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LOCAL GOVERNMENT ACT 1995

CITY OF ALBANY

STANDING ORDERS LOCAL LAW

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CITY OF ALBANY

LOCAL LAW (STANDING ORDERS) 1999

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LOCAL GOVERNMENT ACT 1995

CITY OF ALBANY

STANDING ORDERS LOCAL LAW

Under the powers conferred by the Local Government Act 1995 and by all other powers, the local government of the City of Albany resolved to make the following local laws on the 23rd day of May 2000.

Part 1—Preliminary**1.1 Citation**

- (1) This Local Law may be cited as the *City of Albany Standing Orders Local Law*.
- (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 Albany;
 - “committee” means a committee of the Council;
 - “Council” means the Council of the City of Albany;
 - “Mayor” means the Mayor or presiding member of a committee/Council or the deputy presiding member, or a member of the committee/Council when performing a function of the presiding member in accordance with the Act.
 - “Regulations” means the Local Government (Administration) Regulations 1996.
 - “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 Shire of Albany published in the *Government Gazette* of 30 May 1997, and 28 November 1997, and of the Town of Albany, published in the *Government Gazette* of 5 December 1997, are repealed.

Part 2—Business of the Meeting**2.1 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 Mayor or a decision of the Council.
- (2) 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 Mayor or a decision of the committee.
- (3) 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.

2.2 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) Declaration of Opening

- (b) Record of Attendance/Apologies/Leave of Absence (Previously Approved)
- (c) Opening Prayer
- (d) Response to Previous Public Questions Taken on Notice
- (e) Public Question Time
- (f) Confirmation of Minutes of Previous Meetings
- (g) Applications for Leave of Absence
- (h) Disclosure of Financial Interests
- (i) Matters for which Meeting may be Closed
- (j) Petitions/Deputations/Presentations
- (k) Reports
- (l) Report/Information Bulletin
- (m) Motions of which Previous Notice has been Given
- (n) Mayors Report
- (o) Urgent Business Approved by Mayor or by Decision of the Meeting
- (p) Closed Doors
- (q) Next Ordinary Meeting Date
- (r) Closure of Meeting.

(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.

2.3 Public Question Time

(1) At each Ordinary Meeting of the Council shall make available a total allowance of 30 minutes, which may be extended at the discretion of Council, for residents in attendance in the public gallery to address clear and concise questions to the Mayor on matters relating to the operation and concerns of the municipality.

(2) A member of the public who raises a question during question time is to state his or her name and address, and when asking questions or making comments will be limited to a time period as determined by the Council to allow all those wishing to comment an opportunity to do so.

(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.

2.4 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.

2.5 Announcements by the Mayor Without Discussion

(1) At any meeting of the Council or a committee the Mayor 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 Mayor not be accepted and if carried by a majority of members present, the proposed change in order is not to take place.

2.6 Matters for which Meeting may be Closed

For the convenience of members of the public, the Council or committee may identify by decision, early in the meeting, any matter on the agenda of the meeting to be discussed behind closed doors, and that matter is to be deferred for consideration as the last item of the meeting.

2.7 Urgent Business Approved by the Mayor or by Decision

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

2.8 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 Mayor.

(2) The Mayor if the request is to attend a Council meeting, or 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 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 without the agreement of the Council or the committee as the case requires.

(4) 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 3—Public Access to Agenda Material

3.1 Confidentiality of Information Withheld

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.

Part 4—Conduct of Persons at Council and Committee Meetings

4.1 Official Titles to be Used

Members and employees of the Council are to speak of each other in the Council or committee by their respective titles (eg. Mayor, Councillors or council employees – Mr/Mrs/Ms).

4.2 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.

(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 Mayor 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.

4.3 Recording of Proceedings

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 prior resolution of the Council.

4.4 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 Mayor whenever called upon to do so.

Penalty \$1,000

(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.

Penalty \$1,000

(3) Any person not being a member, who interrupts the orderly conduct of the business of the Council or committee and who does not obey an order of the person presiding to leave the meeting commits an offence.

Penalty: \$1,000.00

(4) A person in breach of a provision of the Standing Orders shall be liable to prosecution of a penalty but only if the breach continues after the person has been informed that the person's conduct amounts to a breach of the Standing Orders and the breach continues thereafter.

Penalty: \$1,000.00

Part 5—Conduct of Members during Debate

5.1 Members to Rise

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 Mayor to speak, members are to rise and address the Council through the Mayor, provided that where any member of the Council is unable to stand by reason of sickness or disability he or she may sit while speaking.

5.2 Priority

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

5.3 The Mayor 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 Mayor may take part in a discussion of any matter before the Council or committee as the case may be.

5.4 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.

5.5 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 explanation.

5.6 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.

5.7 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 Mayor.

5.8 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—

- (a) to raise a point of order;
- (b) to make a personal explanation under clause 6.13; or
- (c) to move a motion under clause 7(1)(e).

5.9 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 6—Procedures for Debate of Motions**6.1 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.

6.2 Motions to be Supported

No motion or amendment to a substantive motion is open to debate until it has been seconded.

6.3 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.

6.4 Breaking Down of Complex Questions

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

6.5 Order of Call in Debate

The Mayor 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 speak to the motion;
- (d) The seconder 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 takes right of reply which closes debate.

6.6 Limit of Debate

The Mayor 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.

6.7 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.

6.8 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.

6.9 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.

6.10 Mover of Motion Not to Speak on Amendment (unless forfeiting right of reply)

On an amendment being moved, any member may speak to the amendment, provided that if the person who moved the substantive motion does choose to speak to the amendment, the right of reply is forfeited by that person.

6.11 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.

6.12 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.

6.13 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.

6.14 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.

6.15 Ruling on Questions of Personal Explanation

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

6.16 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 material is to be introduced.

6.17 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;

(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 7—Procedural Motions**7.1 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 Mayor be disagreed with;

(g) that the Council (or committee) meet behind closed doors;

(h) that question be deferred.

7.2 No Debate on Procedural Motions

(1) The mover of a motion stated in each of paragraphs (a), (b), (c), (f) and (g) of clause 7.1 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 7.1 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.

7.3 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.

7.4 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 8—Effect of Procedural Motions**8.1 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.

8.2 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 5.5 apply when the debate is resumed.

8.3 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 Mayor or a simple majority of members upon vote, determine otherwise.

(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 5.5 apply when the debate is resumed.

8.4 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 Mayor 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 Mayor to put the amendment to the vote without further debate.

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

8.5 Member to be No Longer Heard—Effect of Motion

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

8.6 Ruling of the Mayor Disagreed With—Effect of Motion

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

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

(1) Subject to any deferral under clause 2.6 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 5.5 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 Mayor, 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 pursuant to section 5.21 of the Act.

8.8 The Question be Deferred—Effect of Motion

(1) The motion ‘that the question be deferred’, if carried, causes all debate on the substantive motion and any amendment to cease and for the question to be resubmitted for consideration at a time specified in the motion; and

(2) A motion that the question be deferred shall not be moved in respect of the election of a presiding person or the Deputy Mayor.

Part 9—Making Decisions

9.1 Question—When Put

When the debate upon any question is concluded and the right of reply has been exercised the Mayor 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.

9.2 Question—Method of Putting

If a decision of the Council or a committee is unclear or in doubt, the Mayor 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.

Part 10—Implementing Decisions

10.1 Implementation of a Decision

(1) 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 substantially 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.

(2) 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 11—Preserving Order

11.1 The Mayor to Preserve Order

The Mayor 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.

11.2 Demand for Withdrawal

A member at a meeting of the Council or a committee may be required by the Mayor, 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 employee, and if the member declines or neglects to do so, the Mayor may refuse to hear the member further upon the matter then under discussion and call upon the next speaker.

11.3 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 who is speaking when a point of order is raised, is to immediately stop speaking and be seated while the Mayor listens to the point of order.

11.4 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 any written law, or policy of the Local Government, provided that the member making the point of order states the written law or policy believed to be breached.

11.5 Points of Order—Ruling

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

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

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

11.7 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.

11.8 Precedence of Mayor

(1) When the Mayor 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 Mayor may be heard without interruption.

Penalty \$500

(2) Subclause (1) is not to be used by the Mayor to exercise the right provided in clause 5.3, but to preserve order.

11.9 Right of the Mayor to Adjourn Without Explanation to Regain Order

(1) If a meeting ceases to operate in an orderly manner, the Mayor 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, debate is to continue at the point at which the meeting was adjourned. If, at any one meeting, the Mayor 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 5.5 apply when the debate is resumed.

Part 12—Adjournment of Meeting**12.1 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.

12.2 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.

12.3 Unopposed Business—Motion for Adjournment

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

12.4 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.

12.5 Time to Which Adjourned

The time to which a meeting is adjourned for want of a quorum, by the Mayor 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 13—Committees of the Council**13.1 Establishment and Appointment of Committees**

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

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

13.2 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.

13.3 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.

13.4 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—

- (a) rejected by the Council and replaced by an alternative decision; or
- (b) amended or modified and adopted with such amendment or modification; or
- (c) referred back to the committee for further consideration.

13.5 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 5.1, in respect of the requirement to rise;
- (b) Clause 5.5, limitation on the number of speeches.

Part 14—Administrative Matters**14.1 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.

14.2 Cases not Provided for in Standing Orders

The Mayor is to decide questions of order, procedure, debate, or otherwise in cases where these Standing Orders and the Act and Regulations are silent. The decision of the Mayor in these cases is final, except where a motion is moved and carried under clause 7.1 (f).

Dated at Albany on this 14th day of June 2000.

The Common Seal of the City of Albany was affixed by the Authority of a resolution of the Council in the presence of—

A. GOODE, JP, Mayor.

A. HAMMOND, Chief Executive Officer.



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