



CODE OF PRACTICE – MEETING PROCEDURES

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MITCHAM

public policy

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MITCHAM

PREAMBLE

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

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

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

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

The combined document is regarded as the City of Mitcham's Code of Practice for Procedures at Meetings.

The Council may, at any time, by resolution supported by at least two-thirds of Members present, alter, substitute or revoke the Code of Practice.

PURPOSE

This Code of Practice provides guidelines for Elected and Independent Members relating to procedures at Council and Council Committee meetings. It is also available to the public to assist their understanding of the procedures associated with the operation of both Council and Council Committee meetings. As recommended by legislation, this Code of Practice is reviewed every financial year. This Code cites the Regulations with variations by the City of Mitcham contained in shaded boxes and marked accordingly.

PART 1 - PRELIMINARY

1. Citation

These regulations may be cited as the *Local Government (Procedures at Meetings) Regulations 2013*.

2. Commencement

These regulations will come into operation on 1 January 2014.

3. Interpretation

(1) In these regulations, unless the contrary intention appears -

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

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

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

“**formal motion**” means a motion -

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

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

“**Leave of the Meeting**” is required for certain actions (short term suspension of the meeting, for a member to make a personal explanation, a variation or to speak more than once to a motion).

To gain leave of the meeting the presiding member asks the meeting - ‘is leave granted?’ If the majority of members present approve, leave is granted for the action to occur.

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

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

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

“**two thirds majority**” means two thirds of Members present and entitled to vote (it does not include the Presiding Member).

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

- (2) In the calculation of “**clear days**” in relation to the giving of notice before a meeting -
 - (a) the day on which the notice is given, and the day on which the meeting occurs, will not be taken into account; and
 - (b) Saturdays, Sundays and public holidays will be taken into account.
- (3) For the purposes of the calculation of **clear days** under subregulation (2), if a notice given after 5 pm on a day, the notice will be taken to have been given on the next day.

¹ See regulation 13 for specific provisions about formal motions

- (4) For the purposes of these regulations, a vote on whether **leave of the meeting** is granted may be conducted by a show of hands (but nothing in this sub-regulation prevents a division from being called in relation to the vote).

City of Mitcham provision

Simple majority is required for the show of hands.

4. Guiding Principles

The following principles (the “**Guiding Principles**”) should be applied with respect to the procedures to be observed at a meeting of a council or a council committee

- (a) procedures should be fair and contribute to open, transparent and informed decision-making;
- (b) procedures should encourage appropriate community participation in the affairs of the council;
- (c) procedures should reflect levels of formality appropriate to the nature and scope of responsibilities exercised at the meeting.
- (d) procedures should be sufficiently certain to give the community and decision-makers confidence in the deliberations undertaken at the meeting.

PART 2 - MEETINGS OF COUNCILS AND KEY COMMITTEES

Division 1 – Preliminary

5. Application of Part

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

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

6. Discretionary procedures

- (1) Subject to the requirements of the Act, if a provision of this Part is expressed to be capable of being varied at the discretion of the council pursuant to this regulation, then a council may, by a resolution supported by at least two thirds of the members of the council present to vote on the resolution, determine that a code of practice prepared or adopted by the council that establishes its own procedures for the relevant matter or matters will apply in substitution for the relevant provision (and such a determination will have effect according to its terms).
- (2) A council should, at least once in every financial year, review the operation of a code of practice under this regulation.

- (3) A council may at any time, by resolution supported by at least two thirds of the members of the council present to vote on the resolution, alter a code of practice, or substitute or revoke a code of practice.
- (4) A council must, in considering the exercise of a power under this regulation, take into account the Guiding Principles.
- (5) A person is entitled to inspect (without charge) the code of practice of a council under this regulation at the principal office of the council during ordinary office hours. A copy of the Code of Practice – Meeting Procedures is available on the City of Mitcham Website.
- (6) A person is entitled, on payment of a fee fixed by the council, to a copy of the code of practice.
- (7) Regulation 12(4) does not apply to a motion under sub-regulation (3).
- (8) This regulation does not limit or derogate from the operation of regulation 20 (2) - Short-term suspension of proceedings.

DIVISION 2 - PRESCRIBED PROCEDURES

7. Commencement of meetings and quorums

- (1) A meeting will commence as soon after the time specified in the notice of meeting as a quorum is present.
- (2) If the number of apologies received by the Chief Executive Officer indicates that a quorum will not be present at a meeting, the Chief Executive Officer may adjourn the meeting to a specified day and time.
- (3) If at the expiration of 30 minutes from the time specified in the notice of meeting as the time of commencement a quorum is not present, the presiding member or, in the absence of a presiding member, the Chief Executive Officer, will adjourn the meeting to a specified day and time.
- (4) If a meeting is adjourned for want of a quorum, the Chief Executive Officer will record in the minute book the reason for the adjournment, the names of the members present, and the date and time to which the meeting is adjourned.
- (5) If a meeting is adjourned to another day, the Chief Executive Officer must:
 - (a) give notice of the adjourned meeting to each member setting out the date, time and place of the meeting; and
 - (b) give notice of the adjourned meeting to the public by causing a notice setting out the date, time and place of the meeting to be placed on display at the principal office of the council.

City of Mitcham provisionsApologies

Elected Member apologies should be forwarded to the Principal Member, Presiding Member or Chief Executive Officer prior to the meeting with a copy to the Elected Member Support Officer. If an apology is not received before the commencement of the meeting, the Member will be noted in the minutes as absent.

Apologies for non-attendance at a meeting or advice of lateness in attending a meeting should be tendered at the earliest opportunity and before the meeting begins, to enable the Chief Executive Officer to determine that there will be a quorum for the meeting.

8 Minutes

- (1) The minutes of the proceedings at a meeting must be submitted for confirmation at the next meeting or, if that is omitted, at a subsequent meeting.
- (2) No discussion on the minutes may occur before confirmation, except as to the accuracy of the minutes as a record of proceedings.
- (3) On the confirmation of the minutes, the presiding member will -
 - (a) initial each page of the minutes, which pages are to be consecutively numbered; and
 - (b) place his or her signature and the date of confirmation at the foot of the last page of the minutes.

City of Mitcham provisions

On confirmation of the Minutes the Presiding Member will place his/her initials at the bottom right hand corner of each page.

- (4) The minutes of proceedings of a meeting must include -
 - (a) the names of the members present at the meeting; and

City of Mitcham provisions

The positions of all staff relevant to the business of the meeting.

- (b) in relation to each member present -
 - (i) the time at which the person entered or left the meeting; and
 - (ii) unless the person is present for the whole meeting, the point in the proceedings at which the person entered or left the meeting; and

- (c) each motion or amendment, and the names of the mover and seconder; and
- (d) any variation, alteration or withdrawal of a motion or amendment; and
- (e) whether a motion or amendment is carried or lost; and
- (f) any disclosure of interest made by a member; and
- (g) an account of any personal explanation given by a member; and
- (h) details of the making of an order under subsection (2) of section 90 of the Act (see subsection (7) of that section); and
- (i) a note of the making of an order under subsection (7) of section 91 of the Act in accordance with the requirements of subsection (9) of that section; and
- (j) details of any adjournment of business; and
- (k) a record of any request for documents to be tabled at the meeting; and
- (l) a record of any documents tabled at the meeting; and
- (m) a description of any oral briefing given to the meeting on a matter of council business; and
- (n) any other matter required to be included in the minutes by or under the Act or any regulation.

City of Mitcham provisions

The name and time of any Elected Member arriving late to the meeting will be recorded in the minutes at the beginning of the minutes under Present in addition to the place in the minutes when they entered the room.

The name and time of any Elected Member leaving the meeting and not returning will be recorded in the minutes at the beginning of the minutes under Present in addition to the place in the minutes when they left the room.

A Member can provide a personal explanation providing they have leave of the meeting to do so. A Member must not speak for more than 3 minutes when making a personal explanation. A summary of the personal explanation will be recorded in the minutes.

A personal explanation is not be used to continue the debate.

Matters not recorded in minutes

Discussion by Members of the Council at meetings shall not be recorded in the minutes.

Recording of Points of Order

Points of order will be recorded in the Minutes and will include:

- the name of the Member raising the point of order
- the nature of the alleged breach of the Act or these Regulations and the section or regulation to which it refers
- the name of the Member who is the subject of the point of order (where relevant)

If a point of order is raised by a Member, but is ruled not to be a point of order, it will not be recorded in the Minutes, unless Council resolves otherwise.

9. Questions

- (1) A member may ask a question on notice by giving the chief executive officer written notice of the question at least 5 clear days before the date of the meeting at which the question is to be asked.
- (2) If a notice of a question is given under sub-regulation (1):
 - (a) the chief executive officer must ensure that the question is placed on the agenda for the meeting at which the question is to be asked; and
 - (b) the question and the reply must be entered in the minutes of the relevant meeting.
- (3) A member may ask a question without notice at a meeting.

City of Mitcham provisions

All questions without notice from Elected Members will be directed to the Presiding Member.

- (4) The presiding member may allow the reply to a question without notice to be given at the next meeting.
- (5) A question without notice and the reply will not be entered in the minutes of the relevant meeting unless the members present at the meeting resolve that an entry should be made.
- (6) The presiding member may rule that a question with or without notice not be answered if the presiding member considers that the question is vague, irrelevant, insulting or improper.
- (7) If a member indicates they have a question then makes a statement or comment, they will be taken to have spoken to the motion.

City of Mitcham provisionsFurther questions arising from question on notice

Questions that arise from the answer provided to a Question on Notice should be raised in the Council agenda item “Questions without Notice”.

Questions without Notice – as Agenda item

Questions without notice will be considered after all publicly notified items of business. That is, Questions without Notice will be taken after Questions and Motions on Notice and when business reports have been formally dealt with.

10. Petitions

- (1) A petition to the council must:
 - (a) be legibly written or typed or printed; and
 - (b) clearly set out the request or submission of the petitioners; and
 - (c) include the name and address² of each person who signed or endorsed the petition; and
 - (d) be addressed to the council and delivered to the principal office of the council.
- (2) If a petition is received under sub-regulation (1), the chief executive officer must ensure that the petition or, if the council has so determined as a policy of the council, a statement as to the nature of the request or submission and the number of signatures or the number of persons endorsing the petition, is placed on the agenda for the next ordinary meeting of the council or, if so provided by a policy of the council, a committee of the council.

City of Mitcham Provision**Council has varied Regulation 10(2) as is permissible under Regulation 10(3) as follows:**

Petitions to Council will be treated in the following way:

- (a) All pages of the petition must clearly set out the request or submission of the petitioners, the name, address and signature of each petitioner and must contain at least one signature on every page.
- (b) In the first instance, the petition should be forwarded to the Chief Executive Officer.
- (c) The entire petition (including names and addresses) will be placed on Councils’ website and the Elected Members Intranet and a report will be included on the agenda of the next Council Meeting or committee of the whole membership of Council, whichever is the most appropriate.

- (d) To be included in the agenda petitions must be received no later than the Friday prior to the release of the agenda. Petitions which are received too late to appear in the agenda for the next Council meeting will still be tabled at that meeting. A report concerning the petition will be placed on the agenda of a subsequent meeting.
- (e) Additional pages of a petition received after the petition has been tabled will be emailed to Elected Members and added to the original petition in Council records and on the website.
- (f) The report to Council (or Committee) regarding the petition will contain:
- a statement as to the nature of the request or submission;
 - the number of signatures;
 - a summary of any related documents / correspondence which might have accompanied the petition; and
 - Management's response and/or proposed action.

A letter that has multiple signatures is not regarded as being a petition and will not be treated as such. A petition received not meeting the requirements will be forwarded to Elected Members outside the meeting for their information.

Note: A petition template is available on Council's website.

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

11. Deputations

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

City of Mitcham provisions

Deputation protocols

- a. Where possible, requests for deputation should be received by the Chief Executive Officer by the close of business on the Wednesday prior to the meeting. However, all later requests for deputation will be accommodated where possible, with the consent of the Presiding Member.
- b. When considering a request for deputation, the Presiding Member may give consideration to the number of registered speakers, the topics of the deputations, the reports included on the relevant agenda and the number of matters to be determined within that agenda.
- c. Where a deputation is to be heard, the person/s making the deputation may speak for no more than three minutes without leave of the meeting.
- d. Deputations to a Committee will be treated in the same way as deputations to Council.
- e. Elected Member questions to individuals making a deputation to Council must be concise and not amount to a statement.
- f. The total time of a deputation, including the 3 minutes allowed for the deputation and questions of the speaker, will be no more than 10 minutes without the leave of the meeting (simple majority).
- g. The use of handouts or PowerPoint presentations during a deputation may not be permitted without the specific approval of the Presiding Member prior to the meeting, to ensure the appropriateness of the material.

Acceptable forms of written request for deputation

A written request to make a deputation could be by email, fax or letter. Council's preference is to receive deputations by email. Emails should be addressed to the Principal Member, Chief Executive Officer or Elected Member Support Officer.

Number of speakers for a single deputation

Where a number of people have indicated that they wish to speak with regard to a particular subject, the Presiding Member is able to use his/her discretion to determine that the subject matter has been canvassed by previous speakers.

Reference to individuals

Persons making a deputation should not use the opportunity to denigrate another individual.

What appears in the minutes

The detail of a deputation is not included in the minutes of the Council meeting, just a brief sentence outlining the topic and the name of the speaker.

Advice of deputations to Chief Executive Officer

When the Presiding Member has approved a deputation, the Chief Executive Officer should be advised of the subject of the deputation and name of the depute.

12. Motions

- (1) A member may bring forward any business in the form of a written notice of motion.
- (2) The notice of motion must be given to the chief executive officer at least 5 clear days before the date of the meeting at which the motion is to be moved.
- (3) A motion the effect of which, if carried, would be to revoke or amend a resolution passed since the last general election of the council must be brought by written notice of motion.
- (4) If a motion under sub-regulation (3) is lost, a motion to the same effect cannot be brought:
 - (a) until after the expiration of 12 months; or
 - (b) until after the next general election,whichever is the sooner.
- (5) Subject to the Act and these regulations, a member may also bring forward any business by way of a motion without notice.
- (6) The presiding member may refuse to accept a motion without notice if, after taking into account the Guiding Principles, he or she considers that the motion should be dealt with by way of a written notice of motion.
- (7) The presiding member may refuse to accept a motion if the subject matter is, in his or her opinion, beyond the power of the council or council committee (as the case may be).
- (8) A motion will lapse if it is not seconded at the appropriate time.
- (9) A member moving or seconding a motion will speak to the motion at the time of moving or seconding the motion.

City of Mitcham provisions

Council has varied Regulation 12(9) as is permissible under Regulation 12(21) as follows:

Setting priority to speak to the Motion:

Following the publishing of the agenda, Elected Members wishing to move an item should register their interest via email to the Presiding Member as early

as possible before the meeting. Registrations of interest will not be accepted after 2:00pm on the day of the meeting.

The Presiding Member will defer to the first Ward Councillor who registered an interest in that item. If no Ward Councillor registers an interest the Presiding Member will defer to the first non-ward Councillor who registered an interest in that item. The Presiding Member will not defer to a member who has registered an interest in a motion but not indicated the item they wish to move.

Where no interest has been registered in a motion prior to the commencement of the meeting, the Presiding Member will generally give first preference to the relevant Ward Councillors during the meeting.

Items which relate to more than 1 ward or which relate to the whole of the City of Mitcham will be open to all Elected Members to register an interest in moving a motion.

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

City of Mitcham provisions

Council has also varied Regulation 12(10) as is permissible under Regulation 12(21) as follows:

The ability to speak more than once in a debate

Members who have already spoken to a motion may also speak to an amendment to that motion.

Members who speak to an amendment may, if they have not spoken to the original motion, also speak to the motion.

Members who indicate they have a question, then make a statement or comment, they will be taken to have spoken to the motion.

- (11) A member who has spoken to a motion may not at a later stage of the debate move or second an amendment to the motion.
- (12) A member who has not spoken in the debate on a question may move a formal motion.
- (13) A formal motion must be in the form of a motion set out in subregulation (14) (and no other formal motion to a different effect will be recognised).
- (14) If the formal motion is:

- (a) that **the meeting proceed to the next business**, then the effect of the motion, if successful, is, in the case of an amendment, that the amendment lapses and the meeting proceeds with the consideration of the motion before the meeting without further reference to the amendment and, in the case of a motion, that the motion lapses and the meeting proceeds to the next item of business; or
- (b) that **the question be put**, then the effect of the motion, if successful, is that debate is terminated and the question put to the vote by the presiding member without further debate; or
- (c) that **the question lie on the table**, then the effect of the motion, if successful, is that the meeting immediately moves to the next item of business and the question can then only be retrieved at a later time by resolution (and, if so retrieved, debate is then resumed at the point of interruption); or
- (d) that **the question be adjourned**, then the effect of the motion, if successful, is that the question is disposed of for the time being but debate can be resumed at the later time (at the point of interruption); or
- (e) that **the meeting be adjourned**, then the effect of the motion, if successful, is that the meeting is brought to an end immediately without the consideration of further business.
- (15) If seconded, a formal motion takes precedence and will be put by the presiding member without discussion unless the motion is for an adjournment (in which case discussion may occur (but only occur) on the details for resumption).
- (16) A formal motion does not constitute an amendment to a substantive motion.
- (17) If a formal motion is lost:
- (a) the meeting will be resumed at the point at which it was interrupted: and
- (b) if the formal motion was put during debate (and not at the end of debate) on a question, then a similar formal motion (i.e. a motion to the same effect) cannot be put until at least 1 member has spoken on the question.
- (18) A formal motion for adjournment must include the reason for the adjournment and the details for resumption.
- (19) Any question that lies on the table as a result of a successful formal motion under sub-regulation (14)(c) lapses at the next general election.
- (20) The chief executive officer must report on each question that lapses under sub-regulation (19) to the council at the first ordinary meeting of the council after the general election.
- (21) Sub-regulations (9), (10) and (11) may be varied at the discretion of the council pursuant to regulation 6.

City of Mitcham provisions

a. Questions for clarification on agenda items

Members have the opportunity to ask questions of clarification at any time prior to the mover speaking in reply on agenda reports during a Council or Committee Meeting. A question asked in order to clarify a matter is not considered to be part of the debate on an item. When asking a question during a debate, it should be prefaced with 'My question is'.

Where a motion concerns a complex subject, Members are able to ask questions of Administration via the Presiding Member before the motion is debated.

Members are encouraged to ask questions of clarification of Administration prior to the Council meeting. Responses to such questions will be shared with all Elected Members.

b. Questions of clarification during the debate

A question seeking clarification must not amount to a statement. There can be no explanation or personal comment. The Presiding Member of the Committee or Council will advise a Member if a question is too long or is straying from the point.

c. Notices of Motion

A Notice of Motion should preferably be received in writing 7 days before the meeting (to provide time for its inclusion in the agenda) but at least 5 clear days before the date of the meeting at which the motion is to be moved. It should be addressed to the Chief Executive Officer with a copy to the Elected Member Support Officer.

A Notice of Motion should be accompanied by background information and/or a rationale for the benefit of other Members.

The Chief Executive Officer is able to provide comment to Notices of Motion where appropriate.

d. Rescission Motion

Any Notice of Motion to revoke a resolution of Council is also known as a rescission motion. A rescission motion should provide an explanation for the revocation.

e. Successful rescission motion

Where a motion to revoke a decision (resolution) is successful, it is as though that decision never existed. The subject can be raised at a future meeting by giving written notice of motion to the Chief Executive Officer at least 5 clear days before the date of the meeting at which the motion is to be moved.

f. A moved motion which is lost

When a motion which has been moved and seconded is lost, no decision has been made. Unless it is rescission motion, the same or similar motion can be brought to the same meeting as a motion without notice (if deemed

appropriate by the Presiding Member), or at a future meeting as a notice of motion.

g. Debate on a motion

The Presiding Member may adopt a system whereby alternate speakers will provide a different and alternative point of view until all points of view are exhausted.

h. Order in which Motions on Notice and Motions without Notice are taken

Motions on Notice and Motions without Notice will be dealt with in the order in which they are received. That is, those that are forwarded in writing and are received by Administration prior to the meeting will be dealt with first, in the order they are received, followed by any other Motions without Notice arising during the meeting.

i. Motion regarding a tied Committee vote

Should there be a tied vote at a Committee meeting, there is no recommendation to Council. The report is to be treated as a new item of business on the next Council Agenda, to appear under General Business. The Council report will advise of the tied vote for the relevant motion.

j. Timing of declarations of interest

- There is an opportunity at the beginning of the Council meeting for Members to declare an interest in any of the items on the Agenda.
- Notwithstanding, if a Member has an interest in a matter before Council, that interest must be declared at the earliest opportunity, as soon as the presiding member announces the item.
- A Member must make a full and accurate disclosure for recording in the minutes. A Member declaring an interest is able to make a comment or a statement in relation to the disclosure before leaving the room.
- A Member need not leave the room if the item is for 'Information Only' or there is an exemption under section 74(4a) or (4b) of the Act.

k. Motions without Notice – as Agenda item

Motions without Notice will be considered after all publicly notified items of business. That is, Motions without Notice will be taken after Questions and Motions on Notice and when business reports have been formally dealt with.

l. Adoption of recommendation of a Section 41 Committee

The Presiding Member will ask if a Member wishes to move a Committee recommendation before receiving motions to a different effect.

13. Amendments to motions

- (1) A member who has not spoken to a motion at an earlier stage of the debate

may move or second an amendment to the motion.

City of Mitcham provisions

Council has varied Regulation 13(1) as is permissible under Regulation 13(6) as follows:

The ability to speak to a motion and later to an amendment

Members who have already spoken to a motion may also speak to an amendment to that motion.

- (2) An amendment will lapse if it is not seconded at the appropriate time.
- (3) A person who moves or seconds an amendment (and, if he or she chooses to do so, speaks to the amendment) will, in so doing, be taken to have spoken to the motion to which the amendment relates.

City of Mitcham provisions

Council has varied Regulation 13(3) as is permissible under Regulation 13(6) as follows:

The ability to speak to an amendment and later to the motion

Members who speak to an amendment may, if they have not spoken to the original motion, also speak to the motion.

- (4) If an amendment is lost, only 1 further amendment may be moved to the original motion.
- (5) If an amendment is carried, only 1 further amendment may be moved to the original motion.
- (6) Sub-regulations (1), (3), (4) and (5) may be varied at the discretion of the council pursuant to regulation 6.

14. Variations etc.

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

City of Mitcham provisions

If a Member requests a variation and the variation is not accepted the member will have been taken to have spoken to the motion.

15. Addresses by members etc.

- (1) A member must not speak for longer than 5 minutes at any 1 time without

leave of the meeting.

City of Mitcham provisions

Council has varied Regulation 15(1) above as is permissible under Regulation 15(6) as follows:

A Member should only speak with the acknowledgement of the Presiding Member and must not speak for longer than three minutes at any one time without leave of the meeting. To close debate, a member will be provided a maximum of three minutes. Where leave of the meeting is granted to speak again, an additional two minutes can be granted, providing a maximum speaking time of eight minutes.

- (2) A member may, with leave of the meeting, raise a matter of urgency.
- (3) A member may, with leave of the meeting, make a personal explanation.
- (4) The subject matter of a personal explanation may not be debated.
- (5) The contribution of a member must be relevant to the subject matter of the debate.
- (6) Sub-regulations (1) and (2) may be varied at the discretion of the council pursuant to regulation 6.

City of Mitcham provisions

Speaking during meetings

Council: Members shall await recognition from the Presiding Member before speaking. Members shall stand when addressing the Council. Members moving or seconding a motion with no intention to speak to it can remain seated.

Committees: Members shall await recognition from the Presiding Member before speaking. Members may remain seated when addressing the Committee.

Length of address during suspension of meeting procedures

The suspension of normal meeting procedures may include some or all of the provisions for a period of time in order to allow informal discussions to occur. There must be approval of two-thirds of the members present at the meeting to suspend normal meeting procedures.

When normal meeting procedures are suspended a Member may speak for up to three (3) minutes, with an additional three (3) minutes with the leave of the meeting, providing a maximum of six (6) minutes.

Personal Explanations

Council has varied Regulation 15(1) as is permissible under Regulation 15(6) as follows:

A Member can provide a personal explanation providing they have leave of the meeting to do so. A Member must not speak for more than three (3) minutes.

Forms of address

- The Principal Member should be referred to as 'Your Worship' or 'Mayor'. Councillors should be referred to by their surname, prefixed with 'Councillor', and independent/community members by their surname prefixed with 'Mr', 'Mrs' or 'Ms' - for both Council and Committee meetings.
- Staff present at the meeting should be referred to by either their position title or surname prefixed with 'Mr', 'Mrs' or 'Ms'.

16. Voting

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

City of Mitcham provisions

Before voting on a motion takes place, the entire motion must be displayed on the screen for Members to read, where practicable, and where not practicable, will be read by the Mayor or Chief Executive Officer.

The Presiding Member does not have a deliberative vote on a question arising for decision at the meeting but has, in the event of an equality of votes, a casting vote. *Local Government Act 1999, Chapter 6, Part 1, Section 86(6).*

17. Divisions

- (1) A division will be taken at the request of a member.

City of Mitcham provisions

A division will be taken at the request of a Member including the Presiding Member.

Divisions cannot be called on a variation or amendment as they are not decisions that have been either carried or lost.

- (2) If a division is called for, it must be taken immediately and the previous decision of the presiding member as to whether the motion was carried or lost is set aside.
- (3) The division will be taken as follows:
 - (a) the members voting in the affirmative will, until the vote is recorded, stand in their places;
 - (b) the members voting in the negative will, until the vote is recorded, sit in their seats;
 - (c) the presiding member will count the number of votes and then declare the outcome.
- (4) The chief executive officer will record in the minutes the names of members who voted in the affirmative and the names of the members who voted in the negative (in addition to the result of the vote).
- (5) Sub-regulation (3) may be varied at the discretion of the council pursuant to regulation 6.

18. Tabling of information

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

19. Adjourned business

- (1) If a formal motion for a substantive motion to be adjourned is carried:
 - (a) the adjournment may either be to a later hour of the same day, to another day, or to another place; and
 - (b) the debate will, on resumption, continue from the point at which it was adjourned.
- (2) If debate is interrupted for want of a quorum and the meeting is then adjourned, the debate will, on resumption, continue from the point at which it was interrupted.

- (3) Business adjourned from a previous meeting must be dealt with before any new business at a subsequent meeting.

City of Mitcham provisions

Council has varied Regulation 19(3) as is permissible under Regulation 19(4) as follows:

Business adjourned from a previous meeting must be dealt with before any new business at a subsequent meeting of the Council or Committee from which it was originally adjourned and placed on the Agenda immediately following the Confirmation of Minutes.

Council has varied Regulation 19(1)(b) as is permissible under Regulation 19(4) as follows:

When an adjourned motion, as a result of a formal motion, is re-introduced to Council, it is as though the matter is being debated for the first time with all Members able to contribute to the debate.

Deferred item

A resolution to defer a matter is not the same as a formal motion for adjournment. That is, there is no set time for the deferred item to be presented back to Council, or protocol to be followed, unless stated in the resolution.

- (4) The provision of this regulation may be varied at the discretion of the council pursuant to regulation 6.

20. Short-term suspension of proceedings

- (1) If the presiding member considers that the conduct of a meeting would benefit from suspending the operation of all or some of the provisions of this Division for a period of time in order to allow or facilitate informal discussions, the presiding member may, with the approval of at least $\frac{2}{3}$ of the members present at the meeting, suspend the operation of this Division (or any part of this Division) for a period determined by the presiding member.
- (2) The Guiding Principles must be taken into account when considering whether to act under sub-regulation (1).
- (3) If a suspension occurs under sub-regulation (1):
- (a) a note of the suspension, including the reasons for and period of suspension, must be entered in the minutes; and
 - (b) the meeting may proceed provided that a quorum is maintained but, during the period of suspension:
 - (i) the provisions of the Act must continue to be observed³, and
 - (ii) no act or discussion will have any status or significance under the provisions which have been suspended; and
 - (iii) no motion may be moved, seconded, amended or voted on, other

³ See particularly Part 4 of Chapter 5, and Chapter 6, of the Act.

than a motion that the period of suspension should be brought to an end; and

- (c) the period of suspension should be limited to achieving the purpose for which it was declared; and
- (d) the period of suspension will come to an end if:
 - (i) the presiding member determines that the period should be brought to an end; or
 - (ii) at least $\frac{2}{3}$ of the members present at the meeting resolve that the period should be brought to an end.

21. Chief executive officer may submit report recommending revocation or amendment of council decision

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

City of Mitcham provisions

The effect of successful and unsuccessful revocation or amendment motions

Regulation 12(3) and 12(4) apply equally to motions of revocation or amendment provided by the Chief Executive Officer as to motions from Members.

3 - MEETINGS OF OTHER COMMITTEES

22. Application of Part

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

23. Notice of meetings for members

Pursuant to section 87(15) of the Act, section 87 is modified in its application in relation to the meetings of a committee to which this Part applies as if subsections (4) and (7) to (10) of that section provided as follows:

- (a) that notice of a meeting of the committee may be given in a form determined by the committee after taking into account the nature and purpose of the committee; and
- (b) that notice need not be given for each meeting separately; and
- (c) that if ordinary meetings of the committee have a set agenda then notice of

such a meeting need not contain, or be accompanied by, the agenda for the meeting; and

- (d) that it is not necessary for the chief executive officer to ensure that each member of the committee at the time that notice of a meeting is given is supplied with a copy of any documents or reports that are to be considered at the meeting.

24. Public notice of committee meetings

Pursuant to section 88(7) of the Act, section 88 is modified in its application in relation to the meetings of a committee to which this Part applies as if subsections (2), (3) and (4) provided as follows:

- (a) that public notice need not be given for each meeting separately; and
- (b) that public notice may be given by displaying a notice and agenda in a place or places determined by the chief executive officer after taking in account the nature and purpose of the committee.

25. Minutes

- (1) The minutes of the proceedings of a meeting must include:
 - (a) the names of the members present at the meeting; and
 - (b) each motion carried at the meeting; and
 - (c) any disclosure of interest made by a member, and
 - (d) details of the making of an order under subsection (2) of section 90 of the Act (see subsection (7) of that section); and
 - (e) a note of the making of an order under subsection (7) of section 91 of the Act in accordance with the requirements of subsection (9) of that section.
- (2) The minutes of the proceedings at a meeting must be submitted for confirmation at the next meeting or, if that is omitted, at a subsequent meeting.

26. Quorum for committees

The prescribed number of members of a council committee constitutes a quorum of the committee and no business can be transacted at a meeting unless a quorum is present.

Quorum when Principal Member is ex-officio

Where the Principal Member is an ex-officio member of a committee, he/she is only included in the quorum if in attendance. (Refer to section 41(6) of the *Local Government Act 1999*).

For the purposes of this regulation, the **prescribed number** of members of a council committee is:

- (a) unless paragraph (b) applies, a number ascertained by dividing the total number of members of the committee by 2, ignoring any fraction resulting from the division, and adding 1; or
- (b) a number determined by the Council.

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

27. Voting at committee meetings

- (1) Subject to the Act and these regulations, a question arising for decision at a meeting of a council committee will be decided by a majority of the votes cast by the members present at the meeting and entitled to vote on the question.
- (2) Each member of a council who is a member of a council committee and who is present at a meeting of the committee must, subject to a provision of the Act to the contrary, vote on a question arising for decision at that meeting.
- (3) The presiding member of a council committee has a deliberative vote on a question arising for decision at the meeting but does not, in the event of an equality of votes, have a casting vote.

28. Points of order

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

City of Mitcham provisions

Note: A point of order is to be dealt with as per normal procedures.

A motion that the ruling not be agreed with must be moved and seconded and can be debated as is the case with any other motion and determined by majority vote.

Recording of points of order

Points of order will be recorded in the Minutes and will include:

- the name of the Member raising the point of order

- the nature of the alleged breach of the Act or these Regulations and the section or regulation to which it refers
- the name of the Member who is the subject of the point of order

If a point of order is raised by a Member, but is ruled not to be a point of order, it will not be recorded in the Minutes, unless otherwise resolved by Council.

29. Interruption of meetings by members

- (1) A member of a council or council committee must not, while at a meeting:
 - (a) behave in an improper or disorderly manner; or
 - (b) cause an interruption or interrupt another member who is speaking.

City of Mitcham provisions

Members who use invalid points of order to deliberately interrupt a speaker or debate the substantive motion may be in breach of Regulation 29.

- (2) Sub-regulation (1)(b) does not apply to a member who is:
 - (a) objecting to words used by a member who is speaking; or
 - (b) calling attention to a point of order; or
 - (c) calling attention to want of a quorum.
- (3) If the presiding member considers that a member may have acted in contravention of sub-regulation (1), the member must be allowed to make a personal explanation.
- (4) Subject to complying with sub-regulation (3), the relevant member must leave the meeting while the matter is considered by the meeting.
- (5) If the remaining members resolve that a contravention of sub-regulation (1) has occurred, those members may, by resolution:
 - (a) censure the member; or
 - (b) suspend the member for a part, or for the remainder, of the meeting.
- (6) A member who:
 - (a) refuses to leave a meeting in contravention of sub-regulation (4); or
 - (b) enters a meeting in contravention of a suspension under sub-regulation (5) is guilty of an offence.

Maximum penalty: \$1,250.

30. Interruption of meetings by others

- (1) A member of the public who is present at a meeting of a council or council

committee must not:

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

Maximum penalty: \$500.

City of Mitcham provisions

In the event of an interruption to the meeting, the meeting may be adjourned until the interruption has been appropriately dealt with. This may include attendance at the meeting by SA Police.

Additional Provisions (City of Mitcham)

31. Agendas

(1) Location of the Agenda for Inspection

The Agenda and Minutes are displayed in the Civic Centre Building, Mitcham and Blackwood libraries and on the City of Mitcham Website. Copies of hard copy documents will be charged as per the fees outlined in the City of Mitcham Fees and Charges Schedule.

(2) Order of Business

- (a) The Council and its Committees shall generally adhere to the order of business on the Agenda, being the items of which the members of the public have been notified.
- (b) The Presiding Member may seek the leave of the meeting to change the order of business and Members may request the Presiding Member to seek the leave of the meeting to change the order of business.
- (c) The meeting may resolve to change the order of business, despite a contrary ruling by the Presiding Member.

(3) Adoption of Recommendations from Section 41 Committees

- (a) Each Committee recommendation will appear on the Council agenda and will be considered separately by Full Council, with the exception of recommendations that are to receive information reports.
- (b) Where a Committee recommendation differs from a staff recommendation, both recommendations will be included in the Council Agenda.
- (c) The Presiding Member will ask if a Member wishes to move a Committee recommendation before receiving motions to a different effect.
- (d) Copies of the Agendas of Section 41 Committees whose recommendations form part of the Full Council Meeting will need to be brought by Elected Members to the Full Council Meetings. For the public, the Full Council Agenda on Council's website will have electronic links to the Section 41 Committee Agendas.

(4) Adoption of Policies

When adopting a new policy or amending an existing policy, the resolution should identify the Policy by name, Policy number and indicate where the attachment appears in the agenda.

32. Role of the Presiding Member - Speaking in the Debate

The Presiding Member is the regulator and facilitator of a meeting and in that role must be impartial. If the Presiding Member wishes to speak, it should be either at the beginning of the debate (after the motion has been moved and seconded) or after all other Members who wish to speak have done so, and before the mover in reply.

33. Meetings

(1) Finish time for Council and Council Committees

All scheduled meetings of Council and Council Committees should conclude by 10.30 pm with an extension to 11.00 pm as resolved by an ordinary majority of members. Extensions beyond 11.00 pm can be approved by resolution supported by a two thirds majority of members present.

If a motion is on the floor that motion can continue beyond the meeting closure time, unless there is a formal motion to adjourn.

(2) Breaks Between and/or During Meetings

- There is to be a minimum of five minutes, maximum of ten minutes break between consecutive scheduled meetings of Council Committees.
- During meetings of Full Council and Council Committees, a ten minute break is to be taken approximately every two hours, unless a majority of those present decide otherwise.

(3) Pledge and Kaurna Acknowledgement

At the beginning of every Council meeting the Presiding Member will recite the pledge and the Kaurna acknowledgement.

(4) Reports from Elected Members

Verbal and written reports from Elected Members with relation to conferences or as representatives on external bodies, or from the Chief Executive Officer or Principal Member in relation to their monthly reports will not be minuted. Any issues raised can be the subject of a separate motion if required.

34. Attendance at meetings

Leave of Absence

- (a) Application for leave of absence is a formal request made by an Elected Member to the rest of Council at a Council Meeting. It can also be made by another Member on behalf of the Member seeking leave. Leave of absence should be formally endorsed by Council in the form of a resolution. Members requesting a Leave of Absence must declare a conflict of interest in the decision in the Chamber for that item.

- (b) The tendering of an apology to Council for a meeting is not the same as the granting of leave of absence.
- (c) Elected Members on an approved Leave of Absence are not able to attend Council or Committee meetings without having their Leave of Absence declared completed.
- (d) Elected Members are not able to include items on the agenda for meetings at which they will not be in attendance.

Electronic Attendance at Committee Meetings

Members unable to attend Committee Meetings are able access the meeting via internet / video connection. Two working days' notice must be provided to arrange for this option to be available. Access to the meeting via internet / video is not to be used for Confidential Items.

35. Community participation

(1) Gallery Question Time

- (1) At all ordinary meetings of the Council, there shall be provision for questions to be asked by members of the Gallery.
- (2) Members of the Gallery may ask two questions and may speak for three minutes without leave of the meeting. These questions must be in writing and supplied to the Minute Secretary.
- (3) The Chief Executive Officer is able to determine that a question not be allowed on the basis of the amount of time required by Administration to provide the answer, except where Council makes a resolution to the contrary.
- (4) The name and suburb of the questioners, along with the questions and answers will be recorded in the minutes, or in a later agenda if necessary.

36. Meeting protocols

(1) Interaction with the Gallery

Elected Members shall refrain from speaking to or accepting or passing notes to members of the Gallery or the press during a meeting.

(2) Speaking during a meeting

When speaking during a meeting the member is required to address the Presiding Member and direct all discussion, comments and questions to them. All comments provided by the Administration will be done so via the

Presiding Member. The Presiding Member has discretion to request that a member physically address the Presiding Member.

(3) Use of Mobile Telephones and Electronic Equipment

Mobile telephones are to be switched off or turned to silent during meetings of Council or its Committees.

Distracting Behaviour

Elected Members should not engage in behaviour that distracts other Elected members.

Communication During a Meeting

During a meeting Members entitled to vote must be respectful to other Elected Members, the Mayor and the debate and must not respond to any other communication, nor seek to communicate with the community, another Member or staff, other than in the course of the open debate in the chamber.

Members made aware of a private matter which distracts their attention should leave the Chamber to deal with the matter.

The Presiding Member is able to confer with the Chief Executive Officer regarding the Chairing of the meeting.

Videotaping, Recording or Photographing of Council Meetings

Permission of the Council or the Principal Member is required prior to any meeting of Council being videotaped, recorded or photographed. The meeting must be informed at the commencement of the meeting that the meeting will be videotaped, recorded or photographed and it must be reflected in the minutes of the meeting.

Wearing of Ceremonial Attire

Ceremonial attire is to be worn at ceremonial occasions only, with these to be determined by the Principal Member.

Consumption of Food and Alcoholic Beverages

The consumption of food or alcoholic beverages shall not be permitted in the Council Chambers during Council Meetings.

Members of the General Public Attending Supper

Members of the public may attend the after meeting supper at the invitation of the Presiding Member as part of the close of the meeting.

37. Election of Members to official positions

(1) Election System for Use when Electing Members to Official Positions

Council's representatives on various committees of management shall be Elected Members of the Council or members of staff or other individuals if appropriate.

(a) *Voting and Ballot System*

The following voting system will be used when electing Members to official positions:

Single vacancy: Members to record a single name.

Multiple vacancies: Members should record sufficient names of their choice, equal to the number of vacancies that are to be filled.

(b) *Counting System*

In the first instance, the candidate with the least number of votes is eliminated. If there remain more candidates than vacancies, a further election is held with all Members able to vote again for the remaining candidates. This process is repeated until the required number of candidates is delivered.

Should a tie exist between any of the candidates with the least number of votes at any stage of the ballot, the names of the tied candidates are announced and a draw is conducted, with the person whose name is drawn being eliminated.

The most senior members of staff present will act as Returning Officer and Scrutineer respectively.

(2) Duration of Terms of Office

The Deputy Mayor (if appointed) and Presiding Members of committees of the whole membership will be elected for a term of one year unless otherwise determined.

(3) Potential Conflict of Interest when Nominating for Paid Positions

Where an election of an Elected Member relates to an external position on a board where sitting fees are paid (eg Local Government Finance Authority), the nominee/s should declare an interest and absent himself/herself from the selection process. This does not apply to election to the board of a Council subsidiary, even though sitting fees may apply.

If it becomes clear that a quorum will not be achieved due to the number of nominations received for a particular position, meeting procedures could be suspended to allow for a secret ballot to take place. Once the number of remaining nominations has been reduced to two, the suspension of proceedings can be brought to an end for the final ballot to take place. The two Members in the final ballot would be required to leave the room for the ballot to take place.

When no financial benefit is involved in being a representative on an external body, Elected Members do not have a conflict of interest if they are nominated and may stay in the Chamber and are able to vote.

38. Supply of information to Council Members

- (1) Where a Council resolution requires that a letter be sent to a Government Department or other organisation, a single representative copy of the letter and any reply is to be distributed to Council Members.
- (2) A resolution of Council that requires legal advice to be obtained will result in the distribution to Council Members of a copy of:
 - the written legal advice
 - the original written request

Information requested by an Elected Member in relation to an item on the Council Agenda will be provided to all Elected Members.

Courier deliveries to Elected Members on an approved Leave of Absence will be negotiated with Elected Members on a case by case basis.

39. Informal gatherings

Informal gatherings are conducted in accordance with the Informal Gatherings policy.

40. Access to staff

In the first instance, contact with staff should be via the Chief Executive Officer, or the nominated delegate/s.

AVAILABILITY OF THE CODE

The Code of Practice – Meeting Procedures is available for inspection at Council's Customer Service Centre, 131 Belair Road, Torrens Park and on Council's website www.mitchamcouncil.sa.gov.au. A copy can be purchased or downloaded free of charge from the website.

POLICY REVIEW

In accordance with Regulation 6 of the Meeting Regulations, the Code of Practice – Meeting Procedures will be reviewed by Council once in every financial year, and at any other time as required.

The next review will be November 2018.

VERSION HISTORY

VERSION	AUTHOR(S) POSITION	CHANGES	DATE
V1	Coordinator Governance	Established	27/02/2001
V1	Coordinator Governance	Reviewed	22/07/2003 (C&CS - 8/07/2003)
V1	Coordinator Governance	Reviewed	24/05/2005 (C&CS - 10/05/2005)
V1	Coordinator Governance	Revoked	11/04/2006
V2	Governance Officer	Re-established	25/10/2011

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VERSION	AUTHOR(S) POSITION	CHANGES	DATE
V3	Governance Officer	Leave of absence added	25/09/2012
V4	Governance Officer	Reviewed and revised	11/02/2014
V5	Governance Officer	Change to finish time of Council meetings	25/11/2014
V6	Governance Officer	Reviewed	19/05/2015
V7	Manager, Corporate Affairs	Reviewed and Revised: Preamble, 9(3), 10(2)(e), 7(g), 12(9), 12(21)(d), 15(6), 31(3)(a) and 39.	01/03/2016
V8	Governance and Elected Member Support	Minor amendments to City of Mitcham provisions only.	12/12/17
V9	Team Leader Governance	Reviewed and Revised: (9), (10), (11), (12), (33(1)), (35(1)), (36(10)),	27/11/18 <small>These changes were not adopted by Council 27/11/18 – deferred to 2019.</small>
V9	Team Leader Governance	Updated 15(1) as per resolution of Council item 15.5 12 March 2019	14/3/19

DOCUMENT CONTROL

Responsible Department	Corporate Affairs		
Delegations Apply	YES		
Classification	Governance		
Applicable legislation	<i>Local Government Act 1999</i> <i>Local Government (Procedures at Meetings) Regulations 2013</i>		
Related Policies & Corporate Documents	Code of Conduct for Council Members Code of Practice – Access to Meetings and Documents Caretaker Policy Informal Gatherings Policy		
Additional references			
Endorsed by Council:	12 December 2017	Item No:	7.1
Effective Date:	12 December 2017	Next Review Date:	
ECM Record Number:	398752	ECM Folder :	Codes of Practice
Template Folder No:	FF/2012/245	Template Record No:	12.60143[v4]