

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

**CITY OF WANNEROO
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 abovementioned Act, the Council of the City of Wanneroo hereby records having resolved on the 22nd day of October 1997, to repeal its Local Laws Relating to Standing Orders as published in the *Government Gazette* on 18 October 1985, including subsequent amendments and adopt the following new local law.

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1. INTRODUCTORY MATTERS

1.1. Title

This Local Law may be cited as the City of Wanneroo Standing Orders Local Law 1997.

1.2. Commencement

By virtue of section 3.14 of the Act, this Local Law comes into operation 14 days after the day on which it is published in the *Government Gazette*.

1.3. Content and Intent

These Standing Orders aim to provide a set of enforceable procedures to assist in the good conduct of Council, committee and Electors meetings. This Local Law is legislated under the Local Government Act 1995 and is intended to be read in conjunction with that Act.

This Local Law is intended to result in better decision making by Council, the orderly and efficient conduct of meetings dealing with Council business and greater community understanding of the business of the Council. This document is drafted in a fashion that suits the operation of the City and should be reviewed from time to time to ensure that it remains effective.

1.4. Interpretation

The following interpretations should be used, unless the context requires otherwise;

Act means the Local Government Act 1995,

Admin Reg means the Local Government (Administration) Regulations 1996

Chairperson means any person presiding at a meeting. The Mayor presides at Council meetings and the committee Chairperson presides at committee meetings.

City means the City of Wanneroo

CEO means the Chief Executive Officer

Member means a councillor of the City of Wanneroo or a member of a committee

Council means the Council of the City of Wanneroo

Meeting means a meeting of the Council or a committee

2. MEETINGS OF COUNCIL AND COMMITTEE

2.1. Ordinary Meetings

Ordinary meetings of the Council and committees shall be held at such time as the Council may from time to time determine.

The Council shall resolve the days and times of Ordinary Council and committee meetings at the first Council meeting held after the election and these shall be advertised.

The Council may alter the days or times of ordinary meetings subject to:

- (a) any temporary alteration to remain in force for not more than one month and shall be passed by ordinary resolution of the Council; and
- (b) any other alteration being made by an absolute majority resolution of the Council after two months Notice of Motion has been given to alter such dates or times

and will advertise the changes.

2.2. Special Meetings

The Chief Executive Officer may convene special meetings of the Council and committee by giving each member at least 24 hours notice of the meeting.

Notice can be given by phone, fax, letter or electronic mail.

Local public notice of a special meeting of Council and any open committee meeting will be given if in the Chief Executive Officer's opinion it is practicable.

The order of business at any special meeting of the Council or a committee shall be in the order in which such business stands in the notice thereof.

2.3. Notice of Meeting and Notice of Adjournment

Failure to receive a notice on the part of any member shall not affect the validity of any ordinary or special meeting so long as all reasonable steps have been taken to serve such notice.

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 to each member, specifying the nature of the business to be transacted. Where practicable the Chief Executive Officer will give local public notice of the day and hour of the adjournment.

2.4. Public Participation

Members of the public are welcome to attend all Council meetings and any committee meetings open to the public. Copies of the Council and committee agendas are available in all Council libraries and at the Administration Centre, prior to the meetings (except those of the Policy committee).

Certain documents within the agenda may be marked 'NOT FOR PUBLICATION' and members of the public will not have access to these reports. These documents will be discussed behind closed doors for confidential reasons and the public will be asked to leave the room. A meeting of the Council or a committee may go behind closed to discuss matters that deal with the personal affairs of any person,

employee/s, contracts, legal advice, trade information, or lawful investigations. The reason to go behind closed doors will be stated at the time and recorded in the minutes. The Chairperson will read out any decisions made behind closed doors upon the meeting being reopened to the public.

The role of the Chairperson is to preside at the meeting and to maintain order. Members of the public are not permitted to interrupt or enter into any conversation during the meeting.

At the beginning of each meeting the public will have a fifteen minute period of public question time. The public are encouraged to ask questions and requested to put their questions in writing prior to the meeting, to allow time for research and the provision of a more detailed answer.

The Chairperson will endeavour to have every question answered, however if this is not possible the question will be taken on notice and a written answer will be supplied to the question and included on the agenda for the next meeting. Questions should relate to the business of the City.

At the end of each Council meeting an additional segment of 15 minutes question time is allowed to permit the public to ask questions on decisions made at that meeting.

3. BUSINESS AT MEETINGS

3.1. Quorum

The quorum for a meeting of the Council or a committee is 50% of the number of offices of the Council or committee. Council may reduce, by absolute majority resolution, the number of members that form the quorum for a committee, if there is ongoing problems for a committee to achieve a regular quorum. If a quorum is not established within 30 minutes of the meeting being due to begin, then the meeting shall be adjourned.

3.1.1. Lapse of Quorum

If at any time during any meeting a quorum is not present, the Chairperson upon becoming aware of the fact, is to suspend the proceedings of the meeting for a period of 5 minutes.

If a quorum is not present at the expiration of the period of 5 minutes the presiding person is to adjourn the meeting to a future time and date. A record is to be taken of all those who have spoken on the subject under consideration at the time of the adjournment.

Where the debate on any motion is interrupted at a council or committee meeting which is adjourned due to lack of a quorum, that debate is to be resumed at the next meeting at the point where it was so interrupted. The members who have spoken on the motion shall not be entitled to speak at the adjourned meeting, except the mover who shall retain the right of reply.

At any meeting at which there is not a quorum of members present or there is an adjournment due to the lack of a quorum the names of the members then present are to be recorded in the minute book.

3.2. Order of Business

The order of business at an ordinary meeting of the Council shall, unless otherwise resolved by Council, be as near as is practicable, to the following:

- Apologies and Leave of Absence
- Public Question Time
- Confirmation of Minutes
- Announcements by the Mayor Without Discussion
- Declarations of Financial Interest
- Questions with Due Notice
- Questions without Due Notice
- Petitions
- Reports of Committees
- Report of the Chief Executive Officer
- Motions of Which Previous Notice has been Given
- Motions for Further Action
- Date of Next Meeting
- Question Time
- Closure

The order of business at an ordinary meeting of a committee shall be as near as practicable to the following:

- Apologies and Leave of Absence
- Public Question Time
- Confirmation of Minutes
- Declarations of Financial Interest
- Petitions and Deputations
- Reports
- Motions for Further Action
- General Business
- Date of Next Meeting
- Closure

At the resumption of an adjourned meeting no business shall be transacted other than such business as remains outstanding on the notice paper of the adjourned meeting.

3.3. Application for Leave of Absence from Council meeting

Members wishing to apply for leave of absence should deliver, in advance, a written notice stating the period of leave to the Chief Executive Officer. Any request for leave of absence requires the approval of Council.

3.4. Public Question Time

At the beginning of each Council meeting and any committee meeting open to the public, there will be a fifteen minute segment of public question time. Questions should be submitted prior to the meeting, in writing where possible.

The chairman will be responsible for the conduct of public question time. Questions should relate to the business of the Council and should not be in the form of a statement or a personal opinion.

3.5. Minutes

When considering the minutes of a previous meeting, no discussion shall be permitted except as to the accuracy of the minutes.

3.6. Disclosure of Financial Interest

A member who has a financial interest in any matter before a meeting should give written notice of the interest to the Chief Executive Officer before the meeting. The Chief Executive Officer will bring the notice to the attention of the Chairperson, who will inform the persons attending the meeting.

If it is not possible for the member to give a written notice to the Chief Executive Officer then the member should make a disclosure to the meeting, immediately before the matter is discussed.

A member having declared an interest must not participate in the item, unless the meeting determines otherwise under section 5.68 of the Act or the Minister allows such participation under section 5.69 of the Act.

3.7. Questions with Due Notice

Any member desiring to ask a question at any meeting shall direct the question to the Mayor and shall give notice thereof in writing to the Chief Executive Officer at least ten hours before the hour fixed for the meeting. Both the question and the answer shall be recorded in the minutes.

Every question and answer shall be submitted as briefly and concisely as possible and no discussion shall be allowed thereon.

3.8. Petitions

A petition received by a member shall be presented to whichever committee or Council meeting that member considers appropriate.

Any petition to the Council shall:

- (a) as far as practicable be prepared in the form prescribed in the Schedule,
- (b) be addressed to the Council and forwarded to a member or the Chief Executive Officer, and
- (c) state the name and address of the person upon whom correspondence in respect of the petition may be served, and where such name and address is not given, all correspondence thereon shall be forwarded to the person whose name first appears on the petition.

If a petition is presented to Council a motion may be made to receive the petition and refer it to the appropriate committee for action.

3.9. Deputations to Committees

Any person or persons wishing to be received as a deputation by a committee, shall, in the first instance, send to the Chief Executive Officer a written request, setting out in concise terms the subject matter to be raised by the deputation. The subject matter must be on the agenda of that meeting.

When the Chief Executive Officer receives a written request for a deputation it shall be brought to the attention of the Chairperson of the committee concerned, for acceptance or refusal.

A deputation shall not exceed five persons in number and only three of those persons shall be at liberty to address the committee and to reply to questions from members of the committee.

Members of a deputation shall collectively have a maximum of fifteen minutes to address the committee, unless otherwise resolved.

3.10. Recommendations of Committees

A recommendation made by or contained in a Report of a committee may be:

- (a) adopted by the Council without amendment or modification;
- (b) rejected by the Council in its entirety;
- (c) amended or modified and adopted with such amendments or modifications; or
- (d) referred back to the committee for further consideration.

Where in the opinion of the Mayor an amendment or modification of a recommendation alters the substance or effect of the recommendation, the Mayor shall require a new motion to be put forward prefaced by the words "I move that the committee Recommendation be rejected and that...".

3.11. Reports by the Chief Executive Officer

The Chief Executive Officer may prepare such reports that in his/her opinion require consideration by the Council.

3.12. Notices of Motion

A member may bring forward at a meeting such business as that member wishes in the form of a motion, of which notice has been given in writing to the Chief Executive Officer, either at the previous meeting or at any time thereafter being no less than seven clear days before the meeting at which it is to be brought forward. Where such Notice of Motion proposes that Council rescinds an earlier resolution, the Chief Executive Officer shall comply with clause 4.4.

A motion the subject matter of which is beyond the jurisdiction of Council may be ruled out of order by the Chairperson.

A notice of motion shall lapse unless the member who gave the notice thereof or some other member authorised by him/her in writing, is present to move the same when such motion is called on.

4. CONDUCT OF MEETINGS

4.1. Rules of Debate

4.1.1. Official Titles to be used

At meetings, speakers in referring to others shall designate them by their separate titles of Mayor, Deputy Mayor, Councillor, or in the case of staff by their position title.

4.1.2. Members to Rise

At a Council meeting any member moving a motion or amendment, or taking part in a discussion thereon, shall stand to address the Mayor except when prevented from doing so by sickness or infirmity.

4.1.3. Order of Speakers

When two or more members rise to speak at the same time the Chairperson shall decide who is entitled to priority.

4.1.4. Members not to interrupt

(1) A member shall not make any noise or disturbance or converse in a loud manner whilst any other member is addressing a meeting.

(2) A member shall not cause any interruption or speak out of turn during a meeting, other than to raise a point of order, make a personal explanation or move a procedural motion.

4.1.5. No member to cross floor

When the Chairperson is putting any motion, no member shall cross the room nor shall any member, whilst any other member is speaking, pass between the speaker and the Chair.

4.1.6. Members entering, leaving or withdrawing from Council meeting

After a meeting of the Council has been formally constituted and the business thereof commenced, a member shall not enter, leave or withdraw from such meeting, without first paying due respect to the Chair by deferring to the Mayor.

4.1.7. Chairperson may participate in discussion

It shall be competent for the Chairperson to take part in the discussion of any motion before the meeting, provided that the Chairperson shall address the meeting before the right of reply is exercised. The Chairperson must exercise a deliberative vote and if the votes are tied may exercise a casting vote.

4.1.8. Chairperson to be heard without interruption

Whenever the Chairperson signifies a desire to speak during a debate, any member speaking or offering to speak is to be silent, so that the Chairperson may be heard without interruption.

4.1.9. Members not to reflect adversely on resolution of Council

A member shall not reflect adversely upon a resolution of the Council or a committee, except on a motion that the resolution be rescinded.

4.1.10. Members not to reflect adversely on other Members or Officers

A member shall not reflect adversely upon the character or actions of another member or an officer of the City nor impute any motive to a member or an officer unless the Council resolves, without debate, that the motion then before the Council cannot otherwise be adequately considered.

4.1.11. Members to apologise if adversely reflect

A member who shall use any expression which in the opinion of the Chairperson reflects offensively on the Council or any member of the Council or Officer of the City, shall when required by the Chairperson unreservedly withdraw such expression and make a satisfactory apology to the Chairperson, and if that member declines, or neglects to do so, the Chairperson may refuse to hear such member further upon the business then under discussion and may call upon the next speaker.

4.1.12. Relevance to Debate

When addressing the meeting upon any motion or other business, members shall confine any remarks to the motion or other business and shall not speak otherwise or digress.

4.1.13. Chairperson to draw attention of meeting to unbecoming behaviour

The Chairperson may call the attention of the meeting to continued irrelevance, tedious repetition, unbecoming language or any breach of order, or decorum on the part of a member, and may direct the member, if speaking, to discontinue speaking, and thereupon the member shall cease speaking and be seated.

4.1.14. Breach of rules of debate

Any member who fails to comply with the provisions of the rules of debate, or who fails to comply with a direction of the Chairperson given under shall be considered to have committed a breach of this Local law.

4.1.15. Persistent Breach

Where a member persists in a breach of this Local law, the Chairperson may direct the member to refrain from taking any further part in that meeting, other than by voting and the member shall comply with such direction.

4.2. Motions

Any member desirous of proposing an original motion or amendment shall state its substance before addressing the meeting thereon, and if so required by the Chairperson shall put the motion or amendment in writing.

The Chairperson or the meeting, by resolution may require a complicated motion to be restated or divided into two or more motions.

- (1) Upon a motion being moved and seconded, the Mayor may ask the meeting if any member opposes it.
- (2) If no-one signifies opposition to the motion the Mayor may declare the motion carried without debate and without taking a vote.
- (3) Any motion declared carried under this clause shall for all purposes be deemed a resolution of the Council.
- (4) If a member signifies opposition to a motion, the motion shall be dealt with according to the following clauses.

4.2.1. Secunder

A motion or amendment shall not be discussed or put to the vote unless seconded.

4.2.2. Nominations

A nomination to any position is not required to be seconded.

4.2.3. Amendments require consent of seconder

It shall not be competent for the mover of an original motion to amend the same without the consent of a seconder.

4.2.4. Withdrawal of Motion

A motion or amendment may be withdrawn by the mover, with the consent of the meeting, and it shall not be competent for any member to speak upon it after the motion or amendment has been withdrawn.

4.2.5. Only one Motion may be debated at a time

Only one motion shall be debated at any one time, and whilst a motion is under debate, no other motion shall be received unless it is a motion which the Act or this Local law allows to take precedence over the current motion.

4.2.6. Mover only to speak twice

- (1) No member, unless that member is the mover of the motion, shall speak twice on the same motion.
- (2) The mover of a motion shall have the right of reply and in exercising that right shall confine that reply to previous speakers' comments and not introduce any new matters.
- (3) No member shall speak on any motion after the mover thereof has replied.
- (4) Council may by resolution suspend the operation of this clause during debate on a motion.

4.2.7. Mover and Secunder deemed to have spoken

A member moving or seconding a motion or amendment shall be held to have spoken thereon, unless the seconder at the time of seconding reserves the right to speak later in the debate.

4.2.8. Time limit on speaking

A member shall not speak upon any motion or reply for a period longer than five minutes, unless granted leave by the meeting which shall be resolved without debate, provided that no member shall speak or reply for more than ten minutes in total.

4.3. Amendments

At any time during the debate on a motion, except after the mover has been given the call by the Chairperson to exercise the right of reply or during the debate on a procedural motion, a member may move an amendment to that original motion. Every amendment shall be relevant and not negate the motion in respect of which it is moved.

An amendment to a motion shall only take one of the following forms:

- (a) that certain words be omitted therefrom;
- (b) that certain words be omitted therefrom and others substituted or added;
- (c) that certain words be added.

Every amendment shall be read or stated before being moved by the mover thereof.

Only one amendment shall be discussed at a time, but as often as an amendment is lost, another amendment may be moved before the original motion is put to the vote, except that where an amendment is carried, one further amendment to the original motion, as amended, and no more, may be moved.

Where an amendment is carried, the original motion as amended shall for all purposes of subsequent debate and subject only to the previous clause be treated as an original motion.

4.4. Rescission Motions

Any Notice of Motion to rescind a previous decision (i.e. to revoke or substantially alter such decision) must be supported by at least 1/3 of the Council inclusive of the mover or by an absolute majority of the Council inclusive of the mover in any case where an attempt to rescind the decision had been made within the previous three months but had failed. The Notice of Motion with the required signatures shall be delivered to the Chief Executive Officer at least seven (7) clear days prior to the meeting at which it is proposed to be moved.

A Notice of Motion is to include a reason for the motion and a submission of an alternative motion.

Where members submit a Notice of Motion to rescind an earlier resolution of the Council, the Chief Executive Officer shall cease any action on the resolution until the Notice of Motion has been considered by the Council.

Any decision to rescind an earlier resolution of the Council must be by absolute majority. However if the decision was made by special majority resolution it must be rescinded by special majority resolution.

If the Notice is defeated the Chief Executive Officer shall, as soon as practicable put into effect the original resolution of the Council.

4.5. Personal Explanation

(1) A member may at any time seek leave to make a personal explanation.

(2) Where a member seeks to make a personal explanation the Chairperson must grant leave for the member to do so.

A member making a personal explanation shall confine comments to clarification of the matter under debate.

4.6. Point of Order

A member may direct the Chairperson's attention to a breach of this Local law by any other member and shall specify the grounds of the breach.

A member expressing a difference of opinion with, or contradicting, a speaker shall not be recognised as raising a point of order.

The Chairperson shall decide all questions of order or practice and such decision shall be final and be accepted by the meeting without argument or comment unless in any particular case the meeting shall thereupon resolve by majority that a different ruling shall be substituted for the ruling given by the Chairperson.

(1) A motion, amendment or other business deemed out of order shall not be further discussed and need not be subject of a resolution.

(2) Where anything said or done by a member is deemed out of order, the Chairperson may require such member to make an explanation, retraction or apology as the case may be.

4.6.1. Preservation of Order

The Chairperson shall preserve order, when putting a motion may call any member to order whenever in the Chairperson's opinion there shall be cause for so doing.

Any member who shall act in breach of this clause may be deemed to be out of order by the Chairperson.

Where a member persists in any conduct which the Chairperson decides is out of order, or refuses to make any explanation, retraction or apology required by the Chairperson the Chairperson may direct that member to refrain from taking any further part in that meeting, other than by recording that member's vote and the member shall comply with such direction.

Any member who fails to comply with the direction given by the Chairperson shall be considered to have committed a breach of this Local Law.

4.7. Serious Disorder

If at a meeting of the Council the Chairperson is of the opinion that by reason of disorder or otherwise the business of the Council cannot effectively be continued, the meeting may be adjourned by the Chairperson for a period of fifteen minutes. Upon reassembling, the Council shall decide whether business is to be proceeded with and that question shall be decided without debate.

If, having once adjourned the meeting, the Chairperson is again of the opinion that the business of the Council cannot effectively be continued, the meeting may be closed or adjourned by the Chairperson.

4.8. Voting

Every member, including the Chairperson, present at a meeting of the Council, or a committee with delegated power, must vote on questions put to the meeting.

The Chairperson shall, in taking the vote on any motion or amendment, put the question, first in the affirmative, and then in the negative, and may do so as often as is necessary to enable the Chairperson to form and declare an opinion as to whether the affirmative or the negative has the majority. Any member may request that his/her vote or all the votes be recorded on any motion.

The Chairperson may exercise a second vote if the votes are tied.

5. PROCEDURAL MOTIONS

During the course of any motion a member may move a procedural motion which, provided it is seconded, shall be dealt with immediately.

Procedural Motion—definition

A procedural motion is a motion that:

- (a) the meeting do adjourn;
- (b) the debate be adjourned;
- (c) the motion be now put;
- (d) the motion lie on the table
- (e) the meeting proceed to the next business;
- (f) the meeting sit behind closed doors; or
- (g) the meeting be now closed.

5.1. The Meeting Adjourn

A member may, at the conclusion of the speech of any other member or on the conclusion of any business, move without notice that the meeting do now adjourn and that motion shall state the time and date to which the meeting is to adjourn.

A member who has spoken on any motion then before the meeting shall not move or second a motion for the adjournment of the meeting.

On a motion to adjourn, the mover may speak for not more than five minutes, the seconder shall not speak other than formally to second and the mover of the motion (if any) which was then under debate may speak for not more than five minutes, but no other debate shall be allowed.

At the same meeting a member may not move or second more than one motion for the adjournment of a meeting.

Upon a motion for the adjournment of a meeting being carried, a record shall be taken of all those who have spoken on the motion then under consideration and they shall not be permitted to speak on any subsequent consideration of the same motion, but this Local Law shall not deprive a mover of the original motion of the right of reply.

Upon a motion to adjourn a meeting being carried, the Chairperson shall adjourn the meeting to such time and date as the motion specifies or where no time and date is specified to such time and date as the Chairperson shall then declare.

If on any motion for adjournment of a meeting being put and negatived, the motion then under consideration or the next on the notice paper, or any other that may be allowed precedence, shall be considered and put to the vote before any subsequent motion for adjournment shall be entertained.

On a motion for the adjournment of the Meeting being carried, the debate on the motion (if any) under debate when the motion was moved shall be continued immediately upon the meeting resuming.

5.2. The Debate be Adjourned

A member may, at the conclusion of the speech of another member move without previous notice that the debate be adjourned to a later hour of the same meeting or to a subsequent meeting. The member will be limited to speaking for five minutes.

A member who has spoken on the motion then before the Meeting shall not move or second the adjournment of the debate.

No discussion shall be allowed upon a motion for the adjournment of a debate.

At the same meeting, a member shall not move or second more than one motion for adjournment of the same debate.

On a motion for the adjournment of a debate being carried, a record shall be taken of all those who have spoken on the subject under debate and they shall not be permitted to speak on any resumption of the debate on that subject, but this Local Law shall not deprive a mover of the original motion of the right of reply.

On resuming an adjourned debate, the member who moved its adjournment shall be entitled to speak first.

5.3. The Motion Be Now Put

A member may, at the conclusion of the speech of any other member move without comment, that the motion under consideration be now put.

A member who has spoken on the motion then before the meeting shall not move or second a motion that the motion be now put.

No discussion shall be allowed on a motion that the motion be now put.

At the same meeting a member may not move or second more than one motion that the motion be now put in relation to the same motion.

When it is resolved by the Meeting that the motion under consideration be put, the mover of the motion under consideration may speak in reply for not more than five minutes provided that at least one member has spoken in opposition thereto.

A motion that the motion be now put shall relate only to the motion or amendment then before the Meeting, and if carried in respect of an amendment shall not affect the debate on the substantive motion.

When it is decided by the Meeting in regard to a motion that the motion be now put, the motion to be so put includes the motion as well as any amendment thereto already carried by the Meeting.

The Chairperson may refuse to accept a motion that the motion be now put where it would have the effect of unfairly limiting debate before the principal arguments for and against the motion have been presented.

5.4. The Motion Lie on the Table

A member may, at the conclusion of the speech of any other member move, without notice, that the motion lie on the table.

A member who has spoken on the motion then before the meeting shall not move for the laying of the motion on the table.

On a motion that the motion lie on the table, the mover may speak for not more than five minutes, the seconder shall not speak other than formally to second, and no other debate shall be allowed.

A member shall not, at the same meeting, move or second more than one motion for the laying of the motion on the table.

If a motion that the motion lie on the table is carried debate on that motion shall not be resumed until a motion has been passed to take the motion from the table.

On a motion for the laying of the motion on the table being carried, a record shall be taken of all those who have spoken on the motion under debate and they shall not be permitted to speak on any resumption of the debate on that motion, but this does not deprive the mover of the motion of the right of reply.

Any motion that was subject to a resolution that the motion lie on the table and not dealt with subsequently at the same meeting, shall be included in the agenda for the next ordinary meeting.

A member moving the taking of the motion from the table shall be entitled to speak first upon the resumption of the debate thereon.

A motion that the motion lie on the table shall not be moved in respect of the election of the Mayor or Deputy Mayor.

5.5. The Meeting Proceed to the Next Business

A member may, at the conclusion of the speech of any other member move, without notice, that the meeting proceed to the next business.

A member who has spoken on the motion then before the meeting shall not move or second a motion that the meeting proceed to the next business.

On a motion that the meeting proceed to the next business, the mover may speak for not more than five minutes, the seconder shall not speak other than formally to second, and no other debate shall be allowed.

During the course of the same motion, a second motion that the meeting do proceed with the next business shall not be made within one hour after a similar motion has been negatived.

When a motion is carried that the meeting proceed to the next business, the motion under discussion shall be considered as lapsed, but if that motion was an amendment to a substantive motion, the substantive motion shall then become the next item of business.

5.6. The Meeting Sit Behind Closed Doors

A member may move at any time, notwithstanding that another member may be speaking to a question then under debate, that the meeting sit behind closed doors. The reason for sitting behind closed doors must be recorded in the minutes.

Any member may move a motion that the meeting sit behind closed doors whether or not that member has already spoken to the question then under debate.

On a motion that the meeting sit behind closed doors, the mover may speak for not more than five minutes, the seconder shall not speak other than formally to second, and no other debate shall be allowed.

A member shall not, in respect of the same item of business, move or second more than one motion that the meeting sit behind closed doors.

Upon the carrying of a resolution to close a meeting to the public, the Chairperson shall direct all persons other than members and such employees as the meeting may resolve to permit to remain, to leave the Council Chambers and every such person shall forthwith comply with such direction.

After the carrying of a resolution to close a meeting to the public the business at that meeting shall proceed behind closed doors until the Council by resolution decides to proceed with open doors.

Any person who fails to comply with a direction made to leave the Council Chambers commits an offence and may by order of the Chairperson be removed from the Council Chambers.

Upon resuming with open doors the Chairperson shall read out the resolutions passed by the Council whilst it was proceeding behind closed doors, and details of any voting recorded.

5.7. The Meeting be Now Closed

A member may, after the debate and voting on any motion has been concluded, move, without notice, that the meeting be now closed.

The mover, seconder and any other member wishing to speak on a motion that the meeting be now closed, may so speak for not more than five minutes.

A member who has moved a motion that the meeting be now closed, shall not move the same motion within one hour of the earlier motion being negatived.

On a motion that the meeting be now closed being carried, the Chairperson shall forthwith close the meeting, and no further business may be transacted. Any business outstanding on the notice paper for that meeting shall be carried forward to the notice paper for the next ordinary meeting of the Council.

6. COMMITTEES

Council may by absolute majority appoint such committees to exercise such powers and carry out duties as delegated by the Council. Committees may be comprised of Councillors, employees and members of the public or any combination or singular of these except for employees only.

Committee members shall be appointed by absolute majority resolution at the first meeting of the Council held after the ordinary election. If more than one member is nominated to a committee, the incumbent shall be elected by ballot.

Any decision making powers delegated to any committee shall be recorded.

The powers and duties of any committee shall be as determined by the Council upon appointment of the committee and thereafter at the first Council meeting after the ordinary election.

The Chief Executive Officer shall call a meeting of a committee when requested so to do by the Mayor, Chairperson of the committee, or any two members of such committee.

At the first meeting of a committee a Chairperson shall be elected.

The decision of a committee on a motion shall be decided by a simple majority of the votes of the members present and shall be expressed as a recommendation.

The minutes of the committee shall be circulated to members within five business days of the meeting.

Other than the clause 3.2.6, this Local Law shall apply to the conduct of committee meetings.

6.1. Councillor only Committees

Council may appoint Councillor only committees by absolute majority resolution for the conduct of normal business.

The powers and duties of the Councillor only committees shall be as determined by the Council at its first meeting after the ordinary election.

The Chairperson of a Councillor only committee shall allow any Councillor who is not a member of that Committee to address the Committee and to participate in the discussion of any item as requested by that Councillor, subject to Section 4—Conduct of Meetings.

Every Councillor only committee shall report to the Council on decisions made and recommendations which require Council consideration.

7. MISCELLANEOUS

7.1. Representation on Public Bodies

Whenever it becomes necessary to appoint a member of the Council to represent the Council on a public body, notice of the necessity to make the appointment shall be given to all members, and the Council shall either by resolution (or ballot if more members are nominated than the number of representatives required) appoint such representatives.

7.2. Confidentiality

Every matter dealt with by, or brought before a meeting sitting behind closed doors, shall be treated as strictly confidential, and shall not without the authority of the Council be disclosed to any person other than the Mayor, members or the officers or employees of the City (and in the case of officers and employees only so far as may be necessary for the performance of their duties) prior to the discussion of that matter at a meeting of the Council held with open doors. Nothing herein shall prevent the Chief Executive Officer from recording the business conducted at the meeting in the Minute Book.

All documents of the local government, whether brought before the Council or a committee of the Council or not, that are marked 'CONFIDENTIAL' or 'NOT FOR PUBLICATION' at the head thereof, are confidential to the Council, and shall not be published, copied, or reproduced, in whole or in part, in any manner whatsoever without the express permission of the Council or the Chief Executive Officer.

A person who contravenes the provisions of the preceding clause commits an offence.

7.3. Meetings of Electors

These Standing Orders Local Laws shall so far as is practicable, apply to all meetings of Electors held pursuant to the Act.

A person who is not an elector may not take any part in any discussion at that meeting, unless the meeting, by a motion so permits, but that person is not entitled to vote.

8. INTERPRETATION AND ENFORCEMENT OF STANDING ORDERS

8.1. Suspension of Standing Orders

In cases of urgent necessity or whilst the meeting is sitting behind closed doors, any of these Standing Orders may be suspended on motion duly made and seconded, but that motion shall not be declared carried unless an absolute majority of the members of the meeting, or a two-thirds majority of those present and voting on the question, whichever is the lesser number, have voted in favour of the motion.

Any member moving the suspension of a Standing Order shall state the object of the motion, but discussion shall not otherwise take place thereon.

It is permissible to suspend a clause of the Standing Orders if nominated by the member when moving.

8.2. Interpretation

Where a situation arises where no provision or insufficient provision is made in this Local Law, the Mayor shall determine the procedure to be observed and may use, as a guide, the procedure of the Western Australian Parliament.

If there is inconsistency between any provision in this Local Law and any provision in the Act, then the provision of the Act shall prevail.

8.3. Enforcement

The Mayor shall be responsible for the enforcement of these Local Laws and may prosecute for any breach thereof.

Any person who fails to do anything required by these Local Laws or who does something contrary to the provisions of the Local Laws, shall commit a breach of the Local Laws and is liable to a penalty not exceeding \$5000.

SCHEDULE

PETITION OF ELECTORS OF THE CITY OF WANNEROO

To the Mayor and Councillors of the City of Wanneroo

We, the undersigned, all being electors of the City of Wanneroo do respectfully request that the Council:

(Here set out a concise statement of facts and the action sought)

Correspondence in respect of this petition should be addressed to:

The names and addresses of your petitioners are as follows

Date	Full Name	Address	Agree/Disagree/ No Opinion	Signature
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NOTE: Petitioners may contact Council on telephone number 9400 4000 if they wish to withdraw from this petition or change their comment.

Dated this 23rd day of October 1997.

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

B. A. COOPER, Mayor.
L. O. DELAUNAUNTY, Chief Executive Officer.



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