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LOCAL GOVERNMENT ACT 1995

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**SHIRE OF  
SERPENTINE-JARRAHDALÉ**

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**STANDING ORDERS  
LOCAL LAW 2002**



**LOCAL GOVERNMENT ACT 1995**

## SHIRE OF SERPENTINE-JARRAHDALÉ

**STANDING ORDERS LOCAL LAW 2002**

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**LOCAL GOVERNMENT ACT 1995**

## SHIRE OF SERPENTINE-JARRAHDALÉ

**STANDING ORDERS LOCAL LAW 2002****PART 1—PRELIMINARY****1.1 Citation**

(1) This Local Law may be cited as the Shire of Serpentine-Jarrahdale Standing Orders Local Law 2002.

(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—

“Absolute Majority” in relation to Council decisions, means a majority comprising enough of the members for the time being of the council for their number to be more than 50% of the number of offices (whether vacant or not) of member of council;

“Act” means the *Local Government Act 1995* as amended and associated Regulations;

“CEO” means the Chief Executive Officer or Acting Chief Executive Officer for the time being of the Shire of Serpentine-Jarrahdale;

“committee” means a committee of the Council;

“Council” means the Council of the Shire of Serpentine-Jarrahdale;

“member” means a member of the council, or a person who is not a member of the council, who has been appointed a member of a committee in accordance with the Act;

“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;

“quorum” for a meeting of council or committee is at least 50% of the number of offices (whether vacant or not) of the member of the council or the 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.

(3) Where any reference to a period of time and no exceptions are noted in these standing orders, Saturdays and Sundays are to be included.

**1.4 Repeal**

The Standing Orders of the Shire of Serpentine-Jarrahdale published in the *Government Gazette* on 7 February 1997 and amended by publication in the *Government Gazette* on 10 June 1997, 12 June 1998, 16 July 1999 and 14 January 2000 are repealed.

**PART 2—CALLING MEETINGS****2.1 Councillors to Receive Notice**

(1) No business is to be transacted at any Committee or ordinary meeting of the council unless each councillor, is given at least 72 hours notice of the meeting and an agenda with supporting reports being received by the councillors not less than 72 hours before the meeting.

(2) The notice and agenda referred to in subclause (1) may be transmitted by facsimile or sent by any other electronic means (so long as it is capable of being printed out in its entirety), by post, or otherwise left or delivered to each member of Council, at least 72 hours before the meeting, at the usual or last known place of abode or business, or to another address a councillor may nominate by notice in writing to the Chief Executive Officer.

**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 72 hours' notice of the date, time, 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 provided for in subclause (1).

(3) The notice referred to in subclause (1) may be transmitted by facsimile or sent by any other electronic means (so long as it is capable of being printed out in its entirety), by post, or otherwise left or delivered to each councillor at the usual or last known place of abode or business, or to another address a councillor may nominate by notice in writing to the Chief Executive Officer.

### **2.3 Calling Committee Meetings and Special 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 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.

## **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 at that ordinary meeting.

### **3.2 Specified Papers**

Any councillor may, in writing addressed to the Chief Executive Officer and delivered to the office of the Chief Executive Officer at least 48 hours (Excluding Sat and Sun as prescribed in the Act) before any meeting of the Council, or of any committee of the Council, request that any specified papers be laid upon the table at any meeting to be named and the papers shall be laid upon the table accordingly.

### **3.3 Papers Relating to Matter Under Discussion**

At any meeting of the Council, or of any committee of the Council, the President or presiding member of the committee, or any councillor or committee member may require the production of any specified papers, documents, books or records, books of accounts, plans, or any other record or matter whatsoever relating to any question then under discussion providing that wherever possible, the notice prescribed in clause 3.2 shall be given. In the event of notice not having been given, the proceedings of the Council shall not be unreasonably delayed while documents are obtained. This decision will be made by the Presiding person, following advice from the Chief Executive Officer or Relevant Director on the anticipated time such a request may take.

### **3.4 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) Apologies and leave of absence;
- (b) Public question time;
- (c) Public statement time;
- (d) Petitions, and deputations;
- (e) President's Report;
- (f) Declarations of councillors and officers interest;
- (g) Confirmation of minutes of previous Council meeting(s);
- (h) Receipts of minutes or reports and consideration of adoption of recommendations from committee meetings held since the previous Council meetings;
- (i) Motions of which notice has been given;
- (j) Chief Executive Officers Report;
- (k) Urgent Business;
- (l) Councillors questions of which notice has been given;
- (m) 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.

### 3.5 Public Question Time

Is to be made available in accordance with the provisions of the *Local Government Act 1995*.

(1) Any member of the public may at a meeting of the Council, only during the Public question time or the Statements, Petitions segment of the agenda and with the consent of the Presiding Member, ask a question on a matter affecting the local government, or make a statement or submit a petition on a matter effecting the local government.

(2) In the case of a Committee meeting the matters will only be heard when they relate to an item on the agenda of that Committee, and are matters which are effecting the Local Government.

(3) At the Ordinary Council meeting a member of the public may speak on any matter either on the agenda for the meeting or that comes under the jurisdiction of the Council, provided that—

- (a) the member of the public's speaking rights are to be exercised before the meeting debates the particular item if it is on the agenda;
- (b) a member of the public speaking during either the Public question time or the Statements or the Petitions segment of the agenda will be limited to a maximum period of three (3) minutes unless extended by the consent of the meeting which shall be signified without debate;
- (c) the meeting may, by resolution (which may be moved without notice) bring forward and deal with any item listed in the agenda immediately following the conclusion of a person's address to the meeting during Public question time or the Statements or the Petitions segment of the agenda.

### 3.6 Petitions

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

- (a) be addressed to the President;
- (b) be made by electors or residents of the district;
- (c) state the request on each page of the petition;
- (d) contain the names, addresses and signatures of the electors or residents making the request, and the date each 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;
- (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 President;
  - (ii) a proposal to create a new district or the boundaries of the Local Government;
  - (iii) a request for a poll on a recommended amalgamation;
  - (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 councillor presenting a petition shall be limited to a statement of the parties from whom it comes, of the number of the signatures attached to it, the material issues contained in it and to the reading of the prayer.

(3) A councillor presenting a petition shall be familiar with the nature and contents of the petition and ascertain that it does not contain language disrespectful to the Council or other persons.

(4) The only question which be considered by the Council on the presentation of any petition shall be—

- (a) that the petition shall be accepted; or
- (b) that the petition not be accepted; or
- (c) that the petition be accepted and referred to a committee for consideration and report; or
- (d) that the petition be accepted and be dealt with by the Council at a subsequent meeting.

### 3.7 Confirmation of Minutes

(1) Reading of the minutes of a previous meeting at a meeting of the Council or a committee may be dispensed with provided that a copy of those minutes has been supplied to each councillor or member at least 72 hours prior to the meeting at which they are presented for confirmation.

(2) 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.



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

(4) Copies of unconfirmed minutes of each Council and committee meeting shall be made available for inspection at the Shire office, Shire library and such other publicly accessible places as determined by the Chief Executive Officer, for inspection by members of the public—

- (a) in the case of a Council meeting, in accordance with the provisions of the regulations after the meeting; and
- (b) in the case of a committee meeting, in accordance with the the provisions of the regulations after the meeting.

### **3.8 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.

### **3.9 Matters For Which The Meeting May Be Closed And Discussed Behind Closed Doors**

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.

### **3.10 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) full 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) 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 authorised by him or her in writing moves the motion when called on; or
- (b) the Council or committee 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.

### **3.11 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) full working days 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.

(4) No argument or expression of opinion shall be used or offered, nor any facts stated, except those necessary to explain the question.

### **3.12 Urgent Business Approved By the Person Presiding or by Decision**

(1) A councillor may move a motion involving urgent business that is not included in the notice paper for that meeting provided that the Presiding Member has agreed to the business being raised and the Presiding Member considers that either—

- (a) the urgency of the business is such that the business cannot wait for inclusion in the notice paper for the next meeting of the Council or committee; or
- (b) the delay in referring the business to the next meeting of the Council or committee could have adverse legal or financial implications for the Council;

(2) Any councillor may move without notice a procedural motion of dissent in respect of the Presiding Member's ruling that the business is not worthy of inclusion as urgent business. If the motion of dissent is agreed to at the meeting by the majority of councillors present, the business must then be included as a matter of urgent business.

### **3.13 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.
- (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 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 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.

### **4.2 Confidentiality of Information Withheld**

- (1) Information withheld by the CEO from members of the public under 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 the meeting may be closed to the public and discussed behind closed doors”; 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: max \$5,000 (refer to Clause 18.5 of this local law with regard to enforcement)

## **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 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 described in 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.

### 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 as described 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 five 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.

### 6.3 Absence of Quorum—Record in Minutes

At any time during the course of a meeting of the Council or a committee when there is an adjournment due to the absence of a quorum, the circumstances of the adjournment, together with the names of the members present, shall be recorded in the minutes of the meeting.

## PART 7—KEEPING OF MINUTES

### 7.1 Content of Minutes

In addition to the matters contained in Regulation 11 of the Regulations, the content of minutes of a meeting of the Council or a committee is to include, where an application for approval is declined or the authorisation of a licence, permit, or certificate is otherwise withheld or cancelled, the reasons for the decision.

### 7.2 Preservation of Minutes

Minutes including the agenda 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. Binding or otherwise permanently affixing the minutes and agendas to the leaves of a book shall be the method of keeping the minutes and agendas as a permanent record.

## 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 President or councillor. Members of the Council, in speaking of or addressing employees, are to use the employees official titles.

### 8.2 Members to Occupy Own Seats

At the first meeting held after each ordinary elections day, the CEO is to allot by random draw, 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 verbally 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: max \$1,000 per offence (refer to Clause 18.5 of this local law with regard to enforcement)

**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 by Members of the Public**

(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: max \$1,000 per each offence at any one meeting (refer to Clause 18.5 of this local law with regard to enforcement)

(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: max \$1,000 per each offence at any one meeting (refer to Clause 18.5 of this local law with regard to enforcement)

**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 beside the person presiding or at the Council table.

**8.8 Alcohol**

Consumption of alcohol in Council or committee meetings is prohibited.

**8.9 Smoking**

Smoking in any Council buildings is prohibited.

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

Every member of the Council or a committee wishing to speak shall indicate by show of hand or other method agreed upon by the Council. When invited by the person presiding to speak, members shall address the meeting through the person presiding.

**9.2 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.

**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.

**9.4 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.

**9.5 Limitation of Number of Speeches**

Except where this clause is suspended under clause 12.5 a member shall not speak twice on the same motion or amendment except—

- (a) in reply, upon an original motion of which the councillor was the mover;
- (b) in reply, upon an amendment last debated of which the councillor was the mover of the original motion;
- (c) by way of personal explanation, in accordance with clause 10.7.

**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**

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 10.17; or
- (d) to move a motion under clause 11(1)(e)

**9.9 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 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 state the substance of the motion 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 Secunder Requesting Right To Speak**

A seconder may request the right to speak at a later time in the debate, however in the moving of any procedural motion which will close debate, or any amendment to the substantive motion, if carried, will automatically deny the seconder the right to speak to the substantive motion.

**10.4 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 subclause (1) carried without debate and without taking a vote on it.
- (3) A motion carried under subclause (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.

**10.5 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.

**10.6 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.

**10.7 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 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.

**10.8 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.

**10.9 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.

**10.10 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.

**10.11 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, lost or carried.

**10.12 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.

**10.13 Mover of Motion Not to Speak on Amendment**

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.

**10.14 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.

**10.15 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.

**10.16 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.

**10.17 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.

**10.18 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.

**10.19 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.

**10.20 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.

**10.21 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.

**10.22 Amendments To Be Relevant**

Every amendment shall be relevant to the motion upon which it is moved and be framed to show precisely which words need to be deleted, added or altered.

**10.23 Negated Motions**

A motion to the same effect as any motion that has been negated by the Council or committee, except those motions provided for in clause 14.1 of the Standing Orders, shall not again be entertained within a period of three months except with the consent of an absolute majority of the Council or committee members.

**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 meeting be closed to members of the public, 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;
- (h) that the meeting be reopened to members of the public.

**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, or any amendment 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 (or Committee)—

- (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.

(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 Motion or 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.

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

**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 any amendment relating to it, 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 Meeting be Closed to Members of the Public—Effect of Motion**

(1) Subject to any deferral under clause 3.9 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) A person who is a Council member, a committee member, or an employee 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.

Penalty: max \$5,000 (refer to Clause 18.5 of this local law with regard to enforcement)

**12.8 Meeting be Reopened to Members of the Public**

The motion “that the meeting be reopened to the public” will result in members of the public being again admitted to the meeting.

**PART 13—MAKING DECISIONS****13.1 Motion or Question—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 Motion or 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.

**13.3 Recording the Number of Votes For and Against the Motion**

The number of members who vote for and who vote against the motion are to be recorded in the minutes of the meeting with the number of votes for the motion being shown first.

**PART 14—IMPLEMENTING DECISIONS****14.1 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 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) 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 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 15—PRESERVING ORDER**

### **15.1 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.

### **15.2 Demand for Withdrawal**

A member or member of the public 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 employee, 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.

### **15.3 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 person presiding listens to the point of order.

### **15.4 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.

### **15.5 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.

### **15.6 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.

### **15.7 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.

### **15.8 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 stop and every member of the Council or committee present shall preserve strict silence so that the person presiding may be heard without interruption.

Penalty: max \$1,000 (refer to Clause 18.5 of this local law with regard to enforcement)

(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.

### **15.9 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. This action cannot be challenged by any councillor or member. 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 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.

**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.

**16.6 Notice of Adjourned Meeting**

When a meeting is adjourned to another day, notice of the adjourned meeting shall be forwarded to each councillor as if it was notice of a special meeting, in the manner prescribed in Part 2 of these Standing Orders. The requirement to give 72 hours notice does not apply if there is insufficient time to satisfy this requirement.

If the adjourned meeting is to be open to the public it shall be regarded as a special meeting of the Council for the purpose of giving local public notice as required by the Regulations.

**PART 17—COMMITTEES OF THE COUNCIL****17.1 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—

- (a) the names of the Council members, employees and other persons to be appointed to the committee;
- (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; or
- (c) Anything else required by the Act or its associated regulations as quoted in its definitions.

**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 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.

**17.3 Presentation of Committee Reports**

When the report or recommendations of a committee are placed before the Council, the motions for the adoption of the recommendations of the committee may be moved by a Council member who is a member of the committee or by any other member of the Council.

**17.4 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, or the relevant senior officer present at the meeting.

**17.5 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—

- (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.

*Explanatory Note—(a) & (b) above would require an explanation to be recorded in the minutes accurately describing the reason for such change.*

**17.6 Standing Orders Apply to Committees**

Where not otherwise specifically provided, these Standing Orders apply generally to the proceedings of committees.

**17.7 Attendance by Councillors as Observers**

Councillors have the right to attend meetings of committees as observers if they are not members or deputy members of the committees. The presiding member may allow them to speak on any matter under consideration by the committee but they shall not be entitled to vote.

**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 Cases Not Provided For In Standing Orders**

The person presiding 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 person presiding in these cases is final, except where a motion is moved and carried under clause 11.1 (f).

**18.3 Copies of Acts and Standing Orders and Papers to Councillors of the Council**

The Chief Executive Officer shall provide to each councillor as soon as convenient after being elected to office, a copy of the Local Government Act, and associated regulations, policies and procedures and local laws regulating and governing the administration of the local government.

**18.4 Penalty for Breach of Standing Orders**

Any person guilty of any breach of the Standing Orders or any of the provisions hereof, shall be liable upon conviction to a penalty not exceeding \$1,000.00.

**18.5 Enforcement**

The Presiding member of any Council or committee meeting is authorised to enforce the Standing Orders during the course of the meeting.

No action shall be taken by the Shire of Serpentine-Jarrahdale to institute legal proceedings for an alleged breach of the Standing Orders unless by resolution of the Council.

**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 Local Government 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 President and the CEO or a senior employee authorised by him or her in accordance with the council Policy.

(3) The common seal of the Local Government 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 Local Government 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 Local Government or a replica thereof without authority commits an offence.

Penalty: max \$1,000 (refer to Clause 18.5 of this local law with regard to enforcement).

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