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LOCAL GOVERNMENT ACT 1995

CITY OF CANNING

**STANDING ORDERS LOCAL
LAW 2015**

LOCAL GOVERNMENT ACT 1995

CITY OF CANNING

STANDING ORDERS LOCAL LAW 2015

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LOCAL GOVERNMENT ACT 1995

CITY OF CANNING

STANDING ORDERS LOCAL LAW 2015

Under the powers conferred by the *Local Government Act 1995*, and under all other powers enabling it, the Council of the City of Canning resolved on 14 July 2015 to make the following local law.

PART 1—PRELIMINARY

1.1 Citation

This local law may be cited as the *City of Canning Standing Orders Local Law 2015*.

1.2 Commencement

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

1.3 Interpretation

(1) In this local law unless the context otherwise requires—

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

Act means the *Local Government Act 1995*;

adjourned meeting means a meeting to deal with matters which were not completed when discussions or decision making at a prior meeting were postponed until another time;

clause means a clause of this local law;

CEO means the Chief Executive Officer of the local government;

committee means a committee of the Council established under the Act;

committee meeting means a meeting of a committee;

Council means the Council of the local government;

election day has the meaning given to it in the Act;

employee means a person employed by the local government;

local government means the City of Canning;

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*;

resolution means a decision of the Council made by the appropriate majority;

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.

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

1.4 Repeal

The *City of Canning Local Law No. 1 Standing Orders (Meeting Procedure)*, as published in the *Government Gazette* on 16 October 1998 is repealed.

PART 2—CALLING AND CONVENING MEETINGS

2.1 Ordinary Council meetings

An ordinary meeting of the Council, held as determined by the Council, is for the purpose of considering and dealing with the ordinary business of the Council.

2.2 Special meetings of the Council

Special meetings of the Council are those for considering and dealing with Council business that is urgent, complex in nature, for a particular purpose or confidential, the purpose of which is to be detailed in the notice convening the meeting.

2.3 Convening Council meetings

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

(2) 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.

PART 3—QUORUM

3.1 Procedure where quorum not present during a meeting

(1) If at any time during a meeting a quorum is not present, the Presiding Member upon becoming aware of the fact is to immediately suspend the proceedings of the meeting for a period of up to 15 minutes.

(2) If a quorum is not present at the expiration of the period in subclause (1), the Presiding Member may either suspend the proceedings of the meeting for a further period of up to 15 minutes or adjourn the meeting to a later time on the same day or to another date.

PART 4—BUSINESS OF A MEETING

4.1 Business to be specified

(1) With the exception of that provided for in clause 4.14, no business is to be transacted at any ordinary meeting of the Council other than that specified in the agenda.

(2) No business is to be transacted at a special meeting of the Council other than that specified in the agenda, which reflects the purpose of the meeting as specified in the notice.

(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 resolves otherwise, the business unresolved at the adjourned meeting is to be dealt with before considering item 11 of the order of business on the agenda at that ordinary meeting, as outlined in clause 4.2.

4.2 Order of business

Unless otherwise decided by the Council the order of business at any ordinary meeting of the Council is to be as follows—

1. Declaration of Opening/Announcement of Visitors/ Disclaimer
2. Attendance
 - 2.1 Apologies
 - 2.2 Approved leave of absence
3. Disclosure of interests
4. Announcements by the Presiding Member (without discussion)
5. Reports of delegates (without discussion)
6. Question time for public
 - 6.1 Response to previous questions taken on notice
 - 6.2 Question time for public
7. Confirmation of minutes
8. Receiving of petitions, presentations and deputations
 - 8.1 Petitions
 - 8.2 Presentations
 - 8.3 Deputations
9. Applications for leave of absence
10. Questions by Members of which due notice has been given (without discussion)
11. Items brought forward for the convenience of those in the public gallery
12. Reports of Committee Meetings
13. Reports
14. Motions of which previous notice has been given
15. Urgent business
16. Confidential matters
17. Closure

4.3 Announcements by Presiding Member

At any meeting of the Council the Presiding Member may announce or direct attention to any matter of relevance to the business of the Council however no discussion on the matter is to take place unless the Council resolves otherwise.

4.4 Reports of delegates

At any meeting of the Council a Member appointed by the Council to a committee or external organisation may provide a brief verbal report on the progress of that committee or organisation however no discussion on the report is to take place.

4.5 Question time for public

- (1) Question time will be dealt with as per the Act and Regulations¹.
- (2) A member of the public who raises a question during question time is to state their name and address.
- (3) The Presiding Member may decide that a question is out of order, and is not to be recorded or responded to—
 - (a) if it is not in the form of a question, having regard to its content and length, is essentially a statement of or expression of opinion rather than a question, provided that the Presiding Member has taken reasonable steps to assist the member of the public to phrase the statement as a question; or
 - (b) if the question uses an offensive or objectionable expression or is defamatory.
- (4) Where the necessary information is available at the time the question is asked, a response must be provided by either the CEO, relevant Member or employee nominated by the Presiding Member.
- (5) The Presiding Member may determine that a question may be taken on notice for a later response.

4.6 Confirmation of minutes

- (1) The keeping of minutes of a meeting is dealt with as per the Act².
- (2) The content of the minutes of a meeting is dealt with as per the Regulations³.
- (3) When minutes of a meeting 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 must provide the CEO with a written copy of the alternative wording to amend those minutes prior to the commencement of the meeting.
- (4) At the meeting where the minutes are to be confirmed, 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.
- (5) Members at the meeting must not discuss items of business contained in the unconfirmed minutes, other than discussion as to their accuracy as a record of the proceedings.

4.7 Petitions

- (1) A petition must—
 - (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;
 - (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) The presentation of the petition must be confined to the reading of the petition.
- (3) In response to a petition presented to it, the Council may resolve—
 - (a) that the petition be received;
 - (b) that the petition be rejected;
 - (c) that the petition be received and report prepared for the Council; or
 - (d) that the petition be received and referred to the CEO for action.
- (4) Discussion is not permitted on any motion referred to in subclause (3).
- (5) At the same meeting that a matter is presented to the Council in a petition, the Council is not to vote on the matter in the petition unless the matter is the subject of a report that is included in the agenda and that details the issues raised in the petition.

4.8 Presentations

- (1) In this clause, a presentation means the acceptance of a gift, grant or an award by the Council on behalf of the local government or the community.
- (2) A presentation may be made to the Council at a meeting only with the prior approval of the Presiding Member.

¹ section 5.24 of the Act and regulations 5-7 of the Regulations

² section 5.22 of the Act

³ regulation 11 of the Regulations

4.9 Deputations

- (1) Any person or group wishing to be received as a deputation by the Council is to either—
 - (a) apply, before the meeting, to the CEO for approval; or
 - (b) with the approval of the Presiding Member, at the meeting, address the Council.
- (2) The CEO may either—
 - (a) approve the request and invite the deputation to attend a meeting of the Council; or
 - (b) refer the request to the Council to decide by simple majority whether or not to receive the deputation.
- (3) Unless the Council resolves otherwise, a deputation invited to attend a Council meeting—
 - (a) is not to exceed five people, only two 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 ten minutes without the agreement of the Council; and
 - (c) may seek leave of the Presiding Member for additional members of the deputation to be allowed to speak.
- (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.

4.10 Leave of absence

- (1) A Member seeking the Council's approval to take leave of absence must give written notice to the CEO prior to the commencement of the meeting.
- (2) The notice referred to in subclause (1) must include the period of leave of absence required and the reasons for seeking the leave.

4.11 Questions on notice

- (1) A Member who wishes to ask a question at a meeting of the Council on a matter that is not included in the agenda for that meeting is to give written notice of the specific question to the CEO at least 3 clear working days before the meeting of the Council.
- (2) If the question referred to in subclause (1) relates to a matter affecting the local government, and is respectful and temperate in its language, it must be tabled at the meeting at item 10 of the order of business as outlined in clause 4.2 and the answer is, as far as practicable, to be provided at that meeting of the Council.
- (3) Every question and answer is to be submitted as briefly and concisely as possible, and no discussion on the question or answer is permitted.

4.12 Items brought forward for the convenience of those in the public gallery

Any items on the agenda which are either the subject of a question by members of the public, or where requested by others in attendance, may, with the consent of the presiding member, be brought forward to item 11 of the order of business and dealt with in the order in which they appear on the agenda.

4.13 Motions of which previous notice has been given

- (1) In this clause—

originating Member means a Member who seeks to raise at a meeting such business as he or she considers appropriate.
- (2) Unless the Act, Regulations or this local law otherwise provide, an originating Member must raise the business 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.
- (3) A notice of motion under subclause (2) must be given at least 7 days before the meeting at which the motion is moved.
- (4) A notice of motion is to be accompanied by supporting reasons and relate to the good governance of the local government.
- (5) The CEO—
 - (a) may, with the concurrence of the Presiding Member, exclude from the agenda any notice of motion deemed to be, or likely to involve, a breach of this local law or any other written law;
 - (b) must inform Members on each occasion that a notice has been excluded and the reasons for that exclusion;
 - (c) may, after consultation with the originating 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.
- (6) A motion of which notice has been given is to lapse unless—
 - (a)
 - (i) the originating Member, or some other Member authorised by the originating Member in writing, moves the motion when called on; and
 - (ii) the motion is seconded; or
 - (b) the Council on a motion agrees to defer consideration of the motion to a later date.
- (7) If a notice of motion is given and lapses under subclause (6), notice of a motion in the same terms or to the same effect must not be given again for at least 3 months from the date of such lapse.

4.14 Urgent business

(1) A Member may move a motion to consider an item of urgent business that is not included in the agenda for that meeting provided that—

- (a) the Presiding Member has first consented to the business being raised;
- (b) the Presiding Member considers that either—
 - (i) the urgency of the business is such that the business cannot await inclusion in the agenda for the next meeting of the Council; or
 - (ii) the delay in referring the business to the next meeting of the Council could have adverse legal or financial implications for the local government; and
- (c) other than a motion to revoke referred to in clause 13.1, the item of urgent business is presented in the form of a report generated by an employee, a copy of which is to be provided to Members prior to the commencement of the meeting.

(2) Where the Council agrees to consider such item of urgent business, then it is to be dealt with at item 15 of the order of business as outlined in clause 4.2.

4.15 Confidential matters—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 may, at any time by resolution, decide to close a meeting or part of a meeting dealing with matters set out in section 5.23 of the Act.

(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; and
 - (ii) at least one employee, unless otherwise agreed by the CEO, or in the absence of the CEO, the City's most senior employee present; 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, by resolution, resolves 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) A resolution under this clause may be made without notice.

(6) Once the meeting is reopened to members of the public, the Presiding Member is to ensure that, if anyone returns to the meeting, any resolution of the Council made while the meeting was closed is read aloud including the details of any voting recorded.

4.16 Confidentiality of information withheld

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

- (a) identified in the agenda of a Council meeting under the item "Confidential matters", along with the reason for the confidentiality as dealt with in the Act⁴;
- (b) marked "Confidential" in the agenda; and
- (c) kept confidential by employees and Members until, in the opinion of the CEO, or the Council, the reason for confidentiality ceases to exist.

(2) A Member or an employee in receipt of confidential information under subclause (1), or information that is provided or disclosed during a meeting or part of a meeting that is closed to the public, must not disclose 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.

(3) Subclause (2) does not apply where a Member or employee discloses the information to a legal practitioner or government officer for the purpose of seeking advice in order to lawfully fulfil his or her role and responsibilities, or where disclosure is required or permitted by law.

4.17 Order of business at special meetings

Unless otherwise decided by the Council the order of business at a special meeting is to be as follows—

1. Declaration of Opening/Announcement of Visitors/Disclaimer
2. Attendance
 - 2.1 Apologies
 - 2.2 Approved leave of absence
3. Disclosure of interests
4. Question time for public
5. Receiving of petitions, presentations and deputations
 - 5.1 Petitions
 - 5.2 Presentations
 - 5.3 Deputations
6. Reports
7. Closure

⁴ section 5.23 of the Act

PART 5—PUBLIC PARTICIPATION**5.1 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 is to be recorded in the minutes.

5.2 Recording of proceedings

(1) A person must not use any electronic, visual or audio recording device or instrument to record the proceedings of the Council without the permission of the Presiding Member.

(2) If the Presiding Member gives permission under subclause (1), the Presiding Member must advise the meeting, immediately before the recording is commenced, that such permission has been given and the nature and extent of that permission.

(3) Subclause (1) does not apply if the recording is taken by or at the direction of the CEO for the purpose of taking minutes.

5.3 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 must be courteous and respectful to the Council and the processes under which it operates and must comply with any direction by the Presiding Member.

(3) A person observing a meeting must 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 must ensure that his or her mobile telephone, pager or other audible device is not switched on or used during any meeting of the Council.

(5) A person who fails to comply with the provisions of this clause when so directed by the Presiding Member must immediately leave the Council chamber or meeting room.

(6) A person directed to leave the Council chamber or meeting room and failing to do so may, by order of the Presiding Member, be removed from the Council chamber or meeting room.

(7) The direction of the Presiding Member is final and may not be challenged by moving dissent with the ruling.

PART 6—QUESTIONS BY MEMBERS**6.1 Questions during debate**

(1) At any time during the debate on a motion prior to the mover of the motion commencing the right of reply, a Member may ask a question and, with the consent of the Presiding Member, may ask one or more further questions.

(2) Where possible, the CEO, or the CEO's nominee, is to answer each question to the best of his or her knowledge and ability but, if the information is unavailable or requires research or investigation, the CEO or the CEO's nominee may ask that—

- (a) the question be placed on notice for the next meeting of Council; or
- (b) the answer to the question be given within 7 days to all Members.

6.2 Restrictions on questions and answers

(1) Questions asked by a Member, and responses given by the CEO or the CEO's nominee—

- (a) are to be brief and concise; and
- (b) are not to be accompanied by argument, expression of opinion or statements, except to the extent necessary to explain the question or answer.

(2) In answering any question, the CEO or the CEO's nominee may qualify his or her answer and may at a later time in the meeting or at a later meeting correct, add to or otherwise amend his or her original answer.

PART 7—CONDUCT OF MEMBERS**7.1 Members to be in their proper places**

(1) At the first meeting held after each election day the CEO is to allot a position at the Council table which reflects the alphabetical order of the surname of each Member, commencing from the right hand side of the Presiding Member.

(2) The allotted positions remain unless and until the Council unanimously resolves otherwise.

(3) Each Member must occupy his or her allotted position at each Council meeting.

7.2 Advice of entry or departure

After the business of a Council Meeting has commenced, a Member must not enter or leave the meeting without first informing the Presiding Member, in order to facilitate the recording in the minutes of the time of entry and departure.

7.3 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.

7.4 Crossing Council chambers

- (1) When the Presiding Member is putting any motion or amendment to the vote, a Member must not leave or cross the Council chamber.
- (2) Whilst another Member is speaking, a Member must not pass between the speaker and the Presiding Member.

7.5 No conversing with the public during meetings

A Member must not converse with any member of the public in the public gallery during a Council meeting.

7.6 Members to indicate their intention to speak

A Member 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.

7.7 Members to address Presiding Member

A Member moving a motion or amendment or taking any part in any discussion must address the Presiding Member.

7.8 Priority of speaking

- (1) Where two 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, dissent or point of order.

7.9 Presiding Member may take part in debates

- (1) The Presiding Member may, without vacating the chair, take part in debate upon any matter before the Council subject to compliance with this local law.
- (2) The Presiding Member may speak only once and this is to be done before the right of reply.

7.10 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 call the attention of the meeting to—
 - (a) any irrelevant, repetitious, offensive or insulting language by a Member; or
 - (b) any breach of order or decorum by a Member.

7.11 Speaking twice

- (1) 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.
- (2) A Member who asks a question, or who makes a request or responds to a request under clause 9.7, has not addressed the meeting for the purpose of this clause.

7.12 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, must 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.

7.13 No speaking after conclusion of debate

A Member must not speak on any motion or amendment—

- (a) after the mover has replied; or
- (b) after the motion or amendment has been put to the vote.

7.14 No interruption

A Member must—

- (a) not make any noise or disturbance or converse in a loud manner whilst another Member is speaking;
- (b) not cause any interruption or speak out of turn during a meeting, other than to raise a point of order, call attention to the absence of a quorum, make a personal explanation under clause 7.15 or move a procedural motion; and
- (c) ensure that his or her mobile telephone, pager or other audible device is switched off or maintained in the silent mode and not used during any meeting.

7.15 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 must 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 must 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 and must not seek to strengthen his or her former argument by new matter or by replying to other Members.

7.16 No reopening of discussion

A Member must not reopen discussion on any Council decision, except to move that the decision be revoked or changed.

7.17 Adverse reflection

(1) A Member must not reflect adversely on a decision of the Council except on a motion that the decision be revoked or changed.

(2) A Member is not to—

- (a) reflect adversely on the character or actions of another Member or employee; or
- (b) impute any motive to a Member or employee,

unless the meeting resolves, without debate, that the matter before the meeting cannot otherwise be adequately considered.

(3) A Member, or a member of the public, must not use offensive or objectionable expressions in reference to any Member, employee or other person.

(4) A Member must at all times be factual when dealing with matters before Council and not knowingly make a false or misleading statement.

7.18 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 7.17—
 - (i) reflects adversely on the character or actions of another Member or employee; or
 - (ii) imputes any adverse 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.

PART 8—PRESERVING ORDER

8.1 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 must immediately sit down and every Member present must 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 7.9, but to preserve order.

8.2 Point of order

(1) Any Member, by way of point of order, may direct the attention of the Presiding Member to any breach of this local law by any other Member.

(2) A Member raising a point of order must specify the grounds of the breach of order before speaking further on the matter.

(3) A Member rising to express a difference of opinion or to contradict a speaker is not to be recognised as raising a point of order.

(4) Despite anything in 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 on any other matter.

8.3 Procedures on a point of order

(1) A Member who is addressing the Presiding Member must not be interrupted except on a point of order.

(2) A Member interrupted on a point of order must 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.

8.4 Ruling by the Presiding Member

(1) The Presiding Member must 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 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) In the event a motion of dissent under subclause (2) fails, 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.

8.5 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 8.4(3)(b),

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

8.6 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 time determined by the Presiding Member on the same day or on another day.

PART 9—DEBATE OF SUBSTANTIVE MOTIONS

9.1 Motions to be stated and in writing

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

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

9.2 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 Council meeting is not open to debate unless the motion has the support required under regulation 10 of the Regulations.

9.3 Unopposed business

- (1) Immediately after a substantive motion has been moved and seconded, the Presiding Member must ask the meeting if any Member opposes it, wishes to speak or wishes to ask a question.
- (2) If no Member opposes the motion, or wishes to speak or ask a question the Presiding Member may put the motion to the vote without debate.
- (3) If a Member signifies opposition to the motion or wishes to speak, it is to be dealt with in accordance with clause 9.5.
- (4) If a Member wishes to ask a question, the question is to be asked and answered.

9.4 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.

9.5 Order of call in debate

If there is opposition to a motion or a Member wishes to speak, the Presiding Member is to call speakers to a motion in the following order—

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

9.6 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.

9.7 Member may require motion to be read

A Member may require the motion 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.

9.8 Amendments to motions

An amendment to a motion can be proposed once the substantive motion has been moved and seconded and the mover has had the opportunity to speak to the motion.

9.9 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.

9.10 Who can move amendment to a motion

Any Member may move an amendment to a motion during the debate on a motion, except—

- (a) when the mover has been called by the Presiding Member to exercise the right of reply; or
- (b) during debate on a procedural motion.

9.11 Form of an amendment

Every amendment is to be—

- (a) relevant to the motion to which it is moved; and
- (b) worded to indicate precisely which words need to be deleted, added or altered.

9.12 Amendment must not negate original motion

An amendment to a substantive motion cannot have the effect of negating the original motion.

9.13 Mover of motion may speak on amendment

Any Member, including the mover of a substantive motion, may speak during debate on an amendment.

9.14 Effect of an amendment

If an amendment to a substantive motion is carried, the motion as amended then becomes the substantive motion.

9.15 Withdrawal of a motion or amendment

- (1) The Council may, without debate, grant leave for a motion or amendment to be withdrawn or altered by the mover, with the consent of the seconder, provided there is no objection by any Member.
- (2) If a Member objects, discussion on either the motion or amendment must continue and no alteration is to occur.

9.16 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 in relation to that amendment.
- (3) The right of reply may be exercised only—
 - (a) where no amendment is moved to the substantive motion, at the conclusion of the discussion on the motion;
 - (b) on an amendment, at the conclusion of discussion on that amendment; or
 - (c) 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 an amendment or the substantive motion has commenced the reply, no other Member is to speak on the amendment or motion, ask a question or propose a further amendment.
- (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 amendment, substantive motion, or the substantive motion as amended, is immediately to be put to the vote.

9.17 Foreshadowing alternative motions

- (1) If a Member wishes to negate a substantive motion and have the Council consider a new substantive motion on the matter with different intent, the Member must foreshadow the new substantive motion prior to the right of reply.
- (2) If a substantive motion is lost, the Presiding Member must call on the Member who foreshadowed the new substantive motion to move the proposed motion.
- (3) Once moved and seconded, the foreshadowed motion becomes the substantive motion and the same procedures and rules of debate apply to this motion as any other motion.
- (4) If more than one foreshadowed motion is proposed for any item before the Council, the Presiding Member must deal with them in the order in which they were presented.

9.18 Motions supported become decisions

Where the Council adopts a motion either with or without amendment, the motion so adopted is deemed to be the decision of the Council.

PART 10—PROCEDURAL MOTIONS**10.1 Permissible procedural motions**

In addition to the right to move an amendment to a substantive motion (under Part 9), a Member may move any of the following procedural motions—

- (a) that the debate on the motion be adjourned;
- (b) that the meeting now adjourn;
- (c) that the motion be now put;
- (d) that the Member be no longer heard; or
- (e) that the ruling of the Presiding Member be disagreed with.

10.2 No debate

(1) The mover of a motion specified in paragraph (a), (b) or (e) of clause 10.1 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 (c) or (d) of clause 10.1 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.

10.3 Who may move

(1) A Member who has moved, seconded, or spoken for or against the substantive motion, or any amendment to the substantive motion, must not move any procedural motion which, if carried, would close the debate on the substantive motion or amendment.

(2) A Member must not move or second more than one motion of adjournment during the same meeting of the Council.

10.4 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 or the amendment.

10.5 Debate to be adjourned

A motion “that the debate on the motion be adjourned”—

- (a) is to state where in the order of business, or to which future meeting 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 when the Presiding Member reintroduces the matter at the time in the order of business stated in the motion.

10.6 Meeting now adjourn

(1) 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.

(2) A meeting adjourned under subclause (1) is to continue from the point at which it was adjourned, unless the Presiding Member or the Council determines otherwise.

10.7 Motion be put

(1) If the motion “that the motion 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 amendment be now put” is carried during discussion of an amendment, the Presiding Member is to offer the right of reply in relation to the amendment and then put the amendment to the vote without further debate.

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

10.8 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 or amendment.

10.9 Motion that the ruling of the Presiding Member be disagreed with

(1) If the motion “that the ruling of the Presiding Member be disagreed with” is carried, the ruling of the Presiding Member about which this motion was moved, is reversed and the meeting proceeds accordingly.

(2) If the Presiding Member has adjourned the meeting in accordance with clause 8.6, the motion “that the ruling of the Presiding Member be disagreed with” cannot be moved.

PART 11—VOTING

11.1 Motion—when put

Immediately after the debate on any motion is concluded and the right of reply has been exercised, the Presiding Member—

- (a) is to put the motion to the Council; and
- (b) if requested by any Member, is to again state the terms of the motion.

11.2 Dividing motions for voting

Where a report to Council contains more than one motion, the Presiding Member may put the motions individually, in groups or as one.

11.3 Method of taking vote

The Presiding Member, in taking the vote on any motion or amendment—

- (a) may put the motion or amendment as often as may be necessary to enable him or her to determine whether the affirmative or negative has the majority of votes;
- (b) 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
- (c) subject to this clause, is to declare the result.

11.4 Recording of votes

The names of all Members voting for or against a motion must be recorded, adjacent to the respective motion, in the minutes.

PART 12—ADJOURNMENT OF MEETING

12.1 Meeting may be adjourned

- (1) On a motion for the adjournment of a meeting being carried, a record must be taken of those who have spoken on the subject under consideration at the time of adjournment.
- (2) All business not dealt with on the agenda of a meeting adjourned under clause 10.6 is to be resumed at the meeting determined under that clause at the point at which it was adjourned, immediately following item 10 in the order of business under clause 4.2, or as determined by an absolute majority resolution of the Council.
- (3) Those Members to which subclause (1) applies must not speak on any subsequent consideration of the same subject at the reconvened meeting in accordance with clause 7.11.
- (4) Subclause (3) does not deprive the mover of the motion of the right of reply.

PART 13—REVOKING OR CHANGING DECISIONS

13.1 Revoking or changing decisions

(1) The process of revoking or changing a decision made at a meeting will be dealt with as per the Regulations⁵.

(2) 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 the revocation motion;
 - (ii) if that meeting is adjourned before the motion is announced by the Presiding Member, then at the resumption of the adjourned meeting;
 - (iii) if that meeting is closed before the motion is announced by the Presiding Member, 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 Council or committee meeting.

(3) 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.

13.2 Method of submitting motions to revoke or change

(1) A Member wishing to move a revocation motion at a meeting of the Council or a committee 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;

⁵ regulation 10 of the Regulations

- (e) specify the date of the ordinary or special meeting of the Council or the committee, 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.

13.3 Dealing with a revocation motion

- (1) If, at the relevant meeting, the Member who gave the notice of the revocation motion is present, then the Presiding Member is to call on that Member to move the revocation motion.
- (2) If that Member is not present, or being present but does not move the revocation motion when called upon to do so by the Presiding Member, then notwithstanding clause 4.13, any Member of the Council may move the revocation motion.

13.4 Implementing a decision

- (1) A resolution must not be implemented by the CEO or any employee of the local government until noon on the first working day following the Council meeting at which that resolution was passed.
- (2) Subclause (1) does not apply in an emergency or other situation which warrants earlier action and this was identified for the Council before it made its decision.
- (3) 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, a decision the subject of the revocation motion until—
 - (a) the revocation motion is not supported by the number of Members required by law to support the motion;
 - (b) no Member 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.

13.5 When a revocation motion lapses

- (1) A notice of a 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 required by law to support the motion;
 - (b) no Member 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.

13.6 Limitations on revocations and impact statement

- (1) The Council must not consider a motion to revoke or change a decision of the Council if at the time the motion is moved or notice is given—
 - (a) action has been taken to implement the decision; or
 - (b) where the decision concerns the issue of an approval or the authorisation of a licence, permit or certificate, and where the approval or authorisation of a licence, permit or certificate has been put into effect by the local government in writing to the applicant or the applicant's agent by an employee of the local government authorised to do so,

without having considered a statement of impact prepared by or at the direction of the CEO of legal and financial consequences of the proposed revocation or change.

- (2) Subclauses (2), (3), (6) and (7) of clause 4.13 do not apply where the motion is a revocation motion.
- (3) For the avoidance of doubt, subclauses (4) and (5) of clause 4.13 are to apply where the motion is a revocation motion.
- (4) A motion that a revocation motion be deferred is only to be carried by the decision of an absolute majority.

13.7 Repeated revocations by the same Member prohibited

If the Council, on a motion moved by any Member, resolved not to revoke or change a resolution, then the Council must not entertain a motion by the same Member to revoke or change the same resolution at a subsequent meeting unless the notice of motion referred to in clause 13.2 is signed by an absolute majority of the Council.

PART 14—SUSPENSION OF LOCAL LAW

14.1 Suspension of provision of local law

- (1) A Member may at any time move that the operation of one or more clauses of this local law be suspended.
- (2) A Member moving a motion under subclause (1) is to state the reason for the motion but no other discussion is to take place.

(3) A motion under subclause (1) which is—

- (a) seconded; and
- (b) carried by an absolute majority,

is to suspend the operation of the clause or clauses for the duration of the specific agenda item identified by the mover.

14.2 Where local law does not apply

(1) In situations where—

- (a) one or more clauses of this local law have been suspended; or
- (b) a matter is not regulated by the Act, the Regulations or this local law,

the Presiding Member is to decide questions relating to the conduct of the meeting.

(2) The decision of the Presiding Member under subclause (1) is final, except where a motion is moved and carried under clause 10.9.

PART 15—COMMITTEES OF THE COUNCIL

15.1 Establishment, type and membership of Committees

A Council resolution to establish a committee under section 5.8 of the Act must include—

- (a) the terms of reference of the committee;
- (b) the number of Members, employees and other persons to be appointed to the committee;
- (c) the names or titles of the 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.

15.2 Calling committee meetings

The CEO must call a meeting of a committee when requested to do so by the Presiding Member of the committee or any 2 members of the committee.

15.3 Order of business

Unless otherwise decided by the committee, the order of business at any meeting of a committee is to be as follows—

1. Declaration of Opening
2. Attendance
 - 2.1 Apologies
 - 2.2 Approved leave of absence
3. Disclosure of interest
4. Question time for the public
5. Confirmation of minutes
6. Reports
7. Confidential matters
8. Closure

15.4 Participation at committee meetings

(1) Member may attend any meeting of a committee established by the Council as an observer, even if the Member is not appointed to that committee.

(2) A deputy to a Member of a committee established by the Council may attend a meeting of that committee as an observer, even if the deputy is not acting in the capacity of a Member.

(3) The Member in the case of subclause (1), or deputy to a Member in the case of subclause (2), attending a committee meeting as an observer—

- (a) may, with the consent of the Presiding Member, make an oral submission to the committee for up to 3 minutes, but cannot vote on any motion before the committee; and
- (b) must sit in the area set aside for observers separated from the committee members.

15.5 Local law applies to committees

Unless otherwise specifically provided, the provisions of this local law apply generally to the proceedings of committees, except for—

- (a) clause 7.1;
- (b) clause 7.8; and
- (c) clause 7.12.

PART 16—MEETINGS OF ELECTORS

16.1 Procedure for electors' meetings

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 Act, Regulations and this local law.

16.2 Participation of non-electors

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

PART 17—ENFORCEMENT**17.1 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.

Dated: 15 August 2015.

The Common Seal of the City of Canning was affixed hereunto by authority of a resolution of the Council in the presence of—

STEVEN COLE, Commissioner.
LYN RUSSELL PSM, Chief Executive Officer.