



WESTERN
AUSTRALIAN
GOVERNMENT

Gazette

1



PERTH, WEDNESDAY, 5 JANUARY 2000 No. 1 SPECIAL

PUBLISHED BY AUTHORITY KEVIN J. McRAE, ACTING GOVERNMENT PRINTER AT 3.30 PM

LOCAL GOVERNMENT ACT 1995

SHIRE OF SWAN

**LOCAL LAW RELATING TO
STANDING ORDERS**

LOCAL GOVERNMENT ACT 1995

SHIRE OF SWAN

LOCAL LAW RELATING TO STANDING ORDERS

ARRANGEMENT

PART 1—PRELIMINARY

- 1.1 Short Title
- 1.2 Application
- 1.3 Revocation of Previous Local Law
- 1.4 Intent of this Local Law
- 1.5 Interpretation

PART 2—CALLING MEETINGS

- 2.1 Calling Council Meetings
- 2.2 Calling Committee Meetings
- 2.3 Notice of Special Council Meetings

PART 3—BUSINESS OF THE MEETING

- 3.1 Business to be Specified on Notice Paper
- 3.2 Order of Business
- 3.3 Public Question Time
- 3.4 Petitions
- 3.5 Confirmation of Minutes
- 3.6 Announcements by the Person Presiding Without Discussion
- 3.7 Declarations of Due Consideration
- 3.8 Motions of Which Previous Notice Has Been Given
- 3.9 Questions by Members of Which Due Notice Has Been Given
- 3.10 Urgent Business Approved by the Person Presiding or by Decision
- 3.11 Deputations

PART 4—PUBLIC ACCESS TO AGENDA MATERIAL

- 4.1 Inspection Entitlement
- 4.2 Confidentiality of Information Withheld

PART 5—DISCLOSURE OF FINANCIAL INTERESTS

- 5.1 Separation of Committee Recommendations
- 5.2 Member With an Interest May Ask to be Present
- 5.3 Member With an Interest May Ask Permission to Participate
- 5.4 Invitation to Return to Provide Information
- 5.5 Disclosures by Employees

PART 6—QUORUM

- 6.1 Quorum to be Present
- 6.2 Loss of Quorum During a Meeting

PART 7—CONDUCT OF PERSON AT COUNCIL AND COMMITTEE MEETINGS

- 7.1 Official Titles to be Used
- 7.2 Members to Occupy Own Seats
- 7.3 Leaving Meetings
- 7.4 Adverse Reflection
- 7.5 Recording of Proceedings
- 7.6 Presiding Member to be Addressed
- 7.7 Prevention of Disturbance

PART 8—CONDUCT OF MEMBERS DURING DEBATE

- 8.1 Members to Rise
- 8.2 Priority
- 8.3 The Person Presiding to Take Part in Debates
- 8.4 Relevance
- 8.5 Limitation of Number of Speeches
- 8.6 Limitation of Duration of Speeches
- 8.7 Members Not to Speak After Conclusion of Debate
- 8.8 Members Not to Interrupt
- 8.9 Re-Opening Discussion on Decisions

PART 9—PROCEDURES FOR DEBATE OF MOTIONS

- 9.1 Motions to be Stated
- 9.2 Motions to be Supported
- 9.3 Unopposed Business
- 9.4 Only One Substantive Motion Considered
- 9.5 Breaking Down of Complex Questions
- 9.6 Order of Call in Debate
- 9.7 Member May Require Questions to be Read
- 9.8 Consent of Seconder Required to Accept Alteration of Wording
- 9.9 Order of Amendments
- 9.10 Amendments Must Not Negate Original Motion
- 9.11 Substantive Motion
- 9.12 Withdrawal of Motion and Amendments
- 9.13 Limitation of Withdrawal
- 9.14 Personal Explanation
- 9.15 Personal Explanation—When Heard
- 9.16 Ruling on Questions of Personal Explanation
- 9.17 Right of Reply
- 9.18 Right of Reply Provisions

PART 10—PROCEDURAL MOTIONS

- 10.1 Permissible Procedural Motions
- 10.2 No Debate on Procedural Motions
- 10.3 Procedural Motions—Closing Debate—Who May Move
- 10.4 Procedural Motions—Right of Reply on Substantive Motion

PART 11—EFFECT OF PROCEDURAL MOTIONS

- 11.1 Council (or Committee) to Proceed to the Next Business—Effect of Motion
- 11.2 Questions to be Adjourned—Effect of Motion
- 11.3 Council (or Committee) to Now Adjourn—Effect of Motion
- 11.4 Question to be Put—Effect on Motion
- 11.5 Ruling of the Person Presiding Disagreed With—Effect of Motion
- 11.6 Council (or Committee) to Meet Behind Closed Doors—Effect of Motion

PART 12—IMPLEMENTING DECISIONS

- 12.1 Implementation of a Decision

PART 13—PRESERVING ORDER

- 13.1 The Person Presiding to Preserve Order
- 13.2 Admission and Removal of the Public
- 13.3 Demand for Withdrawal
- 13.4 Points of Order—When to Raise—Procedure
- 13.5 Points of Order—When Valid
- 13.6 Points of Order—Ruling
- 13.7 Points of Order—Ruling Conclusive, Unless Dissent Motion is Moved
- 13.8 Points of Order Take Precedence
- 13.9 Precedence of Person Presiding
- 13.10 Right of the Person Presiding to Adjourn Without Explanation to Regain Order

PART 14—ADJOURNMENT OF MEETING

- 14.1 Meeting May be Adjourned
- 14.2 Limit to Moving Adjournment
- 14.3 Unopposed Business—Motion for Adjournment
- 14.4 Withdrawal of Motion for Adjournment
- 14.5 Time to Which Adjourned

PART 15—COMMITTEES OF THE COUNCIL

- 15.1 Establishment and Appointment of Committees
- 15.2 Appointment of Deputy Committee Members
- 15.3 Presentation of Committee Reports
- 15.4 Reports of Committees—Questions
- 15.5 Permissible Motions on Recommendation from Committee
- 15.6 Standing Orders Apply to Committees

PART 16—GENERAL ADMINISTRATION MATTERS

- 16.1 Suspension of Standing Orders
- 16.2 Code of Conduct
- 16.3 Cases Not Provided for in the Standing Orders
- 16.4 Penalty for Breach of Standing Orders
- 16.5 Duty of CEO in Relation to Breach of the Standing Orders
- 16.6 Enforcement

LOCAL GOVERNMENT ACT 1995

SHIRE OF SWAN

LOCAL LAW RELATING TO STANDING ORDERS

In pursuance of the powers conferred upon it by the above mentioned Act, and of all other powers enabling it, the Council of the Shire of Swan hereby records having resolved on the 8th day of September 1999 to make the following Local Law—Local Law Relating to Standing Orders.

PART 1—PRELIMINARY**1.1 SHORT TITLE**

This Local Law may be cited and 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 REVOCATION OF PREVIOUS LOCAL LAW

The Shire of Swan By Law (Local Law) Relating to the Conduct of Proceedings and the Business of the Council and published in the *Government Gazette* of Western Australia on 17 September 1993 and amended by notice appearing in the *Government Gazette* on 9 December 1994 is hereby revoked.

1.4 INTENT OF THIS LOCAL LAW

The Standing Orders are intended to result in—

- (1) Better decision making by the Council;
- (2) The orderly conduct of meetings dealing with Council business;
- (3) Community understanding of the process of conducting meetings dealing with Council business;
- and
- (4) More efficient and effective use of time at meetings.

1.5 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 Shire of Swan;

“committee” means any committee or sub-committee appointed in accordance with the Act;

“Council” means the Council of the Shire of Swan;

“Officer” is an employed member of the staff of the Shire of Swan;

“Presiding Member” means the person presiding at the meeting of the Council or a committee, as provided by the Act;

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

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

“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

PART 2—CALLING MEETINGS**2.1 CALLING COUNCIL MEETINGS**

Council meetings shall be scheduled and called as provided in the Act.

2.2 CALLING COMMITTEE MEETINGS

A meeting of a committee is to be held—

- (1) If called for in a verbal or written request to the CEO by the presiding member of the committee, setting out the date and purpose of the proposed meeting;
- (2) 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
- (3) If so decided by the committee.

2.3 NOTICE OF SPECIAL COUNCIL MEETINGS

- (1) Subject to sub-clause (2) the CEO is to convene a special meeting of the Council by giving each member at least seventy two (72) hours notice of the date, time and place and purpose of the meeting.
- (2) Where there is a need to meet urgently, in the opinion of the President, the CEO may give a lesser period of notice of a special meeting than mentioned in sub-clause (1).

PART 3—BUSINESS OF THE MEETING

3.1 BUSINESS TO BE SPECIFIED ON NOTICE PAPER

- (1) No business is to be transacted at an ordinary meeting of the Council other than that specified in the agenda, without the approval of the presiding member 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 at that ordinary meeting.

3.2 ORDER OF BUSINESS

(1) The order of business at any ordinary meeting of the Council shall unless otherwise decided by the Council, be as nearly as practicable as follows—

1. Opening and Announcement of Visitors
2. Attendance and Apologies
3. Answers to Questions Which Were Taken On Notice
4. Public Question Time
5. Leave of Absence
6. Petitions, Presentations and Deputations
 - 6.1 Petitions
 - 6.2 Presentations
 - 6.3 Deputations
7. Confirmation of Minutes
8. Announcements by the President Without Discussion
9. Declarations of Financial Interest
10. Declarations by Members Whether They Have Given Due Consideration to All Matters Contained in the Agenda Presently Before the Meeting
11. Members' Questions of Which Due Notice Has Been Given Without Discussion
12. Members' Questions of Which Notice Has Not Been Given Without Discussion
13. Any Business Left Over From Previous Meeting
14. Reports
15. Adoption of Recommendations Contained in Items Not Withdrawn
16. Motions of Which Previous Notice Has Been Given
17. Notice of Motions For Consideration at The Following Meeting if Given During the Meeting
18. Confidential Items
19. 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 sub-clause (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 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) In putting any question, no argument or expression of opinion shall be used or offered, nor any facts stated except those necessary to explain the question.
- (3) A question may be taken on notice by the Council or committee for later response.
- (4) When a question is taken on notice under sub-clause (2) a response is to be given to the member of the public in writing by the CEO, and a copy is to be included in the agenda of the next meeting of the Council or committee as the case requires.

3.4 PETITIONS

A petition in order to be effective, is to—

- (1) Be addressed to the President
- (2) Be made by electors of the district
- (3) State the request on each page of the petition
- (4) Contain the names, addresses and signatures of the electors making the request, and the date each elector signed
- (5) Contain a summary of the reasons for the request
- (6) State the name of the person upon whom, and an address at which, notice to the petitioners can be given
- (7) Be in the form prescribed by the Act and Local Government (Constitution) Regulations 1996 if it is—
 - (a) A proposal to change the method of filling the office of President;
 - (b) A proposal to create a new district or the boundaries of the Local Government;
 - (c) A request for a poll on a recommended amalgamation; or
 - (d) A submission about changes to wards, the name of a district or ward or the number of Councillors for a district or ward.

3.5 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.

3.6 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, or 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.

3.7 DECLARATIONS OF DUE CONSIDERATION

Any member who is not familiar with the substance of any report or minutes or other information provided for consideration at a Council or committee meeting shall declare that fact at the time declarations of due consideration are called for in the Order of Business of the meeting or otherwise before the meeting considers the matter. In the event that any member makes such a declaration the relevant matter shall be stood down for later consideration at that meeting so as to allow an opportunity for any member making a declaration to become familiar with the relevant report or minutes or other information. If the delay in consideration of the matter has not allowed sufficient time for the member to give due consideration to the matter, the member should leave the Council Chamber before any question concerning the matter is put to the vote.

3.8 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

(1) Unless the Act, Regulations or the 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 sub-clause (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 President, 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 make such amendments to the form but not the substance thereof as will bring the notice of motion into due form; and
- (c) May under his or her name provide relevant and material facts and circumstances pertaining to the notice of motion on such matters as policy, budget and law.

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

- (a) The member who gave notice thereof, or some other member authorised by him or her in writing 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.

(6) If a notice of motion is given and lapses in the circumstances referred to in sub-clause (5), notice of motion in the same terms or the same effect is not to be given again for at least three (3) months from the date of such lapse.

3.9 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

- (1) A question on notice is to be given by a member in writing to the CEO at least four (4) clear working days before the meeting at which it is raised.
- (2) If the question referred to in sub-clause (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.

3.10 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

In cases of extreme urgency or other special circumstances, 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.

3.11 DEPUTATIONS

- (1) A deputation wishing to be received by the Council or a committee is to apply in writing to the CEO who is to forward the written request to the President, or the presiding member as the case may be at least forty eight hours prior to the commencement of the meeting.
- (2) The President 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—
 - (a) Is not to exceed five persons, only two of whom subject to sub clause (4) may address the Council or committee; and
 - (b) Is not to address the Council or committee for a period exceeding fifteen (15) minutes in total without the agreement of the Council or the committee as the case requires.
- (4) Members of the Council or committee may ask a question or questions of members of the deputation and any member of the deputation may respond to such questions.
- (5) 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 "Confidential Items"; 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.

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 on the agenda of that ordinary meeting or other committee meeting, from other recommendations of the committee, to enable the member concerned to declare the interest and leave the committee room prior to consideration of that matter only.

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 and in such case 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

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

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 ten (10) 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 sub-clause (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 8.5 apply when the debate is resumed.

PART 7—CONDUCT OF PERSONS AT COUNCIL AND COMMITTEE MEETINGS

7.1 OFFICIAL TITLES TO BE USED

Members of the Council are to speak of each other at Council or committee meetings by their respective titles of President or Councillor and members of the Council, in speaking of or addressing employees, are to designate them by their respective official titles.

7.2 MEMBERS TO OCCUPY OWN SEATS

The Council shall allot a position at the Council table to each Councillor at the first meeting held after election day and Councillors are to occupy those positions until such time as there is a call by a majority of Councillors for a re-allotment of positions.

7.3 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.

7.4 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 other member, officer, or any other person.

(3) 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.

7.5 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) Sub-clause (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.

7.6 PRESIDING MEMBER TO BE ADDRESSED

A member moving a motion or amendment, or taking part in any discussion or any member of the public properly participating in the meeting by way of deputation or public question time shall at all times address the presiding member.

7.7 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.

(2) No person observing a meeting, 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.

PART 8—CONDUCT OF MEMBERS DURING DEBATE**8.1 MEMBERS TO RISE**

Any Council member moving a motion or amendment, or taking part in the discussion thereon, shall address the President and may rise if the member so desires, or shall do so when requested by the President except when prevented from so doing by sickness or physical disability.

8.2 PRIORITY

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.

8.3 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 the Standing Orders, the person presiding may take part in a discussion of any matter before the Council or committee as the case may be.

8.4 RELEVANCE

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.

8.5 LIMITATION OF NUMBER OF SPEECHES

No member of the Council is to address the Council more than once on any motion or amendment before the Council except the mover of a substantive motion in reply, or to a point of order, or in personal explanation, or through the chair to ask questions concerning and relevant to the subject of the motion or amendment, of other members or officers present.

8.6 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.

8.7 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.

8.8 MEMBERS NOT TO INTERRUPT

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

- (1) To raise a point of order;
- (2) To call attention to the absence of a quorum; or
- (3) To make a personal explanation under clause 9.14.

8.9 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.

PART 9—PROCEDURES FOR DEBATE OF MOTIONS**9.1 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 state the substance of the motion before speaking to it.

9.2 MOTIONS TO BE SUPPORTED

(1) 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.

(2) Subject to Clause 9.12 the seconder cannot subsequently withdraw his or her seconding of the motion.

9.3 UNOPPOSED BUSINESS

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

(2) If no member signifies opposition to the motion the person presiding may declare the motion in sub-clause (1) carried without debate and without taking a vote on it.

(3) A motion carried under sub-clause (2) is to be recorded in the minutes as a unanimous decision of the Council or committee.

(4) If a member signifies opposition to a motion the motion is to be dealt with according to this Part.

(5) This clause does not apply to any motion or decision to revoke or change a decision which has been made at a Council or committee meeting.

9.4 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.

9.5 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.

9.6 ORDER OF CALL IN DEBATE

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

- (1) The mover to state the motion;
- (2) A seconder to the motion;
- (3) The mover to speak to the motion;
- (4) The seconder to speak to the motion;
- (5) A speaker against the motion;
- (6) A speaker for the motion;
- (7) Other speakers against and for the motion, alternating in view, if any;
- (8) Mover takes right of reply which closes debate.

9.7 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.

9.8 CONSENT OF SECONDER 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.

9.9 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 withdrawn or lost.

9.10 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.

9.11 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.

9.12 WITHDRAWAL OF MOTION AND AMENDMENTS

The Council or a committee may, without debate, grant leave to withdraw a motion or amendment upon request to 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.

9.13 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, until the amendment proposed has been withdrawn or lost.

9.14 PERSONAL EXPLANATION

No member is to speak at any meeting of the Council or a committee, except upon the matter before the Council or committee, unless it is 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 former speech which may have been misunderstood. When a member of the Council or committee rises to explain, no reference is to be made to matters unnecessary for that purpose.

9.15 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.

9.16 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.

9.17 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.

9.18 RIGHT OF REPLY PROVISIONS

The right of reply is governed by the following provisions—

- (1) If no amendment is moved to the substantive motion, the mover may reply at the conclusion of the discussion on the motion;
- (2) 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 amendment;
- (3) The mover of any amendment does not have a right of reply;
- (4) 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 10—PROCEDURAL MOTIONS**10.1 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—

- (1) That the Council (or committee) proceed to the next business;
- (2) That the question be adjourned;
- (3) That the Council (or committee) now adjourn;
- (4) That the question be now put;
- (5) That the ruling of the person presiding be disagreed with;
- (6) 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.

10.2 NO DEBATE ON PROCEDURAL MOTIONS

(1) The mover of a motion stated in each of paragraphs (1), (2), (3), (5) and (6) of clause 10.1 may speak to the motion for not more than five (5) minutes, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.

(2) The mover of a motion stated in paragraph (4) of Clause 10.1 may not speak to the motion, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.

10.3 PROCEDURAL MOTIONS—CLOSING DEBATE—WHO MAY MOVE

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

10.4 PROCEDURAL MOTIONS—RIGHT OF REPLY ON SUBSTANTIVE MOTION

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

PART 11—EFFECT OF PROCEDURAL MOTIONS**11.1 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.

11.2 QUESTIONS 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 8.5 apply when the debate is resumed.

11.3 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.

(2) Where debate on a motion is interrupted by an adjournment under sub-clause (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 8.5 apply when the debate is resumed.

11.4 QUESTION TO BE PUT—EFFECT ON 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.

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

11.5 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.

11.6 COUNCIL (OR COMMITTEE) TO MEET BEHIND CLOSED DOORS—EFFECT OF MOTION

(1) Subject to any deferral under clause 3.7 or other decision of the Council or committee, this motion, if carried, causes the general public and any officer the Council or committee determines, to leave the room.

(2) While a decision made under this clause is in force the operation of clause 8.5 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 resolutions of 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) A person who is a Council member, a committee member, or an officer is not to publish, or make public any of the discussion taking place on a matter discussed behind closed doors, but this prohibition does not extend to the actual decision made as a result of such discussion and other information properly recorded in the minutes.

PART 12—IMPLEMENTING DECISIONS

(1) Neither the CEO nor any member or officer of the Council shall take any step to implement or otherwise give effect to a resolution until two (2) Shire office working days have expired after the close of the meeting at which the resolution was passed.

(2) If a 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, except that—

- (a) If a notice of motion to revoke or change a decision of the Council or a committee is given during the same meeting at which the decision was made, the notice of motion is of no effect unless the number of members required to support the motion under Regulation 10 of the Regulations indicate their support for the notice of motion at that meeting; and
- (b) If a notice of motion to revoke or change a decision of the Council or a committee is received after the closure of the meeting at which the decision was made, implementation of the decision is not to be withheld unless the notice of motion has the support in writing, of the number of members required to support the motion under Regulation 10 of the Regulations.

(3) Implementation of a decision is only to be withheld under sub-clause (2) 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.

(4) The Council or a committee shall not vote on 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 13—PRESERVING ORDER

13.1 THE PERSON PRESIDING TO PRESERVE ORDER

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.

13.2 ADMISSION AND REMOVAL OF THE PUBLIC

Members of the public are admitted to Council and committee meetings upon the understanding that no expression of dissent or approval, conversation or interruption to the proceedings shall take place. In the event of any such interruption, the presiding officer may exercise his or her discretion and require those interrupting to withdraw. The presiding officer's ruling in this regard is final and cannot be challenged by moving dissent with the ruling or otherwise. Any person who does not withdraw when called upon by the presiding officer to do so may by order of the presiding officer be removed from the room.

13.3 DEMAND FOR WITHDRAWAL

A member at a meeting of the Council or a committee may be required by the person presiding, or by a decision of the Council or committee, to apologise and unreservedly withdraw any expression which is considered to reflect offensively on another member or an officer, and if the member declines or neglects to do so, the person presiding may refuse to hear the member further upon the matter then under discussion and call upon the next speaker.

13.4 POINTS OF ORDER—WHEN TO RAISE—PROCEDURE

Upon a matter of order arising during the progress of a debate, any member may raise a point of order including interrupting the speaker. Any member of the Council or Committee who is speaking when a point of order is raised, is to immediately stop speaking and be seated while the person presiding listens to the point of order.

13.5 POINTS OF ORDER—WHEN VALID

Expressing a difference of opinion or the contradiction of a speaker shall not be recognised as raising a point of order.

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

- (1) That the discussion is of a matter not before the Council or committee;
- (2) That offensive or insulting language is being used;
- (3) Drawing attention to the violation of any written law, or policy of the Shire, provided that the member making the point of order identifies the written law or policy believed to be breached; and
- (4) That insinuations have been made as to the character, morality, honesty or motives of a member or an officer.

13.6 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.

13.7 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.

13.8 POINTS OF ORDER TAKE PRECEDENCE

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

13.9 PRECEDENCE OF PERSON PRESIDING

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

(2) Sub-clause (1) is not to be used by the person presiding to exercise the right provided in clause 8.3, but to preserve order.

13.10 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 (15) minutes without explanation, for the purpose of regaining order. Upon resumption, debate is to continue 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 in the matter prior to the adjournment are to be recorded; and
- (b) The provisions of clause 8.5 apply when the debate is resumed.

PART 14—ADJOURNMENT OF MEETING

14.1 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.

14.2 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.

14.3 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.

14.4 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.

14.5 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 15—COMMITTEES OF THE COUNCIL

15.1 ESTABLISHMENT AND APPOINTMENT OF COMMITTEES

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

- (1) The names of the Council members, employees and other persons to be appointed to the committee; or
- (2) 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.

15.2 APPOINTMENT OF DEPUTY COMMITTEE MEMBERS

(1) The Council may appoint one or more persons to be the deputy or deputies of a Committee, 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.

15.3 PRESENTATION OF COMMITTEE REPORTS

When the report or recommendations of a committee are placed before the Council, the adoption of recommendations of the committee is to be moved by—

- (1) The presiding member of the committee if the presiding member is a Council member and is in attendance; or
- (2) A Council member who is a member of the committee, if the presiding member of the committee is not a Council member, or is absent; or
- (3) Otherwise, by a Council member who is not a member of the committee.

15.4 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 person presiding to the presiding member or to any member of the committee in attendance.

15.5 PERMISSIBLE MOTIONS ON RECOMMENDATION FROM COMMITTEE

A recommendation made by or contained in the minutes of a committee may be adopted by the Council without amendment or modification, failing which, it may be—

- (1) Rejected by the Council and replaced by an alternative decision; or
- (2) Amended or modified and adopted with such amendment or modification; or
- (3) Referred back to the committee for further consideration.

15.6 STANDING ORDERS APPLY TO COMMITTEES

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

- (1) Clause 7.2, in regard to seating;
- (2) Clause 8.1, in respect of the requirement to rise.

PART 16—GENERAL ADMINISTRATION MATTERS**16.1 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 shall either—

- (a) State the specific clause or clauses of the Standing Orders to be suspended; or
- (b) State clearly and concisely the reason for or purpose of the proposed suspension in a motion prefaced by the words "I move that such of the Standing Orders be suspended as will allow ...".

Only the operation of the clauses so nominated or otherwise affected by any resolution to suspend the Standing Orders shall be suspended.

16.2 CODE OF CONDUCT

Any Code of Conduct adopted by the Council for the time being in regard to the conduct of members of the Council shall have the same effect as if incorporated as provisions of the Standing Orders and any breach thereof shall have the same consequences as to penalty and otherwise as a breach of the Standing Orders.

16.3 CASES NOT PROVIDED FOR IN THE STANDING ORDERS

In cases of procedure where the Standing Orders and the Act are silent, the presiding officer shall decide all other questions of order, procedure, debate or otherwise.

16.4 PENALTY FOR BREACH OF STANDING ORDERS

Any persons found guilty of any breach of the Standing Orders or any of the provisions hereof by a Court of competent jurisdiction shall be liable to a penalty upon conviction not exceeding one thousand dollars (\$1,000.00).

16.5 DUTY OF CEO IN RELATION TO BREACH OF THE STANDING ORDERS

It is the duty and responsibility of the CEO to draw the attention of the Council or any committee as the case may be to any possible or apparent breach of the Standing Orders.

16.6 ENFORCEMENT

The provisions of the Standing Orders shall be enforced by the presiding member of any Council or committee but only following the specific direction of the Council or committee by resolution by a simple majority.

Dated this 30th day of September 1999.

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

C. M. GREGORINI, OAM JP, Shire President.
E. W. T. LUMSDEN, Chief Executive Officer.

