

G WESTERN
AUSTRALIAN
GOVERNMENT
Gazette

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PERTH, WEDNESDAY, 11 FEBRUARY 1998 No. 30 SPECIAL

PUBLISHED BY AUTHORITY JOHN A. STRIJK, GOVERNMENT PRINTER AT 4.00 PM

LOCAL GOVERNMENT ACT 1995

**SHIRE OF DARDANUP
LOCAL LAWS—STANDING
ORDERS**

LOCAL GOVERNMENT ACT 1995

SHIRE OF DARDANUP

**LOCAL LAW RELATING TO THE CONDUCT OF PROCEEDINGS
AND THE BUSINESS OF THE COUNCIL**

In pursuance of the powers conferred upon it by the above mentioned Act and of all other powers enabling it, the Council of the above mentioned Municipality hereby records having resolved on the 23rd of May 1997 to make the following Local Law.

PART 1—PRELIMINARY**1 Standing Orders**

The proceedings and business of the Council shall be conducted according to this Local Law, the clauses of which shall be referred to as "The Standing Orders".

2 Interpretation

In this Local Law unless the context otherwise requires—

"Act" means the Local Government Act.

"Clause" means a clause of this Local Law.

"Chairperson" means the person chairing the particular meeting'

"CEO" means Chief Executive Officer.

PART 2—MEETINGS OF THE COUNCIL**3 President to preside**

The President if present shall preside at all meetings of the Council and, in his/her absence or if after being present he/she retires the Deputy President shall preside, but if he/she is not present or after being present retires then one of the Councillors chosen by the Councillors then present shall preside.

4 Quorum

(1) At any meeting of the Council or Committee a quorum is at least 50% of the number of offices (whether vacant or not) of member of the Council or the Committee.

(2) Subject to Clause 5 every meeting shall proceed to business as soon after the time stated in the summons as a quorum is constituted.

5 Meeting to be held with Open Doors—Except as provided

5.1 The business of the Council shall be conducted with open doors except upon such occasions as the Council may by resolution otherwise decide in accordance with Section 5.23(2) of the Act.

5.2 Upon the carrying of such a resolution as is mentioned in sub-clause (1) of this clause the Chairperson shall direct all persons other than Councillors and servants of the Council to leave the Council Chambers and every person shall forthwith comply with that direction.

5.3 Any person failing to comply with a direction made pursuant to sub-clause (2) of this clause may by Order of the Chairperson be removed from the Council Chambers.

5.4 After the carrying of a resolution made under sub-clause (1) of this clause, the business of that meeting of the Council shall proceed behind closed doors until the Council by resolution decides to proceed with open doors.

5.5 While a resolution made under sub-clause (1) of this clause is in force the operation of clause 19(1) shall be suspended unless the Council by resolution otherwise decides.

5.6 Any resolution mentioned in this clause may be moved without notice.

5.7 Subject to sub-clause (8) no member of the public shall be entitled to address the Council other than by way of a Deputation arranged and received in accordance with clause 14.

5.8 A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.

6 Public Disturbances

6.1 A person, not being a Councillor, shall not at any meeting of the Council interrupt the proceedings of the Council.

6.2 Any person interrupting the proceedings of the Council shall, when directed by the Chairperson, forthwith leave the Council Chambers.

6.3 Any person who, after being ordered to leave the Council Chambers, fails to do so may by order of the Chairperson be removed from the Council Chambers.

7 Order of Business at Ordinary Meetings

7.1 The order of business at Ordinary Meetings of the Council shall, unless for the greater convenience of the Council be altered by resolution, be as follows—

- (a) Public Question Time
- (b) Announcements by the Chairperson including notices of disclosure of interest
- (c) Confirmation of Minutes
- (d) Questions with and without prior notice
- (e) Correspondence
- (f) Petitions and Memorials
- (g) Reports of Committees
- (h) Report of Officers and Members
- (i) Motions of which previous notice has been given
- (j) Notice of motions for consideration at the next meeting
- (k) Business introduced without notice subject to approval of chairperson or majority of members present considered to be of an urgent nature
- (l) Public Question Time

7.2 A resolution to alter the order of business shall be by a Notice of Motion given two (2) months in advance.

8 Order of business at Special Meetings

The order of business at any Special Meeting of the Council shall be the order in which that business stands in the notice of the meeting.

9 Minutes of Meetings

9.1 The pasting or otherwise permanent affixing of the Minutes to the leaves of a book shall be a sufficient recording of the Minutes in the Minute Book. Reading of the Minutes of the previous meeting at the next ordinary meeting may be dispensed with when members have been supplied with copies of those Minutes at least two (2) days before that meeting.

9.2 The Minutes of any preceding meeting whether of an ordinary or a special meeting not previously confirmed shall be submitted as the first business at the meeting of the Council for confirmation, and discussion other than discussions as to their accuracy as a record of the proceedings shall not be permitted, and, when confirmed, the Minutes shall thereupon be signed by the person presiding at the meeting at which the minutes are confirmed to certify that confirmation.

10 Questions on Administrative Matters

10.1 Any Councillor wishing to ask a question at any meeting of the Council that requires research shall give notice thereof in writing to the CEO at least twenty-four (24) hours before the hour fixed for the commencement of the meeting.

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

11 Correspondence

Discussion shall not be permitted on any motion that any correspondence be received or not received, or that any correspondence or part thereof be referred to any Committee of the Council.

12 Notices of Motion

12.1 Councillors may bring forward at any meeting such business as they consider advisable, in the form of a motion, for which notice has been given in writing to the CEO either at the previous meeting or any time thereafter, but not less than seven (7) clear days before the meeting at which it is to be put forward.

12.2 Every Notice of Motion shall relate to some question affecting the Constitution, administration or condition of the Municipality or the Council.

12.3 The Chairperson shall rule out of order any motion which does not comply with sub-clause (2) of this clause.

12.4 A motion proposed by this clause shall lapse unless—

- (a) The Councillor who gave notice thereof or some other Councillor authorised by him/her in writing is present to move the motion when called on, or
- (b) The Council on a motion agrees to defer consideration of the motion to a later stage or date.

13 Deputation's

13.1 Any person or persons wishing to be received as a deputation by the Council shall, in the first instance, send to the Chief Executive Officer a memorial setting out in concise terms the subject matter to be raised by the deputation.

13.2 When the Chief Executive Officer receives a memorial in terms of this clause he/she shall lay the memorial—

- (a) before the Committee concerned, or
- (b) before the President where there is no Committee concerned.

13.3 A Committee, or the President, receiving a memorial in terms of this clause may either agree to receive the deputation or lay the memorial before Council.

13.4 Where a memorial is laid before the Council under sub-clause (3) of this clause the Council may if it so resolves receive the deputation at a future meeting.

13.5 A deputation shall not exceed five (5) persons in number and only two (2) of those persons shall be at liberty to address the Council, or a Committee of the Council, except in reply to questions from members of the Council or Committee and the matter shall not be further considered by the Council or the Committee until the deputation has withdrawn from the Council Chambers.

PART 3—CONDUCT OF MEETINGS

14 Councillors to address Chairperson

14.1 Any Councillor moving a motion of amendment or taking part in the discussion thereof shall address the Chairperson.

14.2 A Councillor who is addressing the Chairperson shall not be interrupted except for a point of order, in which event he/she shall refrain from speaking until the Councillor raising the point of order has been heard thereon and the question of order has been disposed of, whereupon the Councillor so interrupted may, if permitted, proceed.

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

14.4 A violation of any provision of the standing orders is a breach of order.

15 Motions

15.1 Any Councillor desirous of proposing a motion of amendment shall state its substance before he/she addresses the Council thereon and if required by the Chairperson shall put the motion or amendment in writing.

15.2 A motion of amendment shall not be discussed or put to the vote of the Council unless seconded, but a Councillor may require the enforcement of any Standing Order of the Council by directing the Chairperson's attention to the infraction thereof.

16 Titles to be used

A speaker in referring to any other member present shall designate him/her by the title of President, Chairperson or Councillor as the case may require.

17 Priority of Speaking

17.1 Where two (2) or more Councillors attempt to speak at the same time, the Chairperson shall decide who of them is entitled to priority.

17.2 Whenever the Chairperson indicates his/her intention to speak during a debate any Councillor then speaking shall immediately cease speaking and the Council shall be silent so that the Chairperson may be heard without interruption.

18 Speaking Twice

18.1 Except where this clause is suspended under sub-clause (2), a Councillor shall not speak twice on the same question except—

- (a) In reply upon an original motion which he/she was the mover
- (b) In reply, upon an amendment last debated on which he/she was the mover, or
- (c) By way of a personal explanation.

18.2 The Council may, by resolution moved without notice, suspend the operation of sub-clause (1) hereof and thereupon such clause shall be suspended until such time as the Council shall, by similar resolution, otherwise decide.

18.3 The Chairperson shall forthwith call to order any Councillor committing a breach of sub-clause (1).

19 Personal Explanation

A Councillor making a personal explanation shall confine it to a concise explanation of a material part of their former speech which may have been misunderstood, and to the explanation itself, and shall not advert to matters not strictly necessary for that purpose nor seek to strengthen their former argument by new matters or by reply to other Councillors.

20 Disorderly Conduct

20.1 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, he/she may adjourn the meeting for a period of fifteen (15) minutes where after the Council shall reassemble and decide whether business is to be proceeded with, and that question shall be decided forthwith and without debate.

20.2 Where, after any proceeding under sub-clause (1) of this clause the Chairperson is again of the opinion that the business of the Council cannot effectively be continued, he/she may close the meeting.

21 All Councillors To Vote

At every meeting of the Council, unless they are prohibited from doing so, every Councillor present shall vote and if any Councillor fails to vote, the Chairperson shall call upon him/her to do so.

22 Rescission of a Resolution

A resolution of any meeting of the Council shall not be rescinded, or altered at the same or subsequent meeting except in the manner provided by Regulation 10 of the Act.

23 Negatived Motions

A motion to the same effect as any motion which has been negatived by the Council shall not again be entertained within a period of three (3) months, except with the consent of the Council.

24 Suspension of Standing Orders

24.1 In cases of necessity, any Standing Order of the Council may be suspended on a motion duly made and seconded.

24.2 Any Councillor moving the suspension of Standing Orders shall state the object of the motion but discussion shall not otherwise take place thereon.

25 Method of Taking the Vote

25.1 Unless prevented from doing so because of sickness or physical impairment in which case the Chairperson will accept an alternative method of voting, all Councillors shall vote openly by a show of raised hands, or on the voices unless a member calls for a show of hands. A Councillor may call for votes to be recorded on any question either before or after the vote has been taken.

25.2 Where a request as in (1) above is taken the procedure laid down in Section 5.21 (4) (a) (b) of the Act shall be observed.

25.3 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 he/she may do so as often as is necessary to enable him/her to form and declare an opinion as to whether the affirmative or the negative has the majority.

25.4 If the votes of members present at a Council or Committee meeting are equally divided the person presiding may cast a second vote.

26 No Speech After Certain Events

No Councillor shall speak on any motion or amendment—

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

27 Mover and Seconder—Speaking to a Motion

A Councillor moving a motion shall be held to have spoken thereon but a Councillor merely seconding that motion shall not be held to have spoken upon it.

28 Limit of Speeches

28.1 A Councillor shall not speak upon any motion or amendment, or in reply, for a longer period than ten (10) minutes without the consent of the Council which shall be signified without debate.

28.2 An extension shall not be permitted under this clause beyond a total of twenty (20) minutes.

29 Speaking in Reply

A Councillor speaking in reply shall not introduce any new matter but shall strictly confine himself/herself to answering previous speakers.

30 Division of Motion

The Chairperson may at his/her discretion or the Council may by motion without debate, order a complicated motion to be divided and put in the form of two (2) or more motions.

31 Withdrawal of Motions

A motion or amendment may be withdrawn by the mover, with the consent of the Council, which shall be signified without debate, and it shall not be competent for any Councillor to speak upon the motion or amendment after the mover has asked permission for its withdrawal unless that permission is refused.

32 Alteration to a Motion

It shall not be competent for the mover of a motion to alter the same without the consent of his/her seconder.

33 No Digression

A Councillor shall not speak otherwise than upon, or digress from, the question then before the Council except to make a personal explanation.

34 No Adverse Reflection on Council

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

35 No Adverse Reflection on a Councillor

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

35.2 Any member may require the Chief Executive Officer to take down any particular words used by a member immediately upon their being used.

36 Demand for Withdrawal

If any Councillor commits a breach of clause 35 or 36 the Chairperson may require him/her unreservedly to withdraw any offending comment and make a satisfactory apology, and if the Councillor declines or neglects to do so the Chairperson may direct such Councillor to cease speaking and may call on the next speaker.

37 Disturbance by Councillors

A Councillor shall not make any noise or disturbance of, except to raise a point of order, converse aloud while any other person is addressing the Council.

38 Continued Irrelevance

The Chairperson may call the attention of the Council to continued irrelevance, tedious repetition, unbecoming language, or any breach of order or decorum on the part of a Councillor and may direct that Councillor, if speaking, to discontinue his/her speech and thereupon the Councillor shall cease speaking.

39 Order in Council

39.1 When the Chairperson is putting any question, a Councillor shall not leave or cross the chamber, and shall not whilst any other Councillor is speaking pass between the speaker and the Chair.

39.2 The Chairperson shall preserve order and may call any Councillor to order whenever in his/her opinion there is cause for doing so.

39.3 Every Councillor shall be entitled to direct the attention of the Chairperson to any infraction of the Standing Orders by any other Councillor, or to draw the attention of the Chairperson to any matter of which the latter may take notice under clause 39.

40 Ruling by the Chairperson

40.1 The Chairperson when deciding a point of order or practice, shall give his/her decision and argument or comment shall not be permitted thereon and his/her decision shall be final in that particular case, unless a majority of Councillors then present shall upon a motion made forthwith without discussion dissent therefrom.

40.2 Whenever the Chairperson has decided that any motion, amendment or other matter before the Council is out of order, it shall be rejected, and whenever anything said or done in the Council by any Councillor is similarly decided to be out of order, the Councillor shall be called upon by the Chairperson to make such explanation, retraction or apology as the case may require.

41 Continued Breach of Order

Where a Councillor persist in any conduct which the Chairperson decides is out of order, or refuses to make any explanation, retraction or apology, required by the Chairperson under section 41(2), the Chairperson may direct that Councillor to refrain from taking any further part in the meeting of the Council other than by recording his/her vote, and the Councillor shall comply with such direction.

42 Permissible Motions during Debate

42.1 Subject to sub-clause (2) of this clause when a motion is under debate no further motion shall be moved except a motion—

- (a) that the motion be amended;
- (b) that the Council adjourn;
- (c) that the Debate be adjourned;
- (d) that the question be put;
- (e) that the Council proceed with the next business;
- (f) that the Council sit behind closed doors;
- (g) that the meeting be now closed.

42.2 When the question before the Council is a recommendation from a Committee of the Council, a Councillor may, at the conclusion of the speech of any other Councillor move without notice, that the question be referred back to the Committee, and on any such motion the mover may speak for not more than (5) five minutes, the seconder shall not speak, other than formally to second the motion, and the Chairperson of the Committee concerned or in his/her absence a member thereof may speak for not more than five (5) minutes but no other debate shall be allowed.

43 Amendment to a Motion

43.1 An Amendment to a motion shall not negate the motion and shall take one (1) or more of the following forms—

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

43.2 Only one (1) 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 is amended but no more, may be moved.

43.3 In speaking to an amendment a Councillor may give notice of his/her intention to move a further amendment.

43.4 When an amendment is carried the original motion as amended shall, for all purposes of subsequent debate be treated as an original motion.

43.5 An amendment shall not be discussed or put to the vote of the Council unless seconded, but a Councillor may require the enforcement of any Standing Order of the Council by directing the Chairperson's attention to the infraction thereof.

44 Adjournment of Council

44.1 A Councillor may at the conclusion of the speech of any other Councillor or on the conclusion of any business, move without notice that the Council do now adjourn and that motion shall state the time and date to which the adjournment is to be made.

44.2 On a motion to adjourn, the mover may speak for not more than five (5) minutes, the seconder shall not speak, other than formally to second the motion, and the mover of the motion (if any) which was then under debate may speak for not more than five (5) minutes but no other debate shall be allowed.

44.3 Only a member who has not spoken on the question then before the Council may move for the adjournment of the Council.

44.4 A member shall not at the same sitting of the Council move or second more than one (1) motion for the adjournment of the Council.

44.5 Where a motion for the adjournment of Council is negatived no similar motion shall be moved until after the question then under discussion or the next on the notice paper, or any other which may be allowed precedence shall have been disposed of.

44.6 On a motion for the adjournment of the Council being carried, the debate on the question (if any) under debate when that motion was moved shall be continued immediately upon the Council resuming after the adjournment.

44.7 On a motion for the adjournment of the Council being carried, a record shall be taken of all those who have spoken on the subject under consideration at the time of the adjournment and they shall not be permitted to speak on any subsequent consideration of the same subject, but this restriction does not deprive a mover of the right of reply.

45 Adjournment of Debate

45.1 A Councillor may at the conclusion of the speech of any other Councillor move without notice that the debate be adjourned to a later hour of the same meeting or to a subsequent meeting of the Council.

45.2 On a motion that the debate be adjourned the mover may speak for not more than five (5) minutes, the seconder shall not speak other than formally to second the motion, and no other debate shall be allowed, but if the question then before the Council is a recommendation from a Committee, the Chairperson of the Committee concerned or in his/her absence a member thereof may speak for not more than five (5) minutes.

45.3 Only a member who has not spoken on the question may move for an adjournment of the debate.

45.4 A member shall not at the same sitting of the Council move or second more than one (1) motion for the adjournment of the same debate.

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

45.6 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 restriction does not deprive a mover of the right of reply.

45.7 When a debate of any motion moved and seconded is interrupted by the Council being counted out, that debate may, on a motion with notice, be resumed at the next meeting, at the point where it was so interrupted.

46 The Question be Put

46.1 A Councillor may at the conclusion of the speech of any other Councillor move without notice and without comment that the question under consideration be now put and upon that motion be formally seconded the same shall, immediately subject to sub-clause (3), be put without debate.

46.2 A motion that the question under consideration be put shall not be moved by a Councillor who has already spoken on the question.

46.3 When it is decided by the Council that the question under consideration be put, the mover of the question under consideration shall, if debate has ensued and if otherwise entitled to do so be permitted to speak in reply for not more than five (5) minutes before the question is put, but subject thereto, the question shall at once be put.

46.4 Whenever it is decided by Council that the question be put, the question to be so put includes the main question as well as any amendment thereto.

47 Motion To Proceed With Next Business

47.1 A Councillor may at the conclusion of the speech of any other Councillor move without notice and without comment, that the Council proceed with the next business and upon that motion being formally seconded it shall be immediately put without debate.

47.2 Where the Council decides to proceed with the next business the question which was then under consideration shall be considered as dropped.

47.3 During the same debate on any question a motion that the Council do proceed with the next business shall not be moved within one (1) hour after a similar motion has been negatived.

47.4 A motion that the Council proceed with the next business shall be moved by a member who has not already spoken on the question.

48 Motion that the Meeting be Closed

48.1 A Councillor may at the conclusion of the speech of any other Councillor or on the conclusion of any business move without notice that the meeting of the Council be closed.

48.2 On a motion that the meeting of the Council be closed the mover may speak for not more than five (5) minutes and the seconder shall not speak other than formally to second the motion and the mover of the motion (if any) under debate may speak for not more than five (5) minutes and no other debate shall be allowed.

48.3 If a motion that the meeting of the Council be closed is negatived, a similar motion shall not be moved until after the question then under discussion or the next on the motion paper or any other which may be allowed precedence has been disposed of.

48.4 On a motion that the meeting be closed being carried, the debate on the question (if any) under debate when the motion was moved shall stand adjourned to its place on the notice paper for the next meeting of Council.

48.5 When the motion of the meeting be closed being carried a record shall be taken of all those who have spoken on the subject under consideration up to the closing of the meeting and they shall not be permitted to speak on any subsequent consideration of the same subject, this restriction does not deprive a mover of the right of reply.

48.6 Only a member who has not spoken on the question before the Council may move that the meeting be closed.

48.7 A member shall not at the same meeting of the Council move or second more than one (1) motion that the meeting be closed.

PART 4—STANDING COMMITTEES

49 Appointment of Standing Committees

In addition to such Occasional Committees as may from time to time be appointed the Council may appoint such Standing Committees as it resolves, to perform any duty which may lawfully be entrusted by it to a Committee.

50 Composition of Committees

Each Standing Committee shall comprise at least four (4) Councillors, provided that the total membership of the Committee shall be less inclusive of the ex officio member, if the President has indicated his/her intention to be a member, than one half of the total number of the members of the Council.

51 Deputy Committee Members

The Council shall appoint four (4) Deputies for the Committees to take their place at any meeting at which a member is unable to attend.

52 Attendance of Members as Observers

In addition to the right to attend meetings of Standing Committees to which they are appointed, all members have the right to attend any Standing Committee Meeting as an Observer and they may be permitted by the Chairperson of that Committee to speak on any matter under consideration but shall not be entitled to vote.

53 Term of Office

Subject to clause 55 the members of each Standing Committee shall be appointed at the first meeting of the Council held after the annual Election each year, and shall hold office until midnight of Election day in any year.

54 Change of Membership

The Council may by resolution carried pursuant to a Notice of Motion by absolute majority or on a motion without notice by an absolute majority change the membership of any Committee, including their Deputies.

55 Voting

In the event of an equality of votes the Chairperson shall have a casting vote.

PART 5—OCCASIONAL COMMITTEES

56 Appointment of Occasional Committees

The Council may appoint Occasional Committee to perform any duty which may be lawfully entrusted by it to a Committee, by absolute majority.

57 Composition of an Occasional Committee

An Occasional Committee may comprise any number of Councillors provided that the total membership shall be less than one half of the total number of the members of the Council.

58 Deputy Members

The Council may appoint by absolute majority Deputies to all members of an Occasional Committee to take their place at any meeting at which they are unable to attend.

59 Attendance by Members as Observers

In addition to the right to attend meetings of Occasional Committees to which they are appointed, all members have the right to attend any Occasional Committee Meeting as an Observer and they may be permitted by the Chairperson of that Committee to speak on any matter under consideration but shall not be entitled to vote.

60 Details of Appointment

An Occasional Committee shall not be appointed except on a motion setting out—

- (a) the duties proposed to be entrusted to such Committee; and
- (b) either—
 - (i) the names of the Councillors intended to constitute the Committee; or
 - (ii) the number of Councillors intended to constitute the Committee and a provision that they be elected by a separate motion.

PART 6—MEETINGS OF ELECTORS AND RATEPAYERS**61 Meeting of Electors**

61.1 These Standing Orders apply so far as is practicable to any meeting of Electors or Ratepayers but where there is any inconsistency between the provisions of this Local Law and the provisions of Section 5.27(3), 5.31 of the Act, regulations 15, 17(1)(2)(3) and 18 the latter prevails.

61.2 A person who is not an Elector is not entitled to vote at a meeting of Electors and he/she may not take part in any discussion at that meeting unless the meeting by a motion allows him/her to do so.

61.3 A person who is not a Rate payer is not entitled to vote at a meeting of Ratepayers and he/she may not take part in any discussion at the meeting unless the meeting by a motion allows him/her to do so.

PART 7—GENERAL**62 Calling Committee Meetings**

62.1 The Chief Executive Officer shall call a meeting of any Committee when requested to do so by the President or the Committee Chairperson, or any two (2) members of the Committee.

62.2 Except in so far as they limit the number of times a member may speak or require meetings to be conducted with open doors, the Standing Orders shall be observed at meetings of Committees.

63 Quorum of Committees

63.1 At any meeting of a Committee a quorum shall consist of not less than three (3) members.

63.2 Every meeting shall proceed to business as soon after the time stated in the summons as a quorum is constituted but if a quorum is lacking fifteen (15) minutes after the appointed time of the meeting, the meeting shall lapse.

64 Minutes of Committees

Minutes shall be kept of each meeting of a Committee and all recommendations from such meetings shall be submitted to the next Ordinary meeting of the Council.

65 Confidential Matters

Every matter dealt with by or brought before the Council sitting otherwise than with open doors, shall be treated as strictly confidential and shall not without the authority of the Council or of the Committee (as the case may be) be disclosed to any person other than the President, Councillors or Servants of the Council (and in the case of Servants 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.

66 Matters not provided for in the Standing Orders

The Chairperson shall decide all questions of order, procedure, debate or otherwise in respect of which no provision is made in this Local Law. The decision of the Chairperson in all such cases shall be final in that particular case unless a majority of the members then present by resolution made forthwith and without discussion dissent therefrom.

67 Enforcement

The Chairperson is authorised and required to enforce the Standing Orders and the Council may prosecute for any breach thereof.

68 Penalty

Any person committing a breach of these Standing Orders is liable on conviction to a penalty not exceeding two hundred dollars (\$200).

Dated this 23rd day of May 1997.

The Common Seal of the Municipality of the Shire of Dardanup was affixed in the presence of—

M. T. BENNETT, Shire President.
M. L. CHESTER, Chief Executive Officer.



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