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LOCAL GOVERNMENT ACT 1995

**CITY OF BELMONT (STANDING
ORDERS) LOCAL LAW 1998**

LOCAL GOVERNMENT ACT 1995

CITY OF BELMONT

CITY OF BELMONT (STANDING ORDERS) LOCAL LAW 1998

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LOCAL GOVERNMENT ACT 1995

CITY OF BELMONT

CITY OF BELMONT (STANDING ORDERS) LOCAL LAW 1998**PART 1—PRELIMINARY****1.1 Citation**

- (1) This Local Law may be cited as the City of Belmont Standing Orders Local Law 1998.
- (2) In the clauses to follow, this Local Law is referred to as “the Standing Orders.”

1.2 Application

All meetings of the Council or a committee and other matters as prescribed are to be conducted in accordance with the Act, the Regulations and these Standing Orders.

1.3 Interpretation

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

“Act” means the Local Government Act 1995;

“CEO” means the Chief Executive Officer or Acting Chief Executive Officer for the time being of the City of Belmont;

“Clause” refers to any numbered part of this local law;

“committee” means a committee of the Council;

“Council” means the Council of the City of Belmont;

“Memorial” means a written letter or statement requesting Council to act or deliberate on a matter and signed by more than one (affected) person,

“presiding member” means the presiding member of a committee or the deputy presiding member, or a member of the committee when performing a function of the presiding member in accordance with the Act.

“Regulations” means the *Local Government (Administration) Regulations 1996*.

“simple majority” is more than 50% of the members present and voting.

“standing committee” means the Administration & Community Services Committee, the Planning & Development Committee, the Resources & Policy Committee and the Works & Technical Services Committee.

“substantive motion” means an original motion or an original motion as amended, but does not include an amendment or a procedural motion.

- (2) Unless otherwise defined herein the terms and expressions used in the Standing Orders are to have the meaning given to them in the Act and Regulations.

1.4 Repeal

The Standing Orders of the City of Belmont published in the Government Gazette on 31ST December, 1982 (and amended on 27th November, 1987, 17th February, 1989, 10th January, 1992 and 15th May, 1992) are repealed.

PART 2—CALLING MEETINGS**2.1 Calling Committee Meetings**

A meeting of a committee is to be held—

- (a) if called for in a verbal or written request to the CEO by the Mayor or the Presiding Member of the committee, setting out the date and purpose of the proposed meeting;
- (b) if called for by at least 1/3 of the members of the committee in a notice to the CEO, setting out the date and purpose of the proposed meeting; or
- (c) if so decided by the committee.

2.2 Notice of Special Council Meetings

(1) Subject to subclause (2), the CEO is to convene a special meeting of the Council by giving each Council member at least 48 hours' notice of the date, time, place and business of the meeting.

(2) Where there is a need to meet urgently (in the opinion of the Mayor) the CEO may give a lesser period of notice of a special meeting than mentioned in subclause (1).

2.3 Failure to Receive Notice not to Invalidate Proceedings

The validity of a document or the service of it, is not affected by an error, misdescription or irregularity which is not reasonably likely to mislead, or which in fact does not mislead.

PART 3—BUSINESS OF THE MEETING

3.1 Business to be Specified on Notice Paper

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

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

(3) No business is to be transacted at a committee meeting other than that specified in the agenda or given in the notice as the purpose of the meeting, without the approval of the Presiding Member or a decision of the committee.

(4) No business is to be transacted at an adjourned meeting of the Council or a committee other than that—

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

except in the case of an adjournment to the next ordinary meeting of the Council or the committee, when the business unresolved at the adjourned meeting is to have precedence (subject to clause 3.2) at that ordinary meeting.

3.2 Order of Business

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

- (a) Official opening
- (b) Apologies and leave of absence
- (c) Declarations of interest
- (d) Announcements by the person presiding without discussion
- (e) Public question time
- (f) Confirmation of minutes
- (g) Questions by members of which due notice has been given (without discussion)
- (h) Petitions and memorials
- (i) Motions of which previous notice has been given
- (j) Business adjourned from a previous meeting
- (k) Correspondence
- (l) Reports of Committees
- (m) Reports of Officers
- (n) Reports of Delegates
- (o) Urgent business approved by the person presiding or by decision
- (p) Notice of motions for consideration at the next meeting
- (q) Matters behind closed doors
- (r) Closure

(2) Unless otherwise decided by the members present, the order of business at any special meeting of the Council or at a committee meeting is to be the order in which that business stands in the agenda of the meeting.

(3) Notwithstanding subclauses (1) and (2) in the order of business for any meeting of the Council or a committee, the provisions of the Act and Regulations relating to the time at which public question time is to be held are to be observed.

(4) Notwithstanding subclause (1), the CEO may include on the agenda of a Council or committee meeting in an appropriate place within the order of business any matter which must be decided, or which he or she considers is appropriately decided, by that meeting.

3.3 Announcements by the Person Presiding Without Discussion

(1) At any meeting of the Council or a committee the person presiding may announce or raise any matter of interest or relevance to the business of the Council or committee.

3.4 Change to the Order of Business

(1) The Presiding Member may propose a change to the order of business.

(2) Any member may move that a change in order of business proposed by the person presiding not be accepted and if carried by a majority of members present, the proposed change in order is not to take place.

3.5 Public Question Time

(1) A member of the public who raises a question during question time is to state his or her name and address.

(2) A question may be taken on notice by the Council or committee for later response.

(3) When a question is taken on notice under sub-clause (2) a response is to be given to the member of the public at the earliest convenience thereafter.

(4) If the answer to a question by a member of which due notice has been given, cannot be provided at the meeting at which it is asked, the member asking the question may request that the answer be given at the next appropriate Committee or Council meeting.

(5) A question by a member of which due notice has been given can include a request for the tabling of documents where these are relevant to an issue before Council.

3.6 Confirmation of Minutes

(1) When minutes of a meeting are submitted to an ordinary meeting of the Council or committee for confirmation, if a member is dissatisfied with the accuracy of the minutes, then he or she is to—

- (a) state the item or items with which he or she is dissatisfied; and
- (b) propose a motion clearly outlining the alternative wording to amend the minutes.

(2) Discussion of any minutes, other than discussion as to their accuracy as a record of the proceedings, is not permitted.

3.7 Questions by Members of which Due Notice has been given (without discussion).

(1) A question on notice is to be given by a member in writing to the CEO at least eight hours before the meeting at which it is to be raised.

(2) If the question referred to in subclause (1) is in order, the answer is, so far as is practicable, to be included in written form in the agenda of the meeting, or otherwise tabled at that meeting.

(3) Every question and answer is to be submitted as briefly and concisely as possible and no discussion is to be allowed thereon, unless with the consent of the person presiding or by decision of the members present.

3.8 Petitions and Memorials

(1) A petition, in order to be effective, is to—

- (a) be addressed to the Mayor;
- (b) be made by electors of the district;
- (c) state the request on each page of the petition;
- (d) contain the names, addresses and signatures of the electors making the request, and the date each elector signed;
- (e) contain a summary of the reasons for the request;
- (f) state the name of the person upon whom, and an address at which, notice to the petitioners can be given; and
- (g) be in the form prescribed by the Act and Local Government (Constitution) Regulations 1996 if it is—
 - (i) a proposal to change the method of filling the office of Mayor;
 - (ii) a proposal to create a new district or the boundaries of the Local Government;
 - (iii) request for a poll on a recommended amalgamation; or
 - (iv) a submission about changes to wards, the name of a district or ward or the number of councillors for a district or ward.

(2) A memorial, in order to be effective, is to—

- (a) be addressed to the Mayor;
- (b) contain the names, addresses and signatures of the electors making the request, and the date each elector signed;
- (c) contain a summary of the reasons for the request; and
- (d) state the name of the person upon whom, and an address at which, notice to the writers can be given.

3.9 Motions of which Previous Notice has been Given

(1) Unless the Act, Regulations or these Standing Orders otherwise provide, a member may raise at a meeting such business as he or she considers appropriate, in the form of a motion, of which notice has been given in writing to the CEO.

(2) A notice of motion under subclause (1) is to be given at least four (4) clear working days before the meeting at which the motion is moved.

(3) A notice of motion is to relate to the good government of persons in the district.

(4) The CEO—

- (a) with the concurrence of the Mayor, may exclude from the notice paper any notice of motion deemed to be out of order; or
- (b) may on his or her own initiative, after consultation with the mover of the motion, make such amendments to the form but not the substance thereof as will bring the notice of motion into a due form of motion; and
- (c) may under his or her name provide relevant and material facts and circumstances pertaining to the notice of motion.

(5) No notice of motion is to be out of order because the policy involved is considered to be objectionable.

(6) A motion of which notice has been given is to lapse unless—

- (a) the member who gave notice thereof, or some other member moves the motion when called on; or
- (b) the Council on a motion agrees to defer consideration of the motion to a later stage or date.

(7) If a notice of motion is given and lapses in the circumstances referred to in subclause (6)(a), notice of motion in the same terms or the same effect is not to be given again for at least 3 months from the date of such lapse.

3.10 Correspondence

(1) The CEO is to use discretion in deciding what correspondence to place before the Council or a committee.

(2) Correspondence may be placed before the Council or a committee in the form of a precis, provided all relevant and material facts are contained in the precis.

(3) Where correspondence contains a matter to be decided by the Council or committee, the CEO is, if the circumstances permit, to recommend a course of action to the Council or committee.

3.11 Reports of Delegates

(1) Members have the opportunity to provide reports on authorised civic activities attended on behalf of the City of Belmont.

(2) The Mayor shall have the discretion to declare any report out of order and if he does so, the Member shall immediately cease speaking.

3.12 Urgent Business Approved By the Person Presiding or by Decision

In cases of urgency or other special circumstance, matters may, with the consent of the person presiding, or by decision of the members present, be raised without notice and decided by the meeting.

3.13 Deputations

(1) A deputation wishing to be received by the Council or a committee is to apply to the CEO who is to advise the Mayor or the Presiding Member (as the case may be) of the receipt of the application.

(2) The Mayor if the request is to attend a Council meeting, or the Presiding Member of the committee, if the request is to attend a meeting of a committee, may either approve the request, in which event the CEO is to invite the deputation to attend a meeting of the Council or committee as the case may be, or may instruct the CEO to refer the request to the Council or committee to decide by simple majority whether or not to receive the deputation.

(3) A deputation invited to attend a Council or committee meeting (unless a majority of members otherwise agrees)—

- (a) is not to exceed five persons, only two of whom may address the Council or committee, although others may respond to specific questions from the members; and
- (b) is not to address the Council or committee for a period exceeding 15 minutes.

(4) Subject to a decision of the members present otherwise, any matter which is the subject of a deputation to the Council or a committee is not to be decided by the Council or that committee until the deputation has completed its presentation.

PART 4—PUBLIC ACCESS TO AGENDA MATERIAL

4.1 Inspection Entitlement

Members of the public have access to agenda material in the terms set out in Regulation 14 of the Regulations.

4.2 Confidentiality of Information Withheld

(1) Information withheld by the CEO from members of the public under Regulation 14.2, of the Regulations, is to be—

- (a) identified in the agenda of a Council or committee meeting under the item “Matters for which meeting may be closed”; and
- (b) marked “confidential” in the agenda.

(2) A member of the Council or a committee or an employee of the Council in receipt of confidential information is not to disclose such information to any person other than a member of the Council or the committee or an employee of the Council to the extent necessary for the purpose of carrying out his or her duties.

Penalty \$5,000

PART 5—DISCLOSURE OF FINANCIAL INTERESTS

5.1 Separation of Committee Recommendations

Where a member of the Council has disclosed an interest in a matter, at a committee meeting, and the matter is contained in the recommendations of the committee to an ordinary meeting of Council or to another committee meeting that will be attended by the member, the recommendation concerned is to be separated at that ordinary meeting or other committee meeting, from other recommendations of the committee, to enable the member concerned to declare their interest prior to the meetings consideration of that matter.

5.2 Member with an Interest may ask to be Present

(1) Where a member has disclosed the nature of his or her interest in a matter, immediately before the matter is considered by the meeting, he or she may, without disclosing the extent of the interest, request that he or she be allowed to be present during any discussion or decision making procedure related to the matter.

(2) If such a request is made, the member is to leave the room while the request is considered. If the request is allowed by the members, the member may return to the meeting and be present during the discussion or decision making procedure related to that matter, but is not permitted to participate in any way.

5.3 Member with an Interest may ask Permission to Participate

(1) A member who discloses both the nature and extent of an interest, may request permission to take part in the consideration or discussion of the matter, or to vote on the matter.

(2) If such a request is made, the member is to leave the room while the request is considered. If it is decided at a meeting that a member who has disclosed both the nature and extent of an interest in a matter, be permitted to participate in the consideration and discussion of the matter or to vote on the matter, or both, then the member may return to participate to the extent permitted.

5.4 Invitation to Return to Provide Information

Where a member has disclosed an interest in a matter and has left the room in accordance with the Act, the meeting may resolve to invite the member to return to provide information in respect of the matter or in respect of the member's interest in the matter. The member is to withdraw after providing the information.

5.5 Disclosures by Employees

(1) If an employee within the meaning of section 5.70 of the Act, presents a written report to a meeting, on a matter in which the employee has an interest, the nature of the interest is to be disclosed at the commencement of the report.

(2) If such an employee makes a verbal report to a meeting on a matter in which the employee has an interest, the employee is to preface his or her advice to the meeting by verbally disclosing the nature of the interest.

PART 6—QUORUM

6.1 Quorum to be Present

(1) The Council or a committee is not to transact business at a meeting unless a quorum is present.

(2) Every meeting shall proceed to business so soon after the time stated in the summons as a quorum is constituted; but if a quorum is lacking 30 minutes after the appointed time of the meeting, the meeting shall lapse.

6.2 Loss of Quorum During a Meeting

(1) If at any time during the course of a meeting of the Council or a committee a quorum is not present—

(a) in relation to a particular matter because of a member or members leaving the meeting after disclosing a financial interest,
the matter is adjourned until either—

(i) a quorum is present to decide the matter; or

(ii) the Minister allows a disclosing member or members to preside at the meeting or to participate in discussions or the decision making procedures relating to the matter under section 5.69 of the Act; or

(b) because of a member or members leaving the meeting for reasons other than disclosure of a financial interest, the person presiding is to suspend the proceedings of the meeting for a period of not more than 15 minutes, and if a quorum is not present at the end of that time, the meeting is deemed to have been adjourned and the person presiding is to reschedule it to some future time or date having regard to the period of notice which needs to be given under the Act, Regulations, or the Standing Orders when calling a meeting of that type.

(2) Where debate on a motion is interrupted by an adjournment under subclause(1)(b)—

(a) the debate is to be resumed at the next meeting at the point where it was so interrupted; and

(b) in the case of a Council meeting—

(i) the names of members who have spoken on the matter prior to the adjournment are to be recorded in the minutes; and

(ii) the provisions of clause 9.5 apply when the debate is resumed.

PART 7—KEEPING OF MINUTES

7.1 Preservation of Minutes

Minutes of each Council and committee meeting are to be kept as a permanent record of the activities of the Local Government and are to be transferred to the Public Records Office, being a directorate of the Library and Information Service of Western Australia, in accordance with the retention and disposal policy determined by that office from time to time.

PART 8—CONDUCT OF PERSONS AT COUNCIL AND COMMITTEE MEETINGS**8.1 Official Titles to be Used**

Members of the Council are to speak of each other in the Council or committee by their respective titles of Mayor or councillor and in speaking of or addressing employees, are to designate them by their respective official titles.

8.2 Members to Occupy Own Seats

At the first meeting held after each ordinary elections day, the CEO is to allot, in agreement with the majority of Ward members in each Ward, a position at the Council table to each councillor and the councillor is to occupy that position when present at meetings of the Council until such time as there is a call by a majority of councillors for a re-allotment of positions.

8.3 Leaving Meetings

During the course of a meeting of the Council or a committee no member is to enter or leave the meeting without first advising the person presiding, in order to facilitate the recording in the minutes of the time of entry or departure.

8.4 Adverse Reflection

(1) No member of the Council or a committee is to reflect adversely upon a decision of the Council or committee except on a motion that the decision be revoked or changed.

(2) No member of the Council or a committee is to use offensive or objectionable expressions in reference to any member, employee of the Council, or any other person.

Penalty \$1,000

(3) In relation (only) to a breach of Clause 8.4(2), if a member of the Council or committee specifically requests, immediately after their use, that any particular words used by a member be recorded in the minutes, the person presiding is to cause the words used to be taken down and read to the meeting for verification and to then be recorded in the minutes.

8.5 Recording of Proceedings

(1) No person is to use any electronic, visual or vocal recording device or instrument to record the proceedings of the Council or a committee without the written permission of the Council.

(2) Subclause (1) does not apply if the record is taken by or at the direction of the CEO, with the permission of the Council or committee.

8.6 Prevention of Disturbance

(1) Any member of the public addressing the Council or a committee is to extend due courtesy and respect to the Council or committee and the processes under which they operate and must take direction from the person presiding whenever called upon to do so.

Penalty \$1,000

(2) No person, is to create a disturbance at a meeting, by interrupting or interfering with the proceedings, whether by expressing approval or dissent, by conversing or by any other means.

Penalty \$1,000

(3) Any person interrupting the proceedings of the Council or the Committee shall, when so directed by the Mayor or Presiding Member, forthwith leave the Council Chambers or Committee Meeting Room.

8.7 Distinguished Visitors

If a distinguished visitor is present at a meeting of the Council or a committee, the person presiding may invite such person to sit with the person presiding or at the Council table.

PART 9—CONDUCT OF MEMBERS DURING DEBATE**9.1 Members Wishing to Speak**

Every member of the Council wishing to speak is to indicate by show of hands or other method agreed upon by the Council. When invited by the person presiding to speak, members are to address the Council through the person presiding.

9.2 Priority of Speaking

In the event of two or more members of the Council or a committee wishing to speak at the same time, the person presiding is to decide which member is entitled to be heard first. The decision is not open to discussion or dissent.

9.3 The Person Presiding to Take Part in Debates

Unless otherwise prohibited by the Act, and subject to compliance with procedures for the debate of motions contained in these Standing Orders, the person presiding may take part in a discussion of any matter before the Council or committee as the case may be. Provided that where the person presiding moves a motion or amendment he shall first vacate the Chair and the Deputy Presiding Member shall preside over the meeting during such time as the motion or amendment is being debated and voted upon.

9.4 Relevance

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

(2) The Mayor or Presiding Member 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 Member and may direct that Member if speaking, to discontinue his or her speech and thereupon the Member shall cease speaking.

9.5 Limitation of Number of Speeches

No member of the Council is to address the Council more than once on each motion or each amendment before the Council except the mover of a substantive motion, in reply, or to a point of order, or in personal explanation.

9.6 Limitation of Duration of Speeches

All addresses are to be limited to a maximum of five minutes. Extension of time is permissible only with the agreement of a simple majority of members present.

9.7 Members Not to Speak After Conclusion of Debate

No member of the Council or a committee is to speak to any question after it has been put by the person presiding.

9.8 Members Not to Interrupt

(1) No member of the Council or a committee is to interrupt another member of the Council or committee whilst speaking unless—

- (a) to raise a point of order;
- (b) to call attention to the absence of a quorum;
- (c) to make a personal explanation under clause 10.16; or
- (d) to move a motion under clause 11(1)(e).

(2) Any member interrupting the proceedings of the Council or the Committee shall, when so directed by the Mayor or Presiding Member, forthwith leave the Council Chambers or Committee Meeting Room.

9.9 Respect for Mayor and Speaker

When the Mayor is putting any question, a Member shall not walk out of, or across the Chamber and shall not, whilst any other Member is speaking, pass between the speaker and the Chair.

9.10 Re-Opening Discussion on Decisions

No member of the Council or a committee is to re-open discussion on any decision of the Council or committee, except for the purpose of moving that the decision be revoked or changed. In the case of a motion which was lost, no member is to re-open debate on that subject (except with the consent of an absolute majority of the Council) for at least 3 months from the date of such motion.

PART 10—PROCEDURES FOR DEBATE OF MOTIONS

10.1 Motions To be Stated

Any member of the Council or a committee who moves a substantive motion or amendment to a substantive motion is to put the motion or amendment in writing before speaking to it.

10.2 Motions to be Supported

No motion or amendment to a substantive motion is open to debate until it has been seconded, or, in the case of a motion to revoke or change the decision made at a Council or a committee meeting, unless the motion has the support required under Regulation 10 of the Regulations.

10.3 Unopposed Business

(1) Upon a motion being moved and seconded, the person presiding may ask the meeting if any member opposes it.

If no member signifies opposition to the motion the person presiding may put the motion directly to the vote.

10.4 Only One Substantive Motion Considered

When a substantive motion is under debate at any meeting of the Council or a committee, no further substantive motion is to be accepted.

10.5 Breaking Down of Complex Questions

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

10.6 Order of Call in Debate

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

- (a) The mover to state the motion
- (b) A seconder to the motion;
- (c) The mover to be invited to speak to the motion;
- (d) The seconder to be invited to speak to the motion;
- (e) A speaker against the motion;
- (f) A speaker for the motion;
- (g) Other speakers against and for the motion, alternating in view, if any;
- (h) Mover invited to take right of reply which closes debate.

10.7 Limit of Debate

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

10.8 Member May Require 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.

10.9 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.

10.10 Order of Amendments

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

10.11 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.

10.12 Mover of Motion May Speak on Amendment

On an amendment being moved, any member may speak to the amendment.

10.13 Amended Motion Treated as Substantive Motion

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

10.14 Withdrawal of Motion and Amendments

Council or a committee may, without debate, grant leave to withdraw a motion or amendment upon request of the mover of the motion or amendment and with the approval of the seconder provided that there is no voice expressed to the contrary view by any member, in which case discussion on the motion or amendment is to continue.

10.15 Limitation of Withdrawal

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

10.16 Personal Explanation

In addition to a member's right to speak upon the matter before the Council or committee, in accordance with the Standing Orders, a member is permitted to make a personal explanation. Any member of the Council or committee who is permitted to speak under these circumstances is to confine the observations to a succinct statement relating to a specific part of the member's former speech which may have been misunderstood. When a member of the Council or committee conveys their explanation, no reference is to be made to matters unnecessary for that purpose. Nor should he seek to strengthen his or her former argument by introducing new matter or by replying to other members.

10.17 Personal Explanation—When Heard

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

10.18 Ruling on Questions of Personal Explanation

The ruling of the person presiding on the admissibility of a personal explanation is final unless a motion of dissent with the ruling is moved before any other business proceeds.

10.19 Right of Reply

(1) The mover of a substantive motion has the right of reply. After the mover of the substantive motion has commenced the reply, no other member is to speak on the question.

(2) The right of reply is to be confined to rebutting arguments raised by previous speakers and no new matter is to be introduced.

10.20 Right of Reply Provisions

The right of reply is governed by the following provisions—

- (a) if no amendment is moved to the substantive motion, the mover may reply at the conclusion of the discussion on the motion;
- (b) if an amendment is moved to the substantive motion the mover of the substantive motion is to take the right of reply at the conclusion of the vote on any amendments (conditional on the fact that any member(s) who had not spoken to the original motion being granted the opportunity to do so);
- (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 original motion or the original motion as amended is immediately put to the vote.

PART 11—PROCEDURAL MOTIONS

11.1 Permissible Procedural Motions

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

- (a) that the Council (or committee) proceed to the next business;
- (b) that the question be adjourned;
- (c) that the Council (or committee) now adjourn;
- (d) that the question be now put;
- (e) that the member be no longer heard;
- (f) that the ruling of the person presiding be disagreed with;
- (g) that the Council (or committee) meet behind closed doors, if the meeting or part of the meeting to which the motion relates is a matter in respect of which the meeting may be closed to members of the public under section 5.23 of the Act.

11.2 No Debate on Procedural Motions

(1) The mover of a motion stated in each of paragraphs (a), (b), (c), (f) and (g) of clause 11.1 may speak to the motion for not more than five minutes, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.

(2) The mover of a motion stated in each of paragraphs (d) and (e) of Clause 11.1 may not speak to the motion, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.

11.3 Procedural Motions—Closing Debate—Who May Move

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

11.4 Procedural Motions—Right of Reply on Substantive Motion

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

PART 12—EFFECT OF PROCEDURAL MOTIONS

12.1 Council (or Committee) to Proceed to the Next Business—Effect of Motion

The motion “that the Council (or committee) proceed to the next business”, if carried, causes the debate to cease immediately and for the Council (or committee) to move to the next business of the meeting. No decision will be made on the substantive motion being discussed, nor is there any requirement for the matter to be again raised for consideration.

12.2 Question to be Adjourned—Effect of Motion

(1) The motion “that the question be adjourned”, if carried, causes all debate on the substantive motion or amendment to cease but to continue at a time stated in the motion.

(2) If the motion is carried at a meeting of the Council—

- (a) the names of members who have spoken on the matter are to be recorded in the minutes; and
- (b) the provisions of clause 9.5 apply when the debate is resumed.

12.3 Council (or Committee) to Now Adjourn—Effect of Motion

(1) The motion “that the Council (or committee) now adjourn”, if carried, causes the meeting to stand adjourned until it is re-opened at which time the meeting continues from the point at which it was adjourned, unless the person presiding or a simple majority of members upon vote, determine otherwise. In the case of a meeting being adjourned to the day and time of the next ordinary meeting, the business adjourned from the previous meeting will be dealt with at the point as outlined in the agenda.

(2) Where debate on a motion is interrupted by an adjournment under subclause (1)—

- (a) the debate is to be resumed at the next meeting at the point where it was so interrupted; and
- (b) in the case of a Council meeting—
 - (i) the names of members who have spoken on the matter prior to the adjournment are to be recorded in the minutes; and
 - (ii) the provisions of clause 9.5 apply when the debate is resumed.

12.4 Question to be Put—Effect of Motion

(1) The motion “that the question be now put”, if carried during discussion of a substantive motion without amendment, causes the person presiding to offer the right of reply and then immediately put the matter under consideration without further debate.

(2) This motion, if carried during discussion of an amendment, causes the person presiding to put the amendment to the vote without further debate.

12.5 Member to be No Longer Heard—Effect of Motion

The motion “that the member be no longer heard”, if carried, causes the person presiding to not allow the speaker against whom the motion has been moved to speak to the current substantive motion or the amendment relating to it (whichever is applicable), except to exercise the right of reply if the person is the mover of the substantive motion.

12.6 Ruling of the Person Presiding Disagreed With—Effect of Motion

The motion “that the ruling of the person presiding be disagreed with”, if carried, causes the ruling of the person presiding about which this motion was moved, to have no effect and for the meeting to proceed accordingly.

12.7 Council (or Committee) to Meet Behind Closed Doors—Effect of Motion

(1) Subject to any deferral under clause 3.10 or other decision of the Council or committee, this motion, if carried, causes the general public and any officer or employee the Council or committee determines, to leave the room.

(2) While a decision made under this clause is in force the operation of clause 9.5 limiting the number of speeches a member of the Council may make, is suspended unless the Council decides otherwise.

(3) Upon the public again being admitted to the meeting the person presiding, unless the Council or committee decides otherwise, is to cause the motions passed by the Council or committee whilst it was proceeding behind closed doors to be read out including the vote of a member or members to be recorded in the minutes under section 5.21 of the Act.

(4) All discussion, matters and questions considered or discussed behind closed doors by Committees of the Council or the Council shall be treated as strictly confidential and shall not without the authority of the Council, the Committee or the Chief Executive Officer (as the case may be) be published or made public in any way, or disclosed to any person other than the Mayor, Councillors, or Officers of the Council (and in the case of officers only so far as may be necessary for the performance of their duties) prior to the discussion of that matter at an open doors meeting of the Council.

Penalty \$5,000

PART 13—MAKING DECISIONS**13.1 Questions When Put**

When the debate upon any question is concluded and the right of reply has been exercised, the person presiding shall immediately put the question to the Council or the committee, and, if so desired by any member of the Council or committee, shall again state it.

13.2 Question—Method of Putting

If a decision of the Council or a committee is unclear or in doubt, the person presiding shall put the motion or amendment as often as necessary to determine the decision from a show of hands or other method agreed upon so that no voter's vote is secret, before declaring the decision. Noting that this provision has no effect in regard to a secret ballot conducted under Schedule 2.3 of the Act.

PART 14—IMPLEMENTING DECISIONS**14.1 Implementation of a Decision**

(1) If a valid notice of motion to revoke or change a decision of the Council or a committee is received before any action has been taken to implement that decision, then no steps are to be taken to implement or give effect to that decision until such time as the motion of revocation or change has been dealt with.

(2) Implementation of a decision is only to be withheld under sub-clause (1) if the effect of the change proposed in a notice of motion would be that the decision would be revoked or would become substantially different.

(3) The Council or a committee shall not consider a motion to revoke or change a decision of the Council or committee whether the motion of revocation or change is moved with or without notice, if at the time the motion is moved or notice is given—

- (a) action has been taken to implement the decision; or
- (b) where the decision concerns the issue of an approval or the authorisation of a licence, permit or certificate, and where that approval or authorisation of a licence, permit or certificate has been put into effect by the Council in writing to the applicant or the applicant's agent by an employee of the Council authorised to do so; without having considered a statement of impact prepared by or at the direction of the CEO of the legal and financial consequences of the proposed revocation or change.

PART 15—PRESERVING ORDER**15.1 The Person Presiding to Preserve Order**

(1) The person presiding is to preserve order, and may call any member or other person in attendance to order, whenever, in his or her opinion, there is cause for so doing.

(2) Whenever the Presiding Member has decided that any motion, amendment or other matter before the Council is out of order in accordance with the Standing Orders it shall be rejected; and whenever anything said or done in the Council by any Member is similarly decided to be out of order in accordance with the Standing Orders that Member shall be called upon by the Presiding Member to make such explanation, retraction or apology as the case may require.

(3) When a Member persists in any conduct which the Presiding Member decides is out of order in accordance with the Standing Orders, or refuses to make any explanation, retraction or apology required by the Presiding Member under subclause (2) above, the Presiding Member may direct that Member to refrain from taking any further part in the then meeting of the Council other than by recording his or her vote; and the Member shall comply with such direction.

15.2 Points of Order—When to Raise—Procedure

Any member may raise a point of order during the progress of a debate, including interrupting the speaker. Any member who is speaking when a point of order is raised, is to immediately stop speaking while the person presiding listens to the point of order.

15.3 Points of Order—When Valid

The following are to be recognised as valid points of order—

- (a) that the discussion is of a matter not before the Council or committee;
- (b) that offensive or insulting language is being used;
- (c) drawing attention to the violation of the Standing Orders or any other any written law, or any policy of the City of Belmont, provided that the member making the point of order states the written law or policy believed to be breached.

15.4 Points Of Order—Ruling

The person presiding is to give a decision on any point of order which is raised by either upholding or rejecting the point of order.

15.5 Points of Order—Ruling Conclusive, Unless Dissent Motion is Moved

The ruling of the person presiding upon any question of order is final, unless a majority of the members support a motion of dissent with the ruling.

15.6 Points of Order Take Precedence

Notwithstanding anything contained in these 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 matter.

15.7 Precedence of Person Presiding

(1) When the person presiding rises during the progress of a debate, any member of the Council, committee or the public then speaking, or offering to speak, is to immediately cease speaking and every member of the Council, committee or public present shall preserve strict silence so that the person presiding may be heard without interruption.

Penalty \$500

(2) Subclause (1) is not to be used by the person presiding to exercise the right provided in clause 9.3, but to preserve order.

15.8 Right of the Person Presiding to Adjourn Without Explanation to Regain Order

(1) If a meeting ceases to operate in an orderly manner, the person presiding may use discretion to adjourn the meeting for a period of up to fifteen minutes without explanation, for the purpose of regaining order. Upon resumption, the Council shall decide whether business is to be proceeded with; and that question shall be decided forthwith and without debate. If debate is to continue, it is to do so at the point at which the meeting was adjourned. If, at any one meeting, the person presiding has cause to further adjourn the meeting, such adjournment may be to a later time on the same day or to any other day.

(2) Where debate of a motion is interrupted by an adjournment under sub-clause (1), in the case of a Council meeting—

- (a) the names of members who have spoken on the matter prior to the adjournment are to be recorded; and
- (b) the provisions of clause 9.5 apply when the debate is resumed.

PART 16—ADJOURNMENT OF MEETING

16.1 Meeting May be Adjourned

The Council or a committee may decide to adjourn any meeting to a later time on the same day, or to any other day. In any event, every Council or Committee meeting, subject to Clause 16.3, shall (unless prolongation of the meeting is resolved by an absolute majority) terminate not later than 11.00pm and any business not concluded at that time shall stand adjourned to a future meeting as decided by the Council or Committee.

16.2 Limit to Moving Adjournment

No member is to move or second more than one motion of adjournment during the same sitting of the Council or committee.

16.3 Unopposed Business—Motion for Adjournment

On a motion for the adjournment of the Council or committee, the person presiding, before putting the motion, may seek leave of the Council or committee to proceed to the transaction of unopposed business.

16.4 Withdrawal of Motion for Adjournment

A motion or an amendment relating to the adjournment of the Council or a committee may be withdrawn by the mover, with the consent of the seconder, except that if any member objects to the withdrawal, debate of the motion is to continue.

16.5 Time To Which Adjourned

The time to which a meeting is adjourned for want of a quorum; by the person presiding to regain order; or by decision of the Council; may be to a specified hour on a particular day or to a time which coincides with the conclusion of another meeting or event on a particular day.

PART 17—COMMITTEES OF THE COUNCIL

17.1 Establishment and Appointment of Committees

(1) A committee is not to be established except on a motion setting out the proposed functions of the committee and either—

- (a) the names of the Council members, employees and other persons to be appointed to the committee; or
- (b) the number of Council members, employees and other persons to be appointed to the committee and a provision that they be appointed by a separate motion.

(2) The powers and functions of the Committees shall be as the Council from time to time defines.

(3) Each Standing Committee shall comprise of at least 4 Councillors, one from each Ward.

17.2 Appointment of Deputy Committee Members

(1) The Council may appoint one or more persons to be the deputy or deputies, as the case may be, to act on behalf of a member of a committee whenever that member is unable to be present at a meeting thereof and where two or more deputies are so appointed they are to have seniority in the order determined by the Council.

(2) Where a member of a committee does not attend a meeting thereof a deputy of that member, selected according to seniority, is entitled to attend that meeting in place of the member and act for the member, and while so acting has all the powers of that member.

(3) Any member who is not available to attend a scheduled Committee meeting shall make arrangements for his or her proxy (in order of priority as selected by Council) to attend in the his or her stead.

17.3 Reports of Committees—Questions

When a recommendation of any committee is submitted for adoption by the Council, any member of the Council may direct questions directly relating to the recommendation through the Mayor to the Presiding Member or to any member of the committee in attendance.

17.4 Permissible Motions on Recommendation From Committee

(1) A recommendation made by or contained in the minutes of a committee may be—

- (a) adopted by the Council without amendment or modification; or
- (b) rejected by the Council and replaced by an alternative decision; or
- (c) amended or modified and adopted with such amendment or modification; or
- (d) referred back to the committee for further consideration.

(2) 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 ...".

17.5 Standing Orders Apply to Committees

Where not otherwise specifically provided, these Standing Orders apply generally to the proceedings of committees, except that the following Standing Orders do not apply to the meeting of a committee—

- (a) clause 8.2. in regard to seating; and
- (b) clause 9.5, limitation on the number of speeches.

PART 18—ADMINISTRATIVE MATTERS

18.1 Suspension of Standing Orders

(1) The Council or a committee may decide, by simple majority vote, to suspend temporarily one or more of the Standing Orders.

(2) The mover of a motion to suspend temporarily any one or more of the Standing Orders is to state the clause or clauses to be suspended, and the purpose of the suspension.

18.2 Representation of Public Bodies

Whenever it becomes necessary to nominate a member of the Council to represent the Council on a Public Body or State Instrumentality, that nomination shall be made by Council.

18.3 Meetings of Electors

The Standing Orders apply, so far as is practicable, to any meeting of electors, but where there is any inconsistency between the provisions of this local law and the provisions of the Act, the latter prevails.

18.4 Non-Electors Not to Speak or Vote

A person who is not an elector is not entitled to vote at a meeting of electors and he may not take part in any discussion at that meeting unless the Mayor authorises him or her to do so.

18.5 Questions Without Notice

For the purposes of this clause, the expression "question" means a request for information or an enquiry.

A question requesting general information from an Officer present at the meeting may be asked without notice, but the Officer shall have the right to ask that—

- (i) the question be placed on notice for the next meeting of the Council; or
- (ii) the answer to the question be given to the Member who asked it prior to the next Ordinary Meeting of the Council.

Provided that if the answer to the question without notice cannot be given at the meeting at which it is asked, the Member asking the question may request that the answer be given to the appropriate committee and the Mayor may if he shall think fit, so direct.

18.6 Protection of Officers

All complaints by Councillors concerning the ability, character or integrity of any officer or employee of the Council shall be in writing and be signed by the person or persons making the complaint and shall be addressed to the Mayor who shall investigate the same and report thereon to the Council at its next meeting.

18.7 Cases not Provided for in Standing Orders

The person presiding is to decide questions of order, procedure, debate, or otherwise in cases where the Standing Orders and the Act and Regulations are silent. The decision of the person presiding in these cases is final, except where a motion is moved and carried under clause 11.1 (f).

18.8 Enforcement

The Presiding Member is authorised and required to enforce the Standing Orders and to prosecute for any breach thereof.

PART 19—COMMON SEAL**19.1 The Council's Common Seal**

(1) The CEO is to have charge of the common seal of the Local Government, and is responsible for the safe custody and proper use of it.

(2) The common seal of the City of Belmont may only be used on the authority of the Council given either generally or specifically and every document to which the seal is affixed must be signed by the Mayor and the CEO or a senior employee authorised by him or her.

(3) The common seal of the City of Belmont is to be affixed to any local law which is made by the Local Government.

(4) The CEO is to record in a register each date on which the common seal of the City of Belmont was affixed to a document, the nature of the document, and the parties to any agreement to which the common seal was affixed.

(5) Any person who uses the common seal of the City of Belmont or a replica thereof without authority commits an offence.

Penalty \$1,000



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