

A large, bold, black letter 'G' is the central element of the logo. To its left is a white silhouette of the Western Australian coastline, set against a background of horizontal lines.

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LOCAL GOVERNMENT ACT 1995

**SHIRE OF VICTORIA PLAINS
LOCAL LAW RELATING TO
STANDING ORDERS**

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**LOCAL LAW RELATING TO
STANDING ORDERS**

In pursuance of the powers conferred upon it by the above mentioned Act and of all other powers enabling it, the Council of the Shire of Victoria Plains hereby records having resolved on 27 May 1997, to revoke the Standing Order By-laws published in the *Government Gazette* on 20 March 1963 and to make the following local law—

1 INTERPRETATION**1.1 Standing Orders**

The proceedings and business of the Council shall be conducted in accordance with the Act, and where not specifically prescribed, according to this local law which shall be referred to as “the Standing Orders”.

1.2 Interpretations

(1) In these Standing Orders, unless the context requires otherwise—

“absolute majority” means more than 50% of the number of offices of Member, whether vacant or not, regardless of the number of members actually present;

“Act” means the Local Government Act 1995;

“Chief Executive Officer” means the chief non-elected officer of the Shire of Victoria Plains or other officer who, for the time being, is acting in that capacity;

“Committee” means any Committee of the Council appointed in accordance with the provisions of the Act;

“Council” means the Council of the Shire of Victoria Plains;

“majority” means more than 50% of members present and voting;

“meeting” includes any Ordinary or Special Meeting of the Council or a Committee held in accordance with the Act;

“Member” means the President or a Councillor of the Council, or in the case of Committees, a member of the Committee appointed in accordance with the Act;

“officer” means an employee of the Council;

“President” includes the Deputy President, in the absence of the President, and any Councillor chosen to preside at any meeting of the Council in the manner prescribed by the Act, or in the case of Committees, the Presiding Member, the Deputy Presiding Member, in the absence of the Presiding Member, and any Committee Member chosen to preside at any meeting in the manner prescribed by the Act.

(2) Unless the context requires otherwise other words and expressions used in these Standing Orders have the same respective meanings as in the Act.

2 MEETINGS—NOTICE AND BUSINESS**2.1 Notice of Meetings**

(1) Notice of meetings shall be given in writing to each Member—

(a) by delivering it to the Member personally; or

(b) by delivering it to the Member’s usual place of abode or business; or

(c) by sending it to the Member by post or facsimile to the Member’s usual place of abode or business, or such other address as the Member may request in writing to the Chief Executive Officer, at least 72 hours before the meeting.

(2) Notices of meeting shall be signed by the Chief Executive Officer and shall state the place, date and hour of holding the meeting, and in the case of a special meeting state the purpose of the meeting.

(3) Notwithstanding clause 2.1(1) notice of a special meeting may be given in a person to person telephone call to each Member before the holding of the meeting.

(4) When a meeting is adjourned to a day and hour other than the next ordinary meeting, notice of the adjourned meeting shall, if time permits, be sent in the manner provided in clause 2.1(1).

(5) Failure to receive a notice of meeting shall not affect the validity of any meeting so long as reasonable steps have been taken to serve such notice.

2.2 Business

(1) No business shall be transacted at any meeting other than that specified on the agenda for the meeting unless approved by the President or by a majority of Members present determined by vote except—

(a) matters which the Act permits to be dealt with without notice; or

(b) matters which the Standing Orders permit to be dealt with without notice.

(2) At an adjourned meeting no business shall be transacted other than that specified on the agenda of the meeting of which it is an adjournment, and which remains undisposed of, except in the case of an adjournment to the next ordinary meeting, when the business undisposed of at the adjourned meeting shall be given precedence at such ordinary meeting.

2.3 Production of Documents

(1) On giving the Chief Executive Officer not less than 8 ordinary working hours notice a Member is entitled to have tabled at a meeting, for the duration of the meeting, any document or record of the Council, except any document or record which in the opinion of the Chief Executive Officer is of a confidential nature, and the Chief Executive Officer shall take all reasonable steps to table the document at the commencement of the meeting.

(2) Members of the public are not entitled to inspect documents or records which may be placed before a meeting if in the opinion of the Chief Executive Officer the meeting, or that part of the meeting to which the information refers, is likely to be closed to the public.

2.4 Unacceptable Business

(1) If the President is of the opinion that any motion, question or business proposed is disrespectful or of an objectionable nature, the President may, either before or after the matter is brought forward, declare that it shall not be considered.

(2) Where such a declaration is made by the President prior to the matter being listed on the Agenda for a meeting this fact shall be included on that Agenda.

(3) Any Member may move dissent from such a declaration by the President and in the event of the dissent motion being carried by a majority the matter referred to shall be considered, but not otherwise.

3 MEETINGS—QUORUM

3.1 Quorum at Meetings

The quorum at all Meetings shall be 50% of the total number of offices of Member whether vacant or not.

3.2 Quorum Must be Present

No business shall be transacted at a meeting unless a quorum is present

3.3 Absence of a Quorum

If at any meeting a quorum is not present within 30 minutes after the time appointed for the commencement of that meeting the President, or in the President's absence the Deputy President, or in the Deputy President's absence the majority of Members present, or any one Member if only one be present, or if no Member is present the Chief Executive Officer or a person authorised by the Chief Executive Officer may adjourn the meeting to another date and time.

3.4 Absence of a Quorum During a Meeting

If at any time during a meeting a quorum is not present the President shall immediately suspend the proceedings of the meeting for a period of fifteen minutes. If a quorum is not present at the end of this period, the meeting shall be deemed to have been counted out, and the President shall adjourn it to another date and time.

3.5 Absence of Quorum—Record in Minute Book

At all Meetings at which there is not a quorum present or at which the meeting is counted out for want of a quorum, the circumstances, together with the names of the Members present, shall be recorded in the minutes.

4 MEETINGS—MINUTES

4.1 Recording of Minutes

Binding, or pasting or otherwise permanently affixing the minutes to the leaves of a book, shall be a sufficient recording of the minutes.

4.2 Confirmation of Minutes

(1) The minutes of any preceding meeting or meetings, not previously confirmed, shall be submitted for confirmation to the next ordinary meeting of the Council or Committee, as the case requires, and no discussion of them shall be permitted except as to their accuracy as a record of the proceedings.

(2) The person presiding at the meeting at which minutes are confirmed shall certify the confirmation by initialing each page of the minutes, except the last page which shall be signed and dated.

(3) Reading of the minutes of a previous meeting may be dispensed with provided that a copy of those minutes has been supplied to each Member at least 72 hours prior to the date of the ordinary meeting at which they are presented for confirmation.

5 MEETINGS—ORDER OF BUSINESS

5.1 Ordinary Meetings—Order of Business

The order of business at ordinary meetings of Council shall, unless altered by the President or Council resolution, be as near as practicable to the following—

- (1) Apologies and Leave of Absence
- (2) Public Question Time
- (3) Petitions, Memorials and Deputations
- (4) Declarations of Members and Officers Interests

- (5) Confirmation of Minutes of Previous Meetings
- (6) Reports—
 - (a) Works and Plant
 - (b) Health, Building, Planning
 - (c) Administration and Finance
 - (d) Chief Executive Officer
 - (e) Delegates
- (7) Correspondence
- (8) Motions of Which Notice Has Been Given
- (9) Notice of Motions for Consideration at the Following meeting
- (10) Members Questions Without Notice
- (11) Urgent Business (with permission of Council)
- (12) Closure

5.2 Order of Business at Other Meetings

The order of business at any meeting not being an ordinary meeting of Council shall be the order in which that business stands in the agenda unless the President or the Council, by resolution, alters the order of business.

6 MEETINGS—QUESTIONS

6.1 Questions from Members

(1) All questions and answers shall relate to the business or procedure of Council and shall be submitted as briefly and as concisely as possible and no discussion shall be allowed.

(2) In putting any question, no argument or expression of opinion shall be used or offered, nor any facts stated, except those necessary to explain the question.

6.2 Questions from Members of the Public

(1) The minimum time allocated for the asking of and responding to questions raised by members of the public is fifteen minutes.

(2) All questions shall relate to matters affecting the Council and shall be directed to the President.

(3) If an answer cannot be given at the meeting the Chief Executive Officer will arrange for the answer to be given in writing to the person asking the question within five working days of the meeting.

7 MEETINGS—NOTICES OF MOTION

7.1 Notices of Motion

(1) A Member may bring forward such business as the Member considers desirable or necessary in the form of a motion of which notice has been given in writing to the Chief Executive Officer at the last previous meeting or at least seven working days before the meeting at which it is to be brought forward.

(2) Every notice of motion shall relate to some question affecting the constitution, administration or condition of the Council or the district of the Shire of Victoria Plains and the President shall rule out of order any motion which does not comply with this clause.

(3) A motion of which notice has been given shall lapse unless—

- (a) the Member who gave notice is present to move the motion when it is called; or
- (b) another Member is willing to move the motion when it is called; or
- (c) the meeting, by resolution, agrees to defer consideration of the motion to a later stage or date.

7.2 Repetition of Lost Motions

A substantive motion which has the same specific intent to one which has been lost within the preceding three months shall not be moved unless it is presented as a notice of motion and the notice is signed by one third of the offices of member of Council, whether present or not.

8 MEETINGS—PETITIONS, MEMORIALS AND DEPUTATIONS

8.1 Petitions and Memorials

(1) Any petition or memorial shall be submitted to the Council in writing and shall not contain language disrespectful to the Council or other persons.

(2) The only question which shall be considered by the Council on the presentation of any petition or memorial shall be—

- (a) That the petition or memorial shall be accepted; or
- (b) That the petition or memorial not be accepted; or
- (c) That the petition or memorial be accepted and referred to a Committee for consideration and report; or
- (d) That the petition or memorial be accepted and be dealt with by the full Council.

8.2 Deputations

(1) Persons wishing to make a deputation to the Council or a Committee of the Council shall make a request to the Chief Executive Officer at least seven working days prior to the meeting outlining the subject matter to be raised by the deputation.

(2) On receiving such a request the Chief Executive Officer shall notify the President who may elect to invite the deputation to attend.

(3) Any deputation shall not exceed five in number and only two members thereof shall be at liberty to address the Council or Committee of the Council, except in reply to questions from members of the Council or Committee.

9 MEETINGS—PUBLIC CONDUCT

9.1 Admission and Removal of the Public

(1) The public is admitted to the meeting place on the basis that no expression of dissent or approval, conversation or interruption to the proceedings of the meeting shall take place. In the event of any such interruption, the President may use discretion and without a vote of the meeting, require those interrupting to withdraw. The person or persons concerned shall immediately withdraw from the meeting place. This direction by the President shall not be open to discussion or dissent.

(2) Any person, not being a Member, who interrupts the orderly conduct of the business of the meeting who does not withdraw immediately upon being called by the President to withdraw from the meeting place may, by order of the President, be removed from the meeting place.

10 MEETING PROCEDURE

10.1 Directions by the President

(1) At any meeting the President shall have the right to direct attention to any matter of interest or relevance to the business of the meeting or propose a change to the order of business.

(2) Any Member may move that a change in order of business proposed by the President not be accepted and if carried by a majority, the proposed change in order will not take place.

10.2 President to Take Part in Debates

Subject to the provisions of the Act and the Standing Orders, the President may take part in a discussion upon any question before a meeting.

10.3 President to be Heard

Whenever the President indicates an intention to speak during a debate, any Member then speaking shall cease speaking and all other Members shall be silent so that the President may be heard without interruption.

10.4 Titles to be Used

A speaker, in referring to any other Member or officer present, shall designate them by their respective official titles.

10.5 Members Wishing to Speak

(1) Any Member wishing to speak shall indicate by show of hands or other method agreed upon by the Council. When invited by the President to speak, Members shall address the Council through the President.

(2) In the event of two or more Members indicating their wish to speak at the same time, the President shall decide which of them is entitled to priority. The decision shall not be open to discussion or dissent.

10.6 Relevance

Every Member shall restrict their remarks to the motion or amendment under discussion, or to an explanation or point of order.

10.7 Imputations or Offensive Expressions

(1) No Member may impute motives or use offensive or objectionable expressions or comment adversely upon the character or actions or be disrespectful in any way to any Member, officer or any other person.

(2) The President may call the attention of a meeting to continued irrelevance, tedious repetition, unbecoming language, or any breach of order or decorum on the part of a Member, and may direct that Member, if speaking to discontinue speaking, and the Member shall then cease speaking.

10.8 Speaking Twice

Except where this clause is suspended a Member shall not speak twice on the same motion or amendment except—

- (a) the mover of a substantive motion in reply; or
- (b) to a point of order; or
- (c) by way of personal explanation in accordance with the Standing Orders.

10.9 Limit on Speeches

A Member shall not speak on any motion or amendment or in reply for a period longer than five minutes without the consent of the Members present, which shall be signified without debate. Only one extension of five minutes shall be permitted.

10.10 No Speech after Certain Events

No Member shall speak to any motion or amendment after the mover has replied or after the question has been put.

10.11 Members Not to Interrupt

No Member shall interrupt another Member whilst speaking unless—

- (a) to raise a point of order; or
- (b) to call attention to the absence of a quorum.

10.12 Reopening Discussion on Resolutions

No Member shall reopen discussion on any resolution of the Council, except for the purpose of moving that the resolution be revoked or changed.

10.13 Disturbances and Breach of Order

(1) The President shall preserve order and may call any Members to order whenever, in the President's opinion, there is cause to do so.

(2) Any Member or officer shall be entitled to direct the President's attention to any breach of the Act or the Standing orders or to any matter of which the President may take notice under clause 10.7.

(3) Whenever the President is of the opinion that anything said or done in the meeting by any Member is out of order in accordance with the Act or the Standing Orders the Member shall be called upon by the President to make such explanation, retraction or apology as the case may require.

(4) Where a Member persists in any conduct which in the President's opinion is out of order in accordance with the Standing Orders or the Act, or refuses to make any explanation, retraction or apology required by the President, the President may direct that Member to refrain from taking any further part in the meeting other than complying with the financial interest and voting provisions of the Act.

(5) If a meeting ceases to operate in an orderly manner, the President may adjourn the meeting for a period of up to fifteen minutes without explanation, for the purpose of regaining order. Where, after any adjournment, the President is again of the opinion that the business of the meeting cannot effectively be continued the President may adjourn the meeting to another date and time.

10.14 Suspension of Standing Orders

(1) Any of the Standing Orders may be temporarily suspended on a motion, without notice, carried by an absolute majority.

(2) The mover of a motion to suspend the Standing Orders or any Standing Order shall state the clause or clauses of the Standing Orders to be suspended.

11 MOTIONS AND AMENDMENTS

11.1 Motions to be Stated

A Member proposing a motion or amendment shall state the wording before speaking to it and, if so required by the President shall put the motion or amendment in writing.

11.2 Motions and Amendments to be Seconded

No motion or amendment shall be in order, or be open to debate, until it has been seconded.

11.3 Only One Motion Considered

When a substantive motion is under debate at any meeting, no further substantive motion shall be accepted.

11.4 Limit of Debate

The President may offer the right of reply and put the motion to the vote if the President believes sufficient discussion has taken place even though all Members may not have spoken.

11.5 Breaking Down of Complex Questions

The President may order a complex question to be broken down and put in the form of several motions, which shall be put in sequence.

11.6 Questions to be Read

Any 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 whilst speaking.

11.7 Order of Amendments

Any number of amendments may be proposed to a motion, but, whenever an amendment is made upon a substantive motion, no second or subsequent amendment shall be moved or considered until the first amendment has been disposed of.

11.8 Substantive Motion

If an amendment to a substantive motion is carried, the motion as amended shall then be submitted as the substantive motion, and shall become the question before the meeting upon which any Member may speak and any further amendment may be moved.

11.9 Repetition of Motions

No substantive motion or amendment shall be proposed which is the same in substance as a motion or amendment which has been resolved during the same sitting of the Council, except by agreement of the majority of Members present.

11.10 Consent of Secunder Required to Accept Alteration of Wording

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

11.11 Withdrawal of Motion and Amendments

With the consent of a meeting and the approval of any seconder, a motion or amendment may be withdrawn by the mover of the motion or amendment.

11.12 Limitation of Withdrawal

Where an amendment has been proposed to a substantive motion, the substantive motion shall not be withdrawn, except by consent of the majority of Members present, until the amendment proposed has been withdrawn or lost.

11.13 Right of Reply

The mover of a substantive motion shall have the right of reply. The right of reply must be confined to rebutting arguments raised by previous speakers and no new matter may be introduced.

11.14 Right of Reply Provisions

The right of reply shall be governed by the following provisions—

- (a) If there is no amendment to the substantive motion, the mover may reply at the conclusion of the discussion on the motion.
- (b) If there is an amendment, the mover of the substantive motion shall take the right of reply at the conclusion of the vote on any amendments.
- (c) The mover of any amendment does not have a right of reply.
- (d) Once the right of reply has been taken, there can be no further discussion, nor any other amendment and the substantive motion as amended is immediately put to the vote.

11.15 Amendments To be Relevant

Every amendment shall be relevant to the motion upon which it is moved, and be framed to show precisely which words need to be deleted, added or altered.

11.16 Amendments Must Not Negate Original Motion

No amendment to a motion can be moved which negates the original motion or the intent of the original motion.

11.17 Mover of Motion Not to Speak on Amendment

On an amendment being moved, any Member may speak to the amendment, however, if the person who moved the substantive motion chooses to speak to the amendment their right of reply is forfeited.

12 PROCEDURAL MOTIONS**12.1 Permissible Procedural Motions**

In addition to proposing a properly worded amendment to a motion, it is permissible for a Member to move the following procedural motions—

- (a) that the Council proceed to the next business;
- (b) that the question be adjourned;
- (c) that the Council do now adjourn;
- (d) that the question be now put;
- (e) that the question be not now put;
- (f) that the Council moves into a Committee of the Whole;
- (g) that the Member be no longer heard;
- (h) that the ruling of the President be disagreed with;
- (i) that the motion lie on the table;
- (j) that the Council meet behind closed doors.

12.2 Procedural Motions—Majority Required

Any procedural motion shall be carried upon the majority of Members present voting in the affirmative.

12.3 Procedural Motions—Who May Move

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

12.4 Procedural Motions—Right of Reply

There shall be no right of reply on any procedural motion.

12.5 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 will not deny the right of reply to the mover of the substantive motion.

13 EFFECT OF PROCEDURAL MOTIONS**13.1 That the Council Proceed to the Next Business**

This motion, having been carried, will cause the debate to cease immediately and for the Council to move to the next item on the agenda of the meeting. No decision will be made on the substantive motion being discussed, nor is there any requirement for the matter to be placed on any future notice paper.

13.2 That the Question be Adjourned

This motion, having been carried, will cause all debate on the substantive motion or amendment to cease, but, to continue when the discussion is reconvened.

13.3 That the Council do now Adjourn

This motion, having been carried, will cause the meeting to stand adjourned until it is reopened at which time the meeting continues from the point at which it was adjourned, unless the President or the majority of Members upon vote, determine otherwise.

13.4 That the Question be Now Put

(1) This motion, having been carried during discussion on a substantive motion without amendment, will cause the President to offer the right of reply and then immediately put the question under consideration without further debate.

(2) This motion, having been carried during discussion on an amendment, will cause the President to put the amendment to the vote without further debate.

(3) This motion, having been lost, will allow debate to continue.

13.5 That the Question be Not Now Put

(1) This motion, having been carried during discussion on either a substantive motion or an amendment, will cause the meeting to proceed to the next business with no decision required to be made. In this case, there is no requirement for the matter to be raised again, except that it can only be raised by way of another substantive motion for which due notice must be given.

(2) This motion, having been lost, will cause the President to immediately put any amendment to the vote and then to offer the right of reply and put the substantive motion to the vote.

13.6 That the Council Move Into a Committee of the Whole

This motion, having been carried, will allow free and open discussion on the matter before the meeting. There will be no restrictions on the number of times each Member may speak, provided that normal courtesy and order is maintained. Any decisions made during the time that the Council sits in Committee of the Whole must be formally agreed by a substantive motion when the Council moves out of Committee of the Whole.

13.7 That the Member be no Longer Heard

This motion, having been carried, will cause the President to not allow the speaker against whom the motion has been moved to speak to the current substantive motion or any amendment relating to it, except to exercise the right of reply if the person is the mover of the substantive motion.

13.8 That the Ruling of the President be Disagreed With

(1) This motion, having been carried, will cause the ruling of the President about which this motion was moved to be reversed and for the meeting to proceed accordingly.

(2) Where the President has given a ruling in strict accordance with the Act, this motion may not be moved.

(3) Where the President has adjourned the meeting in accordance with clause 10.13(5) this motion may not be moved.

13.9 That the Motion Lie on the Table

(1) This motion, having been carried, will cause debate on the substantive motion and any amendment to cease immediately and for the meeting to proceed to the next business.

(2) Any Member may raise a motion from the table, by giving appropriate notice of motion for any meeting in the future.

(3) When a motion is raised from the table, the mover of the original substantive motion, or in the absence of the original mover, the person moving this procedural motion, is given the opportunity to reintroduce the matter after which debate shall continue according to these Standing Orders.

13.10 That the Council Meets Behind Closed Doors

In accordance with the Act, this motion, if carried, will cause the general public and any officers the Council determines, to leave the room.

14 VOTING**14.1 Voting**

(1) Voting shall, unless otherwise provided, be by means of a show of hands.

(2) If a decision is not clear or in doubt the President shall put the question as often as necessary to determine the decision.

14.2 Number for and Against to be Recorded

The numbers voting in favour of and against each motion shall be recorded in the minutes.

14.3 Recording of Votes

If a Member specifically requests that there be recorded—

(a) his or her vote; or

(b) the vote of all members present;

on a matter voted on at a meeting, then the vote or votes shall be recorded in the minutes.

15 REVOKING OR CHANGING DECISIONS**15.1 Revoking or Changing Decisions**

(1) If a decision has been made at a Council or a Committee meeting then any motion to revoke or change the decision must be supported—

(a) in the case where an attempt to revoke or change the decision has been made within the previous three months but had failed, by an absolute majority; or

(b) in any other case, by at least one third of the number of offices (whether vacant or not) of members of the Council or Committee,

inclusive of the mover.

(2) If a decision has been made at a Council or a Committee meeting then any decision to revoke or change the first-mentioned decision must be made—

- (a) in the case where the decision to be revoked or changed was required to be made by an absolute majority or by a special majority, by that kind of majority; or
- (b) in any other case, by an absolute majority.

(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.

16 POINTS OF ORDER

16.1 Points of Order—When to Raise

Upon a matter of order arising during the progress of a debate, any Member may raise a point of order. Any Member of the Council who is speaking when a point of order is raised, shall immediately cease speaking until the point of order has been heard and the question of order disposed of.

16.2 Acceptable Points of Order

(1) Valid points of order shall be limited to—

- (a) That the discussion is of a question not before the meeting.
- (b) That offensive or insulting language is being used.
- (c) Drawing attention to the violation of the provisions of the Act, any local law or Standing Order of the Council.

(2) A Member raising a point of order shall state the provision of the Act or the Standing Order believed to be breached.

(3) Expressing a difference of opinion or contradicting a speaker shall not be recognised as raising a point of order.

16.3 Points Of Order—Ruling

(1) The President shall give a decision on any point of order after the point has been raised by either upholding or rejecting the point of order.

(2) The ruling of the President upon any point of order shall be final, unless a majority of Members present support a motion of dissent with the ruling.

16.4 Points of Order Take Precedence

Notwithstanding anything contained in the Standing Orders to the contrary, all points of order take precedence over any other discussion and, until decided, suspend the consideration and decision of every other question.

17 PERSONAL EXPLANATION

17.1 Personal Explanation

(1) No Member shall speak, except upon the question before the Council, unless it is to make a personal explanation.

(2) Any Member making a personal explanation must confine their explanation to a succinct statement relating to a specific part of the Member's former speech which may have been misunderstood. No reference shall be made to matters unnecessary for that purpose or to seek to strengthen the Member's former argument by any new matter or by replying to other Members.

17.2 Personal Explanation—When Heard

A Member wishing to make a personal explanation of matters referred to by any Member then speaking shall be entitled to be heard immediately, if the Member then speaking consents at the time, but if the Member who is speaking declines to give way, the explanation must be offered at the conclusion of that speech.

17.3 Ruling on Questions of Personal Explanation

The ruling of the President on the admissibility of a personal explanation shall be final and shall not be open to discussion or dissent.

18 COMMITTEES OF COUNCIL

18.1 Committees

Committees of the Council shall operate in accordance with the Act and its regulations.

18.2 Standing Orders to Apply to Committees

The Standing Orders shall apply with the necessary adaptations and modifications to the proceedings of Committees of the Council, except that the requirement for members to speak only once shall not be applied.

19 ADMINISTRATIVE MATTERS

19.1 Meetings of Electors

(1) The Standing Orders shall apply, so far as is practicable, to any meeting of electors, but, where there is any inconsistency between the provisions of the Standing Orders and the Act the Act shall prevail.

(2) A person who is not an elector is not entitled to vote at a meeting of electors, and may not take part in any discussion at that meeting, unless the meeting, by resolution, requests the person to do so.

19.2 Copies of Acts and Standing Orders and Papers to Members of the Council

The Chief Executive Officer shall provide to each Member of the Council as soon as convenient after being elected to office, a copy of the Act and any local laws regulating and governing the administration of the district.

19.3 Common Seal

(1) The Chief Executive Officer shall have charge of the Common Seal of the Council, and shall be responsible for its safe custody and proper use.

(2) Except as required by law, or in the exercise of the express authority of the Council, the Chief Executive Officer shall not use the Common Seal of the Council.

19.4 Custody of Corporate Property

The custody of all property whatsoever belonging to, or held in trust by, the Council shall be in the Chief Executive Officer, who shall be responsible to the Council therefore.

19.5 Cases not Provided for in Standing Orders

The President shall decide all questions of order, procedure, debate or otherwise where no provision, or insufficient provision is made in the Standing Orders or the Act.

19.6 Penalty for Breach of Standing Orders

Any person guilty of any breach of the Standing Orders or any of the provisions hereof, shall be liable to a penalty not exceeding \$1,000.

Dated 27 May 1997.

The Common Seal of the Shire of Victoria Plains was hereunto affixed in the presence of—

T. P. FIELD, President.
R. W. DEW, Chief Executive Officer.

