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LOCAL GOVERNMENT ACT 1995

TOWN OF VICTORIA PARK

**STANDING ORDERS
LOCAL LAW 2011**

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STANDING ORDERS LOCAL LAW 2011

TABLE OF CONTENTS

PART 1—PRELIMINARY

- 1.1 Title
- 1.2 Commencement
- 1.3 Purpose and effect
- 1.4 Application
- 1.5 Terms used in this local law
- 1.6 Repeal

PART 2—CALLING AND CONVENING MEETINGS

- 2.1 Ordinary and special council meetings
- 2.2 Calling meetings
- 2.3 Convening meetings
- 2.4 Calling committee meetings
- 2.5 Public notice of meetings

PART 3—PRESIDING MEMBER AND QUORUM*Division 1—Presiding Member*

- 3.1 Who presides
- 3.2 When the deputy mayor can act
- 3.3 Who acts if no mayor
- 3.4 Election of presiding members of committees
- 3.5 Election of deputy presiding members of committees
- 3.6 Functions of deputy presiding members
- 3.7 Who acts if no presiding member

Division 2—Quorum

- 3.8 Quorum for meetings
- 3.9 Reduction of quorum for council meetings
- 3.10 Reduction of quorum for committee meetings
- 3.11 Procedure where no quorum to begin a meeting
- 3.12 Procedure where quorum not present during a meeting
- 3.13 Names to be recorded

PART 4—BUSINESS OF A MEETING

- 4.1 Business to be specified
- 4.2 Order of business
- 4.3 Motions of which previous notice has been given
- 4.4 New business of an urgent nature
- 4.5 Adoption by exception resolution

PART 5—PUBLIC PARTICIPATION

- 5.1 Meetings generally open to the public
- 5.2 Meetings not open to the public
- 5.3 Question time for the public
- 5.4 Question time for the public at certain meetings

- 5.5 Minimum question time for the public
- 5.6 Procedures for question time for the public
- 5.7 Public statement time
- 5.8 Distinguished visitors
- 5.9 Deputations
- 5.10 Petitions
- 5.11 Presentations
- 5.12 Participation at committee meetings
- 5.13 Confidentiality of information withheld
- 5.14 Recording of proceedings
- 5.15 Prevention of disturbance

PART 6—CONDUCT OF MEMBERS

- 6.1 Members to be in their proper places
- 6.2 Respect to the presiding member
- 6.3 Titles to be used
- 6.4 Advice of entry or departure
- 6.5 Members to indicate their intention to speak
- 6.6 Priority of speaking
- 6.7 Questions
- 6.8 Presiding member may take part in debates
- 6.9 Relevance
- 6.10 Speaking twice
- 6.11 Duration of speeches
- 6.12 No speaking after conclusion of debate
- 6.13 No interruption
- 6.14 Personal explanations
- 6.15 No re-opening of discussion
- 6.16 Adverse reflection
- 6.17 Withdrawal of offensive language
- 6.18 Suspension of the limitations on speaking
- 6.19 Disclosure of interests

PART 7—PRESERVING ORDER

- 7.1 Presiding member to preserve order
- 7.2 Point of order
- 7.3 Procedures on a point of order
- 7.4 Calling attention to breach
- 7.5 Ruling by the presiding member
- 7.6 Continued breach of order
- 7.7 Right of presiding member to adjourn

PART 8—DEBATE OF SUBSTANTIVE MOTIONS

- 8.1 Motions to be stated and in writing
- 8.2 Motions to be supported
- 8.3 Unopposed business
- 8.4 Only one substantive motion at a time
- 8.5 Order of call in debate
- 8.6 Limit of debate
- 8.7 Member may require question to be read
- 8.8 Consent of seconder required for alteration
- 8.9 Order of amendments
- 8.10 Form of an amendment
- 8.11 Amendment must not negate original motion
- 8.12 Relevance of amendments
- 8.13 Mover of motion may speak on amendment
- 8.14 Effect of an amendment
- 8.15 Withdrawal of motion or amendment
- 8.16 Right of reply

PART 9—PROCEDURAL MOTIONS

- 9.1 Permissible procedural motions
- 9.2 No debate
- 9.3 Who may move
- 9.4 Procedural motions—right of reply on substantive motion
- 9.5 Motion to be deferred

- 9.6 Meeting to proceed to the next item of business
- 9.7 Debate to be adjourned
- 9.8 Meeting now adjourn
- 9.9 Question to be put
- 9.10 Member to be no longer heard
- 9.11 Ruling of the presiding member to be disagreed with

PART 10—VOTING

- 10.1 Question—when put
- 10.2 Voting
- 10.3 Majorities required for decisions
- 10.4 Method of taking vote

PART 11—MINUTES OF MEETINGS

- 11.1 Keeping of minutes
- 11.2 Content of minutes
- 11.3 Public inspection of unconfirmed minutes
- 11.4 Confirmation of minutes

PART 12—ADJOURNMENT OF MEETING

- 12.1 Meeting may be adjourned
- 12.2 Effect of adjournment

PART 13—REVOKING OR CHANGING DECISIONS

- 13.1 Requirements to revoke or change decisions
- 13.2 Limitations on powers to revoke or change decisions
- 13.3 Implementing a decision
- 13.4 Revocation motions

PART 14—MISCELLANEOUS

- 14.1 Where this local law makes no provision
- 14.2 Penalty for breach
- 14.3 Who can prosecute

PART 15—ESTABLISHMENT AND MEMBERSHIP OF COMMITTEES

- 15.1 Establishment of committees
- 15.2 Types of committees
- 15.3 Delegation of some powers and duties to certain committees
- 15.4 Limits on delegation of powers and duties to certain committees
- 15.5 Appointment of committee members
- 15.6 Tenure of committee membership
- 15.7 Resignation of committee members
- 15.8 Register of delegations to committees
- 15.9 Committees to report

PART 16—MEETINGS OF ELECTORS

- 16.1 Electors' general meetings
- 16.2 Matters for discussion at electors' general meetings
- 16.3 Electors' special meetings
- 16.4 Requests for electors' special meetings
- 16.5 Convening electors' meetings
- 16.6 Who presides at electors' meetings
- 16.7 Procedure for electors' meetings
- 16.8 Participation of non-electors
- 16.9 Voting at electors' meetings
- 16.10 Minutes of electors' meetings
- 16.11 Decisions made at electors' meetings

PART 17—BRIEFINGS AND OTHER INFORMAL FORUMS

- 17.1 Briefings and other informal forums
- 17.2 Restriction on meeting

LOCAL GOVERNMENT ACT 1995

TOWN OF VICTORIA PARK

STANDING ORDERS LOCAL LAW 2011

Under the powers conferred by the *Local Government Act 1995* and under all powers enabling it, the council of the Town of Victoria Park resolved on 13 December 2011 to make the following local law.

PART 1—PRELIMINARY

1.1 Title

This local law may be cited as the *Town of Victoria Park Standing Orders Local Law 2011*.

1.2 Commencement

This local law comes into operation 14 days after the date of its publication in the *Gazette*.

1.3 Purpose and effect

(1) The purpose of this local law is to provide a set of procedures to apply to the conduct of meetings of the council and any committee and to any meeting of electors.

(2) This local law is intended to result in—

- (a) better decision-making by the council and any committees;
- (b) the orderly conduct of meetings dealing with council business;
- (c) better understanding of the process of conducting meetings; and
- (d) the more efficient and effective use of time at meetings.

1.4 Application

All meetings of the council, committees and the electors are to be conducted in accordance with the Act, the Regulations and this local law.

1.5 Terms used in this local law

(1) In this local law, unless the contrary intention appears—

absolute majority has the meaning given to it in the Act;

Act means the *Local Government Act 1995*;

CEO means the Chief Executive Officer of the Town;

committee means a committee of the council established under section 5.8 of the Act;

committee meeting means a meeting of a committee;

council means the council of the Town;

employee means an employee of the Town;

local government means the Town of Victoria Park;

mayor means the mayor of the Town or other presiding member at a council meeting under section 5.6 of the Act;

meeting means a meeting of the council or a committee, as the context requires;

member has the meaning given to it in the Act;

presiding member means—

- (a) in respect of the council, the person presiding under section 5.6 of the Act; and
- (b) in respect of a committee, the person presiding under sections 5.12, 5.13, and 5.14 of the Act;

Regulations means the *Local Government (Administration) Regulations 1996*;

simple majority means more than 50% of the members present and voting;

substantive motion means an original motion or an original motion as amended, but does not include an amendment or a procedural motion; and

Town means Town of Victoria Park.

(2) Unless otherwise defined in this local law, the terms and expressions used in this local law are to have the meaning given to them in the Act and Regulations.

1.6 Repeal

The Town of Victoria Park Local Law Relating to Standing Orders published in the *Gazette* on 23 July 1998 and as amended and published in the *Gazette* on 31 July 2001 is repealed.

PART 2—CALLING AND CONVENING MEETINGS**2.1 Ordinary and special council meetings**

Ordinary and special meetings of the council are dealt with in the Act.

2.2 Calling meetings

The calling of meetings of the council is dealt with in the Act.

2.3 Convening meetings

(1) The convening of meetings of the council is dealt with in the Act.

(2) Subject to subclause (3), the CEO is to give at least 72 hours' notice, for the purposes of section 5.5, in convening a special meeting of the council.

(3) Where, in the opinion of the mayor or at least one-third of the members, there is a need to meet urgently, the CEO may give a lesser period of notice of a special meeting.

2.4 Calling committee meetings

The CEO is to call a meeting of any committee when requested by the mayor, the presiding member of a committee or any two members of that committee.

2.5 Public notice of meetings

Public notice of meetings is dealt with in the Regulations.

PART 3—PRESIDING MEMBER AND QUORUM*Division 1—Presiding Member***3.1 Who presides**

Who presides at a council meeting is dealt with in the Act.

3.2 When the deputy mayor can act

When the deputy mayor can act is dealt with in the Act.

3.3 Who acts if no mayor

Who acts if there is no mayor is dealt with in the Act.

3.4 Election of presiding members of committees

The election of presiding members of committees and their deputies is dealt with in the Act.

3.5 Election of deputy presiding members of committees

The election of deputy presiding members of committees is dealt with in the Act.

3.6 Functions of deputy presiding members

The functions of deputy presiding members are dealt with in the Act.

3.7 Who acts if no presiding member

Who acts if no presiding member is dealt with in the Act.

*Division 2—Quorum***3.8 Quorum for meetings**

The quorum for meetings is dealt with in the Act.

3.9 Reduction of quorum for council meetings

The power of the Minister to reduce the number for a quorum and certain majorities is dealt with in the Act.

3.10 Reduction of quorum for committee meetings

The reduction of a quorum for committee meetings is dealt with in the Act.

3.11 Procedure where no quorum to begin a meeting

The procedure where there is no quorum to begin a meeting is dealt with in the Regulations.

3.12 Procedure where quorum not present during a meeting

If at any time during a meeting a quorum is not present, the presiding member is—

- (a) immediately to suspend the proceedings of the meeting for a period of up to 15 minutes; and
- (b) if a quorum is not present at the expiry of that period, is to adjourn the meeting to some future time or date.

3.13 Names to be recorded

At any meeting—

- (a) at which there is not a quorum present; or
- (b) which is adjourned for want of a quorum,

the names of the members then present are to be recorded in the minutes.

PART 4—BUSINESS OF A MEETING**4.1 Business to be specified**

(1) No business is to be transacted at any ordinary meeting of the council other than that specified in the agenda, without the approval of the presiding member or the council.

(2) No business is to be transacted at a special meeting of the council other than that given in the notice as the purpose of the meeting.

(3) Subject to subclause (4), no business is to be transacted at an adjourned meeting of the council other than that—

- (a) specified in the notice of the meeting which had been adjourned; and
- (b) which remains unresolved.

(4) Where a meeting is adjourned to the next ordinary meeting of the council then, unless the council decides otherwise, the business unresolved at the adjourned meeting is to be dealt with before considering reports at that ordinary meeting.

4.2 Order of business

(1) Unless otherwise decided by the council the order of business at any ordinary meeting of the council is to be as follows—

- (a) declaration of opening, prayer and announcement of visitors
- (b) announcements from the presiding member
- (c) attendance—
 - (i) apologies
 - (ii) approved leave of absence
- (d) declaration of interest
- (e) public question time—
 - (i) response to previous public questions taken on notice
 - (ii) public question time
- (f) public statement time
- (g) confirmation of minutes
- (h) presentations—
 - (i) petitions
 - (ii) presentations
 - (iii) deputations
- (i) method of dealing with agenda business
- (j) reports
- (k) applications for leave of absence
- (l) motions of which previous notice has been given
- (m) questions from members without notice
- (n) new business of an urgent nature introduced by decision of the meeting
- (o) public question time
- (p) public statement time
- (q) meeting closed to public—
 - (i) matters for which the meeting may be closed
 - (ii) public reading of resolutions that may be made public
- (r) closure

(2) Unless otherwise decided by the council, the order of business at any special meeting of the council is to be the order in which that business stands in the agenda of the meeting.

(3) In determining the order of business for any meeting of the council, the provisions of the Act and Regulations relating to the time at which public question time is to be held are to be observed.

4.3 Motions of which previous notice has been given

(1) Unless the Act, Regulations or this local law otherwise provide, a member may raise at a meeting such business as he or she considers appropriate, in the form of a motion, of which notice has been given in writing to the CEO and which has been included on the agenda.

(2) A notice of motion under subclause (1) is to be given at least three and a half (3½) clear working days before the meeting day at which the motion is moved.

- (3) A notice of motion is to relate to the good governance of the district.
- (4) The CEO—
- (a) with the concurrence of the mayor, may exclude from the agenda paper any notice of motion considered to be, or likely to involve, a breach of any of the provision of this local law or any other written law;
 - (b) is to inform members on each occasion that a notice has been excluded and the reasons for that exclusion;
 - (c) may, after consultation with the member where this is practicable, make such amendments to the form but not the substance as will bring the notice of motion into due form; and
 - (d) may provide to the council relevant and material facts and circumstances pertaining to the notice of motion on such matters as policy, budget and law.
- (5) A motion of which notice has been given is to lapse unless—
- (a) the member who gave notice of it, or some other member authorised by the originating member in writing, moves the motion when called on; or
 - (b) the council on a motion agrees to defer consideration of the motion to a later stage or date.
- (6) If a notice of motion is given and lapses under subclause (5), notice of a motion in the same terms or to the same effect is not to be given again for at least 3 months from the date of the lapse.

4.4 New business of an urgent nature

- (1) In this clause—
- cases of extreme urgency or other special circumstances*** means matters that have arisen after the preparation of the agenda that are considered by the presiding member to be of such importance and urgency that they are unable to be dealt with administratively by the Town and must be considered and dealt with by the council before the next meeting.
- (2) In cases of extreme urgency or other special circumstances, matters may, on a motion by the presiding member that is carried by the meeting, be raised without notice and decided by the meeting.

4.5 Adoption by exception resolution

- (1) In this clause—
- adoption by exception resolution*** means a resolution of the council that has the effect of adopting, for a number of specifically identified reports, the employee recommendation as the council resolution.
- (2) Subject to subclause (3), the council may pass an adoption by exception resolution.
- (3) An adoption by exception resolution may not be used for a matter—
- (a) that requires an absolute majority;
 - (b) in which an interest has been disclosed;
 - (c) that has been the subject of a petition or deputation;
 - (d) that is a matter on which a member wishes to make a statement; or
 - (e) that is a matter on which a member wishes to move a motion that is different to the recommendation.

PART 5—PUBLIC PARTICIPATION

5.1 Meetings generally open to the public

Meetings being generally open to the public is dealt with in the Act.

5.2 Meetings not open to the public

- (1) The CEO may, at any time, recommend that a meeting or part of a meeting be closed to members of the public.
- (2) The council, in one or more of the circumstances dealt with in the Act, may at any time, by resolution, decide to close a meeting or part of a meeting.
- (3) If a resolution under subclause (2) is carried—
- (a) the presiding member is to direct everyone to leave the meeting except—
 - (i) the members;
 - (ii) the CEO; and
 - (iii) any employee specified by the presiding member; and
 - (b) the meeting is to be closed to the public until, at the conclusion of the matter justifying the closure of the meeting to the public, the council decides otherwise.
- (4) A person who fails to comply with a direction under subclause (3)(a) may, by order of the presiding member, be removed from the meeting.
- (5) While the decision under subclause (2) remains in force, the operation of clause 6.10 is to be suspended until the council by resolution, decides otherwise.
- (6) A resolution under this clause may be made without notice.

(7) Unless the council decides otherwise, once the meeting is reopened to members of the public, the presiding member is to ensure that any resolution of the council made while the meeting was closed is to be read out including a vote of a member to be included in the minutes.

5.3 Question time for the public

Question time for the public is dealt with in the Act.

5.4 Question time for the public at certain meetings

Question time for the public at certain meetings is dealt with in the Regulations.

5.5 Minimum question time for the public

Minimum question time for the public is dealt with in the Regulations.

5.6 Procedures for question time for the public

Procedures for question time for the public are dealt with in the Regulations.

5.7 Public statement time

(1) The procedure for the making of statements by members of the public may be determined by resolution of the council.

(2) Notwithstanding subclause (1), there is no public statement time in meetings of committees other than a committee to which the Town has delegated a power or duty.

5.8 Distinguished visitors

If a distinguished visitor is present at a meeting of the council, the presiding member may acknowledge the presence of the distinguished visitor at an appropriate time during the meeting, and the presence of that visitor shall be recorded in the minutes.

5.9 Deputations

(1) A person or group who completes and submits, with at least 24 hours notice, an application form provided by the Town may be received as a deputation—

- (a) at an agenda briefing forum; or
- (b) if the council determines, at a council meeting.

(2) The CEO may either—

- (a) approve the request and invite the deputation to attend an agenda briefing forum under clause 17.1; or
- (b) refer the request to the council to decide by simple majority whether or not to receive the deputation and, if so, the meeting or briefing forum at which it is to be received.

(3) Unless the council resolves otherwise, a deputation invited to attend a council meeting or an informal briefing forum under clause 17.1—

- (a) is not to exceed 5 persons, only 2 of whom may address the council, although others may respond to specific questions from members;
- (b) is not to address the council for a period exceeding 10 minutes without the agreement of the council; and
- (c) additional members of the deputation may be allowed to speak with the leave of the presiding member.

(4) Any matter which is the subject of a deputation to the council is not to be decided by the council until the deputation has completed its presentation.

5.10 Petitions

(1) A petition is to—

- (a) be addressed to the mayor;
- (b) be made by electors of the district;
- (c) state the request on each page of the petition;
- (d) contain the name, address and signature of each elector making the request, and the date each elector signed;
- (e) contain a summary of the reasons for the request; and
- (f) state the name of the person to whom, and an address at which, notice to the petitioners can be given.

(2) Subject to subclause (3), upon receiving a petition, the Town is to submit the petition to the relevant employee to be included in his or her deliberations and report on the matter that is the subject of the petition.

(3) At any meeting, the council is not to vote on any matter that is the subject of a petition presented to that meeting, unless—

- (a) the matter is the subject of a report included in the agenda; and
- (b) the council has considered the issues raised in the petition.

5.11 Presentations

(1) In this clause—

presentation means the acceptance of a gift or an award by the council on behalf of the Town or the community.

(2) A presentation may be made to the council at a meeting only with the prior approval of the CEO.

5.12 Participation at committee meetings

(1) In this clause a reference to a *person* is to a person who—

- (a) is entitled to attend a committee meeting;
- (b) attends a committee meeting; and
- (c) is not a member of that committee.

(2) Without the consent of the presiding member, no person is to address a committee meeting.

(3) The presiding member of a committee may allow a person to make an oral submission to the committee for up to 3 minutes.

(4) A person addressing the committee with the consent of the presiding member is to cease that address immediately after being directed to do so by the presiding member.

(5) A person who fails to comply with a direction of the presiding member under subclause (4) may, by order of the presiding member, be removed from the committee room.

(6) The council may make a policy dealing with the circumstances in which a person may be given consent to address a committee meeting.

5.13 Confidentiality of information withheld

(1) Information withheld by the CEO from the public under regulation 14(2) of the Regulations is to be—

- (a) identified in the agenda of a council meeting under the item “matters for which meeting may be closed”;
- (b) marked “*Confidential*” in the agenda; and
- (c) kept confidential by employees and members until the council resolves otherwise.

(2) A member or an employee who has—

- (a) confidential information under subclause (1); or
- (b) information that is provided or disclosed for the purposes of or during a meeting, or part of a meeting, that is closed to the public, and

discloses any of that information to any person other than another member or an employee to the extent necessary for the purpose of carrying out his or her duties, commits an offence.

(3) Subclause (2) does not prevent a member or employee from disclosing information—

- (a) at a closed meeting;
- (b) to the extent specified by the council and subject to such other conditions as the council determines;
- (c) that is already in the public domain;
- (d) to an officer of the Department;
- (e) to the Minister;
- (f) to a legal practitioner for the purpose of obtaining legal advice; or
- (g) if the disclosure is required or permitted by law.

5.14 Recording of proceedings

A person who uses any electronic, visual or audio recording device or instrument to record the proceedings of the council, without the permission of the presiding member, commits an offence.

5.15 Prevention of disturbance

(1) A reference in this clause to a *person* is to a person other than a member.

(2) A person addressing the council or a committee shall extend due courtesy and respect to the council or the committee and the processes under which it operates and shall comply with any direction by the presiding member.

(3) A person present at or observing a meeting shall not create a disturbance at a meeting, by interrupting or interfering with the proceedings, whether by expressing approval or dissent, by conversing or by any other means.

(4) A person shall ensure that his or her mobile telephone or audible pager is not switched on or used during any meeting of the council or a committee.

(5) The presiding member may warn a person who fails to comply with this clause.

(6) If—

- (a) after being warned, the person again acts contrary to this clause; or
- (b) a person refuses or fails to comply with a direction by the presiding member, the presiding member may expel the person from the meeting by ordering him or her to leave the meeting room.

(7) A person who is ordered to leave the meeting room and fails to do so may, by order of the presiding member, be removed from the meeting room and, if the presiding member orders, from the premises.

PART 6—CONDUCT OF MEMBERS

6.1 Members to be in their proper places

(1) At the first meeting held after each election day, the CEO is to allot by random draw, a position at the council table to each member.

(2) Each member is to occupy his or her allotted position at each council meeting until such time as there is a call by a majority of members for a re-allotment of positions.

6.2 Respect to the presiding member

After the business of a council has been commenced, a member is not to enter or leave the meeting without first paying due respect to the presiding member.

6.3 Titles to be used

A speaker, when referring to the mayor, deputy mayor or presiding member, or a member or employee, is to use the title of that person's office.

6.4 Advice of entry or departure

During the course of a meeting of the council, a member is not to enter or leave the meeting without first advising the presiding member, in order to facilitate the recording in the minutes of the time of entry or departure.

6.5 Members to indicate their intention to speak

A member of the council who wishes to speak is to indicate his or her intention to speak by raising his or her hand or by another method agreed by the council.

6.6 Priority of speaking

(1) Where 2 or more members indicate, at the same time, their intention to speak, the presiding member is to decide which member is entitled to be heard first.

(2) A decision of the presiding member under subclause (1) is not open to discussion or dissent.

(3) A member is to cease speaking immediately after being asked to do so by the presiding member.

6.7 Questions

(1) Members may ask questions relating to an item on the notice paper or on matters related to the good government of persons in the district.

(2) A member requesting general information from an employee at a council meeting may ask a question without notice and with the consent of the presiding member, may ask one or more further questions of that employee or another employee present at the meeting.

(3) Where possible the employee shall endeavour to answer the question to the best of his or her knowledge and ability, however, if the information is unavailable or the answer requires research or investigation, the employee may ask that—

(a) the question be placed on notice for the next meeting of council; and

(b) the answer to the question be given to the member who asked it within 14 days.

(4) Every question and answer—

(a) is to be brief and concise; and

(b) is not to be accompanied by argument, expression of opinion or statement of facts, except to the extent necessary to explain the question or answer.

(5) In answering any question, an employee may qualify his or her answer and may at a later time in the meeting or at a subsequent meeting alter, correct, add to or otherwise amend the original answer.

6.8 Presiding member may take part in debates

The presiding member may take part in a discussion of any matter before the council, subject to compliance with this local law.

6.9 Relevance

(1) A member is to restrict his or her remarks to the motion or amendment under discussion, or to a personal explanation or point of order.

(2) The presiding member, at any time, may—

(a) call the attention of the meeting to—

(i) any irrelevant, repetitious, offensive or insulting language by a member; or

(ii) any breach of order or decorum by a member; and

(b) direct that member, if speaking, to discontinue his or her speech.

(3) A member is to comply with the direction of the presiding member under subclause (2) by immediately ceasing to speak.

6.10 Speaking twice

A member is not to address the council more than once on any motion or amendment except—

(a) as the mover of a substantive motion, to exercise a right of reply;

- (b) to raise a point of order; or
- (c) to make a personal explanation.

6.11 Duration of speeches

- (1) A member is not to speak on any matter for more than 5 minutes without the consent of the council which, if given, is to be given without debate.
- (2) An extension under this clause cannot be given to allow a member's total speaking time to exceed 10 minutes.

6.12 No speaking after conclusion of debate

A member is not to speak on any motion or amendment—

- (a) after the mover has replied; or
- (b) after the question has been put.

6.13 No interruption

A member is not to interrupt another member who is speaking unless—

- (a) to raise a point of order;
- (b) to call attention to the absence of a quorum;
- (c) to make a personal explanation under clause 6.14; or
- (d) to move a procedural motion that the member be no longer heard.

6.14 Personal explanations

- (1) A member who wishes to make a personal explanation relating to a matter referred to by another member who is then speaking is to indicate to the presiding member his or her intention to make a personal explanation.
- (2) The presiding member is to determine whether the personal explanation is to be heard immediately or at the conclusion of the speech by the other member.
- (3) A member making a personal explanation is to confine his or her observations to a succinct statement relating to a specific part of the speech at which he or she may have been misunderstood.

6.15 No re-opening of discussion

A member is not to re-open discussion on any decision of the council, except to move that the decision be revoked or changed.

6.16 Adverse reflection

- (1) A member is not to reflect adversely on a decision of the council except on a motion that the decision be revoked or changed.
- (2) A member is not—
 - (a) to reflect adversely on the character or actions of another member or employee; or
 - (b) to impute any motive to a member or employee,unless the meeting resolves, without debate, that the question then before the meeting cannot otherwise be adequately considered.
- (3) A member is not to use offensive or objectionable expressions in reference to any member, employee or other person.
- (4) If a member specifically requests, immediately after their use, that any particular words used by a member be recorded in the minutes—
 - (a) the presiding member is to cause the words used to be taken down and read to the meeting for verification; and
 - (b) the council may, by resolution, decide to record those words in the minutes.

6.17 Withdrawal of offensive language

- (1) A member who, in the opinion of the presiding member, uses an expression which—
 - (a) in the absence of a resolution under clause 6.16—
 - (i) reflects adversely on the character or actions of another member or employee; or
 - (ii) imputes any motive to a member or employee; or
 - (b) is offensive or insulting,must, when directed by the presiding member, withdraw the expression and make a satisfactory apology.
- (2) If a member fails to comply with a direction of the presiding member under subclause (1), the presiding member may refuse to hear the member further on the matter then under discussion and call on the next speaker.

6.18 Suspension of the limitations on speaking

The council may suspend the operation of clauses 6.10 and 6.11 during debate on a motion.

6.19 Disclosure of interests

Disclosure of interests is dealt with in the Act.

PART 7—PRESERVING ORDER**7.1 Presiding member to preserve order**

- (1) The presiding member is to preserve order, and, whenever he or she considers necessary, may call any member to order.
- (2) When the presiding member speaks during a debate, any member then speaking, or indicating that he or she wishes to speak, is immediately to sit down and every member present is to preserve strict silence so that the presiding member may be heard without interruption.
- (3) Subclause (2) is not to be used by the presiding member to exercise the right provided in clause 6.8, but to preserve order.

7.2 Point of order

- (1) A member may object, by way of a point of order, only to a breach of—
 - (a) any of the provisions of this local law; or
 - (b) any other written law.
- (2) Despite any other provision of this local law to the contrary, a point of order—
 - (a) takes precedence over any discussion; and
 - (b) until determined, suspends the consideration or discussion of any other matter.

7.3 Procedures on a point of order

- (1) A member who is addressing the presiding member is not to be interrupted except on a point of order.
- (2) A member interrupted on a point of order is to resume his or her seat until—
 - (a) the member raising the point of order has been heard; and
 - (b) the presiding member has ruled on the point of order,and, if permitted, the member who has been interrupted may then proceed.

7.4 Calling attention to breach

A member may, at any time, draw the attention of the presiding member to any breach of the provisions of this local law.

7.5 Ruling by the presiding member

- (1) The presiding member is to rule on any point of order which is raised by either upholding or rejecting the point of order.
- (2) A ruling by the presiding member on a point of order—
 - (a) is not to be the subject of debate or comment; and
 - (b) is to be final unless the majority of members then present and voting, on a motion moved immediately after the ruling, dissent from the ruling.
- (3) Subject to a motion of dissent being carried under subclause (2), if the presiding member rules that—
 - (a) any motion, amendment or other matter before the meeting is out of order, it is not to be considered further; and
 - (b) a statement made or act done by a member is out of order, the presiding member may require the member to make an explanation, retraction or apology.

7.6 Continued breach of order

If a member—

- (a) persists in any conduct that the presiding member had ruled is out of order; or
- (b) refuses to make an explanation, retraction or apology required by the presiding member under clause 7.5(3),

the presiding member may direct the member to refrain from taking any further part in the debate of that item, other than by voting, and the member is to comply with that direction.

7.7 Right of presiding member to adjourn

- (1) For the purpose of preserving or regaining order, the presiding member may adjourn the meeting for a period of up to 15 minutes.
- (2) On resumption, the debate is to continue at the point at which the meeting was adjourned.
- (3) If, at any one meeting, the presiding member adjourns the meeting more than once for the purpose of preserving or regaining order, the second or subsequent adjournment may be to a later time on the same day or to another day.

PART 8—DEBATE OF SUBSTANTIVE MOTIONS**8.1 Motions to be stated and in writing**

Any member who wishes to move a substantive motion or an amendment to a substantive motion—

- (a) is to state the substance of the motion before speaking to it; and
- (b) if required by the presiding member, is to put the motion or amendment in writing.

8.2 Motions to be supported

- (1) A substantive motion or an amendment to a substantive motion is not open to debate until it has been seconded.
- (2) A motion to revoke or change a decision made at a meeting is not open to debate unless the motion has the support required under regulation 10 of the Regulations.

8.3 Unopposed business

- (1) Immediately after a substantive motion has been moved and seconded, the presiding member may ask the meeting if any member opposes it.
- (2) If no member opposes the motion, the presiding member may declare it carried without debate and without taking a vote.
- (3) A motion declared carried under this clause is to be recorded in the minutes as a unanimous decision of the council.
- (4) If a member opposes a motion, the motion is to be dealt with under this Part.
- (5) This clause does not apply to a motion to revoke or change a decision which has been made at a meeting.

8.4 Only one substantive motion at a time

- (1) When a substantive motion is under debate at a meeting of the council, no further substantive motion is to be accepted.
- (2) The council is not to consider more than one substantive motion at any time.

8.5 Order of call in debate

The presiding member is to call speakers to a substantive motion in the following order—

- (a) the mover to state the motion;
- (b) a seconder to the motion;
- (c) the mover to speak to the motion;
- (d) the seconder to speak to the motion;
- (e) a speaker against the motion;
- (f) a speaker for the motion;
- (g) other speakers against and for the motion, alternating where possible; and
- (h) mover takes right of reply which closes debate.

8.6 Limit of debate

The presiding member may offer the right of reply and put a substantive motion to the vote if he or she believes that sufficient discussion has taken place even though all members may not have spoken.

8.7 Member may require question to be read

A member may require the question or matter under discussion to be read at any time during a debate, but not so as to interrupt any other member who is speaking.

8.8 Consent of seconder required for alteration

The mover of a substantive motion may not alter the wording of the motion without the consent of the seconder.

8.9 Order of amendments

Any number of amendments may be proposed to a substantive motion, but when an amendment is moved to a substantive motion, no second or subsequent amendment is to be moved or considered until the first amendment has been withdrawn, carried or lost.

8.10 Form of an amendment

An amendment must add, delete, or substitute words to the substantive motion.

8.11 Amendment must not negate original motion

An amendment to a substantive motion cannot negate the original motion or the intent of the original motion.

8.12 Relevance of amendments

Each amendment is to be relevant to the motion in respect of which it is moved.

8.13 Mover of motion may speak on amendment

Any member may speak during debate on an amendment.

8.14 Effect of an amendment

If an amendment to a substantive motion is carried, the motion as amended then becomes the substantive motion, on which any member may speak and any further amendment may be moved.

8.15 Withdrawal of motion or amendment

- (1) Subject to subclause (2), the council may, without debate, grant leave to withdraw a motion or amendment on the request of the mover of the motion or amendment and with the approval of the seconder.

(2) Where an amendment has been proposed to a substantive motion, the substantive motion is not to be withdrawn, except by consent of the majority of members present, until the amendment proposed has been withdrawn or lost.

8.16 Right of reply

- (1) The mover of a substantive motion has the right of reply.
- (2) The mover of any amendment to a substantive motion has a right of reply.
- (3) The right of the reply may only be exercised—
 - (a) where no amendment is moved to the substantive motion, at the conclusion of the discussion on the motion; or
 - (b) where one or more amendments have been moved to the substantive motion, at the conclusion of the discussion on the substantive motion and any amendments.
- (4) After the mover of the substantive motion has commenced the reply—
 - (a) no other member is to speak on the question; and
 - (b) there is to be no further discussion on, or any further amendment to, the motion.
- (5) The right of the reply is to be confined to rebutting arguments raised by previous speakers and no new matter is to be introduced.
- (6) At the conclusion of the right of reply, the substantive motion, or the substantive motion as amended, is immediately to be put to the vote.

PART 9—PROCEDURAL MOTIONS

9.1 Permissible procedural motions

In addition to the right to move an amendment to a substantive motion, a member may move the following procedural motions—

- (a) that the motion be deferred;
- (b) that the meeting proceed to the next item of business;
- (c) that the debate be adjourned;
- (d) that the meeting now adjourn;
- (e) that the question be now put;
- (f) that the member be no longer heard;
- (g) that the ruling of the presiding member be disagreed with; or
- (h) that the meeting be closed to the public.

9.2 No debate

- (1) The mover of a motion specified in paragraph (a), (b), (c), (d), (g) or (h) of clause 9.1 may speak to the motion for not more than 5 minutes, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.
- (2) The mover of a motion specified in paragraph (e) or (f) of clause 9.1 may not speak to the motion, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.

9.3 Who may move

No person who has moved, seconded, or spoken for or against the substantive motion, or any amendment to the substantive motion, may move any procedural motion which, if carried, would close the debate on the substantive motion or amendment.

9.4 Procedural motions—right of reply on substantive motion

The carrying of a procedural motion which closes debate on the substantive motion or amendment and forces a decision on the substantive motion or amendment does not deny the right of reply to the mover of the substantive motion.

9.5 Motion to be deferred

- (1) If a motion “that the motion be deferred” is carried, then all debate on the primary motion and any amendment is to cease and the motion or amendment is to be resubmitted for consideration at a time and date specified in the motion.
- (2) A motion that the motion be deferred is not to be moved in respect of the election of presiding person or the mayor (if elected by the council) or the deputy mayor.

9.6 Meeting to proceed to the next item of business

The motion “that the meeting proceed to the next item of business”, if carried, has the effect that—

- (a) the debate on the substantive motion or amendment ceases immediately;
- (b) no decision is made on the substantive motion;
- (c) the council moves to the next item of business; and
- (d) there is no requirement for the matter to be raised again for consideration.

9.7 Debate to be adjourned

A motion “that the debate be adjourned”—

- (a) is to state the time to which the debate is to be adjourned; and
- (b) if carried, has the effect that all debate on the substantive motion or amendment ceases immediately, but continues at the time stated in the motion.

9.8 Meeting now adjourn

(1) A member is not to move or second more than one motion of adjournment during the same sitting of the council.

(2) Before putting the motion for the adjournment of the council, the presiding member may seek leave of the council to deal first with matters that may be the subject of an adoption by exception resolution.

(3) A motion “that the meeting now adjourn”—

- (a) is to state the time and date to which the meeting is to be adjourned; and
- (b) if carried, has the effect that the meeting is adjourned to the time and date specified in the motion.

(4) A meeting adjourned under subclause (3) is to continue from the point at which it was adjourned, unless the presiding member or the council determines otherwise.

9.9 Question to be put

(1) If the motion “that the question be now put”, is carried during debate on a substantive motion without amendment, the presiding member is to offer the right of reply and then put the motion to the vote without further debate.

(2) If the motion “that the question be now put” is carried during discussion of an amendment, the presiding member is to put the amendment to the vote without further debate.

(3) This motion, if lost, causes debate to continue.

9.10 Member to be no longer heard

If the motion “that the member be no longer heard”, is carried, the speaker against whom the motion has been moved cannot speak further on the current substantive motion, or any amendment relating to it, except to exercise the right of reply if he or she is the mover of the substantive motion.

9.11 Ruling of the presiding member to be disagreed with

If the motion “that the ruling of the presiding member be disagreed with”, is carried, that ruling is to have no effect and the meeting is to proceed accordingly.

PART 10—VOTING**10.1 Question—when put**

(1) Immediately after the debate on any question is concluded and the right of reply has been exercised, the presiding member—

- (a) is to put the question to the meeting; and
- (b) if requested by any member, is to again state the terms of the question.

(2) A member is not to leave the meeting when the presiding member is putting any question.

10.2 Voting

Voting is dealt with in the Act and the Regulations.

10.3 Majorities required for decisions

The majorities required for decisions of the council and committees are dealt with in the Act.

10.4 Method of taking vote

(1) In taking the vote on any motion or amendment the presiding member—

- (a) is to put the question, first in the affirmative, and then in the negative;
- (b) may put the question in this way as often as may be necessary to enable him or her to determine whether the affirmative or the negative has the majority of votes;
- (c) is to count and determine the votes of members in any way (such as electronically or by a show of hands) that enables a record to be taken of each member’s vote; and
- (d) subject to this clause, is to declare the result.

(2) The CEO is ensure that the minutes record—

- (a) the name of each member who voted; and
- (b) whether he or she voted in the affirmative or negative.

PART 11—MINUTES OF MEETINGS**11.1 Keeping of minutes**

The keeping and confirmation of minutes are dealt with in the Act.

11.2 Content of minutes

- (1) The content of minutes is dealt with in the Regulations.
- (2) In addition to the matters required by regulation 11 of the Regulations, the minutes of a meeting is to include, where an application for approval is refused or the authorisation of a licence, permit or certificate is withheld or cancelled, the reasons for the decision.

11.3 Public inspection of unconfirmed minutes

The public inspection of unconfirmed minutes is dealt with in the Regulations.

11.4 Confirmation of minutes

- (1) When minutes of an ordinary meeting of the council are distributed for consideration prior to their confirmation at the next meeting, if a member is dissatisfied with the accuracy of the minutes, the member may provide the CEO with a written copy of the alternative wording to amend the minutes no later than 7 clear working days before the next ordinary meeting of the council.
- (2) At the next ordinary meeting of the council, the member who provided the alternative wording must, at the time for confirmation of minutes—
 - (a) state the item or items with which he or she is dissatisfied; and
 - (b) propose a motion clearly outlining the alternative wording to amend the minutes.
- (3) members must not discuss items of business contained in the minutes, other than discussion as to their accuracy as a record of the proceedings.

PART 12—ADJOURNMENT OF MEETING

12.1 Meeting may be adjourned

The council may adjourn any meeting—

- (a) to a later time on the same day; or
- (b) to any other time on any other day, including a time which coincides with the conclusion of another meeting or event.

12.2 Effect of adjournment

Where any matter, motion, debate or meeting is adjourned under this local law—

- (a) the names of members who have spoken on the matter prior to the adjournment are to be recorded in the minutes;
- (b) debate is to be resumed at the next meeting at the point where it was interrupted; and
- (c) the provisions of clause 6.10 apply when the debate is resumed.

PART 13—REVOKING OR CHANGING DECISIONS

13.1 Requirements to revoke or change decisions

The requirements to revoke or change a decision made at a meeting are dealt with in regulation 10 of the Regulations.

13.2 Limitations on powers to revoke or change decisions

- (1) Subject to subclause (2), the council is not to consider a motion to revoke or change a decision—
 - (a) where, at the time the motion is moved or notice is given, any action has been taken under clause 13.3 to implement the decision; or
 - (b) where the decision is procedural in its form or effect.
- (2) The council may consider a motion to revoke or change a decision of the kind described in subclause (1)(a) if the motion is accompanied by a written statement of the legal and financial consequences of carrying the motion.

13.3 Implementing a decision

- (1) In this clause—
 - (a) **authorisation** means a licence, permit, approval or other means of authorising a person to do anything;
 - (b) **implement**, in relation to a decision, includes—
 - (i) communicate notice of the decision to a person affected by, or with an interest in, the decision; and
 - (ii) take any other action to give effect to the decision; and
 - (c) **valid notice of revocation motion** means a notice of motion to revoke or change a decision that complies with the requirements of the Act, Regulations and this local law and may be considered, but has not yet been considered, by the council.
- (2) Subject to subclause (4), and unless a resolution is made under subclause (3), a decision made at a meeting is not to be implemented by the CEO or any other person until the afternoon of the first business day after the commencement of the meeting at which the decision was made.
- (3) The council may, by resolution carried at the same meeting at which a decision was made, direct the CEO or another person to take immediate action to implement the decision.

- (4) A decision made at a meeting is not to be implemented by the CEO or any other person—
- (a) if, before commencing any implementation action, the CEO or that person is given a valid notice of revocation motion; and
 - (b) unless and until the valid notice of revocation motion has been determined by the council as the case may be.
- (5) The CEO is to ensure that members of the public attending the meeting are informed by an appropriate notice that a decision to grant an authorisation—
- (a) is to take effect only in accordance with this clause; and
 - (b) cannot be acted upon by the person who has been granted the authorisation unless and until the decision has been implemented in accordance with this clause.

13.4 Revocation motions

- (1) In this clause—
- (a) **relevant meeting**, where used in relation to a revocation motion, means—
 - (i) the ordinary or special meeting specified in the notice of revocation motion; or
 - (ii) if that meeting is adjourned before the motion is announced by the presiding person, then at the resumption of the adjourned meeting; or
 - (iii) if that meeting is closed before the motion is announced by the presiding person, then at the next ordinary meeting or a special meeting convened to consider those matters not considered prior to the closure of the meeting, or
 - (iv) if the motion is deferred by the council to another meeting of the council, then at that other meeting,as the case may be;
 - (b) **revocation motion** means a motion to revoke or change a decision made at a meeting.
- (2) This clause does not apply to the change of a decision unless the effect of the change would be that the decision would be revoked or would become substantially different.
- (3) A member wishing to move a revocation motion at a meeting of the council must give to the CEO notice of the revocation motion, which is to—
- (a) be in writing;
 - (b) specify the decision proposed to be revoked or changed;
 - (c) include a reason or reasons for the revocation motion;
 - (d) be signed by the number of members required by law to support the motion to revoke or change the decision referred to in the revocation motion;
 - (e) specify the date of the ordinary or special meeting of the council, as the case may be, which next follows the expiry of 7 clear days after the notice is given to the CEO; and
 - (f) be given to the CEO not less than 7 clear days prior to the date of the ordinary or special meeting specified in the notice.
- (4) (a) If, at the relevant meeting, the member who gave the notice of the revocation motion is present, then the presiding person is to call on that member to move the revocation motion.
- (b) If that member is not present or, being present, does not move the revocation motion when called upon to do so by the presiding person, then notwithstanding clause 3.13 any member of the council may move the revocation motion.
- (5) Where notice of a revocation motion is given in accordance with the requirements of this clause, then the CEO must not implement or continue to implement, the decision the subject of the revocation motion until—
- (a) the revocation motion is not supported by the number of members of the council required by law to support the motion;
 - (b) no member of the council moves the revocation motion;
 - (c) the motion is moved but not seconded; or
 - (d) the motion is moved and seconded but is not made by the kind of majority required by law,
- at the relevant meeting.
- (6) A notice of revocation motion given in accordance with the requirements of this clause is to lapse when—
- (a) the revocation motion is not supported by the number of members of the council required by law to support the motion;
 - (b) no member of the council moves the revocation motion;
 - (c) the motion is moved but not seconded; or
 - (d) the motion is moved and seconded but is not made by the kind of majority required by law,
- at the relevant meeting.
- (7) Subclauses (1), (2), (5) and (6) of clause 4.3 do not apply where the motion is a revocation motion.
- (8) For the avoidance of doubt, subclauses (3) and (4) of clause 4.3 are to apply where the motion is a revocation motion.
- (9) A motion that a revocation motion be deferred is only to be carried by the decision of an absolute majority.

PART 14—MISCELLANEOUS**14.1 Where this local law makes no provision**

(1) Where there is no provision or insufficient provision is made in this local law, the presiding person is to determine the procedure to be observed.

(2) The decision of the presiding member under subclause (1) is final, except where a motion is moved and carried under clause 9.11.

14.2 Penalty for breach

A person who breaches a provision of this local law commits an offence.

Penalty: \$1,000.00 and a daily penalty of \$100.00.

14.3 Who can prosecute

Who can prosecute is dealt with in the Act.

PART 15—ESTABLISHMENT AND MEMBERSHIP OF COMMITTEES**15.1 Establishment of committees**

(1) The establishment of committees is dealt with in the Act.

(2) A decision to establish a committee under section 5.8 of the Act is to include—

- (a) the terms of reference of the committee;
- (b) the number of council members, employees and other persons to be appointed to the committee;
- (c) the names or titles of the council members and employees to be appointed to the committee;
- (d) the names of other persons to be appointed to the committee or an explanation of the procedure to be followed to determine the appointments; and
- (e) details of the delegation of any powers or duties to the committee under section 5.16 of the Act.

(3) The provisions of this local law are to apply to the conduct of a meeting of a committee to which power or duties are delegated by the council under section 5.16 of the Act.

15.2 Types of committees

The types of committees are dealt with in the Act.

15.3 Delegation of some powers and duties to certain committees

The delegation of some powers and duties to certain committees is dealt with in the Act.

15.4 Limits on delegation of powers and duties to certain committees

The limits on the delegation of powers and duties to certain committees are dealt with in the Act.

15.5 Appointment of committee members

The appointment of committee members is dealt with in the Act.

15.6 Tenure of committee membership

Tenure of committee membership is dealt with in the Act.

15.7 Resignation of committee members

The resignation of committee members is dealt with in the Regulations.

15.8 Register of delegations to committees

The register of delegations to committees is dealt with in the Act.

15.9 Committees to report

A committee—

- (a) is answerable to the council; and
- (b) is to report on its activities when, and to the extent, required by the council.

PART 16—MEETINGS OF ELECTORS**16.1 Electors' general meetings**

Electors' general meetings are dealt with in the Act.

16.2 Matters for discussion at electors' general meetings

The matters to be discussed at electors' general meetings are dealt with in the Regulations.

16.3 Electors' special meetings

Electors' special meetings are dealt with in the Act.

16.4 Requests for electors' special meetings

Requests for electors' special meetings are dealt with in the Regulations.

16.5 Convening electors' meetings

Convening electors' meetings is dealt with in the Act.

16.6 Who presides at electors' meetings

Who presides at electors' meetings is dealt with in the Act.

16.7 Procedure for electors' meetings

(1) The procedure for electors' meetings is dealt with in the Act and the Regulations.

(2) In exercising his or her discretion to determine the procedure to be followed at an electors' meeting, the presiding member is to have regard to the provisions of this local law.

16.8 Participation of non-electors

A person who is not an elector of the Town must not take part in any discussion at an electors' meeting unless the meeting, by resolution, permits the person do so.

16.9 Voting at electors' meetings

Voting at electors' meetings is dealt with in the Regulations.

16.10 Minutes of electors' meetings

Minutes of electors' meetings are dealt with in the Act.

16.11 Decisions made at electors' meetings

Decisions made at electors' meetings are dealt with in the Act.

PART 17—BRIEFINGS AND OTHER INFORMAL FORUMS**17.1 Briefings and other informal forums**

(1) The council may conduct briefings, workshops and other informal forums.

(2) Where the council conducts briefings, workshops and other informal forums, the CEO is to—

(a) advise all members of the time, date and place of the forum; and

(b) in respect of a council agenda briefing or major development briefing which is open to the public, advise a person who has made an application that is listed on the agenda for the forum, of the time, date and place of the forum.

(3) The council is not to make a formal resolution at any forum other than at a meeting or at a meeting of a committee which has delegated authority to do so.

17.2 Restriction on meeting

The council is not to meet except at—

(a) a council or committee meeting; or

(b) a briefing, workshop or informal forum under this clause.

Dated: 9th January 2012.

The Common Seal of the Town of Victoria Park was affixed by the authority of a resolution of council in the presence of—

TREVOR VAUGHAN, Mayor.
ATHANASIOS KYRON, Chief Executive Officer.