

LIVERPOOL PLAINS SHIRE COUNCIL

POLICY REGISTER

Policy No. 1.1

POLICY TITLE: CODE OF MEETING PRACTICE

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History of Policy Review

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1	12 th July 2004	9102	New Policy
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3	29 th September 2008	11945/11946	Change meeting times
4	28 th October 2009	12676	Revised guidelines From Div Local Govt
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6	26 th February 2014	723	Updated

OBJECTIVES

To formalise the framework whereby Council will conduct its meetings in accordance with the requirements of the Local Government Act, 1993 and Regulations made thereunder.

POLICY STATEMENT

Council and Committees of the Council, of which all the members are Councillors, must conduct meetings in accordance with the attached adopted Code of Meeting Practice in order to comply with existing legislation.

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PART 1 - PRELIMINARY**CITATION**

1. This Code may be cited as the Liverpool Plains Shire Council Code of Meeting Practice.

DEFINITIONS

2. (1) In this Code:
 - (a) **amendment**, in relation to an original motion, means a motion moving an amendment to that motion;
 - (b) **chairperson**,
 - (i) in relation to a meeting of the Council - means the person presiding at the meeting as provided by Section 369 of the Act; and
 - (ii) in relation to a meeting of a committee - means the person presiding at the meeting as provided by clause 50 of this Code;
 - (c) **committee** means a committee appointed or elected by the Council in accordance with clause 44 or the Council when it has resolved itself into a committee of the whole; (clause 43)
 - (d) **record** means a document (including any written or printed material) or object (including a sound recording, coded storage device, magnetic tape or disc, microfilm, photograph, film, map, plan or model or a painting or other pictorial or graphic work) that is or has been made or received in the course of official duties by a councillor or an employee of the Council and, in particular, includes the minutes of meetings of the Council or of a committee of the Council;
 - (e) **relative**, in relation to a person, means any of the following:
the parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child of the person or of the person's spouse or de facto partner;
 - (f) **the Act** means the Local Government Act 1993;
 - (g) **the Code** means the Liverpool Plains Shire Council Code of Meeting Practice; and the **Regulation** means the Local Government (General) Regulation 2005.
- (2) Except as otherwise provided, expressions used in this Code which are defined in the dictionary at the end of the Act have the meanings set out in the dictionary.

LOCAL GOVERNMENT ACT 1993 & LOCAL GOVERNMENT (GENERAL) REGULATION 2005

3. (1) This Code is made pursuant to section 360(2) of the Act.
 - (2) It incorporates relevant provisions of the Regulation and the Act.
 - (3) In the event of any inconsistency between the Code and the Act or the Regulation, the Act or the Regulation (as the case may be) shall prevail to the extent of the inconsistency.

NOTES TO TEXT

4. Notes in the text of this Code are explanatory notes and do not form part of this Code. They are provided to assist understanding.

PART 2 - CONVENING OF AND ATTENDANCE AT COUNCIL MEETINGS**FREQUENCY OF MEETINGS OF THE COUNCIL**

5. (1) The Council is required to meet at least 10 times each year, each time in a different month.
 - (2) The Council has, by resolution, set the time, date and place of Committee and Ordinary Meetings of Council. Committee and Ordinary Meetings of the Council will commence at 2.30 p.m. on the third and fourth Wednesday of each month respectively and be held in the Liverpool Plains Shire Council Chambers, Station Street, Quirindi.

- (3) The Council may, by resolution, vary the time, date and place of Ordinary Meetings should extenuating circumstances exist which would prevent the Ordinary Meetings of the Council being held in accordance with clause 5 (2).

EXTRAORDINARY MEETINGS

6. (1) At least two (2) councillors can make a written request to the mayor to hold an extraordinary council meeting. The mayor can be one of the two councillors, but the mayor cannot call extraordinary meetings by him or herself without having a written request with another councillor's signature. The mayor must then 'call' the meeting, which is to be held as soon as practical but within fourteen (14) days after the request is made (s.366 of the Act).
- (2) Extraordinary meetings are not only held in 'extraordinary' circumstances. These meetings are usually held to deal with special business or where there is so much business to be dealt with that an additional meeting is required (cl.242 of the Regulation).

NOTICE OF MEETINGS

7. (1) The General Manager of the Council must send to each councillor, at least 3 days before each meeting of the Council, a notice specifying the time and place at which and the date on which the meeting is to be held and the business proposed to be transacted at the meeting.
- (2) Notice of less than 3 days may be given of an Extraordinary Meeting called in an emergency, but in no case shall notice of less than one day be given.
- (3) Notice of meetings of a Council or a Committee of Council (except for extraordinary meetings) must be published in a newspaper circulating in the local area before the meeting takes place.
- (4) Notice of more than one meeting may be given in the same notice.

QUORUM

8. The quorum for a meeting of the Council is a majority of the councillors of the Council who hold office for the time being and are not suspended from office.

WHAT HAPPENS WHEN A QUORUM IS NOT PRESENT

9. (1) A meeting of the Council must be adjourned if a quorum is not present:
- (a) within half an hour after the time designated for the holding of the meeting; or
- (b) at any time during the meeting.
- (2) In either case, the meeting must be adjourned to a time, date and place fixed:
- (a) by the chairperson; or
- (b) in his or her absence - by the majority of the councillors present; or
- (c) failing that, by the General Manager.
- (3) 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.
- (4) If so many councillors declare a pecuniary interest in a matter that the council is unable to form a quorum to deal with the business before it, the councillors concerned may apply to the Minister to allow them to participate in the discussion and vote on that matter (s.458 of the Act). This recognises that council business must sometimes proceed even though the decision is being made by councillors with pecuniary interests declared. The Minister does not grant such exemptions lightly.

PRESENCE AT COUNCIL MEETINGS/LEAVE OF ABSENCE

10. (1) A councillor cannot participate in a meeting of the Council unless personally present at the meeting.
- (2) A Councillor's application for leave of absence from Council Meetings should, if practicable, identify (by date), the meetings from which the Councillor intends to be absent.
- (3) A Councillor who intends to attend a Council Meeting despite having been granted leave of absence should, if practicable, give the General Manager at least 2 days notice of his or her intention to attend.

PART 3 - PROCEDURE FOR THE CONDUCT OF COUNCIL MEETINGS**CHAIRPERSON OF COUNCIL MEETINGS**

11. (1) The Mayor or, at the request of or in the absence of the Mayor, the Deputy Mayor presides at meetings of the Council.
- (2) If the Mayor and the Deputy Mayor are absent, a councillor elected to chair the meeting by the councillors present presides at a meeting of the Council.
- (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.
- (4) The election must be conducted:
 - (a) by the General Manager or, in his or her absence, an employee of the Council designated by the General Manager to conduct the election; or
 - (b) if neither of them is present at the meeting or there is no General Manager or designated employee - by the person who called the meeting or a person acting on his or her behalf.
 - (c) if, at an election of a chairperson, 2 or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairperson is to be the candidate whose name is chosen by lot.
 - (d) the person conducting the election must:
 - i) arrange for the names of the candidates who have equal numbers of votes to be written on similar slips; and
 - ii) then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.
 - (e) The candidate whose name is on the drawn slip is the candidate who is to be the chairperson.

CHAIRPERSON TO HAVE PRECEDENCE

12. When the chairperson rises during a meeting of the Council:
 - (a) any councillor then speaking or seeking to speak must immediately resume his or her seat; and
 - (b) every councillor present must be silent to enable the chairperson to be heard without interruption.

CHAIRPERSON'S DUTY WITH RESPECT TO MOTIONS

13. (1) 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.
- (2) The chairperson must rule out of order any motion that is unlawful or the implementation of which would be unlawful.
- (3) Any motion, amendment or other matter that the chairperson has ruled out of order is taken to have been rejected.

MINUTES

14. (1) The Council must ensure that full and accurate minutes are kept of proceedings of a meeting of the Council.
- (2) The Minutes must, when they have been confirmed at a subsequent meeting of Council, be signed by the person presiding at that subsequent meeting.

- (3) 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 the seconder of the motion or amendment;
 - (c) whether the motion or amendment is passed or lost.
- (4) The correctness of the minutes of every preceding meeting, including extraordinary meetings, not previously confirmed must be dealt with at every ordinary meeting of the Council, in order that such minutes may be confirmed.
- (5) A motion or discussion with respect to such minutes shall not be in order except with regard to their accuracy as a true record of the proceedings.
- (6) Minutes may be confirmed at an extraordinary meeting of the Council.
- (7) The minutes must, when they have been confirmed at a subsequent meeting of the Council, be signed by the person presiding at that subsequent meeting.

MAYORAL MINUTES

- 14A (1) The Mayor may put to a meeting (without notice) any matter which the Council is allowed to deal with or which the council officially knows about (cl.243(a) of the Regulation). This would cover any council function under the Act or other legislation, or any matter that has been brought to the council's attention, for example, by letter to the Mayor or the General Manager.
- (2) This power to make mayoral minutes recognises the special role of the Mayor. A mayoral minute overrides all business on the agenda for the meeting, and the Mayor may move that the minute be adopted without the motion being seconded.
- (3) Mayoral minutes should not be used to introduce, without notice, matters that need research or a lot of consideration by the councillors before coming to a decision. These types of matters would be better placed on the agenda, with the usual period of notice being given to the councillors.
- (4) Subject to paragraph (3), Mayoral Minutes may be altered.

ORDER OF BUSINESS

15. (1) At a meeting of the Council (other than an extraordinary meeting), the general order of business is (except as provided by this Code) such as the Council has fixed by resolution passed at any previous meeting.
- (2) The order of business fixed under subclause (1) may be altered if a motion to that effect is passed. Such a motion can be moved without notice.
- (3) Despite clause 29, only the mover of a motion referred to in subclause (2) may speak to the motion before it is put.

PUBLIC MAY ADDRESS COUNCIL ON WHETHER PART OF A MEETING SHOULD BE CLOSED

16. (1) After a motion to close part of a meeting of Council or a committee of Council to the public has been moved and seconded, the Chairman will ask the General Manager if there are any written representations from the public on the proposed closure. The General Manager is to read out any written representations and the Chairman will ask if any person wishes to make verbal representations.
- (2) The opportunity for such persons to speak will be given to:-
 - a) each person who wishes to comment, chosen in random order; or
 - b) a representative person chosen by the public gallery, speaking for or against the motion.
- (3) Each person addressing the Council may be allowed to speak for the maximum period of not more than 2 minutes per person.
- (4) The Council or Committee then closes the meeting under section 10A(3) to consider whether part of the meeting should be closed to the public to consider the subject item.

AGENDA AND BUSINESS PAPERS FOR COUNCIL MEETINGS

17. (1) The General Manager must ensure that the business paper for a meeting of the Council states:
- (a) all matters to be dealt with arising out of the proceedings of former meetings of the Council;
 - (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;
 - (c) any business of which due notice has been given.
- (2) The General Manager must not include in the agenda for a meeting of the Council any business of which due notice has been given if, in the opinion of the General Manager, the business is (or the implementation of the business would be) unlawful. The General Manager must report (without giving details of the item of business) any such exclusion to the next meeting of the Council.
- (3) Having an agenda item, "questions without notice" is inconsistent with the provisions of the Regulation that require notice to be given of matters to be discussed at council meetings (cl 241).
Allowing questions without notice would avoid the notice provisions of clause 241 of the Regulation. That clause enables all councillors and the public to be aware, by reading the agenda, of matters that will be raised at each meeting. It also enables councillors to give careful thought to any pecuniary interest or conflict of interest they might have in a matter, rather than having to hastily confront an issue during the meeting.
- (4) 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.
- (5) The General Manager must ensure that the details of any item of business to which Section 9(2A) of the Act applies are included in a business paper for the meeting concerned.
- (6) Nothing in this clause limits the powers of the chairperson under Clause 20.

GIVING NOTICE OF BUSINESS

18. (1) The Council must not transact business at a meeting of the Council:
- (a) unless a councillor has given notice of the business in writing within such time before the meeting as is fixed by this code or (if the Council does not have a code of meeting practice or its code of meeting practice does not fix that time) as is fixed by resolution of Council; and
 - (b) unless notice of business has been sent to the councillors at least 3 days before the meeting, or, in the event of an extraordinary meeting called in an emergency, at least one day.
- (2) Subclause (1) does not apply to the consideration of business at a meeting if the business:
- (a) is already before, or directly relates to a matter that is already before the Council; or
 - (b) is a matter or topic put to the meeting by the chairperson in accordance with clause 20;
 - (c) is a motion for the adoption of recommendations of a committee of Council; or
 - (d) is the election of a chairperson to preside at the meeting.
- (3) Despite subclause (1), business may be transacted at a meeting of the Council when due notice of the business has not been given to councillors, but only if:
- (a) a motion is passed to have the business transacted at the meeting; and
 - (b) the business proposed to be brought forward is ruled by the Chairperson to be of great urgency. Such a motion can be moved without notice.
- (4) Despite clause 29, only the mover of a motion referred to in subclause (3) can speak to the motion before it is put.

AGENDA FOR EXTRAORDINARY MEETING

19. (1) The General Manager must ensure that the agenda for an extraordinary meeting of the Council deals only with the matters stated in the notice of the meeting.
- (2) Despite subclause (1), business may be transacted at an extraordinary meeting of the Council even though due notice of the business has not been given to the Councillors. However, this can happen only if:
- (a) a motion is passed to have the business transacted at the meeting; and
 - (b) the business approved to be brought forward is ruled by the chairperson to be of great urgency.
- Such a motion can be moved without notice but only after the business notified in the agenda for the meeting has been disposed of.
- (3) Despite clause 29 relating to limitations as to the number of speeches, only the mover of a motion referred to in subclause (2) can speak to the motion before it is put.

OFFICIAL MINUTES

20. (1) If the Mayor is the chairperson at a meeting of a council, the chairperson is, by minute signed by the chairperson, entitled to put to the meeting without notice any matter or topic that is within the jurisdiction of the Council or of which the Council has official knowledge.
- (2) Such a minute, when put to the meeting, takes precedence over all business on the council's business paper for the meeting. The chairperson (but only if the chairperson is the Mayor) may move the adoption of the minute without the motion being seconded.
- (3) A recommendation made in a minute of the chairperson (being the Mayor) or in a report made by a Council employee is, in so far as adopted by the Council, a resolution of the Council.

REPORT OF A DIVISION OF LOCAL GOVERNMENT REPRESENTATIVE TO BE TABLED AT COUNCIL MEETING

21. When a report of a Division of Local Government representative has been presented to a meeting of a council in accordance with section 433 of the Act, the Council must ensure that the report:
- (a) is laid on the table at that meeting; and
 - (b) is subsequently available for the information of councillors and members of the public at all reasonable times.

NOTICE OF MOTION - ABSENCE OF MOVER

22. In the absence of a councillor who has placed a notice of motion on the business paper for a meeting of the Council:
- (a) any other councillor may move the motion at the meeting; or
 - (b) the chairperson may defer the motion until the next meeting of the Council at which the motion can be considered.

MOTIONS TO BE SECONDED

23. A motion or an amendment cannot be debated unless or until it has been seconded. However, the mover of a motion may be allowed by the chairperson to speak to the motion before calling for the motion to be seconded. This clause is subject to clauses 20(2) and 29(5).

HOW SUBSEQUENT AMENDMENTS MAY BE MOVED

24. If an amendment has been rejected, a further amendment can be moved to the motion to which the rejected amendment was moved, and so on, but no more than one motion and one proposed amendment can be before the Council at any one time.

MOTIONS OF DISSENT

25. (1) A councillor can, without notice, move to dissent from the ruling of the chairperson on a point of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.
- (2) If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been discharged as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.
- (3) Despite clause 29, 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.

PETITIONS MAY BE PRESENTED TO THE COUNCIL

26. (1) A councillor may present a petition to the Council.
- (2) The chairperson must not permit discussion on the petition.
- (3) The petition will be referred to the General Manager for appropriate action or referral to a future meeting of the Council.

QUESTIONS MAY BE PUT TO COUNCILLORS AND COUNCIL EMPLOYEES

27. (1) A councillor:
- (a) may, through the chairperson, put a question to another councillor; and
- (b) may, through the General Manager, put a question to a Council employee.
- (2) However, a councillor or Council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to documents.
- (3) The councilor must put every such question directly, succinctly and without argument.
- (4) The chairperson must not permit discussion on any reply or refusal to reply to a question put to a councillor or Council employee under this clause.

MODE OF ADDRESS

28. Councillors shall at all times address other councillors by their official designation, for example, Mr. Mayor or Councillor *Brown*, as the case may be.

LIMITATION AS TO NUMBER OF SPEECHES

29. (1) A councillor who, during a debate at a meeting of the Council, moves an original motion has the right of general reply to all observations that are made by another councillor during the debate in relation to the motion and to any amendment to it, as well as the right to speak on any such amendment.
- (2) A councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to the motion.
- (3) A councillor must not, without the consent of the council, speak more than once on a motion or an amendment, or for longer than 5 minutes at any one time. However, the chairperson may permit a councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than 5 minutes on that motion or amendment to enable the councillor to make a statement limited to explaining the misrepresentation or misunderstanding.
- (4) Despite subclauses (1) and (2), if at least 2 councillors have spoken in favour of a motion or an amendment and at least 2 councillors have spoken against the motion or amendment, any councillor may move that the question be now put. A councillor may also move that the question be put if the mover of a motion or amendment has spoken in favour of the motion or amendment and no councillor indicates a wish to speak against it.
- (5) The chairperson must immediately put to the vote, without debate, a motion moved under subclause (4). A seconder is not required for such a motion.
- (6) If a motion that the original motion or amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised his or her right of reply under subclause (1).

- (7) If a motion that the original motion or amendment be now put is rejected, the chairperson must allow the debate on the original motion or the amendment to be resumed.

MOTIONS PUT WITHOUT DEBATE

30. Provided there is no objection from any councillor present, any motion or recommendation before the Council may be put to the vote without discussion or debate.

VOTING AT COUNCIL MEETINGS

31. (1) Each councillor is entitled to one vote.
(2) However, the chairperson has, in the event of an equality of votes, a second or casting vote.
(3) 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.
(4) If a councillor who has voted against a motion put at a Council meeting so requests, the General Manager must ensure that the councillor's dissenting vote is recorded in the Council's minutes.
(5) The decision of the chairperson as to the result of a vote is final, unless the decision is immediately challenged and not fewer than 2 councillors rise and demand a division.
(6) When a division on a motion is demanded, the chairperson must ensure that the division takes place immediately. The General Manager must ensure that the names of those who vote for the motion and those who vote against it are respectively recorded in the council's minutes.
(7) Voting at a Council Meeting, including voting in an election at such a meeting, is to be by open means (such as on the voices or by show of hands). However, the Council may resolve that the voting in any election by Councillors for Mayor or Deputy Mayor is to be by Secret Ballot.

Note: Part 11 of the Local Government (General) Regulation 2005 provides that a Council is to resolve whether an election by the Councillors for a Mayor or Deputy Mayor is to be by preferential ballot, ordinary ballot or open voting (clause 394 and clause 3 of Schedule 7). Clause 3 of Schedule 7 also makes it clear that "ballot" has its normal meaning of secret ballot.

RETURNING OFFICER

32. (1) When an election is to be conducted, the returning officer shall be:
(a) The General Manager or, in his or her absence, an employee of the Council designated by the General Manager to conduct the election; or
(b) If neither or them is present at the meeting or there is no General Manager or designated employee - by the person who called the meeting or a person acting on his or her behalf.
(2) The Council will determine the system of voting, that is, either "ordinary ballot", "first past the post" or other system of voting.
(3) The returning officer will confirm the method of voting.
(4) The returning officer will keep a recording sheet and announce results of the election process as each stage of the election proceeds.

SHOW OF HANDS - BY ORDINARY BALLOT

33. (1) Where the Council determines that the method of voting shall be by ORDINARY BALLOT the following voting procedures shall apply:
(a) Where there are only two candidates, the returning officer shall declare elected that candidate who receives the higher number of votes on a show of hands.
(b) Where there are three or more candidates, the candidate who receives the lowest number of votes on a show of hands will be excluded.
(c) Where there are three or more candidates remaining after the exclusion of a candidate under clause (b), a further vote shall be taken in respect of those candidates and the candidate who receives the lowest number of votes on a show of hands shall be excluded.
(d) Where there are four or more candidates remaining after the exclusion of a candidate under clause (c), the procedure as set out in that clause shall be repeated until only two candidates remain.

- (e) Where there are only two candidates remaining after the exclusion of a candidate, all candidates under clauses (b), (c) or (d), a further vote shall be taken in respect of those candidates and the returning officer shall declare elected that candidate who receives the higher number of votes on a show of hands.
- (f) If on any count of votes on a show of hands at an election using the ordinary ballot method of voting, the number of votes cast on a show of hands or two or more candidates is equal and those candidates are:
 - (i) the only candidates in the election, or the only candidates remaining in the election; or
 - (ii) the candidates with the lowest number of votes on the show of hands; the returning officer shall determine by the drawing of lots which of those candidates shall be excluded or elected, as the case may be, and the following provisions shall apply;
 - (iii) the manner of drawing of lots shall be decided by the returning officer and announced to the Council;
 - (iv) where there are only two candidates in the election, or where only two candidates remaining in the election, the candidate whose name is first drawn shall be deemed to have received the highest number of votes on a show of hands.

SHOW OF HANDS - BY FIRST PAST THE POST VOTING METHOD

- 34. (1) Where the Council has determined that the voting method shall be by the first past the post method, the returning officer will announce the names of the Councillors nominated in alphabetical order and ask each Councillor to record his or her vote by a show of hands in respect of the candidate names and each Council is to limit their voting to the number of candidates to be ELECTED.
- (2) If there is only one candidate to be elected, on a show of hands the candidate with the higher number of votes (recorded on a count sheet by the returning officer) is ELECTED.
- (3) If there are two or more candidates to be elected, on a show of hands the candidates with the highest number of votes (recorded on a count sheet by the returning officer) are ELECTED for the number of positions to be filled.
- (4) In the event of two candidates recorded equal and highest number of votes on a show of hands, the names of the candidates who have equal and highest number of votes are written on similar slips of paper by the returning officer, the slips are folded by the returning officer so as to prevent the names being seen, the slips are mixed and one is drawn at random by the returning officer and the candidate whose name is on the drawn slip is ELECTED.

RESOLUTIONS PASSED AT CLOSED MEETINGS TO BE MADE PUBLIC

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

DECISIONS OF THE COUNCIL

- 36. 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.

RESCINDING OR ALTERING RESOLUTIONS

- 37. (1) A resolution passed by the Council may not be altered or rescinded except by a motion to that effect of which notice has been duly given in accordance with clause 18.
- (2) If a notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion to rescind has been dealt with.
- (3) If a motion has been negatived by the Council, a motion having the same effect must not be considered unless notice of it has duly been given in accordance with clause 18.

- (4) A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been negated by the Council, must be signed by at least 3 councillors if less than 3 months has elapsed since the resolution was passed, or the motion was negated, as the case may be.
- (5) If a motion to alter or rescind a resolution has been negated, or if a motion which has the same effect as a previously negated motion, is negated, no similar motion may be brought forward within 3 months. This subclause may not be evaded by substituting a motion differently worded, but in principle the same.
- (6) A motion to which this clause applies may be moved on the report of a committee of the Council and any such report must be recorded in the minutes.
- (7) The provisions of this clause concerning negated motions do not apply to motions of adjournment.

MOTIONS OF ADJOURNMENT

- 38. (1) Debate shall not be permitted on any motion for adjournment of a meeting of the Council.
- (2) If a motion for adjournment is negated, the business of the meeting shall proceed, and it shall not be in order for any councillor to again move a motion for adjournment within half an hour of the previous motion for adjournment being negated.
- (3) A motion for adjournment may specify the time, date and place of the adjourned meeting; however, if a motion for adjournment is carried but does not specify the time, date and place of the adjourned meeting, the chairperson shall make a determination with respect to whichever of these has not been specified.

PART 4 - KEEPING ORDER AT MEETINGS

QUESTIONS OF ORDER

- 39. (1) The chairperson, without the intervention of any other councillor, may call any councillor to order whenever, in the opinion of the chairperson, it is necessary to do so.
- (2) A councillor who claims that another councillor has committed an act of disorder, or is out of order, may call the attention of the chairperson to the matter.
- (3) The chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the council.
- (4) The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

ACTS OF DISORDER

- 40. (1) 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, 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 committee, or addresses or attempts to address the Council or committee on such a motion, amendment or matter; or
 - (d) insults or makes personal reflections on or imputes improper motives to any other councillor; or
 - (e) says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the Council or committee into contempt.
- (2) The chairperson may require a councillor:
 - (a) to apologise without reservation for an act of disorder referred to in subclause (1) (a) or (b); or
 - (b) to withdraw a motion or an amendment referred to in subclause (1) (c) and, where appropriate, to apologise without reservation; or
 - (c) to retract and apologise without reservation for an act of disorder referred to in subclause (1) (d) or (e).

- (3) A Councillor may, as provided by section 10 (2) (a) or (b) of the Act, be expelled from a meeting of council for having failed to comply with a requirement under subclause (2). The expulsion of a councillor from the meeting for that reason does not prevent any other action from being taken against the councillor for the act of disorder concerned.

HOW DISORDER AT A MEETING MAY BE DEALT WITH

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

POWER TO REMOVE PERSONS FROM MEETING AFTER EXPULSION RESOLUTION

42. If a councillor or a member of the public fails to leave the place where a meeting of a council is being held:
- (a) immediately after the council has passed a resolution expelling the councillor or member from the meeting; or
 - (b) where the Council has authorised the person presiding at the meeting to exercise the power of expulsion, immediately after being directed by the person presiding to leave the meeting.
- a police officer, or any person authorised for the purpose by the Council or person presiding may, by using only such force as is necessary, remove the councillor or member from that place and, if necessary, restrain the councillor or member from re-entering that place.

PART 5 - COUNCIL COMMITTEES**COMMITTEE OF THE WHOLE**

43. (1) The Council may resolve itself into a Committee of the Whole to consider any matter in accordance with the provisions of section 10A(2) of the Local Government Act after having firstly conformed to clause 16 (Public May Address Council on Whether Part of a Meeting Should be Closed) of Council's Code of Meeting Practice.
- (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 of limiting the number and duration of speeches.
- (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 in the Committee of the Whole. It is not necessary to report the proceedings in full but any recommendations of the Committee must be reported.
- (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.

COUNCIL MAY ESTABLISH COMMITTEES

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

FUNCTIONS OF COMMITTEES

45. 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 TO BE GIVEN

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

NON-MEMBERS ENTITLED TO ATTEND COMMITTEE MEETINGS

47. (1) A councillor who is not a member of a Committee of Council is entitled to attend, and to speak at, a meeting of the Committee.
- (2) However, the Councillor is not entitled:
- (i) to give notice of business for inclusion in the agenda for the meeting, or
 - (ii) to move or second a motion at the meeting, or
 - (iii) to vote at the meeting.

COMMITTEES TO KEEP MINUTES

48. (1) Each Committee of the Council must ensure that full and accurate minutes of the proceedings of its meeting are kept. In particular, a Committee must ensure that the following matters are recorded in the Committee's minutes:
- (a) details of each motion moved at a meeting and of any amendments moved to it;
 - (b) the names of the mover and seconder of the motion or amendment;
 - (c) whether the motion or amendment is passed or lost.
- (2) As soon as the minutes of an earlier meeting of a Committee of the Council have been confirmed at a latter meeting of the Committee, the person presiding at the later meeting must sign the minutes of the earlier meeting.

PROCEDURE IN COMMITTEES

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

CHAIRPERSON AND DEPUTY CHAIRPERSON OF COMMITTEES

50. (1) The chairperson of each committee of the Council consisting of strictly councillors, must be either:
- (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.
- (2) The committee may elect a member of a committee of the Council as deputy chairperson of the committee if the Council has not elected a member of that committee as deputy chairperson.
- (3) 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.
- (4) 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.

- (5) (a) The committee is to determine whether the chairperson has a casting vote whenever voting on a motion is equal.
- (b) A committee consisting of councillors and non councillors will permit the chairperson to have a casting vote whenever voting on a motion is equal.

ABSENCE FROM COMMITTEE MEETINGS

- 51. (1) A member ceases to be a member of a committee if the member (other than the Mayor);
 - (a) has been absent from 3 consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences; or
 - (b) has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.
- (2) Subclause (1) does not apply if all of the members of the Council are members of the committee.

Note: The expression "year" means the period beginning 1 July and ending the following 30 June. See the dictionary to the Act.

REPORTS OF COMMITTEES

- 52. (1) If in a report of a committee of the Council distinct recommendations are made, the decision of the Council may be made separately on each recommendation.
- (2) The recommendations of a committee of the Council are, in so far as adopted by the Council, resolutions of the Council.
- (3) If a committee of the Council passes a resolution, or makes a recommendation during a meeting, or part of a meeting, that is closed to the public, the chairperson must:
 - (a) make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended; and
 - (b) report the resolution or recommendation to the next meeting of Council.

DISORDER IN COMMITTEE MEETINGS

- 53. The provisions of the Act, the Regulation 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.

COMMITTEE MAY EXPEL CERTAIN PERSONS FROM ITS MEETINGS

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

PART 6 - PECUNIARY INTERESTS**PECUNIARY INTEREST**

- 55. (1) For the purposes of this Part, a pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person or another person with whom the person is associated as provided in clause 56.
- (2) A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to a matter or if the interest is of a kind specified in clause 57.

PERSONS WHO HAVE A PECUNIARY INTEREST

56. (1) For the purposes of this Part, a person has a pecuniary interest in a matter if the pecuniary interest is the interest of:
- (a) the person; or
 - (b) another person with whom the person is associated.
- (2) A person is taken to have a pecuniary interest in a matter if:
- (a) the person's spouse or de facto partner or a relative of the person or a partner or employer of the person has a pecuniary interest in the matter; or
 - (b) the person, or a nominee, partner or employer of the person, is a member of a company or other body that has a pecuniary interest in the matter.
- (3) However, a person is not taken to have a pecuniary interest in a matter as referred to in subsection (2):
- (a) if the person is unaware of the relevant pecuniary interest of the spouse, de facto partner, relative, partner, employer or company or other body; or
 - (b) just because the person is a member of or is employed by, a council or a statutory body or is employed by the Crown or is a member of or a delegate of a council to a company or other body that has a pecuniary interest in the matter so long as the person has no beneficial interest in any shares of the company or body.

INTERESTS THAT NEED NOT BE DECLARED

57. Refer Code of Conduct – Policy No. 1.7

DISCLOSURE AND PARTICIPATION IN MEETINGS

58. Refer Code of Conduct – Policy No. 1.7

PARTICIPATION IN MEETINGS DESPITE PECUNIARY INTERESTS

59. Refer Code of Conduct – Policy No. 1.7

DISCLOSURES TO BE RECORDED

60. A disclosure made at a meeting of the Council or Council committee must be recorded in the minutes of the meeting.

POWERS OF THE COUNCIL IN RELATION TO MEETINGS

61. A councillor or member of a Council committee must not, if the Council or committee so resolves, attend a meeting of the Council or committee while it has under consideration a matter in which the councillor or member has an interest required to be disclosed under this Part.

PART 7 - PRESS AND PUBLIC**PUBLIC NOTICE OF MEETINGS**

62. (1) The Council must give notice to the press and public of the times, dates and places of its meetings and meetings of those of its committees of which all the members are councillors.
- (2) The Council and each such committee must have available for the press and public at its offices and at each meeting copies of the business paper for the meeting. This requirement does not apply to a business paper for a matter that, in the opinion of the General Manager, is likely to be considered when the meeting is closed to the press and public.
- (3) The copies are to be available to the press and public as nearly as possible to the time they are available to councillors.
- (4) The copies are to be available free of charge.
- (5) The copies are to be available to the public as nearly as possible to the time that they are available to Councillors.
- (6) Notice given under this clause or a copy of an agenda or of a business paper made available under this clause may in addition be given or made available in electronic form.

ATTENDANCE AT COUNCIL ORDINARY, EXTRAORDINARY AND COMMITTEE MEETINGS

63. (1) Everyone is entitled to attend ordinary and extraordinary meetings of the Council and meetings of the Council's standing Committees of which all the members are Councillors, except as provided by this clause.
- (2) The Council must ensure that all meetings of the Council and of such Committees are open to the public.
- (3) A person (whether a Councillor or another person) is not entitled to be present at a meeting of the Council or of such a Committee if expelled from the meeting:
- (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.
- (4) A person may be expelled from a meeting only on the grounds specified in, or in the circumstances prescribed by the regulations.

GROUND FOR CLOSURE OF A MEETING TO THE PUBLIC

64. (1) The Council or a Committee of the Council which all the members are Councillors, may close to the public so much of its meeting as comprises the discussion of any of the following matters, or the receipt or discussion of any of the following information:
- (a) personnel matters concerning particular individuals; (other than Councillors)
 - (b) personal hardship of any resident or ratepayers;
 - (c) information that would, if disclosed, confer a commercial advantage on a person with whom Council is conducting (or proposes to conduct) business;
 - (d) commercial information of a confidential nature that would, if disclosed:
 - prejudice the commercial position of the person who supplied it, or
 - confer a commercial advantage on a competitor of the Council, or
 - 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 any item of Aboriginal significance on community land.
- (2) The Council, or a Committee of the Council of which all the members are Councillors, 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.
- (3) A meeting of the Council or a Committee is not to remain closed to the public during the discussion of anything referred to in clause 64:
- (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.
- (4) A Council or a Committee of a Council may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.
- (5) A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 64 unless the legal 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.
- (6) If a meeting is closed to the public during the discussion of a motion to close another part of the meeting to the public (as referred to in clause 64), the consideration of the motion must not include any consideration of the matter of 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 64).

- (7) 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:
 - cause embarrassment to the Council or Committee concerned, or to Councillors or to employees of the Council; or
 - cause a loss of confidence in the Council or Committee.
- (8) In deciding whether a part of a meeting is to be closed to the public, the Council or Committee concerned must have regard to any relevant guidelines issued by the Assistant Director-General of the Division of Local Government.
- (9) Part of a meeting of the Council, or of a Committee of the Council of which all the members are Councillors, may be closed to the public while the Council or Committee considers a matter that has not been identified in the agenda for the meeting as a matter that is likely to be considered when the meeting is closed, but only if:
 - (a) it becomes apparent during the discussion of particular matter that the matter is a matter referred to in clause 64; and
 - (b) the Council or the Committee, after considering any representations made under Clause 64, resolves that further discussion of the matter:
 - (i) should not be deferred(because of the urgency of the matter); and
 - (ii) should not take place in a part of the meeting that is closed to the public.
- (10) The grounds on which part of a meeting is closed to the public must be stated in the decision (resolution) to close that part of the meeting and must be recorded in the minutes of the meeting.
- (11) The grounds on which part of a meeting is closed to the public must specify:
 - (a) the relevant ground or grounds identified in clause 64;
 - (b) the matter that is to be discussed during the closed part of the meeting;
 - (c) the reasons why part of the meeting is being closed, including (if the matter concerned is a matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which the discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

PUBLIC ACCESS TO CORRESPONDENCE AND REPORTS

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

PART 8 - MISCELLANEOUS

INFORMATION RELATING TO PROCEEDINGS AT CLOSED MEETINGS NOT TO BE DISCLOSED

- 66. (1) A person must not disclose any information obtained in connection with the administration or execution of the Local Government Act, 1993, unless that disclosure is made:
 - (a) with the consent of the person from whom the information was obtained ;or
 - (b) in connection with the administration or execution of the Local Government Act, 1993; or
 - (c) for the purposes of any legal proceedings arising out of the Local Government Act, 1993, or of any report of any such proceedings or
 - (d) in accordance with a requirement imposed under the Ombudsman Act, 2001, or the Freedom of Information Act, 1992; or
 - (e) with other lawful excuse.

- (2) 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 clause 64, a person must not, without the authority of the Council or the Committee, disclose, otherwise than to the Council or to a Councillor, information with respect to the discussion at, or the business of, the meeting.
- (3) Subclause (2) does not apply to:
 - (a) a report of a Committee of the Council when presented to the Council; or
 - (b) disclosure made in any of the circumstances referred to in subclause (1); or
 - (c) disclosure made in circumstances prescribed by the regulations.
- (4) For the purpose of clause 66, any disclosure made with the intention of enabling the Minister or the Assistant Director-General to properly exercise the functions conferred or imposed on them by or under the Local Government Act, 1993, is a prescribed circumstance.

INSPECTION OF THE MINUTES OF THE COUNCIL OR A COMMITTEE

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

Note: Section 12 of the Act confers a right to inspect the minutes of a Council or Committee of a Council.

TAPE RECORDING OF MEETING OF THE COUNCIL OR A COMMITTEE PROHIBITED WITHOUT PERMISSION

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

CERTAIN CIRCUMSTANCES DO NOT INVALIDATE COUNCIL DECISIONS

- 69. Proceedings at a meeting of the Council or a Council committee are not invalidated because of:
 - (a) a vacancy in a civic office; or
 - (b) a failure to give notice of the meeting to any councillor or a committee member; or
 - (c) any defect in the election or appointment of a councillor or a committee member; or
 - (d) a failure of a councillor or a committee member to disclose a pecuniary interest at a Council or a committee meeting; or
 - (e) a failure to comply with this Code.

COUNCIL SEAL

- 70. (1) The Seal of a Council must be kept by the Mayor or General Manager, as the Council determines.
- (2) The Seal of a Council may be affixed to a document only in the presence of:-
 - (a) the Mayor and the General Manager; or
 - (b) at least one councillor (other than the Mayor) and the General Manager; or
 - (c) the Mayor and at least one other councillor; or
 - (d) at least two councillors other than the Mayor.

- (3) The affixing of a council seal to a document has no effect unless the persons who were present when the seal was affixed (being persons referred to in subclause (2)) attest by their signatures that the seal was affixed in their presence.
- (4) The Seal of a Council must not be affixed to a document unless the document relates to the business of the Council and the Council has resolved (by resolution specifically referring to the document) that the Seal be so affixed.
- (5) For the purposes of subclause (4), a document in the nature of a reference or certificate of service for an employee of the council does not relate to the business of the council.

AMENDMENT OF CODE

71. This Code may be amended only in accordance with the provisions of Division 1 of Part 2 of Chapter 12 of the Act.

**SCHEDULE A
GENERAL ORDER OF BUSINESS**

1. Prayer.
2. Apologies.
3. Confirmation of Minutes of Previous Meetings.
4. Matters Arising from the Meetings.
5. Public Forum – On submission of request
6. Mayoral Minutes.
7. Disclosure of Interest.
8. Inward Correspondence.
9. Reports from Committees.
10. Further Reports from Officers.
11. Reports from Delegates.
12. Rescission Motions.
13. Questions from Councillors of which Notice has been Given.
14. Confidential Matters.

SCHEDULE B

PUBLIC FORUM

If Council is advised by a resident or a delegation at least a week in advance that they wish to speak on a matter listed on the Agenda of that meeting then Council has the option to allow that to happen at either the committee or council meeting. The public gallery will continue to be open for residents to sit and listen to debate during the meeting however they cannot speak or contribute to the debate.

SCHEDULE C
DEPUTATIONS

- (a) The preferred arrangement for non-confidential deputations is that deputations be the first item of business of the Committee and also all deputies be requested to be available at the commencement of the meeting.
- (b) Where an application is made to have a deputation to a Committee made confidential a decision in the matter be made in advance by the General Manager in consultation with the respective Chairperson of the Committee or Mayor.
- (c) Confidential deputations be received at the end of the Committee business paper along with other confidential items, if any.
- (d) In respect of deputations to Committee meetings, reports, when available (other than confidential items) be made available to the deputies on the Friday immediately prior to the following Committee meeting.
- (e) The General Manager is to arrange to notify the deputies that the reports are available for collection, or transmission by facsimile or e-mail and also the times, date and location of the Committee meeting.
- (f) The General Manager is to make a precis of proceedings of deputations to Committee meetings.