.

15.24 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 the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

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### Use of mobile phones and the unauthorised recording of meetings

15.21 Councillors, council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the council and committees of the council.

15.22 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 the council or a committee of the council without the prior authorisation of the council or the committee.

15.23 Any person who contravenes or attempts to contravene clause 15.22, may be expelled from the meeting as provided for under section 10(2) of the Act.

**ITEM 7 (continued)**

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## 16 Conflicts of Interest

**ITEM 7 (continued)**

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- 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 the council and committees of the council in accordance with the 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.

**ITEM 7 (continued)**

**ATTACHMENT 1**

Model Code of Meeting Practice for Local Councils in NSW

## 17 Decisions of the Council

## ITEM 7 (continued)

## ATTACHMENT 1

2018

### Council decisions

- 17.1 A decision supported by a majority of the votes at a meeting of the council at which a quorum is present is a decision of the council.

**Note: Clause 17.1 reflects section 371 of the Act in the case of councils and section 400T(8) in the case of joint organisations.**

**Note: Under section 400U(4) of the Act, joint organisations may specify more stringent voting requirements for decisions by the board such as a 75% majority or consensus decision making. Where a joint organisation's charter specifies more stringent voting requirements, clause 17.1 must be adapted to reflect those requirements.**

- 17.2 Decisions made by the council must be accurately recorded in the minutes of the meeting at which the decision is made.

### Rescinding or altering council decisions

- 17.3 A resolution passed by the council may not be altered or rescinded except by a motion to that effect of which notice has been given under clause 3.10.

**Note: Clause 17.3 reflects section 372(1) of the Act.**

- 17.4 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.

**Note: Clause 17.4 reflects section 372(2) of the Act.**

- 17.5 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 clause 3.10.

**Note: Clause 17.5 reflects section 372(3) of the Act.**

- 17.6 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.

**Note: Clause 17.6 reflects section 372(4) of the Act.**

- 17.7 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 clause may not be evaded by substituting a motion differently worded, but in principle the same.

**Note: Clause 17.7 reflects section 372(5) of the Act.**

- 17.8 The provisions of clauses 17.5–17.7 concerning lost motions do not apply to motions of adjournment.

**Note: Clause 17.8 reflects section 372(7) of the Act.**

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

- 17.10 A notice of motion to alter or rescind a resolution relating to a development application must be submitted to the general manager no later than [council to specify the period of time] after the meeting at which the resolution was adopted.

- 17.11 A motion to alter or rescind a resolution of the council may be moved on the report of a committee of the council and any such report must be recorded in the minutes of the meeting of the council.

**Note: Clause 17.11 reflects section 372(6) of the Act.**

## ITEM 7 (continued)

## ATTACHMENT 1

### Model Code of Meeting Practice for Local Councils in NSW

17.12 Subject to clause 17.7, in cases of urgency, a motion to alter or rescind a resolution of the council may be moved at the same meeting at which the resolution was adopted, where:

- (a) a notice of motion signed by three councillors is submitted to the chairperson, and
- (b) a motion to have the motion considered at the meeting is passed, and
- (c) 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 the council before the next scheduled ordinary meeting of the council.

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

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

### **Recommitting resolutions to correct an error**

17.15 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:

- (a) to correct any error, ambiguity or imprecision in the council's resolution, or
- (b) to confirm the voting on the resolution.

17.16 In seeking the leave of the chairperson to move to recommit a resolution for the purposes of clause 17.15(a), the councillor is to propose alternative wording for the resolution.

17.17 The chairperson must not grant leave to recommit a resolution for the purposes of clause 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.

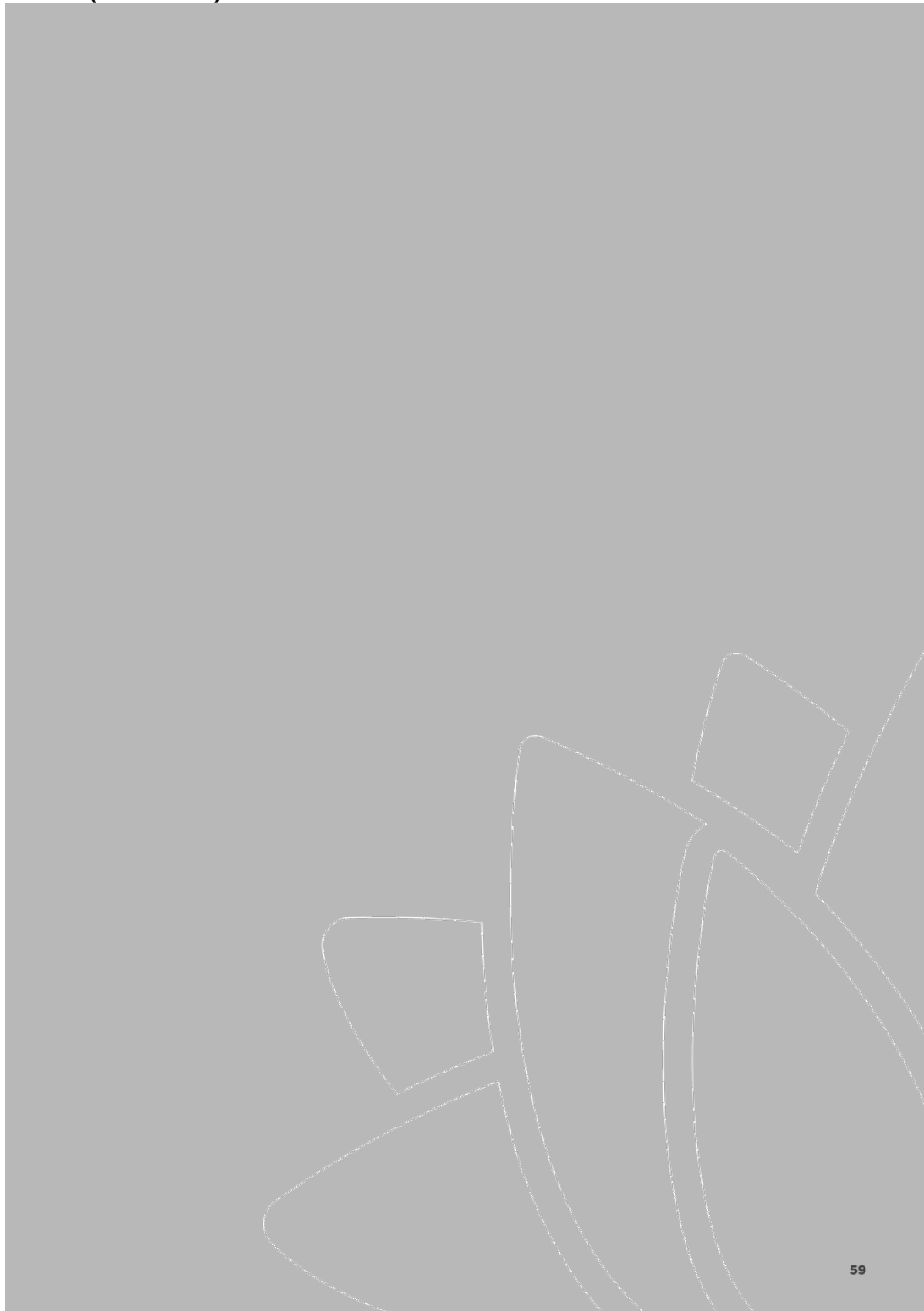
17.18 A motion moved under clause 17.15 can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.15 can speak to the motion before it is put.

17.19 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.15.

17.20 A motion moved under clause 17.15 with the leave of the chairperson cannot be voted on unless or until it has been seconded.

**ITEM 7 (continued)**

**ATTACHMENT 1**



**ITEM 7 (continued)**

**ATTACHMENT 1**

Model Code of Meeting Practice for Local Councils in NSW

## 18 Time Limits on Council Meetings

ITEM 7 (continued)

ATTACHMENT 1

2018

- 18.1 Meetings of the council and committees of the council are to conclude no later than **[council to specify the time]**.
- 18.2 If the business of the meeting is unfinished at **[council to specify the time]**, the council or the committee may, by resolution, extend the time of the meeting.
- 18.3 If the business of the meeting is unfinished at **[council to specify the time]**, and the council does not resolve to extend the meeting, the chairperson must either:
- (a) defer consideration of the remaining items of business on the agenda to the next ordinary meeting of the council, or
  - (b) adjourn the meeting to a time, date and place fixed by the chairperson.
- 18.4 Clause 18.3 does not limit the ability of the council or a committee of the 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 to.
- 18.5 Where a meeting is adjourned under clause 18.3 or 18.4, the general manager must:
- (a) individually notify each councillor of the time, date and place at which the meeting will reconvene, and
  - (b) 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.

**ITEM 7 (continued)**

**ATTACHMENT 1**

Model Code of Meeting Practice for Local Councils in NSW

## 19 After the Meeting

ITEM 7 (continued)

ATTACHMENT 1

2018

### Minutes of meetings

- 19.1 The council is to keep full and accurate minutes of the proceedings of meetings of the council.

**Note: Clause 19.1 reflects section 375(1) of the Act.**

- 19.2 At a minimum, the general manager must ensure that the following matters are recorded in the council's minutes:

- (a) details of each motion moved at a council meeting and of any amendments moved to it,
- (b) the names of the mover and seconder of the motion or amendment,
- (c) whether the motion or amendment was passed or lost, and
- (d) such other matters specifically required under this code.

- 19.3 The minutes of a council meeting must be confirmed at a subsequent meeting of the council.

**Note: Clause 19.3 reflects section 375(2) of the Act.**

- 19.4 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.

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

**Note: Clause 19.5 reflects section 375(2) of the Act.**

- 19.6 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.

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

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

- 19.8 The council and committees of the 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.

**Note: Clause 19.8 reflects section 11(1) of the Act.**

- 19.9 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.

**Note: Clause 19.9 reflects section 11(2) of the Act.**

- 19.10 Clause 19.8 does not apply if the 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 section 10A(2) of the Act.

**Note: Clause 19.10 reflects section 11(3) of the Act.**

## ITEM 7 (continued)

## ATTACHMENT 1

### Model Code of Meeting Practice for Local Councils in NSW

- 19.11 Correspondence or reports to which clauses 19.9 and 19.10 apply are to be marked with the relevant provision of section 10A(2) of the Act that applies to the correspondence or report.

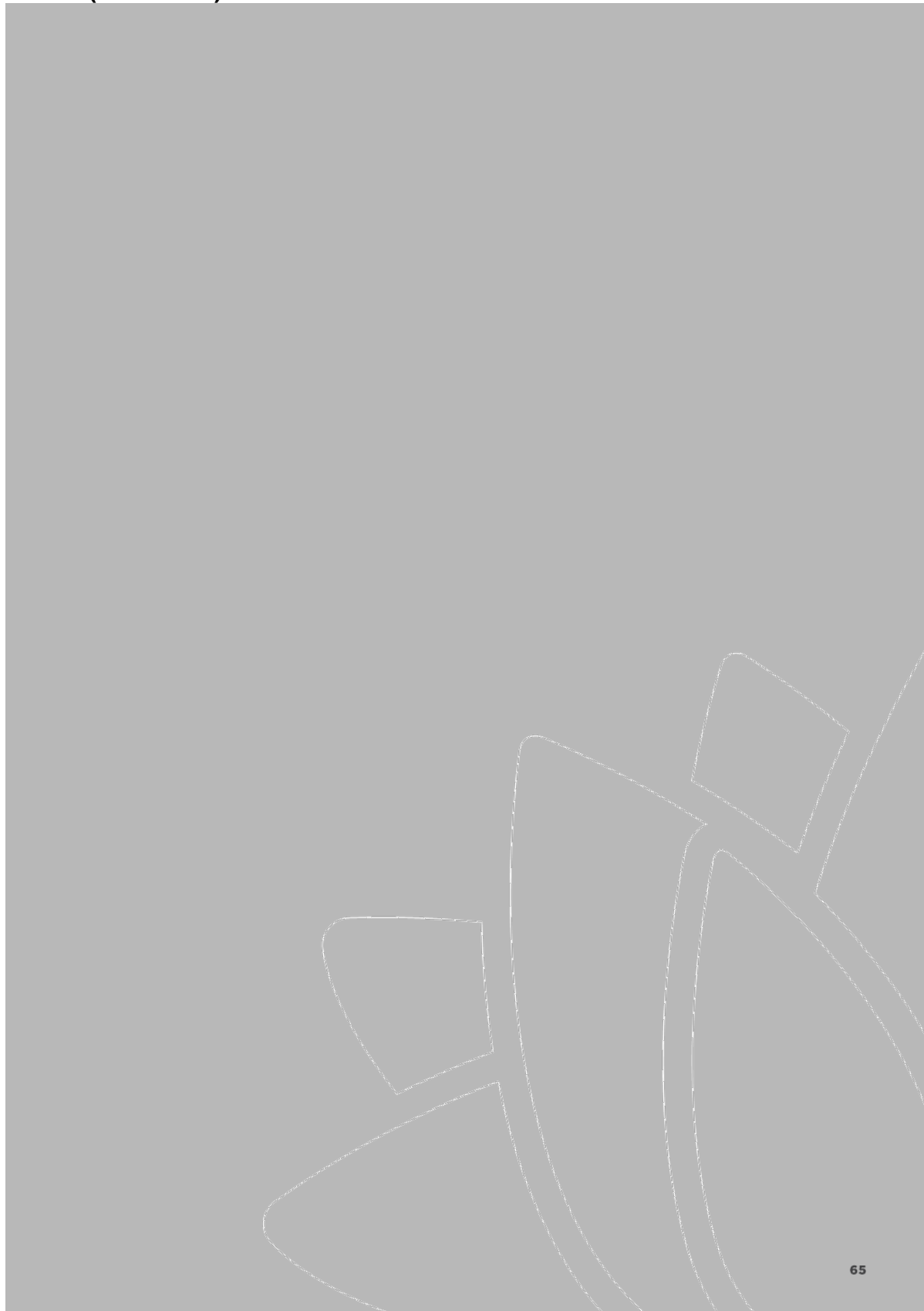
### **Implementation of decisions of the council**

- 19.12 The general manager is to implement, without undue delay, lawful decisions of the council.

**Note: Clause 19.12 reflects section 335(b) of the Act.**

**ITEM 7 (continued)**

**ATTACHMENT 1**



**ITEM 7 (continued)**

**ATTACHMENT 1**

Model Code of Meeting Practice for Local Councils in NSW

## 20 Council Committees

**ITEM 7 (continued)**

**ATTACHMENT 1**

2018

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**Application of this Part**

20.1 This Part only applies to committees of the council whose members are all councillors.

---

**Council committees whose members are all councillors**

20.2 The council may, by resolution, establish such committees as it considers necessary.

20.3 A committee of the council is to consist of the mayor and such other councillors as are elected by the councillors or appointed by the council.

20.4 The quorum for a meeting of a committee of the council is to be:

- (a) such number of members as the council decides, or
- (b) if the council has not decided a number – a majority of the members of the committee.

---

**Functions of committees**

20.5 The council must specify the functions of each of its committees when the committee is established, but may from time to time amend those functions.

---

**Notice of committee meetings**

20.6 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:

- (a) the time, date and place of the meeting, and

- (b) the business proposed to be considered at the meeting.

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

---

**Attendance at committee meetings**

20.8 A committee member (other than the mayor) ceases to be a member of a committee if the committee member:

- (a) 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
- (b) has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.

20.9 Clause 20.8 does not apply if all of the members of the council are members of the committee.

---

**Non-members entitled to attend committee meetings**

20.10 A councillor who is not a member of a committee of the council is entitled to attend, and to speak at a meeting of the committee. However, the councillor is not entitled:

- (a) to give notice of business for inclusion in the agenda for the meeting, or
- (b) to move or second a motion at the meeting, or
- (c) to vote at the meeting.

## ITEM 7 (continued)

## ATTACHMENT 1

### Model Code of Meeting Practice for Local Councils in NSW

#### Chairperson and deputy chairperson of council committees

- 20.11 The chairperson of each committee of the council must be:
- (a) the mayor, or
  - (b) if the mayor does not wish to be the chairperson of a committee, a member of the committee elected by the council, or
  - (c) if the council does not elect such a member, a member of the committee elected by the committee.
- 20.12 The council may elect a member of a committee of the council as deputy chairperson of the committee. If the council does not elect a deputy chairperson of such a committee, the committee may elect a deputy chairperson.
- 20.13 If neither the chairperson nor the deputy chairperson of a committee of the 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.
- 20.14 The chairperson is to preside at a meeting of a committee of the 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.

#### Procedure in committee meetings

- 20.15 Subject to any specific requirements of this code, each committee of the council may regulate its own procedure. The provisions of this code are to be taken to apply to all committees of the council unless the council or the committee determines otherwise in accordance with this clause.
- 20.16 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 the council or the committee determines otherwise in accordance with clause 20.15.
- 20.17 A motion at a committee of a joint organisation is taken to be lost in the event of an equality of votes.
- Note: Clause 20.17 reflects clause 397E of the Regulation. Joint organisations must adopt clause 20.17 and omit clause 20.16. Councils must not adopt clause 20.17.**
- 20.18 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).

## ITEM 7 (continued)

## ATTACHMENT 1

2018

### Closure of committee meetings to the public

20.19 The provisions of the Act and Part 14 of this code apply to the closure of meetings of committees of the council to the public in the same way they apply to the closure of meetings of the council to the public.

20.20 If a committee of the 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.

20.21 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 clause 20.20 during a part of the meeting that is webcast.

### Disorder in committee meetings

20.22 The provisions of the Act and this code relating to the maintenance of order in council meetings apply to meetings of committees of the council in the same way as they apply to meetings of the council.

### Minutes of council committee meetings

20.23 Each committee of the 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:

- (a) details of each motion moved at a meeting and of any amendments moved to it,
- (b) the names of the mover and seconder of the motion or amendment,
- (c) whether the motion or amendment was passed or lost, and
- (d) such other matters specifically required under this code.

20.24 All voting at meetings of committees of the council (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.

20.25 The minutes of meetings of each committee of the council must be confirmed at a subsequent meeting of the committee.

20.26 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.

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

20.28 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.

20.29 The confirmed minutes of a meeting of a committee of the council must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of meetings of committees of the council on its website prior to their confirmation.

**ITEM 7 (continued)**

**ATTACHMENT 1**

Model Code of Meeting Practice for Local Councils in NSW

## 21 Irregularities

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**ITEM 7 (continued)**

**ATTACHMENT 1**

2018

- 21.1 Proceedings at a meeting of a council or a council committee are not invalidated because of:
- (a) a vacancy in a civic office, or
  - (b) a failure to give notice of the meeting to any councillor or committee member, or
  - (c) any defect in the election or appointment of a councillor or committee member, or
  - (d) a failure of a councillor or 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
  - (e) a failure to comply with this code.
- Note: Clause 21.1 reflects section 374 of the Act.**

**ITEM 7 (continued)**

**ATTACHMENT 1**

Model Code of Meeting Practice for Local Councils in NSW

## 22 Definitions

**ITEM 7 (continued)**

**ATTACHMENT 1**

2018

<b>the Act</b>	means the <i>Local Government Act 1993</i>
<b>act of disorder</b>	means an act of disorder as defined in clause 15.11 of this code
<b>amendment</b>	in relation to an original motion, means a motion moving an amendment to that motion
<b>audio recorder</b>	any device capable of recording speech
<b>business day</b>	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
<b>chairperson</b>	in relation to a meeting of the council – means the person presiding at the meeting as provided by section 369 of the Act and clauses 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 clause 20.11 of this code
<b>this code</b>	means the council's adopted code of meeting practice
<b>committee of the council</b>	means a committee established by the council in accordance with clause 20.2 of this code (being a committee consisting only of councillors) or the council when it has resolved itself into committee of the whole under clause 12.1
<b>council official</b>	has the same meaning it has in the <i>Model Code of Conduct for Local Councils in NSW</i>
<b>day</b>	means calendar day
<b>division</b>	means a request by two councillors under clause 11.7 of this code requiring the recording of the names of the councillors who voted both for and against a motion
<b>foreshadowed amendment</b>	means a proposed amendment foreshadowed by a councillor under clause 10.18 of this code during debate on the first amendment
<b>foreshadowed motion</b>	means a motion foreshadowed by a councillor under clause 10.17 of this code during debate on an original motion
<b>open voting</b>	means voting on the voices or by a show of hands or by a visible electronic voting system or similar means
<b>planning decision</b>	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
<b>performance improvement order</b>	means an order issued under section 438A of the Act

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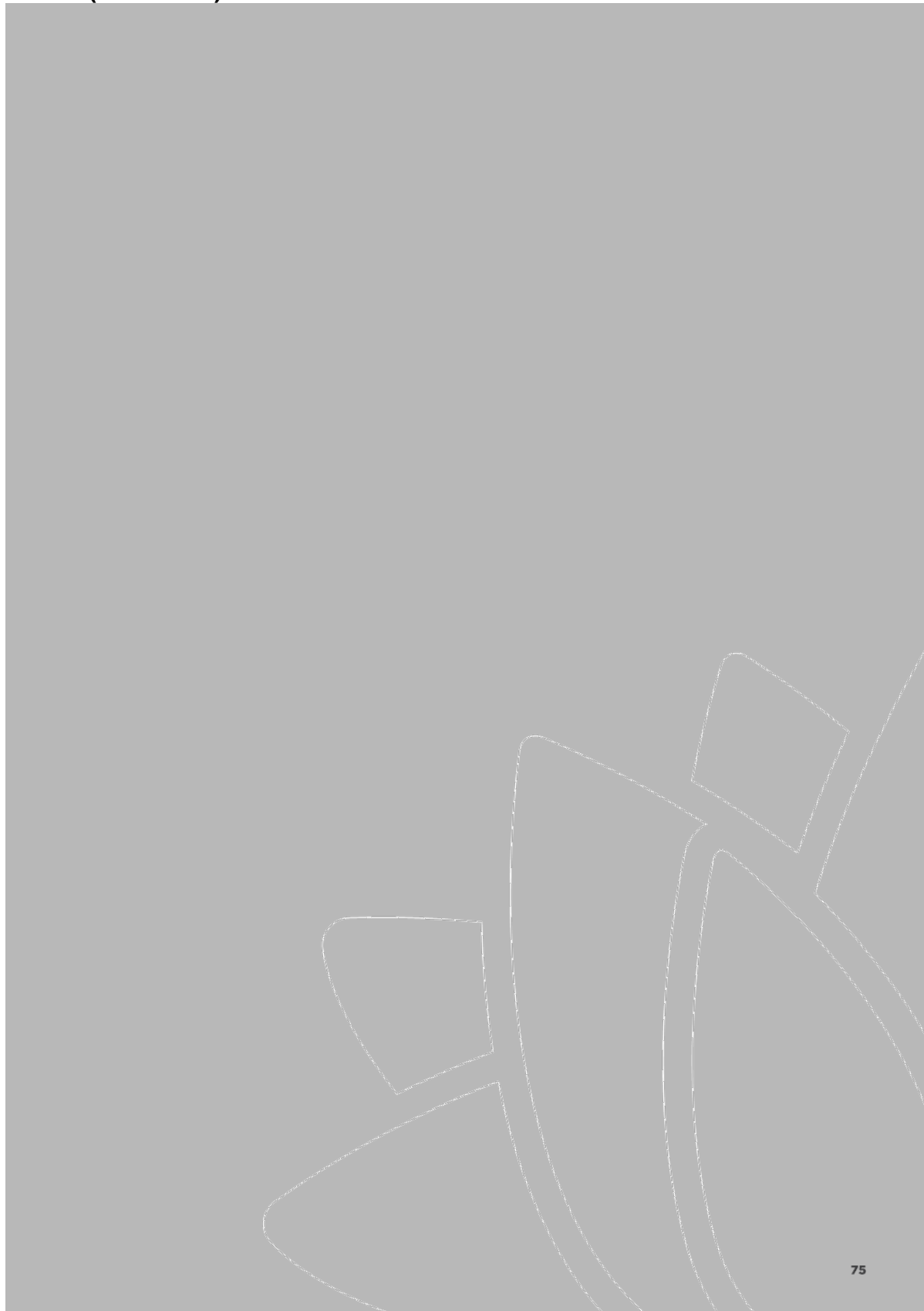
## ATTACHMENT 1

### Model Code of Meeting Practice for Local Councils in NSW

<b>quorum</b>	means the minimum number of councillors or committee members necessary to conduct a meeting
<b>the Regulation</b>	means the <i>Local Government (General) Regulation 2005</i>
<b>webcast</b>	a video or audio broadcast of a meeting transmitted across the internet either concurrently with the meeting or at a later time
<b>year</b>	means the period beginning 1 July and ending the following 30 June

**ITEM 7 (continued)**

**ATTACHMENT 1**



**ITEM 7 (continued)**

**ATTACHMENT 1**



**ITEM 7 (continued)**

**ATTACHMENT 2**

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# Code of Meeting Practice

## March 2019

*D19/41503*

**ITEM 7 (continued)**

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**Versions:**

Date	Changes	Published
13 December 2011 (actual 14 February 2012)	Adopted by Council	Website and Policy Register 15 February 2012
23 October 2012	Presented to Council for consideration	
11 December 2012	Draft Code for Public Exhibition	
5 March 2013	Presented to Council for adoption following public exhibition – includes changes recommended by DLG	
12 March 2013 (actual 19 March 2013)	Adopted by Council – includes changes made by Council resolution	Website and Policy Register
26 November 2013	Presented to Council for consideration and Public Exhibition	
25 February 2014	Presented to Council for adoption following public exhibition – includes changes recommended by DLG	
25 February 2014 (actual 4 March 2014)	Adopted by Council – includes changes made by Council resolution	Website and Policy Register
26 August 2014	Presented to Council for consideration and Public Exhibition	
3 September 2014	Presented for Public Exhibition. Includes Council resolution change to require Notices of Motion to be received 6 days prior to the ordinary Council meeting.	
25 November 2014	Adopted by Council following public exhibition.	Website and Policy Register 28 November 2014
8 September 2015	Presented to Council for consideration and Public Exhibition	
17 November 2015	Presented to Finance and Governance Committee for adoption following public exhibition.	
24 November 2015	Adopted by Council following public exhibition.	Website and Policy Register 3 December 2015
20 September 2016	Presented to Finance and Governance Committee for consideration and Public Exhibition	
27 September 2016	Adopted by Council for public exhibition	27 September 2016
15 November 2016	Presented to Finance and Governance Committee for adoption following public exhibition – only change is meeting address to 1A Pope Street	
22 November 2016	Adopted by Council following public exhibition.	Published 8 December 2016
27 February 2018	Presented to Council for consideration and public exhibition	27 February 2018
27 March 2018	Adopted by Council following public exhibition	Published 29 March 2018
26 March 2019	Amended in accordance with the Model Code of Meeting Practice for Local Councils in NSW	

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**ATTACHMENT 2**

Code of Meeting Practice – Page 6

**PART 1 – INTRODUCTION**

Council's Code of Meeting Practice is made in accordance with the *Model Code of Meeting Practice for Local Councils in New South Wales* (the Model Meeting Code), the *Local Government Act 1993 (NSW)* (the Act) and the *Local Government (General) Regulation 2005* (The Regulation).

This Code applies to all meetings of Council and Committees of Council of which the members are Councillors.

**PART 2 – MEETING PRINCIPLES**

2.1 Council and Committee meetings should be:-

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

ITEM 7 (continued)

ATTACHMENT 2

Code of Meeting Practice – Page 7

## PART 3 – BEFORE THE MEETING

### Timing of Ordinary Council Meetings

Under Section 365 of the *Local Government Act 1993*, Councils are required to meet at least ten (10) times each year, each time in a different month unless the Minister for Local Government has approved a reduction in the number of times that a Council is required to meet each year under Section 365A of the *Local Government Act 1993*.

- 3.1 Ordinary Meetings of the Council will be held on the fourth Tuesday of the months February to December inclusive at the Council Chambers, Level 1A, 1 Pope Street, Ryde commencing at 7.00pm.

### Extraordinary Meetings

- 3.2 If the Mayor receives a request in writing, signed by at least two (2) Councillors, the Mayor must call an Extraordinary Meeting of the 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 Councillors requesting the meeting.

**Note:** Clause 3.2 reflects Section 366 of the Act.

- 3.3 The Mayor must, in accordance with Clause 3.2 of this Code of Meeting Practice, call an Extraordinary Meeting of the Council on any matter or matters considered necessary.
- 3.4 The Mayor, in consultation with the General Manager, shall determine the time and place of an Extraordinary Meeting, called in accordance with Clause 3.2 of this Code of Meeting Practice.
- 3.5 The Mayor does not have the authority, in their own right, to call an Extraordinary Council Meeting.

### Notice to the public of Council Meetings

- 3.6 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.

**Note:** Clause 3.6 reflects Section 9(1) of the Act.

- 3.7 For the purposes of Clause 3.6, 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.
- 3.8 For the purposes of Clause 3.6, notice of more than one (1) meeting may be given in the same notice.

## ITEM 7 (continued)

## ATTACHMENT 2

Code of Meeting Practice – Page 8

- 3.9 Prior to the end of each calendar year, the General Manager shall submit a draft schedule of meeting dates to Council for the ensuing year and Council shall adopt a schedule of meeting dates.
- 3.10 No circumstances shall prevent Council from altering the schedule of meeting dates, provided the public is given adequate notice.
- 3.11 Where four or more Councillors indicate their intention to attend any seminar, conference or the like which would clash with a Council meeting, the date of that meeting may be altered (provided the public is given adequate notice) to ensure the availability of the maximum number of Councillors possible.

### Notice to Councillors of Ordinary Council Meetings

- 3.12 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.

**Note:** *Clause 3.12 reflects Section 367(1) of the Act.*

- 3.13 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.

**Note:** *Clause 3.13 reflects Section 367(3) of the Act.*

- 3.14 Agendas and business papers for Council meetings shall be distributed (where possible) to Councillors on the Tuesday, six (6) business days prior to the meeting day.
- 3.15 The Mayor and Councillors will be provided with the agenda and business papers at the same time via Council's online document system, noting that Councillors also have the option to be provided with a hard copy version of the agenda and business papers upon request.
- 3.16 Circumstances may necessitate the distribution of reports after the time specified in Clause 3.14. Where the General Manager determines that a late report is necessary, where possible it will be delivered to Councillors prior to the commencement of the meeting via Council's online document system and copies will be made available to Councillors at the meeting.

### Notice to Councillors of Extraordinary Council Meetings

- 3.17 Notice of less than three (3) days may be given to Councillors of an Extraordinary meeting of the Council in cases of emergency.

**Note:** *Clause 3.17 reflects Section 367(2) of the Act.*

## ITEM 7 (continued)

## ATTACHMENT 2

Code of Meeting Practice – Page 9

- 3.18 Agendas and business papers for Extraordinary Council meetings will be made available to Councillors via Council's online document system as soon as is possible, and no later than 9.00am on the day of the meeting.

### Giving Notice of Business to be considered at Council Meetings

- 3.19 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 by 5.00pm on the Wednesday prior to the Ordinary Council Meeting being four (4) business days before the meeting is to be held.
- 3.20 Notices of Motion may only be dealt with at an Ordinary Council meeting.
- 3.21 A Councillor may lodge a maximum of five (5) Notices of Motion per Ordinary Council meeting.
- 3.22 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.

### Questions with Notice

- 3.23 A Councillor may, by way of a notice submitted under Clause 3.19, ask a question for response by the General Manager about the performance or operations of the Council.
- 3.24 A Councillor is not permitted to ask a Question with Notice under Clause 3.23 that comprises a complaint against the General Manager or a member of Staff of the Council, or a question that implies wrongdoing by the General Manager or a member of Staff of the Council.
- 3.25 The General Manager or their nominee may respond to a Question with Notice submitted under Clause 3.23 by way of a report included in the business papers for the relevant meeting of the Council or orally at the meeting.
- 3.26 Questions with Notice will be in a written format when asked, then delivered to the General Manager for response at the meeting by **5.00pm on the Wednesday prior to the Ordinary Council meeting being four (4) business days before the meeting is to be held.**
- 3.27 Each Councillor may put a maximum of five (5) questions to any Ordinary Council meeting.

### Agenda and Business Papers for Ordinary Meetings

- 3.28 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.

## ITEM 7 (continued)

## ATTACHMENT 2

Code of Meeting Practice – Page 10

- 3.29 The General Manager must ensure that the agenda for an Ordinary Meeting of Council states:
- (a) all matters to be dealt with arising out of the proceedings of previous meetings of Council, and
  - (b) 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
  - (c) all matters, including matters that are the subject of Staff reports and reports of Committees, to be considered at the meeting, and
  - (d) any business of which due notice has been given under Clause 3.19.
- 3.30 Nothing in Clause 3.29 limits the powers of the Mayor to put a Mayoral Minute to a meeting under Clause 3.19.
- 3.31 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.
- 3.32 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:-
- (a) 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
  - (b) states the grounds under Section 10A(2) of the Act relevant to the item of business.
- Note: Clause 3.32 reflects Section 9(2A)(a) of the Act.**
- 3.33 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.

### Availability of the Agenda and Business Papers to the Public

- 3.34 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.

**Note: Clause 3.34 reflects Section 9(2) and (4) of the Act.**

## ITEM 7 (continued)

## ATTACHMENT 2

Code of Meeting Practice – Page 11

- 3.35 Clause 3.34 does not apply to the business papers for items of business that the General Manager has identified under Clause 3.32 as being likely to be considered when the meeting is closed to the public.

**Note: Clause 3.35 reflects Section 9(2A)(b) of the Act.**

- 3.36 For the purposes of Clause 3.34, 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.

**Note: Clause 3.36 reflects Section 9(3) of the Act.**

- 3.37 A copy of an agenda, or of an associated business paper made available under Clause 3.34, may in addition be given or made available in electronic form.

**Note: Clause 3.37 reflects Section 9(5) of the Act.**

- 3.38 Agendas and business papers for Council meetings and Committee of Council meetings will be available (where possible) on Council's website from the Tuesday, six (6) business days prior to the meeting day.

- 3.39 Circumstances may necessitate the distribution of reports after the time specified in Clause 3.38. Where the General Manager determines that a late report is necessary, where possible it will be uploaded to Council's website prior to the commencement of the meeting and copies will be made available to the public at the meeting.

- 3.40 Agendas and business papers for Extraordinary Council meetings will be made available on Council's website as soon as is possible, and no later than 9.00am on the day of the meeting.

### Agenda and Business Papers for Extraordinary Meetings

- 3.41 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.

- 3.42 Despite Clause 3.41, business may be considered at an Extraordinary meeting of Council, even though due notice of the business has not been given, if:-

- (a) a motion is passed to have the business considered at the meeting, and
- (b) 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.

- 3.43 A motion moved under Clause 3.42(a) can be moved without notice but only after the business notified in the agenda for the Extraordinary meeting has been dealt with.

- 3.44 Despite Clauses 10.20-10.30, only the mover of a motion moved under Clause 3.42(a) can speak to the motion before it is put.

**ITEM 7 (continued)**

**ATTACHMENT 2**

Code of Meeting Practice – Page 12

- 3.45 A motion of dissent cannot be moved against a ruling of the Chairperson under Clause 3.42(b) on whether a matter is of great urgency.

**Pre-Meeting Briefing Sessions**

- 3.46 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.
- 3.47 Pre-meeting briefing sessions are to be held in the absence of the public.
- 3.48 The General Manager or a member of Staff nominated by the General Manager is to preside at pre-meeting briefing sessions.
- 3.49 Councillors (including the Mayor) 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.
- 3.50 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, and outline the particular declaration of interest they intent to make at the meeting.

**PART 4 – PUBLIC ADDRESSES**

- 4.1 Council provides the opportunity for Public Participation at the beginning of the meeting for Ordinary Council meetings, Extraordinary Council meetings and meetings of Committees of Council.
- 4.2 Public Participation provides members of the public the opportunity to provide oral submissions on items listed on the agenda and items not listed on the agenda.
- 4.3 To speak at a Council or Committee meeting on items listed on the agenda, a person must first make an application to Council in the approved form. Applications to speak at a Council or Committee meeting on items listed on the agenda must be received by midday on the day of the meeting, and must identify the item of business on the agenda of the Council or Committee meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item.
- 4.4 To speak at a Council or Committee meeting on items not listed on the agenda, a person must first make an application to Council in the approved form. Applications to speak at a Council or Committee meeting on items not listed on the agenda must be received by midday on the day of the meeting, and must provide a brief outline or explanation of the topic of their address to Council.

## ITEM 7 (continued)

## ATTACHMENT 2

Code of Meeting Practice – Page 13

- 4.5 A person may apply to speak on no more than **two (2)** items of business on the agenda of the Council or Committee meeting.
- 4.6 The General Manager or their delegate may refuse an application to speak at a Council or Committee meeting. The General Manager or their delegate must give reasons in writing for a decision to refuse an application.
- 4.7 No more than a total of **10** speakers are to be permitted to speak 'for' or 'against' each item of business on the agenda for the 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 the Council on the item of business. If the speakers are not able to agree on whom to nominate to address the Council, the General Manager or their delegate is to determine who will address the Council at the Council meeting.
- 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, suggest that a motion be moved at the meeting to 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 a Council or Committee meeting may distribute printed information such as correspondence, sketches, photographs etc. however audio visual equipment cannot be accommodated.
- 4.11 The General Manager or their delegate is to determine the order of speakers at the Council or Committee meeting, usually on a first-come, first-served basis.
- 4.12 Each speaker will be allowed three (3) minutes to address the Council, with a warning bell after two (2) minutes. This time is to be strictly enforced by the Chairperson and there is no question or answer period.
- 4.13 Each speaker will be allowed a maximum of five (5) minutes per person or a maximum of 15 minutes for a group to address a Committee meeting. This time is to be strictly enforced by the Chairperson and Councillors may ask speakers questions following their address. Questions put to speakers must be direct, succinct and without argument, however it should be noted that the speakers are under no obligation to answer any question put to them.
- 4.14 Speakers at Council and Committee meetings must not digress from the item on the agenda of the Council or Committee meeting they have applied to address the Council on. If a speaker digresses to irrelevant matters, the Chairperson is to direct the speaker not to do so. If the speaker fails to observe a direction from the Chairperson, the speaker will not be further heard.
- 4.15 When addressing the Council, speakers at Council and Committee meetings must comply with this Code and all other relevant Council Codes, policies and procedures. Speakers must not make insulting or defamatory statements, refrain from engaging in disorderly conduct and should take care when discussing other people's personal information.
- 4.16 If the Chairperson considers that a speaker at a Council or Committee meeting has engaged in conduct of the type referred to in Clause 4.15, 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.

## ITEM 7 (continued)

## ATTACHMENT 2

Code of Meeting Practice – Page 14

- 4.17 Clause 4.16 does not limit the ability of the Chairperson to deal with disorderly conduct by speakers at Council or Committee meetings in accordance with the provisions of Part 15 of this Code.
- 4.18 Where a speaker engages in conduct of the type referred to in Clause 4.15, the General Manager or their delegate may refuse further applications from that person to speak at a Council or Committee meeting for such a period as the General Manager or their delegate considers appropriate.

## PART 5 – COMING TOGETHER

### Attendance by Councillors at Meetings

- 5.1 All Councillors must make reasonable efforts to attend meetings of Council and of Committees of Council of which they are members.
- 5.2 A Councillor may not attend a meeting as a Councillor (other than the first meeting of the Council after the Councillor is elected or a meeting at which the Councillor takes an oath or makes an affirmation of office) until they have taken an oath or made an affirmation of office in the form prescribed under Section 233A of the Act.
- 5.3 A Councillor cannot participate in a meeting of Council or of a Committee of Council unless personally present at the meeting.
- 5.4 Where a Councillor is unable to attend one or more Ordinary meetings of Council, the Councillor should request that the 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.
- 5.5 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.
- 5.6 The Council must act reasonably when considering whether to grant a Councillor's request for a leave of absence.
- 5.7 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 the Council, or leave granted by the Council at any of the meetings concerned, unless the holder is absent because they have been suspended from office under the Act, or because the Council has been suspended under the Act, or as a consequence of a compliance order under Section 438HA.
- Note: Clause 5.7 reflects Section 234(1)(d) of the Act.**
- 5.8 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.

ITEM 7 (continued)

ATTACHMENT 2

Code of Meeting Practice – Page 15

**The Quorum for a Meeting**

- 5.9 The quorum for a meeting of Council is a majority of the Councillors of the Council who hold office at that time and are not suspended from office.
- Note: Clause 5.9 reflects Section 368(1) of the Act.**
- 5.10 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 the Council.
- Note: Clause 5.10 reflects Section 368(2) of the Act.**
- 5.11 A meeting of the Council must be adjourned if a quorum is not present:
- (a) 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
  - (b) within half an hour after the time designated for the holding of the meeting, or
  - (c) at any time during the meeting.
- 5.12 In either case, the meeting must be adjourned to a time, date and place fixed:
- (a) by the Chairperson, or
  - (b) in the Chairperson's absence, by the majority of the Councillors present, or
  - (c) failing that, by the General Manager.
- 5.13 The General Manager must record in the Council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the Council, together with the names of the Councillors present.
- 5.14 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 the Council is satisfied is likely to bring notice of the cancellation to the attention of as many people as possible.
- 5.15 Where a meeting is cancelled under Clause 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 Clause 3.2.

**Entitlement of the public to attend Council Meetings**

- 5.16 Everyone is entitled to attend a meeting of the Council and Committees of the Council. The Council must ensure that all meetings of the Council and Committees of the Council are open to the public.

**Note: Clause 5.16 reflects Section 10(1) of the Act.**

## ITEM 7 (continued)

## ATTACHMENT 2

Code of Meeting Practice – Page 16

- 5.17 Clause 5.16 does not apply to parts of meetings that have been closed to the public under Section 10A of the Act.
- 5.18 A person (whether a Councillor or another person) is not entitled to be present at a meeting of the Council or a Committee of the Council is expelled from the meeting:
- (a) by a resolution of the meeting, or
  - (b) by the person presiding at the meeting if the Council has, by resolution, authorised the person presiding to exercise the power of expulsion.

**Note:** *Clause 5.18 reflects Section 10(2) of the Act.*

### Webcasting of Meetings

- 5.19 All meetings of Council and Committees of Council are to be webcast on Council's website.
- 5.20 Clause 5.19 does not apply to parts of a meeting that have been closed to the public under Section 10A of the Act.
- 5.21 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.
- 5.22 All Ordinary and Extraordinary Council meetings held in the Council Chambers shall be audio visually recorded and webcast live to Council's website. A copy of the webcast (where possible) will also be uploaded onto Council's website **within five (5) business days after the meeting**.
- 5.23 All Committee of Council meetings held in the Council Chambers shall be audio recorded. A copy of the audio recording (where possible) will be uploaded to Council's website within five (5) business days after the meeting.**
- 5.24 A recording of each meeting of Council and Committee of Council is to be retained on the Council's website for a period of **one (1) year**. Recordings of meetings may be disposed of in accordance with the *State Records Act 1998*.

### Attendance of the General Manager and Other Staff at Meetings

- 5.25 The General Manager is entitled to attend, but not to vote at, a meeting of the Council or a meeting of a Committee of Council of which all the members are Councillors.
- Note:** *Clause 5.25 reflects Section 376(1) of the Act.*
- 5.26 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.
- Note:** *Clause 5.26 reflects Section 376(2) of the Act.*

## ITEM 7 (continued)

## ATTACHMENT 2

Code of Meeting Practice – Page 17

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

**Clause 5.27 reflects Section 376(3) of the Act.**

- 5.28 The attendance of other Staff at a meeting, (other than as members of the public) shall be with the approval of the General Manager.

## PART 6 – THE CHAIRPERSON

### The Chairperson at Meetings

- 6.1 The Mayor, or at the request of or in the absence of the Mayor, the Deputy Mayor (if any) presides at meetings of the Council.

**Note: Clause 6.1 reflects Section 369(1) of the Act.**

- 6.2 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 the Council.

**Note: Clause 6.2 reflects Section 369(2) of the Act.**

### Election of the Chairperson in the Absence of the Mayor and Deputy Mayor

- 6.3 If no Chairperson is present at a meeting of Council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a Chairperson to preside at the meeting.

- 6.4 The election of a Chairperson must be conducted:

- (a) by the General Manager or, in their absence, an employee of the Council designated by the General Manager to conduct the election, or
- (b) 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.

- 6.5 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.

- 6.6 For the purposes of Clause 6.5, the person conducting the election must:

- (a) arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and
- (b) then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.

## ITEM 7 (continued)

## ATTACHMENT 2

Code of Meeting Practice – Page 18

- 6.7 The candidate whose name is on the drawn slip is the candidate who is to be the Chairperson.
- 6.8 Any election conducted under Clause 6.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.

### Chairperson to have Precedence

- 6.9 When the Chairperson rises or speaks during a meeting of the Council:
  - (a) any Councillor then speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat, and
  - (b) every Councillor present must be silent to enable the Chairperson to be heard without interruption.

## PART 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 either 'Mr Chairperson' or 'Madam Chairperson'.
- 7.3 A Councillor is to be addressed as 'Councillor [Surname]'.
- 7.4 A Council Officer is to be addressed by their official designation or as Mr/Ms [Surname].

## PART 8 – ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS

- 8.1 The General Order of Business for an Ordinary Meeting of Council shall be:-
  - (a) Opening Meeting
  - (b) Acknowledgement of Country and Opening Statements (including notice of webcasting)
  - (c) Prayer
  - (d) National Anthem
  - (e) Apologies / Requests for Leave of Absence
  - (f) Disclosures of Interest
  - (g) Tabling of Petitions (if required)
  - (h) Public Participation
  - (i) Mayoral Minutes
  - (j) Confirmation of Minutes from Previous Meetings
  - (k) Items Put Without Debate (Considered by Exception)
  - (l) Reports from Committees of Council
  - (m) Reports to Council
  - (n) Precis of Correspondence
  - (o) Notices of Motion
  - (p) Notice of Rescission (if required)

## ITEM 7 (continued)

## ATTACHMENT 2

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- (q) Urgent Items as submitted by the Mayor
  - (r) Questions by Councillors as per Policy
  - (s) Consideration of any business in Closed Session
  - (t) Conclusion of the Meeting
- 8.2 The Order of Business as fixed under Clause 8.1 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.
- 8.3 Despite Clauses 10.20-10.30, only the mover of a motion referred to in Clause 8.2 may speak to the motion before it is put.

## PART 9 – CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS

### Business that can be dealt with at a Council Meeting

- 9.1 The Council must not consider business at a meeting of the Council:
- (a) unless a Councillor has given notice of the business, as required by Clause 3.19, and
  - (b) unless notice of the business has been sent to the Councillors in accordance with Clause 3.12 in the case of an Ordinary Meeting or Clause 3.17 in the case of an Extraordinary Meeting called in an emergency.
- 9.2 Clause 9.1 does not apply to the consideration of business at a meeting, if the business:
- (a) is already before, or directly relates to, a matter that is already before the Council, or
  - (b) is the election of a Chairperson to preside at the meeting, or
  - (c) subject to Clause 9.9, is a matter or topic put to the meeting by way of a Mayoral Minute, or
  - (d) is a motion for the adoption of recommendations of a Committee, including, but not limited to, a Committee of the Council.
- 9.3 Despite Clause 9.1, business may be considered at a meeting of the Council even though due notice of the business has not been given to the Councillors if:
- (a) a motion is passed to have the business considered at the meeting, and
  - (b) the business to be considered is ruled by the Chairperson to be of great urgency on the grounds that it requires a decision by the Council before the next scheduled Ordinary meeting of the Council.
- 9.4 A motion moved under Clause 9.3(a) can be moved without notice. Despite Clauses 10.20–10.30, only the mover of a motion referred to in Clause 9.3(a) can speak to the motion before it is put.
- 9.5 A motion of dissent cannot be moved against a ruling by the Chairperson under Clause 9.3(b).

## ITEM 7 (continued)

## ATTACHMENT 2

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### Mayoral Minutes

- 9.6 Subject to Clause 9.9, if the Mayor is the Chairperson at a meeting of the 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 the Council, or of which the Council has official knowledge.
- 9.7 A Mayoral Minute, when put to a meeting, takes precedence over all business on the Council's agenda for the meeting. The Chairperson (but only if the Chairperson is the Mayor) may move the adoption of a Mayoral Minute without the motion being seconded.
- 9.8 A recommendation made in a Mayoral Minute put by the Mayor is, so far as it is adopted by the Council, a resolution of the Council.
- 9.9 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 the Council before the next scheduled Ordinary meeting of the Council.
- 9.10 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 the 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, the 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.

### Staff Reports

- 9.11 A recommendation made in a Staff report is, so far as it is adopted by the Council, a resolution of the Council.

### Reports of Committees of Council

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

**ITEM 7 (continued)**

**ATTACHMENT 2**

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**Questions**

- 9.14 A question must not be asked at a meeting of the Council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.19 and 3.23.
- 9.15 A Councillor may, through the Chairperson, put a question to another Councillor about a matter on the agenda.
- 9.16 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.
- 9.17 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 the Council.
- 9.18 Councillors must put questions directly, succinctly, respectfully and without argument.
- 9.19 The Chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a Councillor or Council employee.

**PART 10 – RULES OF DEBATE**

**Motions to be Seconded**

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

**Notices of Motion**

- 10.2 A Councillor who has submitted a Notice of Motion under Clause 3.19 is to move the motion the subject of the Notice of Motion at the meeting at which it is to be considered.
- 10.3 If a Councillor who has submitted a Notice of Motion under Clause 3.19 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 the Council.
- 10.4 In the absence of a Councillor who has placed a Notice of Motion on the agenda for a meeting of Council:
- (a) any other Councillor may, with the leave of the Chairperson, move the motion at the meeting, or
- (b) the Chairperson may defer consideration of the motion until the next meeting of Council.

**ITEM 7 (continued)**

**ATTACHMENT 2**

Code of Meeting Practice – Page 22

**Chairperson's duties with respect to Motions**

- 10.5 It is the duty of the Chairperson at a meeting of the Council to receive and put to the meeting any lawful motion that is brought before the meeting.
- 10.6 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.
- 10.7 Before ruling out of order a motion or an amendment to a motion under Clause 10.6, the Chairperson is to give the mover an opportunity to clarify or amend the motion or amendment.
- 10.8 Any motion, amendment or other matter that the Chairperson has ruled out of order is taken to have been lost.

**Motions requiring the expenditure of funds**

- 10.9 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 the 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, the 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.

**Amendments to Motions**

- 10.10 An amendment to a motion must be moved and seconded before it can be debated.
- 10.11 An amendment to a motion must relate to the matter being dealt with in the original motion before the 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.
- 10.12 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.
- 10.13 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.
- 10.14 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.
- 10.15 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.
- 10.16 An amendment may become the motion without debate or a vote where it is accepted by the Councillor who moved the original motion.

## ITEM 7 (continued)

## ATTACHMENT 2

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### Foreshadowed Motions

- 10.17 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.
- 10.18 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.
- 10.19 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.

### Limitations on the Number and Duration of Speeches

- 10.20 A Councillor who, during a debate at a meeting of 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.
- 10.21 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.
- 10.22 A Councillor must not, without the consent of the Council, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time.
- 10.23 Despite clause 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.
- 10.24 Despite clause 10.22, the Council may resolve to shorten the duration of speeches to expedite the consideration of business at a meeting.
- 10.25 Despite clauses 10.20 and 10.21, a Councillor may move that a motion or an amendment be now put:
  - (a) if the mover of the motion or amendment has spoken in favour of it and no Councillor expresses an intention to speak against it, or
  - (b) if at least two (2) Councillors have spoken in favour of the motion or amendment and at least two (2) Councillors have spoken against it.
- 10.26 The Chairperson must immediately put to the vote, without debate, a motion moved under Clause 10.25. A seconder is not required for such a motion.

## ITEM 7 (continued)

## ATTACHMENT 2

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- 10.27 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 Clause 10.20.
- 10.28 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.
- 10.29 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.
- 10.30 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.

## PART 11 – VOTING

### Voting Entitlements of Councillors

- 11.1 Each Councillor is entitled to one (1) vote.  
**Note: Clause 11.1 reflects Section 370(1) of the Act.**
- 11.2 The person presiding at a meeting of Council has, in the event of an equality of votes, a second or casting vote.  
**Note: Clause 11.2 reflects Section 370(2) of the Act.**
- 11.3 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.

### Voting at Council Meetings

- 11.4 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.
- 11.5 If a Councillor who has voted against a motion put at a Council meeting so requests, the General Manager must ensure that the Councillor's dissenting vote is recorded in the Council's minutes.
- 11.6 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.
- 11.7 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 the Council's minutes for the meeting.
- 11.8 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 Clause 11.4 of this Code.

## ITEM 7 (continued)

## ATTACHMENT 2

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- 11.9 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, the Council may resolve that the voting in any election by Councillors for Mayor or Deputy Mayor is to be by secret ballot.
- 11.10 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.

### Voting on Planning Decisions

- 11.11 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.
- 11.12 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 the Council or a Council Committee.
- 11.13 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.
- 11.14 Clauses 11.11 – 11.13 apply also to meetings that are closed to the public.

**Note: Clauses 11.11 – 11.14 reflect Section 375A of the Act.**

**Note: The requirements of Clause 11.11 may be satisfied by maintaining a register of the minutes of each planning decision.**

## PART 12 – COMMITTEE OF THE WHOLE

- 12.1 The Council may resolve itself into a Committee to consider any matter before the Council.
- Note: Clause 12.1 reflects Section 373 of the Act.**
- 12.2 All the provisions of this Code relating to meetings of the Council, so far as they are applicable, extend to and govern the proceedings of the Council when in Committee of the Whole, except the provisions limiting the number and duration of speeches.
- Note: Clauses 10.20 – 10.30 limit the number and duration of speeches.**
- 12.3 The General Manager or, in the absence of the General Manager, an employee of the Council designated by the General Manager, is responsible for reporting to the Council 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.

**ITEM 7 (continued)**

**ATTACHMENT 2**

Code of Meeting Practice – Page 26

- 12.4 The Council must ensure that a report of the proceedings (including any recommendations of the Committee) is recorded in the Council's minutes. However, the Council is not taken to have adopted the report until a motion for adoption has been made and passed.

**PART 13 – DEALING WITH ITEMS BY EXCEPTION**

- 13.1 The 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.
- 13.2 Before the Council or Committee resolves to adopt multiple items of business on the agenda together under Clause 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 The Council or Committee must not resolve to adopt any item of business under Clause 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 Clause 13.1 involves a variation to the Order of Business for the meeting, the Council or Committee must resolve to alter the Order of Business in accordance with Clause 8.2.
- 13.5 A motion to adopt multiple items of business together under Clause 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 Clause 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 Clause 13.1 in accordance with the requirements of the Council's Code of Conduct.

ITEM 7 (continued)

ATTACHMENT 2

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## PART 14 – CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC

### Grounds on which Meetings can be Closed to the Public

14.1 The 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:

- (a) personnel matters concerning particular individuals (other than Councillors),
- (b) the personal hardship of any resident or ratepayer,
- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business,
- (d) commercial information of a confidential nature that would, if disclosed:
  - (i) prejudice the commercial position of the person who supplied it, or
  - (ii) confer a commercial advantage on a competitor of the Council, or
  - (iii) reveal a trade secret,
- (e) information that would, if disclosed, prejudice the maintenance of law,
- (f) matters affecting the security of the Council, Councillors, Council Staff or Council property,
- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
- (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,
- (i) alleged contraventions of the Council's Code of Conduct.

**Note:** Clause 14.1 reflects Section 10A(1) and (2) of the Act.

14.2 The 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.

**Note:** Clause 14.2 reflects Section 10A(3) of the Act.

**ITEM 7 (continued)**

**ATTACHMENT 2**

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**Matters to be Considered when Closing Meetings to the Public**

- 14.3 A meeting is not to remain closed during the discussion of anything referred to in Clause 14.1:
- (a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
  - (b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the Council or Committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

**Note: Clause 14.3 reflects Section 10B(1) of the Act.**

- 14.4 A meeting is not to be closed during the receipt and consideration of information or advice referred to in Clause 14.1(g) unless the advice concerns legal matters that:
- (a) are substantial issues relating to a matter in which the Council or Committee is involved, and
  - (b) are clearly identified in the advice, and
  - (c) are fully discussed in that advice.

**Note: Clause 14.4 reflects Section 10B(2) of the Act.**

- 14.5 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 Clause 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 clause 14.1.

**Note: Clause 14.5 reflects Section 10B(3) of the Act.**

- 14.6 For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:
- (a) a person may misinterpret or misunderstand the discussion, or
  - (b) the discussion of the matter may:
    - (i) cause embarrassment to the Council or Committee concerned, or to Councillors or to employees of the Council, or
    - (ii) cause a loss of confidence in the Council or Committee.

**Note: Clause 14.6 reflects Section 10B(4) of the Act.**

- 14.7 In deciding whether part of a meeting is to be closed to the public, the Council or Committee concerned must consider any relevant guidelines issued by the Chief Executive of the Office of Local Government.

**Note: Clause 14.7 reflects Section 10B(5) of the Act.**

## ITEM 7 (continued)

## ATTACHMENT 2

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### Notice of Likelihood of Closure not required in Urgent Cases

- 14.8 Part of a meeting of Council, or of a Committee of Council, may be closed to the public while the Council or Committee considers a matter that has not been identified in the agenda for the meeting under Clause 3.32 as a matter that is likely to be considered when the meeting is closed, but only if:
- (a) it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in Clause 14.1, and
  - (b) the Council or Committee, after considering any representations made under Clause 14.9, resolves that further discussion of the matter:
    - (i) should not be deferred (because of the urgency of the matter), and
    - (ii) should take place in a part of the meeting that is closed to the public.

**Note:** Clause 14.8 reflects Section 10C of the Act.

### Representations by Members of the Public

- 14.9 The 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.
- Note:** Clause 14.9 reflects Section 10A(4) of the Act.
- 14.10 A representation under Clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.
- 14.11 Where the matter has been identified in the agenda of the meeting under Clause 3.32 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under Clause 14.9, members of the public must first make an application to the Council in the approved form. Applications must be received by midday on the day of the meeting at which the matter is to be considered.
- 14.12 The General Manager (or their delegate) may refuse an application made under Clause 14.11. The General Manager or their delegate must give reasons in writing for a decision to refuse an application.
- 14.13 No more than **two (2)** speakers are to be permitted to make representations under Clause 14.9.
- 14.14 If more than the permitted number of speakers apply to make representations under Clause 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 the Council. If the speakers are not able to agree on whom to nominate to make representations under Clause 14.9, the General Manager or their delegate is to determine who will make representations to the Council.

**ITEM 7 (continued)**

**ATTACHMENT 2**

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- 14.15 The General Manager (or their delegate) is to determine the order of speakers.
- 14.16 Where the 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 Clause 3.32 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 Clause 14.9 after the motion to close the part of the meeting is moved and seconded. The chairperson is to permit no more than **two (2)** speakers to make representations in such order as determined by the Chairperson.
- 14.17 Each speaker who addresses a Council meeting will be allowed three (3) minutes 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.
- 14.18 Each speaker who addressed a Committee of Council meeting will be allowed five (5) minutes 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.

**Expulsion of Non-Councillors from Meetings Closed to the Public**

- 14.19 If a meeting or part of a meeting of the Council or a Committee of Council is closed to the public in accordance with Section 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 Section 10(2)(a) or (b) of the Act.
- 14.20 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 the Council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary restrain that person from re-entering that place for the remainder of the meeting.

## ITEM 7 (continued)

## ATTACHMENT 2

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### Information to be Disclosed in Resolutions Closing Meetings to the Public

- 14.21 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:
- (a) the relevant provision of Section 10A(2) of the Act,
  - (b) the matter that is to be discussed during the closed part of the meeting,
  - (c) the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

**Note:** Clause 14.21 reflects Section 10D of the Act.

### Resolutions Passed at Closed Meetings to be Made Public

- 14.22 If the 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.
- 14.23 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 Clause 14.22 during a part of the meeting that is webcast.

## PART 15 – KEEPING ORDER AT MEETINGS

### Points of Order

- 15.1 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.
- 15.2 A point of order cannot be made with respect to adherence to the principles contained in Clause 2.1.
- 15.3 A point of order must be taken immediately 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.

**ITEM 7 (continued)**

**ATTACHMENT 2**

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**Questions of Order**

- 15.4 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.
- 15.5 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.
- 15.6 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.
- 15.7 The Chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

**Motions of Dissent**

- 15.8 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.
- 15.9 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.
- 15.10 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.

**Acts of Disorder**

- 15.11 A Councillor commits an act of disorder if the Councillor, at a meeting of Council or a Committee of Council:
  - (a) contravenes the Act or any regulation in force under the Act or this Code, or
  - (b) assaults or threatens to assault another Councillor or person present at the meeting, or
  - (c) moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the Council or the Committee, or addresses or attempts to address the Council or the Committee on such a motion, amendment or matter, or
  - (d) 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
  - (e) says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the Council or the Committee into disrepute.

## ITEM 7 (continued)

## ATTACHMENT 2

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- 15.12 The Chairperson may require a Councillor:
- (a) to apologise without reservation for an act of disorder referred to in Clauses 15.11(a) or (b), or
  - (b) to withdraw a motion or an amendment referred to in Clause 15.11(c) and, where appropriate, to apologise without reservation, or
  - (c) to retract and apologise without reservation for an act of disorder referred to in Clauses 15.11(d) and (e).

### How Disorder at a Meeting may be Dealt With

- 15.13 If disorder occurs at a meeting of the Council, the Chairperson may adjourn the meeting for a period of not more than fifteen (15) minutes and leave the Chair. The 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 Clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of Councillors.

### Expulsion from Meetings

- 15.14 All Chairpersons of meetings of Council and Committees of Council are authorised under this Code to expel any person other than a Councillor, from a Council or Committee meeting, for the purposes of Section 10(2)(b) of the Act. Councillors may only be expelled by resolution of the Council or the Committee of the Council.
- 15.15 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 Section 10(2)(a) of the Act.
- 15.16 A Councillor may, as provided by Section 10(2)(a) or (b) of the Act, be expelled from a meeting of the Council for having failed to comply with a requirement under Clause 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.
- 15.17 A member of the public may, as provided by Section 10(2)(a) or (b) of the Act, be expelled from a meeting of the Council for engaging in or having engaged in disorderly conduct at the meeting.
- 15.18 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.
- 15.19 If a Councillor or a member of the public fails to leave the place where a meeting of the Council is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by the Council or person presiding, may, by using only such force as is necessary, remove the Councillor or member 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.

## ITEM 7 (continued)

## ATTACHMENT 2

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### Use of Mobile Phones and the Unauthorised Recording of Meetings

- 15.20 Councillors, Council Staff and members of the public must ensure that mobile phones are turned to silent during meetings of Council and Committees of Council.
- 15.21 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 the Council or the Committee.
- 15.22 Any person who contravenes or attempts to contravene Clause 15.21, may be expelled from the meeting as provided for under Section 10(2) of the Act.
- 15.23 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 the Council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

## PART 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 the 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.

## PART 17 – DECISIONS OF THE COUNCIL

### Council Decisions

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

**Note:** Clause 17.1 reflects Section 371 of the Act.

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

ITEM 7 (continued)

ATTACHMENT 2

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**Rescinding or Altering Council Decisions**

- 17.3 A resolution passed by the Council may not be altered or rescinded except by a motion to that effect of which notice has been given under Clause 3.19.

**Note: Clause 17.3 reflects Section 372(1) of the Act.**

- 17.4 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.

**Note: Clause 17.4 reflects Section 372(2) of the Act.**

- 17.5 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 Clause 3.19.

**Note: Clause 17.5 reflects Section 372(3) of the Act.**

- 17.6 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.

**Note: Clause 17.6 reflects Section 372(4) of the Act.**

- 17.7 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 Clause may not be evaded by substituting a motion differently worded, but in principle the same.

**Note: Clause 17.7 reflects Section 372(5) of the Act.**

- 17.8 The provisions of Clauses 17.5 – 17.7 concerning lost motions do not apply to motions of adjournment.

**Note: Clause 17.8 reflects Section 372(7) of the Act.**

- 17.9 A Notice of Motion submitted in accordance with Clause 17.6 may only be withdrawn under Clause 3.22 with the consent of all signatories to the Notice of Motion.

- 17.10 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.

**Note: Clause 17.10 reflects Section 372(6) of the Act.**

- 17.11 Notice of Rescission which attempts to alter or stop some course of action which has been substantially proceeded with shall be ruled out of order.

- 17.12 A Rescission Motion lodged after Development Consent has been issued will be ruled out of order.

## ITEM 7 (continued)

## ATTACHMENT 2

Code of Meeting Practice – Page 36

- 17.13 That in the interests of full transparency, the Councillors' Information Bulletin list any Rescission Motion received by Council staff that has not been subsequently withdrawn or dealt with at a Council meeting, providing the following information:
- (a) details of the original resolution proposed to be rescinded;
  - (b) the date and time of receipt of the Rescission Motion;
  - (c) the names and the signatories of the Rescission Motion; and
  - (d) the status of any staff action that is affected or potentially affected by the Rescission Motion.
- 17.14 Subject to clause 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:
- (a) a Notice of Motion signed by three (3) Councillors is submitted to the Chairperson, and
  - (b) a motion to have the motion considered at the meeting is passed, and
  - (c) 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 the Council before the next scheduled Ordinary meeting of Council.
- 17.15 A motion moved under Clause 17.14(b) can be moved without notice. Despite Clauses 10.20–10.30, only the mover of a motion referred to in Clause 17.14(b) can speak to the motion before it is put.
- 17.16 A motion of dissent cannot be moved against a ruling by the Chairperson under Clause 17.14(c).

### Recommitting Resolutions to Correct an Error

- 17.17 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:
- (a) to correct any error, ambiguity or imprecision in the Council's resolution, or
  - (b) to confirm the voting on the resolution.
- 17.18 In seeking the leave of the Chairperson to move to recommit a resolution for the purposes of Clause 17.17(a), the Councillor is to propose alternative wording for the resolution.
- 17.19 The Chairperson must not grant leave to recommit a resolution for the purposes of Clause 17.17(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.

## ITEM 7 (continued)

## ATTACHMENT 2

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- 17.20 A motion moved under Clause 17.17 can be moved without notice. Despite Clauses 10.20–10.30, only the mover of a motion referred to in Clause 17.17 can speak to the motion before it is put.
- 17.21 A motion of dissent cannot be moved against a ruling by the Chairperson under Clause 17.17.
- 17.22 A motion moved under Clause 17.17 with the leave of the Chairperson cannot be voted on unless or until it has been seconded.

## PART 18 – TIME LIMITS ON COUNCIL MEETINGS

- 18.1 Meetings of the Council and Committees of the Council are to conclude no later than 11.00pm on the night of the meeting.
- 18.2 If the business of the meeting is unfinished at 11.00pm, the Council or the Committee may, by resolution, extend the time of the meeting.
- 18.3 If the business of the meeting is unfinished at 11.00pm, and the Council does not resolve to extend the meeting, the Chairperson must either:
  - (a) defer consideration of the remaining items of business on the Agenda to the next Ordinary Meeting of the Council, or
  - (b) 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 to.
- 18.5 Where a meeting is adjourned under Clause 18.3 or 18.4, the General Manager must:
  - (a) individually notify each Councillor of the time, date and place at which the meeting will reconvene, and
  - (b) 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.

ITEM 7 (continued)

ATTACHMENT 2

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## PART 19 – AFTER THE MEETING

### Minutes of Meetings

- 19.1 The Council is to keep full and accurate minutes of the proceedings of meetings of the Council.

**Note: Clause 19.1 reflects Section 375(1) of the Act.**

- 19.2 At a minimum, the General Manager must ensure that the following matters are recorded in the Council's minutes:

- (a) details of each motion moved at a Council meeting and of any amendments moved to it,
- (b) the names of the mover and seconder of the motion or amendment,
- (c) whether the motion or amendment was passed or lost, and
- (d) such other matters specifically required under this Code.

- 19.3 The minutes of a Council meeting must be confirmed at a subsequent meeting of the Council.

**Note: Clause 19.3 reflects Section 375(2) of the Act.**

- 19.4 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.

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

**Note: Clause 19.5 reflects Section 375(2) of the Act.**

- 19.6 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.

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

### Access to Correspondence and Reports laid on the Table at, or Submitted to, a Meeting

- 19.8 The 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.

**Note: Clause 19.8 reflects Section 11(1) of the Act.**

## ITEM 7 (continued)

## ATTACHMENT 2

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- 19.9 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.
- Note: Clause 19.9 reflects Section 11(2) of the Act.**
- 19.10 Clause 19.8 does not apply if the 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 Section 10A(2) of the Act.
- Note: Clause 19.10 reflects Section 11(3) of the Act.**
- 19.11 Correspondence or reports to which Clauses 19.9 and 19.10 apply are to be marked with the relevant provision of Section 10A(2) of the Act that applies to the correspondence or report.

### Implementation of Decisions of the Council

- 19.12 The General Manager is to implement, without undue delay, lawful decisions of the Council.
- Note: Clause 19.12 reflects Section 335(b) of the Act.**
- 19.13 The enactment of any resolution of Council will commence no earlier than midday on the day following the meeting, unless otherwise resolved by Council.

## PART 20 – COUNCIL COMMITTEES

### Application of this Part

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

### Council Committees whose Members are all Councillors

- 20.2 The Council may, by resolution, establish such Committees as it considers necessary.
- 20.3 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.
- 20.4 The quorum for a meeting of a Committee of the Council is to be:
- (a) such number of members as the Council decides, or
  - (b) if the Council has not decided a number – a majority of the members of the Committee.

**ITEM 7 (continued)**

**ATTACHMENT 2**

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**Functions of Committees**

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

**Timing of Committee Meetings**

- 20.6 Committee Meetings will be held as follows:-
- (a) The Works and Community Committee Meeting will be held on the second Tuesday of the months February to December inclusive at the Council Chambers, Level 1A, 1 Pope Street, Ryde commencing at 6.00pm.
  - (b) The Finance and Governance Committee Meeting will be held on the second Tuesday of the months February to December inclusive at the Council Chambers, Level 1A, 1 Pope Street, Ryde commencing at 6.45pm.
  - (c) The Ryde Central Committee Meeting will be held on the second Tuesday of the months February to December inclusive at the Council Chambers, Level 1A, 1 Pope Street, Ryde commencing at 7.15pm.

**Notice of Committee Meetings**

- 20.7 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:
- (a) the time, date and place of the meeting, and
  - (b) the business proposed to be considered at the meeting.
- 20.8 Notice of less than three (3) days may be given of a Committee meeting called in an emergency.

## ITEM 7 (continued)

## ATTACHMENT 2

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### Order of Business at Committee Meetings

- 20.9 The General Order of Business for Committee Meetings shall be:-
- (a) Opening Meeting
  - (b) [Opening Statements \(including notice of webcasting\)](#)
  - (c) Receipt of Apologies
  - (d) Confirmation of Minutes from Previous Meeting
  - (e) Public Participation
  - (f) Items Put Without Debate (Considered by Exception)
  - (g) Officers' Reports
  - (h) Consideration of any business in Closed Session
  - (i) Conclusion of the Meeting
- 20.10 The Order of Business as fixed under Clause 20.9 may be altered for a particular Committee meeting if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.
- 20.11 Despite Clauses 10.20-10.30, only the mover of a motion referred to in Clause 20.10 may speak to the motion before it is put.

### Attendance at Committee Meetings

- 20.12 A Committee member (other than the Mayor) ceases to be a member of a Committee if the Committee member:
- (a) 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
  - (b) has been absent from at least half of the meetings of the Committee held during the immediately preceding year without having given to the Committee acceptable reasons for the member's absences.
- 20.13 Clause 20.12 does not apply if all of the members of the Council are members of the Committee.

### Non-Members Entitled to Attend Committee Meetings

- 20.14 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:
- (a) to give notice of business for inclusion in the agenda for the meeting, or
  - (b) to move or second a motion at the meeting, or
  - (c) to vote at the meeting.

**ITEM 7 (continued)**

**ATTACHMENT 2**

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**Chairperson and Deputy Chairperson of Council Committees**

- 20.15 The Chairperson of each Committee of Council must be:
- (a) the Mayor, or
  - (b) if the Mayor does not wish to be the Chairperson of a Committee, a member of the Committee elected by the Council, or
  - (c) if the Council does not elect such a member, a member of the Committee elected by the Committee.
- 20.16 The Council may elect a member of a Committee of Council as Deputy Chairperson of the Committee. If the Council does not elect a Deputy Chairperson of such a Committee, the Committee may elect a Deputy Chairperson.
- 20.17 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.
- 20.18 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.

**Procedure in Committee Meetings**

- 20.19 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 the Council or the Committee determines otherwise in accordance with this Clause.
- 20.20 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 the Council or the Committee determines otherwise in accordance with Clause 20.19.
- 20.21 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).

**Closure of Committee Meetings to the Public**

- 20.22 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 the Council to the public.
- 20.23 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.

## ITEM 7 (continued)

## ATTACHMENT 2

Code of Meeting Practice – Page 43

- 20.24 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 Clause 20.23 during a part of the meeting that is webcast.

### Disorder in Committee Meetings

- 20.25 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 as they apply to meetings of Council.

### Minutes of Council Committee Meetings

- 20.26 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:
- (a) details of each motion moved at a meeting and of any amendments moved to it,
  - (b) the names of the mover and seconder of the motion or amendment,
  - (c) whether the motion or amendment was passed or lost, and
  - (d) such other matters specifically required under this Code.
- 20.27 All voting at meetings of Committees of Council (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.
- 20.28 The Minutes of meetings of each Committee of Council must be confirmed at a subsequent meeting of the Committee.
- 20.29 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.
- 20.30 When the minutes have been confirmed, they are to be signed by the person presiding at that subsequent meeting.
- 20.31 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.
- 20.32 The confirmed minutes of a meeting of a Committee of Council must be published on the Council's website. This Clause does not prevent the Council from also publishing unconfirmed minutes of meetings of Committees of Council on its website prior to their confirmation.

**ITEM 7 (continued)**

**ATTACHMENT 2**

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**PART 21 – IRREGULARITIES**

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

- (a) a vacancy in a civic office; or
- (b) a failure to give notice of the meeting to any Councillor or Committee member; or
- (c) any defect in the election or appointment of a Councillor or committee member; or
- (d) a failure of a Councillor or 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
- (e) a failure to comply with this Code.

**Note:** *Clause 21.1 reflects Section 374 of the Act.*

**PART 22 – DEFINITIONS**

<b>The Act:</b>	means the <i>Local Government Act 1993</i>
<b>Act of Disorder:</b>	means an act of disorder as defined in Clause 15.11 of this Code
<b>Amendment:</b>	in relation to an original motion, means a motion moving an amendment to that motion
<b>Audio Recorder:</b>	any device capable of recording speech
<b>Business Day:</b>	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
<b>Chairperson:</b>	in relation to a meeting of the Council – means the person presiding at the meeting as provided by Section 369 of the <i>Local Government Act 1993</i> and Clauses 6.1 and 6.2 of this Code; and  in relation to a meeting of a Committee of the Council – means the person presiding at the meeting as provided by Clause 20.15 of this Code
<b>General Manager:</b>	means the General Manager of City of Ryde or, in the absence of that person, the employee designated to act for the General Manager of City of Ryde
<b>This Code:</b>	means Council's adopted Code of Meeting Practice

**ITEM 7 (continued)**

**ATTACHMENT 2**

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<b>Committee of the Council:</b>	means a Committee established by the Council in accordance with Clause 20.2 of this Code (being a Committee consisting only of Councillors) or the Council when it has resolved itself into Committee of the Whole under Clause 12.1
<b>Council Official:</b>	has the same meaning it has in Council's Code of Conduct
<b>Day:</b>	means calendar day
<b>Division:</b>	means a request by two Councillors under Clause 11.6 of this Code requiring the recording of the names of the Councillors who voted both for and against a Motion
<b>Foreshadowed Amendment:</b>	means a proposed amendment foreshadowed by a Councillor under Clause 10.18 of this Code during debate on the first amendment
<b>Foreshadowed Motion:</b>	means a motion foreshadowed by a Councillor under Clause 10.17 of this Code during debate on an original motion
<b>Open Voting:</b>	means voting on the voices or by a show of hands or by a visible electronic voting system or similar means
<b>Planning Decision:</b>	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
<b>Performance Improvement Order:</b>	means an order issued under Section 438A of the Act
<b>Quorum:</b>	means the minimum number of Councillors or Committee members necessary to conduct a meeting
<b>The Regulation:</b>	means the <i>Local Government (General) Regulation 2005</i>
<b>Webcast:</b>	a video or audio broadcast of a meeting transmitted across the internet either concurrently with the meeting or at a later time
<b>Year:</b>	means the period beginning 1 July and ending the following 30 June

**ITEM 7 (continued)**

**ATTACHMENT 2**

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**APPENDIX "A"**

**The Role of Chairperson**

1. The Chairperson shall insist upon the proper conduct of debate.
2. The Chairperson should be impartial and consistent in rulings on all occasions regardless of their personal views and beliefs on the subject being discussed whether or not they have made their view known.
3. The Chairperson shall receive and put to the meeting any lawful motion which is brought before the meeting.
4. The Chairperson should not permit discussion unless there is a motion before the meeting.
5. The Chairperson must rule out of order any motion or amendment to a motion that does not relate to the business before Council and any motion or amendment to a motion that is unlawful or the implementation of which would be unlawful.
6. Before ruling out of order a motion or an amendment to a motion, the Chairperson is to give the mover an opportunity to clarify or amend the motion or amendment.
7. Any motion, amendment or other matter that the Chairperson has ruled out of order is taken to have been lost.
8. The Chairperson shall have no power to adjourn the meeting of his or her own accord except, but not limiting the provisions of the Act or the Regulation, the Chair can adjourn when the meeting lacks a quorum and when disorder arises.
9. The Chairperson shall preserve order and endeavour to prevent interference with speakers by private talk or heckling remarks, offensive statements and the imputation of improper motives. In the event of such occurrences, the Chairperson may call upon speakers to withdraw and apologise.
10. The Chairperson of Council Meetings or Committees of Council whose members are all Councillors shall have the right to exercise a casting vote.

**ITEM 7 (continued)**

**ATTACHMENT 2**

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**APPENDIX "B"**

**Motions, Amendments and Foreshadowed Motions**

**Motions**

1. A motion is a proposal, moved by one Councillor and seconded by another calling for a specific action to be taken or a decision to be made on the particular matter before the Council or Committee of Council.
2. If that motion is passed it becomes a resolution of the Council or the Committee of Council (within the Committee's delegation).  
  
The mover of a motion may be given the opportunity to explain the motion before a seconder is called for, if considered necessary by the Chairperson.
3. Once a motion is moved and seconded the meeting can then try and reach a decision by considering the specific proposal with speakers supporting it, opposing it, or suggesting changes to it.
4. If there is no objection to a motion before Council or Committee of Council, there shall be no right of reply, and the Chair shall put the motion.
5. Where there is a motion and an amendment, following debate on the amendment and then the motion, the mover of the motion has a right of reply prior to voting on the amendment taking place.
6. A motion should be very specific in its intention, must be lawful and capable of being implemented.
7. If possible, a motion should be qualified by referring to a timetable, financial implications, person required to take the necessary action, etc.
8. The motion should be simple and easy to understand so that there is no doubt about its meaning - it should be well structured and if it involves a number of different aspects then there should be different parts to the motion.
9. A Councillor seconding the motion is in effect saying "I support this proposal." If no person present is prepared to second the motion it then lapses and should not be discussed further.
10. When a motion is complex in its wording and intent, to assist other Councillors of the Council/Committee of Council, a Councillor shall submit the motion in writing so that it can be circulated to all members present and the minute taker either electronically or in hard copy format. This will allow the motion/amendment to be displayed accurately on the visual screens at the time that the motion or amendment is being discussed. This will remove any doubt in the minds of Councillors as to what exactly is being moved. Likewise, the Chairperson should ensure that any motion/amendment is clearly understood by all Councillors present prior to voting.

**ITEM 7 (continued)**

**ATTACHMENT 2**

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11. A motion should start with the word "THAT", for example "THAT the road be closed."
12. Motions should be written in a positive sense so that a "yes" vote indicates support for the action, and a "no" vote indicates that no action should be taken.
13. The mover of the motion has the right to speak first, and a general "right of reply" at the end of the debate. No new information or material should be argued during the "right of reply."
14. The seconder of the motion speaks after the mover, but may choose to hold over their speaking rights until later in the debate.
15. At the end of the debate, the Chairperson puts the motion to the meeting for voting by Councillors.

**Amendments**

1. An Amendment to a motion requires a mover and a seconder to put it forward.
2. An amendment must be lawful and capable of being implemented.
3. The Amendment must be dealt with before voting on the main motion. Debate is allowed only in relation to the amendment and not the main motion – which is suspended while the amendment is considered.
4. If the Amendment is passed, it becomes the motion and this new motion can be debated. If the Amendment is not supported, the main motion stays in its original form.
5. There should only be one Amendment to a Motion before Council at any time. If several amendments are proposed, each should be moved, seconded, debated and voted upon before the next.
6. Amendments may be in the form of additional words to a motion and/or the removal of words. Any such Amendment to a Motion must not alter the Motion to the extent that it effectively reverses the Motion. In any case an Amendment to a Motion will need to be made with the concurrence of the mover and seconder of the Motion.

**Foreshadowed Motions/Amendments**

1. It is possible to advise the Council of an intention of a foreshadowed Motion/Amendment that relates to the business currently before Council.
2. The Chairperson cannot accept the foreshadowed Motion/Amendment until the current Motion/Amendment has been determined.

**ITEM 7 (continued)**

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**APPENDIX "C"**

**Calling a Point of Order**

1. A Point of Order may be called in the following circumstances:
  - (a) A matter is raised that does not relate to the subject being discussed.
  - (b) There is no quorum present in the Council Chamber.
  - (c) There has been a failure to comply with some rule, regulation, standing order, policy or accepted rules of debate.
  - (d) A Councillor has used objectionable, insulting, offensive, abusive language or defamatory insinuations about a person's motives or conduct.
  - (e) A speaker has exceeded the time limit for speeches.
  - (f) An amendment under discussion has not been seconded.
  - (g) A matter is raised which is outside the powers of the Council.
2. The Chairperson may rule a Councillor out-of-order in two (2) ways - generally upon a ruling being given by the Chairperson after another Councillor has made a point of order, or by the Chairperson on his or her own initiative making the ruling.
3. When a Councillor raises a point of order, the person speaking must stop and resume his/her seat until the point has been dealt with. The Councillor who raises the point of order shall where possible refer to the specific section of the Code of Meeting Practice. For example:  
*"Under section 8.4 of the Code of Meeting Practice...."*
4. No other Councillor may speak on the Point of Order.
5. The Chairperson will then rule on the Point of Order, either by agreeing that the speaker is out-of-order or disagreeing and allowing the speaker to continue.
6. If there is an objection to the Chairperson's ruling, a Councillor may move a Motion of Dissent.
7. A Point of Order must not be taken for the purpose of contradicting statements made by another Councillor or providing a personal explanation. It must only be concerned with the conduct of the meeting. An explanation or contradiction is not a Point of Order.

ITEM 7 (continued)

ATTACHMENT 2

Code of Meeting Practice – Page 50

APPENDIX “D”

Practice for Public Addresses

Public Participation at Meetings Guidelines

**Aim:-** To assist the decision-making process, Council has provided the opportunity to members of the public to address Council and Committee meetings.

**Who can speak at a Meeting?**

Anyone can speak at a Meeting. You may speak if you are a resident or ratepayer, or you can have someone else speak on your behalf. You can also speak as a representative of a local community organisation or authority.

**Are there any restrictions on what I can speak about?**

You may speak on any Council related matter whether listed on the agenda or not, except for:

- Matters relating to the determination of a Development Application (including any alleged breaches of the Environmental Planning & Assessment Act).
- “confidential” matters under the Local Government Act, e.g. some legal matters, tenders, personnel matters – check with Council officers if you are unsure.
- Matters that have been already listed and considered by the Works and Community Committee, Finance and Governance Committee and the Ryde Central Committee; and have then been referred to Council for determination under delegated authority.

You may not make insulting or defamatory statements, and you should take care when discussing other people's personal information. Also, a member of the public may be expelled from a meeting for engaging in disorderly conduct.

**Are there any rules for speaking at the meeting?**

*Council Meetings:* Time is allocated at the beginning of the meeting for speakers.

Each speaker has 3 minutes – there is a warning bell after 2 minutes. No extensions of time are given and there is no question and answer period.

*Committee Meetings:* A maximum of 5 minutes will be allowed per person or a maximum of 15 minutes for a group. Councillors may ask speakers questions. It should be noted that speakers are under no obligation to answer any question put to them.

*General Information:* You are requested to register your desire to speak at a meeting by 12 noon on the day of the meeting.

You may use and distribute printed information; sketches etc. but we can't accommodate audio-visual equipment. The order of speakers is allocated on a first-come, first-served basis.

**Important Note:** The Chairperson may vary these practices, if such action will promote equity or will facilitate the conduct of the meeting.

**Privacy Note:** Please be aware that:

- Council and Committee meetings are webcast; and
- Your personal information is collected for Council purposes, and handled in accordance with the *Privacy and Personal Information Protection Act 1998*. It may be available to the public under various legislation including the *Government Information (Public Access) Act 2009*.

**Need more information?** Any questions, please phone Civic Services on 9952 8200.

**ITEM 7 (continued)**

**ATTACHMENT 2**

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**APPENDIX “E”**

**Meeting Times, Charters, Functions and Powers of Committees**

The following Charters, functions and powers are provided under the Code of Meeting Practice and in accordance with Section 377 of the Local Government – General Power of the Council to delegate.

**Works and Community Committee**

**Quorum:** A committee comprising less than the full Council shall be three (3)

**Meeting dates, place and time:** 2nd Tuesday of January (if considered necessary by the Mayor and General Manager).  
2nd Tuesday of the months February to December inclusive.  
Council Chamber, Level 1A, 1 Pope Street, Ryde 2112. Meetings are scheduled to commence at 6.00pm

**Casting Vote:** In the event of an equality of votes, the Chairperson has a casting vote.

**Delegation:** Matters considered by the Works and Community Committee will be referred to Council for determination in the following circumstances:

- (a) Where there are dissenting votes;
- (b) Where substantive changes are made to the published recommendation;
- (c) Where a change in the priority of works previously adopted by Council or works and budget allocations are required.
- (d) Where a Councillor has requested the General Manager in writing prior to the commencement of the meeting to refer the matter to the next Council meeting.

**Charter:** To adopt and monitor in accordance with established priorities and budgets the cost effective implementation of:

1. policies and operating plans for infrastructure development and maintenance so that facilities and services are provided to satisfy the needs of the community
2. programs and services to promote the physical, social, cultural, recreational, spiritual and intellectual well being of individuals and the community.

The Works and Community Committee does not have the delegated authority to change a priority of works previously adopted by Council or to approve budgets or works where budget allocations are required.

**ITEM 7 (continued)**

**ATTACHMENT 2**

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**Functions and Powers:**

*Research*

Initiate and consider studies to evaluate the facilities and services provided and needed in relation to public works and services, infrastructure, transportation, public facilities, leisure facilities, cultural facilities and recreational services and adopt appropriate policies and strategies.

*Parks Operations*

Approve works relating to the acquisition, development, embellishment and maintenance of parks, recreation facilities, bushland and wildlife corridors.

*Engineering Works*

Approve works relating to the construction, development, maintenance, repair and reconstruction of drains, roads, footpaths, carparks and bikeways.

*Implement Programs*

Monitor and review the efficiency and effectiveness of performance in relation to the implementation of the adopted programs for public works and services, community services and library services.

*Council Lands*

Initiate and adopt plans of management for public land to ensure the proper management, development and conservation of resources for the purpose of promoting welfare of the community and a better environment.

*Asset Maintenance*

Approve works relating to the maintenance, repair and replacement of Council's physical assets including the buildings, plant and parks.

*Trees*

Approve the planting, conservation, rehabilitation, maintenance, lopping or removal of trees and other vegetation. Deal with approvals, refusals and review of decisions in respect of the administration of the Tree Preservation Order.

*Waste Collection*

Approve policies and programs for the collection and disposal of waste and the promotion of recycling.

*Library and Information*

Monitor the performance of Council's library and information services and adopt policies for the upgrading and development of those services.

*Community Development*

Monitor and review the use and effectiveness of programs and services provided by Council and other bodies for information, leisure, recreation and community support, as well as welfare, social, cultural and intellectual development. Approve appropriate policies, plans and procedures.

**ITEM 7 (continued)**

**ATTACHMENT 2**

Code of Meeting Practice – Page 53

*Consideration of Matters*

The Committee at a meeting may defer a matter that is listed on the Agenda to the next scheduled Committee Meeting for consideration if it has been carried unanimously. This matter must then be listed on the Agenda of the subsequent Committee Meeting.

If the deferral is not unanimously supported, the matter must then be presented to Council for consideration.

Other Matters (outside Terms of Reference)

**Public Participation:** Public Participation will be in accordance with Appendix "D" – Practice for Public Addresses, in the Code of Meeting Practice. (This allows a maximum of 5 minutes per person, 15 minutes for a group. It also allows Councillors to ask questions of the speaker).

Restrictions

Members of the public will not be able to speak at a Council meeting where matters have already been listed and considered at the Works and Community Committee and are being referred to the Council meeting for determination.

**Advertising:** Meetings will be advertised on Council's website and in the Mayor's Column.

**Minutes:** Minutes of meetings detailing recommendations for Council's consideration, will be published on Council's website.

## ITEM 7 (continued)

## ATTACHMENT 2

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### Finance and Governance Committee

Quorum:	A committee comprising less than the full council shall be three (3).
Meeting dates, place and time:	2nd Tuesday of January (if considered necessary by the Mayor and General Manager). 2nd Tuesday of the months February to December inclusive. Council Chamber, Level 1A, 1 Pope Street, Ryde 2112. Meetings are scheduled to commence at 6.45pm.
Casting Vote:	In the event of an equality of votes, the Chairperson has a casting vote.
Delegation:	All matters considered by the Finance and Governance will be referred to Council for determination.
Charter:	To address and consider issues relating to Finance, Governance, Procurement/Tenders, Audit and Property matters at the City of Ryde and make recommendations to Council for its determination.
Functions and Powers:	The functions and powers of the Committee will be as follows: <ol style="list-style-type: none"> <li>1. Integrated Planning and Reporting To review and determine financial and asset management strategies, revenue raising opportunities, Council's Community Strategic Plan, Four Year Delivery Plan, One Year Operational Plan, Resourcing Strategy and Quarterly Reviews.</li> <li>2. Rating Matters To monitor, review and determine rating strategies and resolve other rating matters.</li> <li>3. Investments To receive and review reports on Council's Investment Portfolio and adopt actions arising; To review, amend and determine Council's Investment Policy; and To review and appoint Council's independent financial advisor.</li> <li>4. Procurement/Tenders To receive and review reports on Council's Procurement Policy, Strategies and Procedures and adopt actions arising; and To consider and determine tenders.</li> <li>5. Internal and External Audit To appoint members of Council's Audit and Risk Committee; To receive and review reports of Council's Audit and Risk Committee; To investigate, receive and review reports of Council's External Auditor; and To review, monitor and appoint Council's External Auditor.</li> </ol>

## ITEM 7 (continued)

## ATTACHMENT 2

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6. Court Actions/Legal Matters  
To review the progress of matters before the Courts and assess the implications of decisions from the Court.
7. Property Matters  
To review and determine matters relating to leasing, licensing, acquisition and disposal of Council property;
8. Governance Framework, Operational/Organisational Matters and Corporate/Council Policies  
To review and determine policies, submissions, other Operational/Organisational matters as required under the Local Government Act and other initiatives/improvements to Council's Governance Framework.

### *Consideration of Matters*

The Committee at a meeting may defer a matter that is listed on the Agenda to the next scheduled Committee Meeting for consideration if it has been carried unanimously. This matter must then be listed on the Agenda of the subsequent Committee Meeting.

If the deferral is not unanimously supported, the matter must then be presented to Council for consideration.

### Other Matters (outside Terms of Reference)

**Public Participation:** Public Participation will be in accordance with Appendix "D" – Practice for Public Addresses, in the Code of Meeting Practice. (This allows a maximum of 5 minutes per person, 15 minutes for a group. It also allows Councillors to ask questions of the speaker).

### Restrictions

Members of the public will not be able to speak at a Council meeting where matters have already been listed and considered at the Finance and Government Committee and are being referred to the Council meeting for determination.

**Advertising:** Meetings will be advertised on Council's website and in the Mayor's Column.

**Minutes:** Minutes of meetings detailing recommendations for Council's consideration, will be published on Council's website.

**ITEM 7 (continued)**

**ATTACHMENT 2**

Code of Meeting Practice – Page 56

**Ryde Central Committee**

Quorum:	A committee comprising less than the full council shall be three (3).
Meeting dates, place and time:	2nd Tuesday of January (if considered necessary by the Mayor and General Manager). 2nd Tuesday of the months February to December inclusive. Council Chamber, Level 1A, 1 Pope Street, Ryde 2112. Meetings are scheduled to commence at 7.15pm.
Casting Vote:	In the event of an equality of votes, the Chairperson has a casting vote.
Delegation:	All matters considered by the Ryde Central Committee will be referred to Council for determination.
Charter:	To address and consider issues relating to the Ryde Central and make recommendations to Council for its determination.
Functions and Powers:	<p>The functions and powers of the Committee will be as follows;</p> <ul style="list-style-type: none"> <li>a) To establish an international architectural design competition to provide an iconic architectural vision for the site, conducted generally in accordance with the NSW Government's Design Excellence Guidelines;</li> <li>b) To prepare a public consultation strategy;</li> <li>c) To prepare a new master plan for the site including a site specific Development Control Plan; and</li> <li>d) To prepare a business case(s) to determine options for how the site could be developed whilst retaining the majority (or all) of the site in Council's ownership.</li> <li>e) To determine any other matters relating to the Ryde Central as referred by Council.</li> </ul>

*Consideration of Matters*

The Committee at a meeting may defer a matter that is listed on the Agenda to the next scheduled Committee Meeting for consideration if it has been carried unanimously. This matter must then be listed on the Agenda of the subsequent Committee Meeting.

If the deferral is not unanimously supported, the matter must then be presented to Council for consideration.

**ITEM 7 (continued)**

**ATTACHMENT 2**

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Funding Source:	Fit for the Future Reserve.
Ryde Central:	<p>Includes all lands and public roads –</p> <p>Civic Centre / Civic Hall            LOT 10 in DP 1110978            LOT 11 in DP 1110978            LOT 12 in DP 1110978            LOT 50 DP 1157410</p> <p>Parts of Devlin Street (including pedestrian bridges and sub stratum tunnels)            LOT 46 DP 1157410            LOT 48 DP 1157410            LOT 51 DP 1157410            LOT 52 DP 1157410            LOT 53 DP 1157410            LOT 54 DP 1157410            LOT 55 DP 1157410            LOT 56 DP 1157410            LOT 57 DP 1157410            LOT 58 DP 1157410</p> <p>Parts of Blaxland Road (section behind Civic Centre)            LOT 1 in DP1170801            LOT 2 in DP1170801            LOT T in DP 443304            LOT S in DP 443304            LOT R in DP 443304            LOT Q in DP443304</p> <p>Parts of Parkes Street (From Lee Avenue to Devlin Street)            LOT 47 DP1157410            LOT 1 in DP68403</p>
Other Matters (outside Terms of Reference)	
Public Participation:	<p>Public Participation will be in accordance with Appendix "D" – Practice for Public Addresses, in the Code of Meeting Practice. (This allows a maximum of 5 minutes per person, 15 minutes for a group. It also allows Councillors to ask questions of the speaker).</p> <p><u>Restrictions</u></p> <p>Members of the public will not be able to speak at a Council meeting where matters have already been listed and considered at the Ryde Central Committee and are being referred to the Council meeting for determination.</p>
Advertising:	Meetings will be advertised on Council's website and in the Mayor's Column.
Minutes:	Minutes of meetings detailing recommendations for Council's consideration, will be published on Council's website.

**ITEM 7 (continued)**

**ATTACHMENT 2**

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**APPENDIX “F”**

**PROCEDURE FOR THE CONDUCT OF ELECTIONS – Election of Mayor / Deputy Mayor and Chairperson / Deputy Chairperson of Committees of Council**

**Election of Mayor**

**1. Mayor to Vacate Seat**

Following adoption of the Minutes of the previous Council Meeting and any Mayoral Minutes, the Mayor may make a comment on their Mayoral term and vacate the chair and hand over the Mayoral Chains to the General Manager. The General Manager is appointed Returning Officer by virtue of the Local Government Act and Council Resolution and will be assisted by nominated staff.

**2. Determination of Method of Voting**

The Returning Officer will ask for Council to resolve the method of voting being either Ordinary Ballot, Preferential Ballot or Open Voting.

Clause 11.9 of Council's Code of Meeting Practice states as follows:

Voting at a Council meeting, including voting in an election at such a meeting, is to be by open means (such as on the voices or by show of hands). However, the Council may resolve that the voting in an election by Councillors for Mayor or Deputy Mayor is to be by secret ballot.

Note: The Local Government (General) Regulation 2005 provides that a Council is to resolve whether an election by the Councillors for Mayor or Deputy Mayor is to be by preferential ballot, ordinary ballot or open voting (Clause 3 of Schedule 7). Clause 3 of Schedule 7 also makes it clear that "ballot" has its normal meaning of secret ballot.

**a. Ordinary Ballot**

An Ordinary Ballot is a secret ballot where ballot papers are distributed to each Councillor and Councillors will vote for only one (1) candidate. If there are more than two (2) candidates, more than one (1) ballot will be required, if there is no majority arising from the first ballot.

**b. Preferential Ballot**

A Preferential Ballot is a secret ballot whereby all candidates are listed on the ballot paper and each Councillor is required to indicate their preference, from first to last, from the number of candidates listed on the ballot paper. This method eliminates the candidate with the lowest number of primary votes until one (1) candidate achieves a majority of votes.

**c. Open Voting**

An Open Voting method is done by show of hands or use of the electronic voting system to determine the number of votes for each candidate.

## ITEM 7 (continued)

## ATTACHMENT 2

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If required, a Ballot Form to determine the method of voting will be distributed to Councillors. The Returning Officer will declare the method of voting according to the results of the ballot.

Council staff will conduct the election and will provide the results to the Returning Officer for validation. The Returning Officer will declare the outcome of each ballot.

Note: A majority of votes is achieved if a candidate receives half of the formal votes plus one (1) extra vote. ie: if 12 formal votes are received, a majority is 7 votes or higher; or if 11 formal votes are received, a majority is 6 votes or higher.

If any Councillor abstains from voting, their vote will be recorded as an Informal vote.

### 3. Confirmation of Nominations for Position of Mayor

The Returning Officer will inform the Council of nominations received for the position of Mayor. All nominations are to be received by the General Manager on the "Nomination Form for Election of Mayor" duly signed and completed, prior to the commencement of the Council Meeting at 7.00pm at which the election is to be conducted. The Returning Officer will also ask for further nominations at the meeting, prior to the election for the position of the Mayor.

Councillors can be nominated for both Mayor and Deputy Mayor and can withdraw either nomination prior to either election.

### 4. Election to be conducted

Under all methods of voting, the following general principles will apply in conducting the election –

#### a. One (1) Candidate

If only one (1) nomination is received, that Councillor will be declared elected unopposed as Mayor for the ensuing 2 years.

#### b. Two (2) Candidates

- (i) If one (1) candidate receives a majority of formal votes, that candidate will be declared elected as Mayor for the ensuing 2 years.
- (ii) If the two (2) candidates receive equal votes, then a draw by lot will be required to be undertaken by the Returning Officer.

The Returning Officer will organise for the names of both candidates to be written on a separate slip. The slips will then be folded and sealed inside a separate canister. The canisters will then be placed inside the ballot box and shaken around. The Returning Officer will then pull one canister from the ballot box, open it and read out the name on the slip. **The Councillor whose name is drawn will be declared elected as Mayor for the ensuing 2 years.**

#### c. Three (3) or more Candidates

- (i) If there are three (3) or more candidates, a process of elimination will be undertaken until such time as either a majority of votes is achieved for one (1) candidate or the two (2) remaining candidates have equal votes and a draw by lot is undertaken in accordance with the method described in part (b) above.

## ITEM 7 (continued)

## ATTACHMENT 2

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- (ii) In the scenario where three (3) or more candidates have equal votes, then a draw by lot will be required to be undertaken by the Returning Officer. The Returning Officer will organise for the names of all candidates to be written on a separate slip. The slips will then be folded and sealed inside a separate canister. The canisters will then be placed inside the ballot box and shaken around. The Returning Officer will then pull one canister from the ballot box, open it and read out the name on the slip. **The Councillor whose name is drawn will be eliminated.** A fresh ballot will then be conducted. See part (v) below.
- (iii) In the scenario where three (3) or more candidates have unequal votes, and a majority of votes is not achieved, **the candidate with the lowest amount of votes will be eliminated** by the Returning Officer. A fresh ballot will then be conducted. See part (v) below.

Note: In the case of a Preferential Ballot, candidates are excluded until a majority of votes is achieved.

- (iv) In the scenario where three (3) or more candidates have unequal votes but two (2) or more have equal lowest votes, then a draw by lot will be required to be undertaken by the Returning Officer to eliminate one of those candidates with equal lowest votes. The Returning Officer will organise for the names of these candidates to be written on a separate slip. The slips will then be folded and sealed inside a separate canister. The canisters will then be placed inside the ballot box and shaken around. The Returning Officer will then pull one canister from the ballot box, open it and read out the name on the slip. **The Councillor whose name is drawn will be eliminated.** A fresh ballot will then be conducted. See part (v) below.
- (v) The process of the ballot and elimination will continue until two (2) candidates remain and the result is determined in accordance with the method described in part (b) above.

### 5. Declaration of Mayor

Upon completing the election, the Returning Officer will declare the Mayor as elected, and the newly appointed Mayor will take his/her seat.

### Election of Deputy Mayor

1. The process for Nomination of Deputy Mayor is the same as for Mayor.
2. The process for Election of Deputy Mayor is the same as for Mayor.
3. The term that a Councillor is elected as Deputy Mayor must be determined by Council.

### Election of Chairperson / Deputy Chairperson – Committees of Council

1. The process for Nomination of Chairperson / Deputy Chairperson is the same that applies for Mayor and Deputy Mayor.
2. The process for Election of Chairperson / Deputy Chairperson is the same that applies for Mayor and Deputy Mayor.
3. The term that a Councillor is elected as Chairperson / Deputy Chairperson for a Committee of Council is one (1) year.