



**Macedon
Ranges**
Shire Council

CX.4 ATTACHMENT 3

Macedon Ranges Shire Council Governance Rules

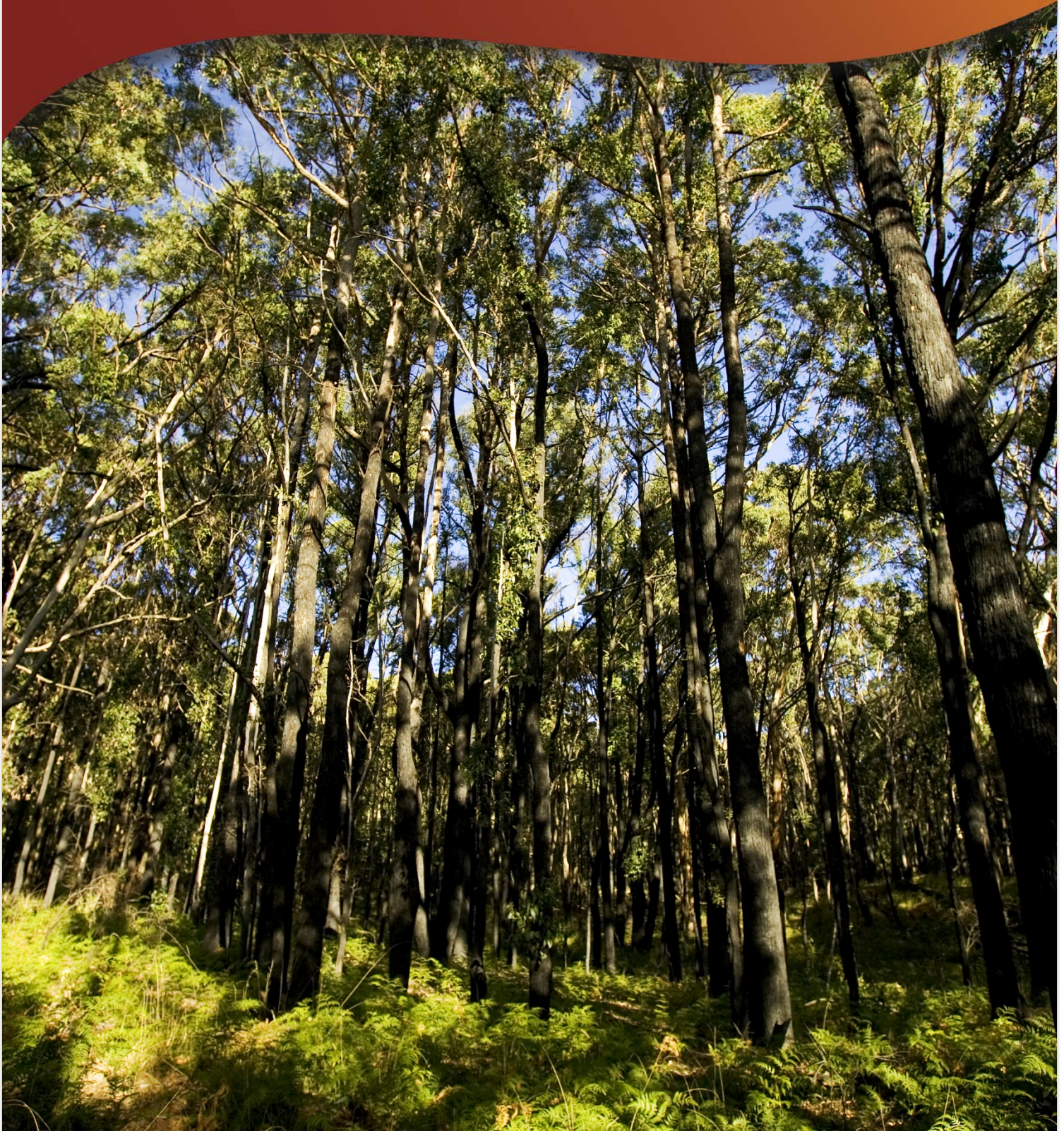


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PART 1: PRELIMINARY

1. Purpose

The purpose of these Governance Rules is to provide for:

- (a) the conduct of Council meetings;
- (b) the conduct of meetings of delegated committees;
- (c) the form and availability of meeting records;
- (d) the election of the Mayor and the Deputy Mayor;
- (e) the appointment of an Acting Mayor;
- (f) an election period policy;
- (g) the procedures for the disclosure of a conflict of interest by a Councillor or a member of a delegated committee at a meeting of the Council or a delegated committee;
- (h) the procedure for the disclosure of a conflict of interest by a Councillor at a meeting under the auspices of Council that is not a meeting of the Council or a delegated committee;
- (i) the disclosure of a conflict of interest by a member of Council staff when providing information in respect of a matter;
- (j) the consideration and making of decisions on any matter being considered by the Council fairly and on the merits;
- (k) the institution of decision-making processes to ensure that any person whose rights will be directly affected by a decision of the Council is entitled to communicate their views and have their interests considered; and
- (l) any other matters prescribed by the regulations made under the Act.

2. Role of Council

- (1) The role of Council is to provide good governance in its municipal district for the benefit and wellbeing of the Macedon Ranges municipal community.
- (2) Council will provide good governance through —
 - (a) the performance of its role in accordance with the overarching governance principles and supporting principles of the Act; and
 - (b) the Councillors of the Council performing their roles in accordance with the requirements of the Act.
- (3) In performing its role, Council may—
 - (a) perform any duties or functions or exercise any powers conferred on Council by or under the Act or any other Act; and
 - (b) perform any other functions that Council determines are necessary to enable Council to perform its role.
- (4) If it is necessary to do so for the purpose of performing its role, Council may perform a function outside its municipal district.

3. Overarching governance principles and supporting principles

- (1) Council will in the performance of its role give effect to the overarching governance principles.
- (2) The following are the overarching governance principles—
 - (a) Council decisions are to be made and actions taken in accordance with the relevant law;
 - (b) priority is to be given to achieving the best outcomes for the municipal community, including future generations;
 - (c) the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;
 - (d) the municipal community is to be engaged in strategic planning and strategic decision making;
 - (e) innovation and continuous improvement is to be pursued;
 - (f) collaboration with other Councils and Governments and statutory bodies is to be sought;
 - (g) the ongoing financial viability of the Council is to be ensured;
 - (h) regional, state and national plans and policies are to be taken into account in strategic planning and decision making; and
 - (i) the transparency of Council decisions, actions and information is to be ensured.
- (3) In giving effect to the overarching governance principles, Council will take into account the following supporting principles—
 - (a) the community engagement principles (section 56 of the Act);
 - (b) the public transparency principles (section 58 of the Act);
 - (c) the strategic planning principles (section 89 of the Act);
 - (d) the financial management principles (section 101 of the Act); and
 - (e) the service performance principles (section 106 of the Act).

4. Council decision making

1. Council will consider, and make decisions on, any matter being considered by Council fairly and on the merits.
2. Any person whose rights will be directly affected by a decision of the Council is entitled to:
 - (a) communicate their views by written submission; and
 - (b) have their interests considered.
3. For the purposes of subrules (1) and (2), a decision of Council means the following—
 - (a) a resolution made at a Council meeting;
 - (b) a resolution made at a meeting of a delegated committee; or
 - (c) the exercise of a power or the performance of a duty or function of Council by a member of Council staff or a Community Asset Committee under delegation.

5. Definitions

In these Governance Rules, unless inconsistent with the context:

Absolute majority	Means the number of Councillors which is greater than half the total number of the Councillors of Council.
Act	Means the <i>Local Government Act 2020</i> .
Agenda	Means the notice of meeting setting out the business to be transacted at the meeting
Authorised Officer	Means a member of Council staff appointed under section 224 of the <i>Local Government Act 1989</i> , who is authorised by the Council to carry out specific functions under this Local Law
Broadcast	Means the visual or aural transmission of proceedings on any medium, including radio, television and the internet.
Carried	Means that the relevant motion or amendment is determined in the affirmative.
Chairperson	Means the person who chairs a meeting and includes the Mayor who chairs a Council meeting.
Chief Executive Officer	Means the Chief Executive Officer or Acting Chief Executive Officer appointed under section 44 of the Act. If the Chief Executive Officer or Acting Chief Executive Officer is absent or unable to perform a function required under these Governance Rules, the Director of Corporate and Community must perform that function.
Community Asset Committee	Means a community asset committee established by Council under section 65 of the Act
Council	Means Macedon Ranges Shire Council.
Councillor	Means a Councillor of the Council.
Council Meeting	Includes scheduled and unscheduled meetings of the Council.
Delegated Committee	Means a delegated committee established by Council under section 63 of the Act.
Majority	Means a number of votes that is more than one-half of the number of Councillors or members in attendance in the meeting when the vote is taken.
Member	Means a member of a delegated committee.
Minister	Means the Minister responsible for administering the Act.

Penalty unit	Means penalty units as prescribed in the <i>Sentencing Act 1991</i> .
Quorum	Means the minimum number of Councillors or members who must be present in order to constitute a valid meeting of the Council or committee.
Recording	Means a recording of proceedings made using any device that is capable of recording speech or actions, including a tape recorder, video camera, mobile phone and portable computer.
Scheduled Council meeting	Means a Council meeting fixed by Council from time to time in accordance with rule 10(a).
Unscheduled Council meeting	Means a Council meeting called by the Mayor or 3 Councillors in accordance with rule 10(c).
In writing / written	<p>When referring to a notice of motion, amendment or rescission submitted by a Councillor, includes a notice that is conveyed by an electronic means and that can be identified as originating from the Councillor. This includes an email from a Councillor's Council email address.</p> <p>When referring to a notice issued by the Council, includes a notice that is published on the Council website or a notice issued by a member of Council staff authorised to issue the notice and sent from an email address with a Council domain address.</p>

Part 2: ELECTION OF MAYOR

6. Meeting to conduct an election

- (a) An election to fill a vacancy must be conducted under this Part when a vacancy in the position of Mayor is required to be filled under section 26 of the Act.
- (b) At any meeting to elect the Mayor the Chief Executive Officer must open the meeting and chair the election.
- (c) At the conclusion of an election under this Part, the Mayor shall take the chair.
- (d) Any election by Council of a Deputy Mayor will follow the same procedure as that for an election of the Mayor save that the Mayor will chair the election.

7. Determining the election of Mayor

- (a) The Chief Executive Officer must invite nominations for the office of Mayor (each of which must be seconded):
 - (i) if there is only one (1) nomination, the nominated candidate must be declared to be elected;
 - (ii) if there is more than one (1) nomination, the Chief Executive Officer must conduct an election in the following manner:
 - (a) each Councillor present at the meeting and wishing to vote must vote for one (1) of the candidates and if one (1) candidate receives an absolute majority of the votes, that candidate must be declared to be elected;
 - (b) if no candidate receives an absolute majority of the votes, the candidate with the fewest number of votes must be declared to be a defeated candidate. Each Councillor present at the meeting and wishing to vote must then vote for one (1) of the remaining candidates;
 - (c) if one (1) of the remaining candidates receives an absolute majority of the votes, that candidate must be declared to be elected. If none of the remaining candidates receives a majority of the votes, the process of declaring the candidates with the fewest number of votes a defeated candidate and voting for the remaining candidates must be repeated until one (1) of the candidates receives an absolute majority of the votes. That candidate must then be declared to be elected;
 - (d) if none of the remaining candidates receives an absolute majority and two (2) or more candidates have an equal number of fewest votes, each Councillor present at the meeting who wishes to vote must vote for one (1) of the candidates with the equal fewest votes. The candidate who receives the fewest of those votes must be declared to be a defeated candidate.
 - (e) if after conducting a vote to declare a candidate defeated under paragraph (d), two (2) or more candidates receive the equal fewest votes, the determination of which of those candidates must be declared to be defeated must be determined by lot.

- (f) if an absolute majority of the Councillors cannot be obtained at the meeting, the Council may resolve to conduct a new election at a later specified time and date.
- (g) in this rule, **absolute majority** means the number of Councillors which is greater than half the total number of the Councillors of Council.
- (h) if a lot must be conducted under this rule, the Chief Executive Officer shall arrange for the conduct of the lot and the following provisions must apply:
 - (i) each candidate will draw one (1) lot;
 - (j) the order of drawing lots will be determined by the alphabetical order of the surnames of the candidates who received an equal number of votes except that if two (2) or more such candidates' surnames are identical, the order will be determined by the alphabetical order of the candidates' first names; and
 - (k) as many identical pieces of paper as there are candidates who received an equal number of votes must be placed in a receptacle. If the lot is being conducted to determine which is a defeated candidate, the word "Defeated" shall be written on one (1) of the pieces of paper, and the candidate who draws the paper with the word "Defeated" written on it must be declared the defeated candidate (in which event a further vote must be taken on the remaining candidates).
- (b) Any election by Council of a Deputy Mayor will follow the same procedure as that for a Mayor.

8. Precedence of Mayor at Meetings

- (a) The Mayor takes precedence at all municipal proceedings within the municipal district and must chair all meetings of the Council at which they are present.

9. Acting Mayor

- (1) Council must appoint a Councillor to be the Acting Mayor when—
 - (a) Neither the Mayor nor any elected Deputy Mayor is able for any reason to attend a Council meeting or part of a Council meeting; or
 - (b) the Mayor and any elected Deputy Mayor are both incapable of performing the duties of the office of Mayor and Deputy Mayor respectively for any reason, including illness; or
 - (c) the office of Mayor and Deputy Mayor are vacant.
- (2) An appointment under sub-rule (1) must be for a period specified by Council.
- (3) If—
 - (a) an appointment has not been made under sub-rule (1) or has expired; and

(b) any of the circumstances specified in sub-rule (1)(a), (b) or (c) apply—

Council must appoint a Councillor to be the Acting Mayor for a period specified by Council.

(4) An Acting Mayor—

(a) must perform the role of the Mayor; and

(b) may exercise any of the powers of the Mayor—
until the circumstances specified in sub-rule (1) no longer apply or the
period of the appointment expires, whichever first occurs.

(5) If an Acting Mayor has been appointed, unless inconsistent with the context or subject matter, a reference in the Act (except in sections 20 and 23, Division 4 of Part 2 and sections 61(6) and 236(4)) to the Mayor includes a reference to the Acting Mayor.

Part 3: MEETING PREPARATION

Calling meetings

10. Calling and scheduling council meetings

- (a) The dates, times and places of scheduled meetings will be fixed by the Council from time to time.
- (b) Subject to the requirements of sub-rule (a), the date, time or place of a scheduled Council meeting may be altered by resolution of the Council.
- (c) In addition to sub-rule (a):
 - i. Council may by resolution call an unscheduled meeting of the Council
 - ii. the Mayor or 3 Councillors may by a written notice delivered to the Chief Executive Officer call an unscheduled meeting of the Council
 - iii. the CEO, following consultation with the Mayor, may call an unscheduled meeting
- (d) A notice delivered under sub-rule (c)(ii) must specify the date and time of the meeting and the business to be transacted.

11. Notice of meetings

- (a) Public notice will be given at least seven (7) days before:
 - (i) a scheduled or unscheduled meeting of the Council; or
 - (ii) a meeting of any delegated committee comprised entirely of Councillors.
- (b) If an extraordinary circumstance prevents the giving of seven (7) days' notice, the Chief Executive Officer will provide as much notice as is practicable and the nature of the extraordinary circumstance will be specified in the minutes.
- (c) If a delegated committee is not comprised entirely of Councillors, the Chairperson must provide reasonable notice of a meeting of the delegated committee to the public.

12. Agenda

- (a) This rule applies to Council meetings and meetings of delegated committees.
- (b) At least five (5) days before a meeting is scheduled to occur, an agenda must be:
 - (i) delivered to each Councillor's or Member's residence or usual place of business or if determined by Council by electronic means; and
 - (ii) published on Council's website.
- (c) An agenda must include:
 - (i) a description of the date, time and place of the meeting;
 - (ii) a description of the matters to be considered at the meeting;

- (iii) any validly lodged notice of motion, amendment or rescission; and
 - (iv) reports prepared for consideration at the meeting.
- (d) If it is not possible to comply with sub-rule (b) for any reason, the Chief Executive Officer must ensure delivery and publication of the agenda as soon as is reasonably possible.
- (e) If a Councillor is on leave or absent from the municipality, an agenda does not have to be delivered to the Councillor unless he or she has requested delivery.

13. Adjourned meeting notices

- (a) If a Council or delegated committee meeting is adjourned to another day for any reason:
- (i) rule 10(a) and 10(c) apply to the adjourned meeting; and
 - (ii) rule 10(b) applies to the adjourned meeting to the extent that it is reasonably practicable.

14. Giving a notice of motion

A 'notice of motion' is a formal notice by a Councillor or Member of their intention to propose a motion to be resolved upon at a meeting. The process is a direct method for a Councillor or Member to ensure a particular matter is brought before the meeting. The rules of this Division outline the formal process to be followed.

Councillors and Members will also give consideration to the following advice in the 'Good Governance Guide' produced by the MAV, VLGA and LGPro on the appropriate use of notices of motion:

[A notice of motion] can be a useful way for a councillor or member to raise an issue, which doesn't require advice or a lot of consideration on a council agenda. For example, it might involve asking the council to recognise a significant achievement of a local community member which is already generally well-known.

If a Councillor or Member proposes to use a notice of motion for a significant item, consideration should be given to a motion requesting that a report on the matter be presented to a subsequent meeting.

- (a) A Councillor may give a notice of motion on any matter the Councillor wants to be considered at a scheduled Council meeting.
- (b) A notice of motion given by a Councillor must be given in writing to the Chief Executive Officer no later than 5.00 pm on the seventh (7) day before the meeting at which it is to be proposed to be considered.
- (c) A member of a delegated committee may give a notice of motion on any motion the member wants to be considered at a meeting of the delegated committee.
- (d) A notice of motion given by a member must be given in writing to the Chief Executive Officer in sufficient time for the Chief Executive Officer to include it in the agenda for the meeting at which it is proposed to be considered.

15. Notice may be rejected

- (a) The Chief Executive Officer must reject a notice of motion if:
 - (i) it appears to be contrary to the Act or any other law;
 - (ii) it is vague or unclear in its intention; or
 - (iii) it is not lodged in accordance with rule 13.
- (b) If the Chief Executive Officer rejects a notice of motion, they must:
 - (i) notify the Councillor or member of the reason for the rejection; and
 - (ii) if reasonably possible before the agenda is published, give the Councillor or member an opportunity to amend the notice.

16. Notice must be listed on the agenda

- (a) A notice of motion from a Councillor or a member of a delegated committee must be included on the agenda for the next scheduled Council meeting or delegated committee meeting, unless it has been rejected under rule 15.

Notice of amendment or rescission

17. Giving a notice of amendment or rescission

- (a) A Councillor or member may give notice of a motion to amend or rescind a resolution of the Council or delegated committee provided that the resolution has not been acted on.
- (b) A notice of amendment or rescission:
 - (i) must specify the resolution that it proposes to amend or rescind;
 - (ii) must be clear in its intent;
 - (iii) must be in writing; and
 - (iv) must be given to the Chief Executive Officer no later than 5.00pm on the seventh (7th) day before the meeting at which it is to be proposed.
- (c) The Chief Executive Officer must reject a notice of amendment or rescission that does not comply with sub-rules (a) and (b).
- (d) The Chief Executive Officer or an appropriate member of Council staff is entitled to implement a resolution of the Council or delegated committee at any time after the close of the meeting at which it was made. A resolution of the Council or delegated committee will therefore be deemed to be acted on if:
 - (i) its contents have or substance has been communicated in writing to any person whose interests are materially affected by it; or
 - (ii) statutory processes have commencedso as to vest enforceable rights in or obligations on Council or any other person.

- (e) The lodgement and acceptance by the Chief Executive Officer of a notice of amendment or rescission does not prevent the Chief Executive Officer or an appropriate member of Council staff from giving notice to any person that a notice to rescind or amend has been lodged.

18. Notice of amendment or rescission must be listed on the agenda

- (a) Unless a notice of amendment or rescission has been rejected under rule 17, it must be included on the agenda for the next available meeting of the Council or delegated committee.
- (b) If more than one notice of amendment or rescission is received in regard to a particular matter, the notices must be listed on the agenda in the order they were received.

General Matters regarding Notices of Motion and Notices of Rescission and Amendment

19. Conduct of Debate

Debate on Notices of Motion and Notices of Rescission and Amendment shall be conducted in accordance with Part 6

20. Majority to rescind a resolution

For a resolution of Council to be rescinded or amended, the motion for rescission or amendment must be carried by a majority of the votes cast.

21. If lost or lapsed

If a notice of motion or motion for rescission or amendment is lost or lapses for want of a seconder, a similar motion may not be put before the Council or delegated committee for at least three (3) months from the date it was last lost or lapsed, unless the Council or delegated committee resolves that the motion be re-listed at a future meeting.

22. If not moved

If a notice of motion or motion for rescission or amendment is not moved at the meeting for which it is listed, it lapses.

23. May be moved by any Councillor or member

A notice of motion or notice for rescission or amendment listed on an agenda may be moved by any Councillor or member present but may not be amended.

24. When not required

- (a) A motion for rescission or amendment is not required where Council wishes to change policy.
- (b) Notwithstanding sub-rule (a), the following standards should generally apply if the Council wishes to change policy:
 - (i) if the policy has been in force in its original or amended form for less than 12 months, a notice of rescission should be presented to the Council; and

- (ii) any intention to change a Council policy, which may result in a significant impact on any person, should be communicated to those affected and this may include publication and consultation, either formally or informally.

The Council may determine the extent to which these standards should be followed, which will depend on the circumstances of each case.

Part 4: GENERAL CONDUCT OF MEETINGS

General matters

25. Matters not provided for

Where a situation has not been provided for under these Governance Rules, the Council or delegated committee may determine the matter by resolution.

26. Addressing the meeting

- (a) Councillors and members must conduct themselves in a courteous and respectful manner during meetings.
- (b) Any person addressing the Chair should refer to the Chairperson as:
 - (i) Madam Mayor;
 - (ii) Mr Mayor;
 - (iii) Mayor 'surname'
 - (iv) Madam Chairperson; or
 - (v) Mr Chairperson;-as the case may be.
- (c) All Councillors, other than the Mayor, should be addressed as Cr (name).
- (d) All members of Council staff should be addressed as Mrs, Ms, Miss or Mr (name).

Business of meetings

27. Order of business

- (a) An agenda for a meeting of a delegated committee which is not comprised solely of Councillors must be prepared by or on behalf of the Chief Executive Officer, and be provided to each member at least 48 hours before the meeting.
- (b) Subject to these Governance Rules, the order of business of meetings of the Council and delegated committees will be determined by the Chief Executive Officer to facilitate and maintain open, efficient and effective processes of government.
- (c) The Chief Executive Officer may include any matter on an agenda for consideration by the meeting following consultation with the Mayor.

- (d) Once an agenda has been published, the order of business for the meeting may only be altered by resolution of the meeting.

28. Urgent business

- (a) At a scheduled Council meeting, business that is not included in the agenda must not be considered unless a majority of Councillors present at the meeting resolve to admit the business.
- (b) Despite sub-rule (a), a matter that is not included in the agenda for a scheduled Council meeting must not be considered at the meeting if it will:
 - (i) directly and significantly affect the exercise of a person's rights;
 - (ii) alter the Council Plan or the Budget; or
 - (iii) commit the Council to any direct expenditure.
- (c) At an unscheduled Council meeting, business that has not been included on the agenda may only be considered if all the Councillors are present and unanimously resolve that the matter is urgent.
- (d) At a delegated committee meeting, business that is not included in the agenda must not be considered unless the committee solely comprises all the elected Councillors, in which case sub-rules (a) and (b) apply.

Minutes and other meeting records

29. Keeping of minutes

- (a) The Chief Executive Officer must ensure that minutes of Council and delegated committee meetings are kept.
- (b) The draft (unconfirmed) minutes of Council meetings, excluding those parts of meetings that are closed to the public, must be published on the Council's website within five (5) working days after the relevant meeting.

30. Confirmation of minutes

- (a) The Chief Executive Officer must ensure that the draft (unconfirmed) minutes of Council meetings are submitted to the next scheduled Council meeting for confirmation.
- (b) No discussion or debate on the confirmation of minutes will be permitted except where their accuracy as a record of the proceedings of the meeting to which they relate is questioned.
- (c) If a Councillor is dissatisfied with the accuracy of the minutes, then the Councillor must propose a motion specifying the alternative wording to amend the minutes.
- (d) Following confirmation, the confirmed minutes are to be displayed on Council's website.

31. Other meeting records

- (a) The Chief Executive Officer must ensure that a written record of the matters discussed at other specified meetings organised by Council, which involve Councillors and Council staff, will be kept using the template in Appendix 1.
- (b) For the purposes of sub-rule (a) the specified meetings are as follows:
 - (i) An advisory committee of the Council, if at least one Councillor is present; or
 - (ii) A planned or scheduled meeting of at least half of the Councillors and one member of Council staff which considers matters that are intended or likely to be -
 - i. the subject of a decision of the Council; or
 - ii. subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committeebut does not include a meeting of the Council, a delegated committee of the Council, a meeting of the audit and risk committee, a club, association, peak body, political party or other organisation.
- (c) For the purposes of sub-rule (a), the written record of meetings must include:
 - (i) the names of attending Councillors, staff members and other persons;
 - (ii) a short title of the matters discussed; and
 - (iii) any conflicts of interest disclosed by Councillors or Council staff and whether they temporarily left the meeting whilst the subject matter of their disclosed conflict of interest was discussed.
- (d) The Chief Executive Officer must ensure that the written record of meetings is, as soon as practicable, reported at a scheduled meeting of the Council and incorporated in the minutes of that Council meeting.

Quorums

32. Defining a quorum

- (a) A quorum for a meeting of the Council or a delegated committee is a majority of the members of the Council or delegated committee.

33. Inability to Gain a Quorum

If after 30 minutes from the scheduled starting time of any Council or delegated committee meeting, a quorum cannot be obtained:

- (a) those Councillors or members present; or
- (b) if there are no Councillors or members present, the Chief Executive Officer, or, in the absence of the Chief Executive Officer, an authorised officer,

may adjourn the meeting for a period not exceeding seven (7) days from the date of the adjournment.

34. Inability to Maintain a Quorum

If during any Council or delegated committee meeting or any adjournment of such meeting, a quorum cannot be maintained:

- (a) those Councillors or members present; or
- (b) if there are no Councillors or members present, the Chief Executive Officer, or, in the absence of the Chief Executive Officer, an Authorised Officer,

may adjourn the meeting for a period not exceeding seven (7) days from the date of the adjournment.

35. Inability to Achieve or Maintain a Quorum Due to Conflicts of Interests of Councillors

- (1) This rule applies if Council cannot maintain a quorum because of the number of Councillors who have a conflict of interest in a decision in regard to a matter.
- (2) Council must consider whether the decision can be made by dealing with the matter in an alternative manner.
- (3) For the purposes of sub-rule (2), an ***alternative manner*** may include—
 - (a) resolving to split the matter into 2 or more separate parts, so that a quorum can be maintained for each separate part; or
 - (b) making prior decisions on component parts of the matter at a meeting for which a quorum can be maintained, before deciding the overall matter at a meeting for which a quorum can be maintained.
- (4) Subject to complying with any requirements under any other Act, if Council is unable to use an alternative manner, Council must decide to establish a delegated committee to make the decision in regard to the matter consisting of—
 - (a) all the Councillors who have not disclosed a conflict of interest in regard to the matter; and
 - (b) any other person or persons that Council considers suitable.
- (5) Section 63(2) of the Act applies to a delegated committee established under sub-rule (4) to the extent possible after excluding all the Councillors who have disclosed a conflict of interest in regard to the matter.

36. Notice of Adjourned Meeting

The Chief Executive Officer must provide written notice of a meeting adjourned under rule 33, 34 or 35 but where this is not practicable because time does not permit that to occur, then, provided every reasonable attempt is made to contact every Councillor or member, notice by telephone, facsimile, email, in person or by some other means is sufficient.

37. Time limits for Meetings

- (a)_ A scheduled or unscheduled Council meeting must not continue after 10.30 pm unless a majority of Councillors present vote in favour of its continuance.
- (b) In the absence of such continuance, the meeting must stand adjourned to a time, date and place to be then and there announced by the Chairperson.
- (c) The Council may adjourn any meeting.
- (d) The Chief Executive Officer must give notice to each Councillor of the date, time and place to which the meeting stands adjourned and of the business remaining to be considered.

Suspension of standing orders

38. Suspension of standing orders

The Council or a delegated committee may, by resolution, suspend standing orders for:

- (a) the purposes of enabling a full discussion of an issue;
- (b) the purposes of allowing a member of the public to address the meeting;
- (c) the purposes of providing for public question time; or
- (d) any other reasonable purpose determined by the meeting.

39. Arrangements when standing orders suspended

- (a) During a period when standing orders are suspended, no decision, motion or other formal proceeding may be allowed, other than:
 - (i) the raising of a point of order; or
 - (ii) a motion to resume standing orders.
- (b) The minutes of a meeting do not have to include a detailed account of matters considered during a period when standing orders are suspended.
- (c) The suspension of standing orders should not be used purely to dispense with the processes and protocol of the government of the Council. An appropriate motion is contained in Appendix 2.
- (d) Once the discussion has taken place and before any motions can be put, the resumption of standing orders will be necessary. An appropriate motion is contained in Appendix 2.

Public participation

40. Addressing meetings

- (a) At a scheduled meeting of the Council or at a meeting of a delegated committee, standing orders may be suspended to enable any member of the public to address the meeting.
- (b) A member of the public addressing the Council or a delegated committee must extend due courtesy and respect to the Councillors or members and the Council or delegated committee, and must take direction from the Chairperson.
- (c) Unless otherwise resolved by the Council or delegated committee the maximum speaking time for a member of the public addressing the Council or committee is three (3) minutes.

41. Public question time

- (a) Any member of the public may submit up to two questions to a scheduled Council meeting. Questions from a member of the public:
 - (i) must be in writing and state the name and address of the person submitting the question and generally be in a form approved or permitted by the Council; and
 - (ii) may relate to a matter of business on the agenda or another matter that is generally accepted to be within the jurisdiction of the Council, either directly or indirectly.
- (b) Questions must be received no later than 5.00pm on the business day prior to the meeting.
- (c) If the Council has received a question from the public under sub-rule (a), the Council must suspend standing orders at an appropriate time for the question to be read.
- (d) The Mayor or a member of Council staff nominated by the Mayor may read a question to those present.
- (e) The Mayor or nominated Council staff member may reject a question that does not comply with sub-rule (a), or if it:
 - (i) relates to a matter outside the duties, functions and powers of the Council;
 - (ii) is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;
 - (iii) relates to personnel matters;
 - (iv) relates to the personal hardship of any resident or ratepayer;
 - (v) relates to industrial matters;
 - (vi) relates to contractual matters;
 - (vii) relates to proposed developments;

- (viii) relates to legal advice;
 - (ix) relates to matters affecting the security of Council property; or
 - (x) relates to any other matter which the Council considers would prejudice the Council or any person.
- (f) Notwithstanding the provisions of sub-rule (e) the Council will endeavour to, and where appropriate shall, answer questions from the public that relate to these matters in a way that does not disclose confidential information and or compromise any other parties.
 - (g) The Mayor may nominate a Councillor or member of Council staff to respond to a question.
 - (h) All questions and answers must be as brief as possible, and no discussion may be allowed other than for the purposes of clarification.
 - (i) If multiple questions related to a decision made by the Council or a matter to be considered by the Council at the meeting are asked and it is appropriate to do so, the Mayor or nominated staff member may collectively summarise these questions and make reference to the decision or the impending consideration of the matter.
 - (j) If a question cannot be dealt with adequately or appropriately during public question time, the Mayor or a nominated staff member may advise the Council that they will provide a written answer in response to the question.

42. Petitions and joint letters

- (a) A member of the public may give a petition or a joint letter to a Councillor or the Chief Executive Officer.
- (b) A petition or joint letter must:
 - (i) state the name of the person forwarding the petition and an address to which notice of the Council's response may be forwarded;
 - (ii) contain the name, full address (either postal or electronic) and signature of each person signing the petition or letter;
 - (iii) clearly state the request or describe the action that the Council is asked to undertake on each page of the petition or in the joint letter (whichever is applicable);
 - (iv) not include any statement that is offensive, defamatory or disrespectful to the Council or any Councillor or member of Council staff;
 - (v) be legible, in ink or other permanent marker and not pencil;
 - (vi) not contain alterations; and
 - (vii) not have any letters or other documents attached to it.
- (c) A petition or joint letter generated via an online or electronic process that does not contain the signatures of the persons who are represented as

having supported it will be accepted only if it complies with all other provisions of sub-rule (b).

- (d) A petition or joint letter that complies with the provisions of sub-rule (b) must be tabled at a scheduled Council meeting at the first reasonable opportunity.
- (e) A petition may only be presented to a scheduled Council meeting by a Councillor, and it is incumbent on the Councillor to acquaint themselves with the contents of the petition or joint letter and to ascertain that it complies with sub-rule (b).
- (f) A Councillor presenting a petition or joint letter to the Council must write their name at the beginning of the petition or joint letter.
- (g) A petition or joint letter tabled at a Council meeting may be dealt with as follows:
 - (i) a motion may be proposed to accept the petition or joint letter and that it lay on the table until the next scheduled Council meeting or a future meeting specified by the Council (at which a report on the matter will be presented); or
 - (ii) a motion may be proposed to accept and note the petition or joint letter and resolve to deal with it earlier or refer it to another process.

Disruptions

43. Chairperson may call a member to order

- (a) The Chairperson may call to order any Councillor or member:
 - (i) who is disruptive or acting in an unruly manner during a meeting; or
 - (ii) who makes a statement that is offensive, insulting or defamatory.
- (b) Without detracting from sub-rule (a), the Chairperson may call to order any Councillor who is acting contrary to the Councillor Code of Conduct in a Council meeting or a meeting of a delegated committee comprised solely of Councillors.
- (c) If the Chairperson calls a Councillor or member to order, the Chairperson may direct the Councillor or member:
 - (i) to cease the actions for which the Councillor or member has been called to order; or
 - (ii) to retract a statement or apologise for a statement or action.
- (d) If a Councillor or member fails to comply with a direction under sub-rule (c), the Chairperson may direct the Councillor or member to leave the meeting for a specified time.
- (e) The direction by the Chairperson under sub-rule (d) may be overruled by a resolution of the meeting.

- (f) Unless sub-rule (e) applies, a Councillor or member who is directed by the Chairperson to leave the meeting for a specified time must comply with that direction.

44. Mayor may remove a member of the public

- (a) The Chairperson may direct a member of the public to leave a meeting if, in the opinion of the Chairperson, the person is disrupting the orderly conduct of the meeting.
- (b) A person directed to leave a meeting under sub-rule (a) must not return to the meeting unless authorised by the Chairperson.

45. Mayor may adjourn a meeting

- (a) The Chairperson may adjourn a meeting at any time if a disruption is preventing the meeting from conducting its business in an orderly manner.
- (b) Unless otherwise resolved by the Council or delegated committee, an adjournment under sub-rule (a) will be for a period of 15 minutes.

Recording meetings

46. Council may record meetings

- (a) Council may resolve to broadcast its scheduled and unscheduled meetings in any form.
- (b) Despite sub-rule (a), a meeting that is closed to the public under section 66 of the Act must not be broadcast or a recording made available to the public in any form.

47. No recording or broadcasting without authority

Without the authority of Council or a delegated committee (as the case may be) a person must not:

- (a) make or distribute a recording of any Council or delegated committee meeting; or
- (b) broadcast any Council or delegated committee meeting.

Part 5: DISCLOSURE OF CONFLICTS OF INTEREST

48. Procedure for the disclosure of a conflict of interest by a Councillor or a member of a Delegated Committee at a meeting of the Council or a Delegated Committee

- (1) If a Councillor or member of a delegated committee has a conflict of interest in a matter which is to be considered or discussed at a meeting of the Council or the delegated committee, the Councillor or member must, if they are attending the meeting, disclose the conflict of interest in accordance with sub-rule (2), and if applicable, sub-rule (3).

- (2) A Councillor or member of a delegated committee who has a conflict of interest and is attending the meeting of the Council or delegated committee must make a full disclosure of that interest by either advising:
 - (a) the Council or delegated committee at the meeting immediately before the matter is considered at the meeting; or
 - (b) the Chief Executive Officer in writing before the meeting-whether the interest is a general conflict of interest or a material conflict of interest, and the nature of the interest.
- (3) If the Councillor or member advised the Chief Executive Officer of the details under paragraph (b) of sub-rule (2), the Councillor or member must make a disclosure of the class of interest only to the meeting immediately before the matter is considered at the meeting.
- (4) The Chief Executive Officer must—
 - (a) keep written disclosures received under this rule in a secure place for 3 years after the date the Councillor or member of a delegated committee who made the disclosure ceases to be a Councillor or member of a committee; and
 - (b) destroy the written disclosure when the 3 year period referred to in paragraph (a) has expired.
- (5) While the matter is being considered or any vote is taken in relation to the matter, the Councillor or member of a delegated committee must—
 - (a) leave the meeting and notify the Mayor or the Chairperson of the delegated committee of their departure; and
 - (b) remain outside the room and any gallery or other area in view or hearing of the meeting.
- (6) The Mayor or the Chairperson of the delegated committee must cause the Councillor or member of a delegated committee to be notified that they may return to the meeting after—
 - (a) consideration of the matter; and
 - (b) all votes have been cast on the matter.
- (7) If a Councillor or member of a delegated committee discloses a conflict of interest, the Chief Executive Officer or the Chairperson must record in the minutes of the meeting—
 - (a) the declaration of the conflict of interest; and
 - (b) the classification of the interest that has given rise to the conflict, and if the Councillor or member has disclosed the nature of the interest to the meeting, the nature of the interest.

49. Procedure for the disclosure of a conflict of interest by a Councillor at a meeting under the auspices of Council that is not a meeting of the Council or a Delegated Committee

- (1) At a meeting under the auspices of Council that is not a meeting of the Council or delegated committee, the Chief Executive Officer must ensure that a written record is kept of—
 - (a) the names of all Councillors and members of Council staff attending;
 - (b) the matters considered;
 - (c) any conflict of interest disclosures made by a Councillor attending under sub-rule (3);
 - (d) whether a Councillor who has disclosed a conflict of interest as required by sub-rule (3) leaves the meeting.
- (2) The Chief Executive Officer must ensure that the written record of a meeting held under this rule is, as soon as practicable—
 - (a) reported at a meeting of the Council; and
 - (b) incorporated in the minutes of that Council meeting.
- (3) If a Councillor attending a meeting held under this rule knows, or would reasonably be expected to know, that a matter being considered by the meeting is a matter that, were the matter to be considered and decided by Council, the Councillor would have to disclose a conflict of interest, the Councillor must, at the time set out in sub-rule (4), disclose to the meeting that they have a conflict of interest and leave the meeting whilst the matter is being considered by the meeting.
- (4) A Councillor must disclose the conflict of interest either—
 - (a) immediately before the matter in relation to which the Councillor has a conflict of interest is considered; or
 - (b) if the Councillor realises that they have a conflict of interest after consideration of the matter has begun, as soon as the Councillor becomes aware that they have a conflict of interest.

50. Disclosure of a conflict of interest by a member of Council staff

- (1) A member of Council staff who is providing information to:
 - (a) a meeting of the Council, a delegated committee or a community asset committee; or
 - (b) another member of Council staff exercising a power of delegation or performing a statutory function –

and who has a conflict of interest in a matter to which the information relates, must disclose the conflict of interest when providing the information and before the information is considered by the applicable meeting referred to in paragraph (a) or another member of staff referred to in paragraph (b).

- (2) A disclosure made by a person under sub-rule (1) must be recorded:
 - (a) in the minutes of the applicable meeting referred to in paragraph (a);
or
 - (b) in a conflict of interest disclosure register maintained by the Chief Executive Officer if the information is provided to another member of Council staff referred to in paragraph (b).
- (3) A member of Council staff who has a conflict of interest in a matter in which they also have delegated power, duty or function must—
 - (a) not exercise the power or discharge the duty or function; and
 - (b) in the case of the Chief Executive Officer, disclose the type of interest and the nature of the interest to—
 - (i) the Mayor, in writing, as soon as they become aware of the conflict of interest in the matter; and
 - (ii) the Council by no later than the next meeting of the Council;
and
 - (c) in the case of any other member of staff, disclose the type of interest and the nature of the interest to the Chief Executive Officer, in writing, as soon as they become aware of the conflict of interest in the matter.
- (4) The Chief Executive Officer does not have a conflict of interest in a matter if the matter only relates to—
 - (a) the adoption or amendment of a policy relating to Council staff generally;
 - (b) the adoption of a code of conduct for Council staff; or
 - (c) a decision to delegate a power, duty or function to a member of Council staff.

Part 6: CONDUCT OF DEBATE

General debate matters

51. Rejecting a motion

- (a) The Chairperson must reject any motion or amendment which:
 - (i) is offensive or defamatory;
 - (ii) is outside the powers of the Council or delegated committee or otherwise contrary to the Council's legal obligations or is not relevant to the item of business on the agenda and has not been admitted as urgent business under rule 27; or

- (iii) purports to be an amendment but would have the effect of negating the principal intent of the motion it seeks to amend.
- (b) If it appears to the Chief Executive Officer that a proposed motion or amendment is contrary to the Council's legal obligations, the Chief Executive Officer must advise the Chairperson in a timely manner.

52. Lapsed motion or amendment

- (a) If a motion or amendment lapses under these Governance Rules:
 - (i) the motion or amendment is no longer debated or voted upon at that meeting;
 - (ii) if it is an amendment, debate on the principal motion resumes; and
 - (iii) if it is a motion, the meeting proceeds to the next matter on the agenda.
- (b) Nothing in these Governance Rules prohibits a lapsed motion from being considered at a later meeting of the Council or delegated committee.

Motions and amendments

53. Moving a motion

- (a) In relation to moving a motion:
 - (i) the Councillor or member moving the motion must state the motion without speaking to it;
 - (ii) the motion must be seconded by another Councillor or member; and
 - (iii) if a motion is not seconded, it lapses.
- (b) The Chairperson may require any motion to be submitted in writing where it is lengthy or unclear or for any other reason. The Chairperson may suspend the meeting while a motion is being written or request that the matter be deferred until later in the meeting.
- (c) If a motion is moved and seconded, the Chairperson must ask if the motion is opposed by any Councillor or member, and:
 - (i) if the motion is not opposed the Chairperson must declare the motion carried; or
 - (ii) if the motion is opposed the Chairperson must invite the members to debate the motion.
- (d) Before a motion or amendment is declared carried (if not opposed) or put to the vote, a Councillor or member may with leave of the Chairperson ask for clarification from the Chairperson or the Councillor or member moving the motion or amendment of:
 - (i) the principal intent; or
 - (ii) some other aspect

of the motion or amendment.

- (e) A table containing the suggested wording of certain motions is contained in Appendix 2.

54. Debating the motion

- (a) When debating a motion:
 - (i) the mover of the motion is invited to speak first;
 - (ii) the seconder of the motion is invited to speak second, however they may reserve the right to speak later in the debate;
 - (iii) the Councillor or member who opposed the motion is invited to speak third; and
 - (iv) any other Councillors or members may speak for or against the motion.
- (b) When inviting other Councillors or members to speak to the motion the Chairperson must ask for speakers for and against the motion in turn, however no Councillor or member may be refused the right to speak because there is no contrary speaker.
- (c) No Councillor or member may speak more than once in debating a motion, except where the mover of the motion has a right of reply.
- (d) Debate must always be relevant to the motion and the Chairperson may:
 - (i) request a speaker to confine debate to the subject motion; or
 - (ii) direct a speaker to cease speaking if he or she continues to debate irrelevant matters. The speaker must then cease speaking.
- (e) Once the debate has been exhausted, the mover of the motion is entitled to exercise a right of reply, but may not raise any new matter.
- (f) Immediately after the mover's right of reply, the Chairperson must put the motion to a vote without further discussion or debate.
- (g) A Councillor or member with leave of the Chairperson may briefly make comment on a motion adopted by the Council or delegated committee for the purposes of informing the gallery and or highlighting the significance of the decision.

55. Moving an Amendment

- (a) Any Councillor or member debating the motion, except the mover and seconder of the motion, may move an amendment to the motion.
- (b) There is no limit on the number of amendments that may be proposed to a motion. However, no amendment may be proposed while another amendment is being proposed or debated.
- (c) An amendment:

- (i) must be relevant to the motion; and
 - (ii) must not have the effect of negating the principal intent of the motion.
- (d) An amendment must be seconded by another Councillor or member. If an amendment is not seconded, it lapses.
 - (e) If an amendment is moved and seconded, the Chairperson must invite the Councillors or members to debate the amendment in the same order and manner as a motion under rule 54(a), except that the mover of an amendment does not have a right of reply.
 - (f) A Councillor or member speaking to an amendment is not deemed to be speaking to the motion, so speaking to an amendment does not alter a Councillor's or member's right to speak to the principal motion.
 - (g) If an amendment is carried then the motion is altered accordingly and becomes the matter before the meeting.

56. Foreshadowing motions or amendments

- (a) At any time during debate, a Councillor or member may foreshadow their intention to move a motion or amendment at a later stage in the meeting. This does not extend any special right to the foreshadowed motion.
- (b) A foreshadowed motion is not required to be recorded in the minutes until or unless it is proposed.

57. Withdrawal of motion or amendment

Before any motion or amendment is put to the vote it may be withdrawn by the mover with leave from the meeting.

58. Separation of motions

Where a motion contains more than one part the Chairperson may decide to put the motion to the vote in separate parts.

Speaking times

59. Speaking times

- (a) Unless a motion for extension of time has been passed, a Councillor or member must not speak longer than the time set out below:
 - (i) the mover of a motion or an amendment: five (5) minutes and any other Councillor or member three (3) minutes; and
 - (ii) the mover of a motion exercising a right of reply: two (2) minutes

60. Extension of speaking time

- (a) An extension of speaking time for any member may be granted by resolution of the meeting.
- (b) A motion to extend speaking time must not be permitted after another Councillor or member has commenced speaking.

- (c) An extension of speaking time:
 - (i) must not exceed three (3) minutes;
 - (ii) may only be granted once for each speaker on a motion or amendment.

Voting

61. Voting process

- (a) All members of the Council or of a delegated committee are entitled to a single vote on each motion and each amendment, except:
 - (i) when the Chairperson is entitled to a second vote under section 61 of the Act.
- (b) When putting a motion or amendment to a vote, the Chairperson will first call for those in favour of the motion and then those opposed to the motion.
- (c) Unless the meeting resolves otherwise, all voting must be by a show of hands.
- (d) If a majority of the Councillors or members in the meeting votes in favour of the motion or amendment the Chairperson must declare the motion or amendment carried.
- (e) As provided in section 61 of the Act, if exactly half the Councillors or members in the meeting vote in favour of a motion or amendment the Chairperson may cast a second vote to determine whether the matter is carried.
- (f) If the motion or amendment is not carried under this rule, the Chairperson must declare the motion or amendment lost.
- (g) Any Councillor or member may request that the way they voted on a motion or amendment be recorded in the minutes.

62. Secret ballot

- (a) As provided in section 61 of the Act, voting in a meeting that is open to the public must not be by secret ballot.

63. Division

- (a) Any Councillor or member may request a division:
 - (i) immediately before a vote is taken under rule 61; or
 - (ii) immediately after a vote is taken under rule 61.
- (b) A division cannot be requested after the next item of business has commenced.
- (c) If a division is requested, the Chairperson must conduct a vote in the manner specified in rule 61(c), and the names of Councillors or

members voting for or against the motion or amendment must be recorded in the minutes.

- (d) If a prior vote has been taken on the motion or amendment, a Councillor or member is not prevented from changing his or her original vote at the division.
- (e) Once a vote has been taken under a division, no further vote may be taken on the relevant motion or amendment in that meeting.

Points of order

64. Raising a point of order

- (a) A Councillor or member may raise a point of order if he or she considers that:
 - (i) the Act or these Governance Rules are not being complied with; or
 - (ii) a Councillor or member should be called to order under rule 43.
- (b) A Councillor or member raising a point of order must:
 - (i) state the point of order; and
 - (ii) state the relevant rule or provision supporting the point of order.
- (c) A Councillor or member raising a point of order is not deemed to be speaking to the motion or amendment before the meeting.
- (d) All other matters before the Council or delegated committee are suspended until the point of order is decided.

65. Chairperson to decide

- (a) The Chairperson must decide all points of order without entering into discussion or debate.
- (b) The Chairperson may adjourn the meeting to consider a point of order or otherwise must rule on it as soon as it is raised.
- (c) The decision of the Chairperson in respect to a point of order is final and conclusive unless the meeting dissents.

66. Dissenting a decision

- (a) A Councillor or member may move a motion of dissent from the Chairperson's decision on a point of order.
- (b) A motion of dissent on a point of order will take precedence over all other business and if carried must be acted on instead of the ruling given by the Chairperson.
- (c) A motion of dissent in relation to a point of order is not a motion of dissent in the Chair. The Chairperson remains in the Chair and may exercise a second vote if exactly half the members vote in favour of the motion of dissent.

Procedural motions

67. Procedural motions generally

- (a) Subject to sub-rule (b), a procedural motion may be moved at any time and must be dealt with immediately by the Chairperson. A procedural motion may propose:
 - (i) to adjourn a debate;
 - (ii) to set aside a question;
 - (iii) to put the question; or
 - (iv) to adjourn the meeting.
- (b) A procedural motion must not be moved:
 - (i) during the election of the Chairperson; or
 - (ii) while any Councillor or member is speaking.
- (c) A procedural motion cannot be moved:
 - (i) by the Chairperson; or
 - (ii) by a Councillor or member who has moved, seconded or spoken on the motion or amendment to which the procedural motion relates.
- (d) A procedural motion must be seconded.
- (e) The suggested wording of various procedural motions is contained in Appendix 2.

68. Adjourning a matter

- (a) A Councillor or member may move that the matter be adjourned.
- (b) If a motion to adjourn a matter under this rule is passed the motion under consideration and any amendments proposed to that motion are adjourned.
- (c) A motion under sub-rule (a) may specify that the matter be adjourned until a specific meeting or until a specific time or place.
- (d) If a motion under sub-rule (a) does not state when debate will be resumed, it may be included on the agenda for another meeting:
 - (i) if resolved by the Council or delegated committee; or
 - (ii) at the discretion of the Chief Executive Officer.
- (e) A motion under this rule may be debated, but may only be amended in respect to the time and place when debate will be resumed.

69. Setting aside a question

- (a) A Councillor or member may move that the question be NOT put.
- (b) A motion under sub-rule (a) that relates to a motion:
 - (i) if carried, prevents the motion from being dealt with and the meeting proceeds to the next matter; or

- (ii) if lost, allows debate on the motion to continue.
- (c) A motion under sub-rule (a) that relates to an amendment:
 - (i) if carried, prevents the amendment from being dealt with and the meeting proceeds with debate on the motion; or
 - (ii) if lost, allows debate on the amendment to continue.
- (d) A motion under this rule must not be debated.

70. Putting the question

- (a) A Councillor or member may move that the question be now put.
- (b) A motion under sub-rule (a):
 - (i) if carried, requires the motion or amendment that is currently before the meeting to be voted upon immediately; or
 - (ii) if lost, allows debate on the motion or amendment to continue.
- (c) The Chairperson may reject a motion to put the question if the Chairperson considers that the matter is contentious and has not been adequately debated.
- (d) A motion under this rule must not be debated.

71. Adjourning a meeting

- (a) A Councillor or member may move that the meeting be adjourned.
- (b) A motion under sub-rule (a) may specify when the meeting will resume, which may be:
 - (i) at a specific time, date and place;
 - (ii) at the conclusion of another scheduled meeting; or
 - (iii) at a time to be determined by the Chief Executive Officer.
- (c) A motion to adjourn a meeting may be debated, but may only be amended in respect to the time and place when meeting will be resumed.

Part 7: ELECTION PERIOD (CARETAKER) POLICY

72. Election Period (Caretaker) Policy

Council's Election Period (Caretaker) Policy adopted under section 69 of the Act is contained in Appendix 3.

Part 8: COMMUNITY ASSET COMMITTEES

73. Community Asset Committees

A community asset committee established by Council under section 65 of the Act:

- (i) is not required to comply with these Governance Rules unless the committee is exercising delegated authority conferred by the Chief Executive Officer in

which case rule 48 will apply concerning the disclosure of a conflict of interest, and a reference to “Councillor” in rule 48 is to be construed as a reference to a member of the community asset committee;

- (ii) is however required to keep meeting minutes which must be submitted to the Chief Executive Officer following confirmation of the minutes at the next meeting; and
- (iii) must act in accordance with its Charter, Instrument of Delegation and any Terms of Reference adopted by Council or the Chief Executive Officer.

APPENDIX 1



Record of Meeting involving Councillors and Council staff

This template will be used to comply with Council's Governance Rules.

Date of Meeting:/...../20..... Time:
 Location of Meeting:
 Responsible Officer completing this form:

Councillors present (circle all Councillors in attendance)

Cr NAME	Cr NAME	Cr NAME
Cr NAME	Cr NAME	Cr NAME
Cr NAME	Cr NAME	Cr NAME

Officers present (list all Council staff attending the meeting)

Name	Title
NAME	CEO
NAME	Director Assets and Operations
NAME	Director Corporate and Community Services
NAME	Director Planning and Environment
NAME	Coordinator Governance

Other persons present

Name	Title
NAME	
NAME	
NAME	

Matters considered at the meeting

1.		7.	
2.		8.	
3.		9.	
4.		10.	
5.		11.	
6.		12.	

Disclosure of Conflicts of Interest

Name of Councillor/Officer:	
Nature of Interest: (Provide full details of interest as disclosed by Councillor/Officer)	
Did the Councillor/Officer leave the meeting: Yes / No	
Time departed:	Time returned:

Name of Councillor/Officer:	
Nature of Interest: (Provide full details of interest as disclosed by Councillor/Officer)	
Did the Councillor/Officer leave the meeting: Yes / No	
Time departed:	Time returned:

Name of Councillor/Officer:	
Nature of Interest: (Provide full details of interest as disclosed by Councillor/Officer)	
Did the Councillor/Officer leave the meeting: Yes / No	
Time departed:	Time returned:

Name of Councillor/Officer:	
Nature of Interest: (Provide full details of interest as disclosed by Councillor/Officer)	
Did the Councillor/Officer leave the meeting: Yes / No	
Time departed:	Time returned:

If further space is required for recording of declarations, please use another form and attach.

<p>Office Use</p> <ol style="list-style-type: none">1. This form must be completed by the Responsible Officer at any meeting, other than a meeting of Council or a delegated committee, as specified in Rule 31 of the Governance Rules.2. This form once completed must be forwarded to the Governance Coordinator within 2 days of the Meeting.

APPENDIX 2

Motion	Form	Mover/ Seconder	When prohibited	Effect if Carried	Effect if Lost	Debate Permitted
Deferral of a matter (to a future meeting) (Rules 67, 68)	'That the debate on this matter be deferred until (insert meeting/date) to allow (purpose of deferral)' ...'	Any Councillor who has not moved or seconded the original motion or otherwise spoken to the original motion	(a) During the election of the Mayor/Deputy Mayor; (b) During the election of a <i>Chairperson</i> ; or (c) When another Councillor is speaking	Consideration/debate on the motion and/or amendment is postponed to the stated date and the item is re-listed for consideration at the resolved future meeting, where a fresh motion may be put and debated	Debate continues unaffected	Yes
Closure (of debate) (Rules 67, 70)	'That the motion now be put'	Any Councillor who has not moved or seconded the original motion or spoken for/against the original motion	During nominations for a <i>Chairperson</i>	Motion or amendment is put to the vote immediately without further debate, subject to any Councillor exercising his or her right to ask any question concerning or arising out of the motion	Debate continues unaffected	No
Laying a motion on the table (pausing debate)	'That the motion be laid on the table'	A Councillor who has not spoken for/against the motion	During the election of the Mayor/Deputy Mayor	Motion not further discussed or voted on until Council resolves to take the question from the table at the same meeting	Debate continues unaffected	No
Take a motion from the table (resume debate on a matter)	'That the motion in relation to xx be taken from the table'	Any Councillor	When no motion is on the table	Debate of the item resumes	Debate of the item remains paused	No
Alter the order of business (Rule 27)	'That the item listed at xx on the agenda be considered before/after the item listed as xy'	Any Councillor	(a) At a Meeting to elect the Mayor; or (b) During any debate	Alters the order of business for the meeting	Items are considered in the order as listed in the <i>Agenda</i>	No

Motion	Form	Mover/ Seconder	When prohibited	Effect if Carried	Effect if Lost	Debate Permitted
Suspension of Standing Orders (Rule 38)	'That Standing Orders be suspended to ...' (reason must be provided)	Any Councillor		The rules of the meeting are temporarily suspended for the specific reason given in the motion No debate or decision on any matter, other than a decision to resume Standing Orders, is permitted	The meeting continues unaffected	No
Resumption of Standing Orders (Rule 39)	'That Standing Orders be resumed'	Any Councillor	When Standing Orders have not been suspended	The temporary suspension of the rules of the meeting is removed	The meeting cannot continue	No
Consideration of confidential matter(s) (Close the meeting to members of the public)	That, in accordance with section 66(2)(a) of the <i>Local Government Act 2020</i> the meeting be closed to members of the public for the consideration of item xx <i>is confidential as it relates to [insert reason]</i>	Any Councillor	During the election of the Mayor/Deputy Mayor	The meeting is closed to members of the public	The meeting Continues to be open to the public	Yes
Reopen the meeting	'That the meeting be reopened to members of the public'	Any Councillor		The Meeting is reopened to the public	The meeting remains closed to the public	No

APPENDIX 3

(ELECTION PERIOD (CARETAKER) POLICY) – to be attached