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LOCAL GOVERNMENT ACT 1995

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SHIRE OF TOODYAY

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STANDING ORDERS LOCAL  
LAW 2008



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## LOCAL GOVERNMENT ACT 1995

## SHIRE OF TOODYAY

## STANDING ORDERS LOCAL LAW 2008

Under the powers conferred upon it by the *Local Government Act 1995*, and under all other powers enabling it, the Council of the Shire of Toodyay resolved on the 27th day of March 2008, to make this local law.

## PART 1—PRELIMINARY

## 1.1 Citation

- (1) This local law may be cited as the *Shire of Toodyay Standing Orders Local Law 2008*.
- (2) In the clauses to follow, this local law is referred to as “these Standing Orders”.

## 1.2 Commencement

By virtue of section 3.14 of the Act, these Standing Orders come into operation 14 days after the date of their publication in the *Government Gazette*.

## 1.3 Application and intent

- (1) These Standing Orders provide rules and guidelines which apply to the conduct of meetings of the Council and its committees and to meetings of electors.
- (2) All meetings are to be conducted in accordance with the Act, the Regulations and these Standing Orders.
- (3) These Standing Orders are intended to result in—
  - (a) better decision making by the Council and committees;
  - (b) the orderly conduct of meetings dealing with Council business;
  - (c) better understanding of the process of conducting meetings; and
  - (d) the more efficient and effective use of time at meetings.

## 1.4 Interpretation

- (1) In these Standing Orders, unless the context otherwise requires—
  - “**absolute majority**” has the same meaning as given to it in the Act;
  - “**75% majority**” has the same meaning as given to it in the Act;
  - “**Act**” means the *Local Government Act 1995*;
  - “**CEO**” means the Chief Executive Officer of the Shire;
  - “**clause**” means a clause of these Standing Orders;
  - “**committee**” means a committee of the Council established under section 5.8 of the Act;
  - “**Council**” means the Council of the Shire;
  - “**Councillor**” has the same meaning as is given to it in the Act;
  - “**employee**” has the same meaning as is given to it in the Act;
  - “**meeting**” means a meeting of the Council or a committee, as the context requires;
  - “**Member**” has the same meaning as given to it in the Act—
  - “**Minister**” means the Minister responsible for administering the Act;
  - “**minor amendment**”, has the meaning referred to in clause 4.4(8) and (9)—
  - “**ordinary meeting**” has the same meaning as in section 5.3 of the Act and clause 2.1(2);
  - “**President**” means the President of the Shire or other Presiding Member at a Council meeting under section 5.6 of the Act (see clause 3.1) ;
  - “**Presiding Member**” means—
    - (a) in respect of the Council, the person presiding under section 5.6 of the Act (see clause 3.1); and
    - (b) in respect of a committee, the person presiding under sections 5.12, 5.13 and 5.14 of the Act (see clauses 3.4 and 3.5);

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

“**section**” means a section of the Act;

“**Shire**” means the Shire of Toodyay;

“**simple majority**” means more than 50% of the Members present and voting;

“**special meeting**” has the same meaning as in section 5.3 of the Act and clause 2.1(3); and

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

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

### 1.5 Repeal

The *Shire of Toodyay Standing Orders Local Law 1999*, published in the *Government Gazette* on 1 November 1999, is repealed.

### 1.6 Provisions of the Act, Regulations and other legislation

(1) Throughout these Standing Orders, provisions of the Act and Regulations, and of other legislation, are reproduced in a boxed format.

(2) The purpose of reproducing these provisions is to assist the reader by giving a fuller picture of related legislative provisions that also apply to meetings of the Council, committees and electors.

(3) The reproduced provisions of the Act and Regulations and other legislation—

(a) are to be treated as footnotes and are not part of these Standing Orders (see section 32(2) of the Interpretation Act 1984); and,

(b) reproduce only the provisions that were in force at the time that the Council resolved to adopt these Standing Orders and, therefore, may not necessarily be accurate at a future date.

## PART 2—MEETINGS OF THE COUNCIL

### 2.1 Ordinary and special Council meetings

(1) Ordinary and special Council meetings are dealt with in the Act.

(2) An ordinary meeting of the Council, held on a monthly basis or otherwise as determined by the Council, is for the purpose of considering and dealing with the ordinary business of the Council.

(3) A special meeting of the Council is held for the purpose of considering and dealing with Council business that is urgent, complex in nature, for a particular purpose or confidential.

### 2.2 Calling Council meetings

The calling of Council meetings is dealt with in the Act.

### 2.3 Convening Council meetings

(1) The convening of a Council meeting is dealt with in the Act.

(2) Subject to subclause (3), the CEO is to give at least 72 hours' notice, for the purposes of section 5.5, in convening a special meeting of the Council.

(3) Where, in the opinion of the President or at least one-third of the Members, there is a need to meet urgently, the CEO may give a lesser period of notice of a special Council meeting.

### 2.4 Public notice of meetings

Public notice of meetings is dealt with in the Regulations.

## PART 3—PRESIDING MEMBER AND QUORUM

### *Division 1—Who presides*

#### 3.1 Who presides

Who presides at a Council meeting is dealt with in the Act.

#### 3.2 When the Deputy President can act

When the Deputy President can act is dealt with in the Act.

#### 3.3 Who acts if no President

Who acts if there is no President is dealt with in the Act.

#### 3.4 Election of Presiding Members of committees

The election of Presiding Members of committees and their deputies is dealt with in the Act.

#### 3.5 Election of Deputy Presiding Members of committees

The election of Deputy Presiding Members of committees is dealt with in the Act.

#### 3.6 Functions of Deputy Presiding Members

The functions of Deputy Presiding Members are dealt with in the Act.

#### 3.7 Who acts if no Presiding Member

Who acts if no Presiding Member is dealt with in the Act.



*Division 2—Quorum***3.8 Quorum for meetings**

The quorum for meetings is dealt with in the Act.

**3.9 Reduction of quorum for Council meetings**

The power of the Minister to reduce the number for a quorum and certain majorities is dealt with in the Act.

**3.10 Reduction of quorum for committee meetings**

The reduction of a quorum for committee meetings is dealt with in the Act.

**3.11 Procedure where no quorum to begin a meeting**

The procedure where there is no quorum to begin a meeting is dealt with in the Regulations.

**3.12 Procedure where quorum not present during a meeting**

If at any time during a meeting a quorum is not present, the Presiding Member is—

- (a) immediately to suspend the proceedings of the meeting for a period of up to 15 minutes;
- (b) if a quorum is not present at the expiry of the suspension period under paragraph (a), the Presiding Member may either adjourn the meeting to some future time or date or may extend the extension period for a further period of 30 minutes; and
- (c) if a quorum is not present at the expiry of the extended period of suspension under paragraph (b), the Presiding Member is to adjourn the meeting to some future time or date.

**3.13 Names to be recorded**

At any meeting—

- (a) at which there is not a quorum present to begin the meeting; or
- (b) which is adjourned for want of a quorum,

the names of the Members then present are to be recorded in the minutes.

**PART 4—BUSINESS OF A MEETING****4.1 Business to be specified**

- (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 Council.
- (2) No business is to be transacted at a special meeting of the Council other than that specified 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 in the notice as the purpose of the meeting, without the approval of the committee.
- (4) Subject to subclause (5), 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.
- (5) Where a meeting is adjourned to the next ordinary meeting of the Council then, unless the Council resolves otherwise, the business unresolved at the adjourned meeting is to be dealt with under item 7 (of clause 4.2(1)) at that ordinary meeting.

**4.2 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—

1. Declaration of opening [and announcement of visitors].
2. Attendance—
  - 2.1 Apologies
  - 2.2 Approved leave of absence
  - 2.3 Applications for leave of absence
3. Disclosure of interests
4. Public questions—
  - 4.1 Responses to previous public questions taken on notice
  - 4.2 Public question time
5. Confirmation of Minutes
6. Petitions, deputations, presentations and submissions
7. Business left over from previous meeting (if adjourned)
8. Announcements from the Presiding Member
9. Reports of committees and employee reports
10. Motions of which previous notice has been given
11. Notices of motion given at the meeting for consideration at next meeting
12. Questions of members of which due notice has been given

13. New business of an urgent nature introduced by decision of meeting—

13.1 Members

13.2 Employees

14. Confidential business

15. Closure.

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

(3) In determining the order of business for any meeting of the Council, the provisions of the Act and Regulations relating to the time at which public question time is to be held are to be observed.

#### **4.3 Announcements from the Presiding Member**

Announcements by the Presiding Member under item 8 of clause 4.2(1) are—

- (a) to inform the Council of official duties performed, or functions attended, by the President, or of other matters of importance to the Council, of which the Council has not previously been informed;
- (b) to be brief and concise;
- (c) to be completed within 10 minutes; and
- (d) not to be the subject of any discussion.

#### **4.4 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 Shire business as he or she considers appropriate, in the form of a motion, of which notice has been given in writing to the CEO and which has been included in the agenda.

(2) A notice of motion under subclause (1) is to be given—

- (a) at the preceding Council meeting; or
- (b) at least 6 clear working days before the meeting at which the motion is to be moved.

(3) A notice of motion must relate to the good governance of the Shire.

(4) The CEO—

- (a) with the concurrence of the President, may exclude from the agenda any notice of motion that is considered to be, or may involve, a breach of any of these Standing Orders (such as clauses 7.8 and 7.15) or any other written law; or,
- (b) may make such amendments to the form but not the substance as will bring the notice of motion into due form; and
- (c) may provide to the Council relevant and material facts and circumstances pertaining to the notice of motion on matters such as policy, budget and law.

(5) If a notice of motion is excluded under subclause (4), the CEO is to provide the reason for its exclusion to all Members as soon as practicable.

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

- (a) the Member who gave notice of it, or some other Member authorised by the originating Member in writing, moves the motion when called on; or
- (b) the Council on a motion agrees to defer consideration of the motion to a later stage or date.

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

(8) An amendment, other than a minor amendment, to a motion of which notice has been given under this clause, is not to be considered at a meeting unless written notice of the amendment is received by the CEO no later than 12:00 noon on the last working date preceding the day of the meeting at which the relevant motion is to be considered.

(9) The Presiding Member—

- (a) is to determine whether an amendment is a minor amendment for the purposes of subclause (8); and
- (b) is to make that determination on the basis that a minor amendment is one which, in his or her opinion, does not alter the basic intent of the primary motion.

#### **4.5 New business of an urgent nature**

(1) In cases of extreme urgency or other special circumstances, matters may, on a motion that is carried by the meeting, be raised without notice and decided by the meeting.

(2) In subclause (1), 'cases of extreme urgency or other special circumstances' means matters that have arisen after the preparation of the agenda that are considered by the meeting to be of such importance and urgency that they are unable to be dealt with administratively by the Shire and must be considered and dealt with by the Council before the next meeting.

(3) Before debate begins on a matter under this clause that is not the subject of a written employee report to the meeting—

- (a) the Presiding Member is to ask the CEO to give; and
- (b) the CEO, or the CEO's nominee, is to give,

a verbal report to the meeting.

- (4) The minutes of the meeting are to include—
- (a) a summary of the verbal report and any recommendations of the CEO or the CEO's nominee; and
  - (b) the reasons for any decision made at the meeting that is significantly different from any recommendations of the CEO or the CEO's nominee.

#### **4.6 Adoption by exception resolution**

- (1) In this clause 'adoption by exception resolution' means a resolution of the Council that has the effect of adopting, for a number of specifically identified reports, the employee recommendation as the Council resolution.
- (2) Subject to subclause (3), the Shire may pass an adoption by exception resolution.
- (3) An adoption by exception resolution may not be used for a matter—
- (a) that requires a 75% majority or a special majority;
  - (b) in which an interest has been disclosed;
  - (c) that has been the subject of a petition or deputation;
  - (d) that is a matter on which a Member wishes to make a statement; or
  - (e) that is a matter on which a Member wishes to move a motion that is different to the recommendation.

#### **4.7 Closure—time limits for Council meetings**

If a meeting of the Council is in progress 4 hours after its commencement—

- (a) the Presiding Member is to enable the Council to decide whether the meeting should continue;
- (b) the meeting may continue for up to 1 more hour—
  - (i) only if a motion that the meeting continue is carried; and
  - (ii) only for the time (up to 1 more hour) specified in that motion; and
- (c) the Presiding Member is to adjourn the meeting—
  - (i) if the motion under paragraph (b) is not carried; or
  - (ii) at the conclusion of any extension specified in a motion that is carried under paragraph (b).

### **PART 5—PUBLIC PARTICIPATION**

#### **5.1 Meetings generally open to the public**

Meetings being generally open to the public is dealt with in the Act.

#### **5.2 Meetings not open to the public**

- (1) The CEO may, at any time, recommend that a meeting or part of a meeting be closed to members of the public.
- (2) The Council or a committee, in one or more of the circumstances dealt with in the Act, may at any time, by resolution, decide to close a meeting or part of a meeting.
- (3) If a resolution under subclause (2) is carried—
- (a) the Presiding Member is to direct everyone to leave the meeting except—
    - (i) the Members;
    - (ii) the CEO; and
    - (iii) any employee specified by the Presiding Member; and
  - (b) the meeting is to be closed to the public until, at the conclusion of the matter justifying the closure of the meeting to the public, the Council or the committee, by resolution, decides otherwise.
- (4) A person who fails to comply with a direction under subclause (3) may, by order of the Presiding Member, be removed from the meeting.
- (5) While the resolution under subclause (2) remains in force, the operation of clause 7.9 is to be suspended until the Council or the committee, by resolution, decides otherwise.
- (6) A resolution under this clause may be made without notice of the relevant motion.
- (7) Unless the Council or committee resolves otherwise, once the meeting is reopened to members of the public the Presiding Member is to ensure that any resolution of the Council or committee made while the meeting was closed is to be read out.

#### **5.3 Question time for the public**

Question time for the public is dealt with in the Act.

#### **5.4 Question time for the public at certain meetings**

Question time for the public at certain meetings is dealt with in the Regulations.

#### **5.5 Minimum question time for the public**

Minimum question time for the public is dealt with in the Regulations.

### 5.6 Procedures for question time for the public

Procedures for question time for the public are dealt with in the Regulations.

### 5.7 Other procedures for question time for the public

- (1) A member of the public who wishes to ask a question during question time is to—
  - (a) first state his or her name and whether or not he or she is an elector, ratepayer or resident of the Shire;
  - (b) direct the question to the Presiding Member;
  - (c) ask the question as briefly and concisely;
  - (d) limit any preamble to matters directly relevant to the question; and
  - (e) ensure that the question is not accompanied by any expression of opinion, statement of fact or other comment, except so far as may be necessary to explain the question.
- (2) Each member of the public with a question is entitled to ask up to 2 questions before other members of the public will be invited to ask their questions.
- (3) A member of the public is to have up to 2 minutes to ask a question.
- (4) A member of the public may give prior written notice to the CEO of the text or substance of a question that he or she wishes to ask at a meeting.
- (5) Unless the Presiding Member determines otherwise, a question of which prior written notice has been given to the CEO is to be given priority in question time.
- (6) Where a member of the public gives written notice of a question, the Presiding Member may determine that the question is to be responded to as normal business correspondence.
- (7) A question may be taken on notice by the Council or committee for later response.
- (8) When a question is taken on notice, the CEO is to ensure that—
  - (a) a written response is given to the person who asked the question; and
  - (b) a summary of the response is included in the agenda for the next meeting of the Council or committee.
- (9) Where a question relating to a matter in which a person has an interest is directed to that person, that person is to—
  - (a) declare that he or she has an interest in the matter; and
  - (b) allow another person to respond to the question.
- (10) A response to a question—
  - (a) is to be brief and concise; and
  - (b) is not to be the subject of any discussion, except that if in the opinion of a Member, false information or any adverse reflection is contained in any question asked or comments made by a member of the public, then (through the Presiding Member) the Member may correct or clarify the matter.
- (11) Where a response to a question is given at a meeting, a summary of the question and the response is to be included in the minutes.
- (12) The Presiding Member may decide that a question is not to be responded to where—
  - (a) the same or similar question was asked at a previous meeting, a response was provided and the person who asked the question is directed to the minutes of the meeting at which the response was provided;
  - (b) it is in the form of a statement, provided that the Presiding Member has taken reasonable steps to assist the person to phrase the statement as a question; or
  - (c) the question is offensive or defamatory in nature, or is one which, if asked by a Member, would be in breach of these Standing Orders or any other law.
- (13) Where the Presiding Member decides, under subclause (12), that a question is not to be responded to, the minutes are to record the substance of the question and the reasons for the Presiding Member's decision.
- (14) The Council or committee, by resolution, may agree to extend public question time.

### 5.8 Petitions

- (1) A petition is to—
  - (a) be addressed to the President;
  - (b) be made by electors of the district;
  - (c) state the request on each page of the petition;
  - (d) contain the name, address and signature of each elector making the request, and the date each elector signed;
  - (e) contain a summary of the reasons for the request;
  - (f) state the name of the person to whom, and an address at which, notice to the petitioners can be given;
  - (g) be respectful and temperate in its language; and

- (h) comply with any form prescribed by the Act and any other written law, such as the *Local Government (Constitution) Regulations 1996* if, for example, it is—
  - (i) a proposal to change the method of filling the office of President;
  - (ii) a proposal to create a new district or boundaries of the Shire;
  - (iii) a request for a poll on a recommended amalgamation; or
  - (iv) a submission about changes to wards, the name of a district or ward or the number of Councillors for a district or ward.
- (2) On the presentation of a petition—
  - (a) the Councillor presenting it is confined to reading the petition; and
  - (b) the only motion that is in order is that the petition be received and, if necessary, that it be referred for an employee's report.
- (3) At any meeting, the Council or committee is not to vote on any matter that is the subject of a petition presented to that meeting, unless—
  - (a) the matter is the subject of a report included in the agenda; and
  - (b) the Council or committee has considered the issues raised in the petition.

### 5.9 Deputations

- (1) Any person or group wishing to be received as a deputation by the Council or committee is to—
  - (a) apply in writing, at least 5 clear working days before the meeting, to the CEO for approval; and
  - (b) include with the application information relating to the subject matter to be raised by the deputation in concise terms, but in sufficient detail to provide a general understanding of the purpose of the deputation.
- (2) The CEO is to refer to the Presiding Member—
  - (a) a copy or a summary of the application; and
  - (b) the CEO's recommendation, with reasons, whether or not the application should be approved.
- (3) The Presiding Member may—
  - (a) grant or refuse the application, with or without conditions; or
  - (b) refer it to the Council or committee (as the case may be) for determination.
- (4) If the Presiding Member refuses an application, he or she is to report to the Council or committee (as the case may be), at its next meeting, the details of the application and the reasons for its refusal.
- (5) Unless the Council or committee resolves otherwise, a deputation invited to attend a Council or committee meeting—
  - (a) is not to exceed 3 persons;
  - (b) may address the Council or committee for up to 5 minutes each (or for up to 10 minutes if only one person speaks), unless the time is extended by the Council or committee; and
  - (c) may also respond to questions from Members.
- (6) For the purpose of determining who may address the Council or committee on an issue, all those people either in favour of or opposed to an item for consideration are deemed to comprise a single deputation.
- (7) Any matter which is the subject of a deputation to the Council or committee is not to be decided by the Council or committee until the deputation has completed its presentation.

### 5.10 Presentations

- (1) In this clause, a 'presentation' means the acceptance of a gift or an award by the Council on behalf of the Shire or the community.
- (2) A presentation may be made to the Council at a meeting only with the prior approval of the President or the Chief Executive Officer.

### 5.11 Submissions

- (1) Subject to this clause, a member of the public may make a submission to the Council after any petitions, deputations or presentations.
- (2) A member of the public who wishes to make a submission at a meeting, and who is invited to do so by the Presiding Member, is to—
  - (a) first state his or her name and whether or not he or she is an elector, ratepayer or resident of the Shire;
  - (b) ensure that the subject of the submission is relevant to one or more of the agenda items for that meeting;
  - (c) comply with any direction from the Presiding Member; and
  - (d) complete the submission within 5 minutes.
- (3) A member of the public may give prior written notice to the CEO of the text or substance of a submission that he or she wishes to make at a meeting.
- (4) Unless the Presiding Member determines otherwise, a submission of which prior notice has been given to the CEO is to be given priority among the submissions to be made.

(5) Any matter which is the subject of a submission to the Council under this clause is not to be decided by the Council until after the submission has been made.

#### **5.12 Distinguished visitors**

If a distinguished visitor is present at a meeting of the Council, the Presiding Member—

- (a) may invite the distinguished visitor to sit beside the Presiding Member or at the Council table;
- (b) may acknowledge the presence of the distinguished visitor at an appropriate time during the meeting; and
- (c) may direct that the presence of the distinguished visitor be recorded in the minutes.

#### **5.13 Participation at committee meetings**

(1) In this clause a reference to a person is to a person who—

- (a) is entitled to attend a committee meeting;
- (b) attends a committee meeting; and
- (c) is not a Member of that committee.

(2) A Member may attend, as an observer, any meeting of a committee of which he or she is not a Member or the deputy of a Member, but is to sit in an area set aside by the CEO for observers separated from the committee members.

(3) No person is to address a committee meeting unless he or she has the consent of the Presiding Member.

(4) The Presiding Member of a committee may allow a person to make an oral submission to the committee for up to 5 minutes.

(5) A person addressing the committee with the consent of the Presiding Member is to cease that address immediately after being directed to do so by the Presiding Member.

(6) A person who fails to comply with a direction of the Presiding Member under subclause (5) may, by order of the Presiding Member, be removed from the committee room.

(7) The Council may approve the circumstances in which a person may be given consent to address a committee meeting.

#### **5.14 Public inspection of agenda materials**

The right of the public to inspect the documents referred to, and in accordance with, regulation 14 of the Regulations may be exercised at the Shire offices and on the Shire's website.

#### **5.15 Confidentiality of information withheld**

(1) Information withheld by the CEO from 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";
- (b) marked "Confidential" in the agenda; and
- (c) kept confidential by Members and employees until the Council or committee resolves otherwise.

(2) A Member or an employee who has been given—

- (a) confidential information under subclause (1); or
- (b) information that is provided or disclosed for the purposes of or during a meeting or part of a meeting that is closed to the public,

is not to disclose any of that information to any person other than another Member or an employee to the extent necessary for the purpose of carrying out his or her duties.

(3) Subclause (2) does not apply where a Member or employee discloses the information to his or her lawyer or government officer for the purpose of seeking advice in order to lawfully fulfil his or her roles and responsibilities.

#### **5.16 Recording of proceedings**

(1) Unless authorised by the Council or the relevant committee, a person (including a Member) is not to use any electronic, visual or audio recording device or instrument to record the proceedings of the Council or committee without the permission of the Presiding Member or the Chief Executive Officer.

(2) If the Presiding Member or the CEO gives permission under subclause (1), he or she is to advise the meeting, immediately before the recording is commenced, that permission has been given and the nature and extent of that permission.

#### **5.17 Prevention of disturbance**

(1) A reference in this clause to a person is to a person other than a Member.

(2) A person addressing the Council or committee must extend due courtesy and respect to the Council or committee and the processes under which it operates and must comply with any direction by the Presiding Member.

(3) A person present at a meeting must not create a disturbance, by interrupting or interfering with the orderly conduct of the proceedings, whether by expressing approval or dissent, by conversing or by any other means.

(4) Without the consent of the Presiding Member or the Council, a person must ensure that his or her mobile telephone or audible pager is not switched on or used during any meeting of the Council or a committee.

## PART 6—QUESTIONS BY MEMBERS

### 6.1 Questions on notice

- (1) A Member who wishes to ask a question at a meeting of the Council is to give to the CEO written notice of the text of the question at least 6 clear working days before the meeting.
- (2) If the CEO considers that the question breaches or may breach these Standing Orders or any other law—
  - (a) the CEO is to refer the question to the President;
  - (b) the President is to exclude the question if he or she concurs with the view of the CEO; and
  - (c) if the question is excluded, the CEO is to give all Members, as soon as practicable but not later than the next ordinary meeting, the reasons for the exclusion.
- (3) Notice of a question that is not excluded is to be included, if practicable, in the agenda, or is otherwise to be tabled at the meeting.

### 6.2 Questions during debate

At any time during the debate on a motion before the motion is put, a Member may ask a question and, with the consent of the Presiding Member, may ask one or more further questions.

### 6.3 Restrictions on questions and answers

- (1) Questions asked by a Member, and responses given by a Member or an employee—
  - (a) are to be brief and concise; and
  - (b) are not to be accompanied by—
    - (i) expression of opinion, statement of fact or other comment, except so far as may be necessary to explain the question or answer; or
    - (ii) any discussion or further question, except with the consent of the Presiding Member.
- (2) In answering any question, a Member or an employee may qualify his or her answer and may at a later time in the meeting or at a later meeting alter, correct, add to or otherwise amend his or her original answer.

## PART 7—CONDUCT OF MEMBERS

### 7.1 Members to be in their proper places

- (1) At the first meeting held after each ordinary election day—
  - (a) the CEO is to allot a position at the Council table to each Member; and
  - (b) the allotment is to be determined by the CEO by random draw.
- (2) The allotted positions remain unless and until the Council determines otherwise.
- (3) Each Member is to occupy his or her allotted position at each Council meeting.

### 7.2 Respect to the Presiding Member

After the business of a meeting has commenced, a Member is not to enter or leave the meeting without first paying due respect to the Presiding Member.

### 7.3 Titles to be used

A speaker, when speaking or referring to the President, Deputy President or Presiding Member, or to a Member or employee, is to use the title of that person's office.

### 7.4 Entering or leaving a meeting

During the course of a meeting, a Member is not to enter or leave the meeting without first advising the Presiding Member, in order to facilitate the recording in the minutes of the time, and the specific place within an agenda item, of the Member's entry or departure.

### 7.5 Member to indicate intention to speak

- (1) A Member who wishes to speak—
  - (a) is to indicate his or her intention to speak by raising his or her hand; and
  - (b) when invited by the Presiding Member to speak, and unless otherwise decided by the Council, is to stand and address the meeting through the Presiding Member.
- (2) A Member who is unable to stand conveniently because of sickness or disability is to be permitted to sit while speaking.

### 7.6 Priority of speaking

- (1) Where two or more Members indicate, at the same time, their intention to speak, the Presiding Member is to decide which Member is entitled to be heard first.
- (2) A decision of the Presiding Member under subclause (1) is not open to discussion or dissent.
- (3) A Member is to cease speaking immediately after being asked to do so by the Presiding Member.

### 7.7 Presiding Member may take part in debates

Unless otherwise prohibited by the Act, subject to compliance with these Standing Orders, the Presiding Member may take part in a discussion of any matter before the meeting.

**7.8 Relevance**

- (1) A Member is to restrict his or her remarks to the motion or amendment under discussion, or to a personal explanation or point of order.
- (2) The Presiding Member, at any time, may—
  - (a) call the attention of the meeting to—
    - (i) any irrelevant, repetitious, offensive or insulting language by a Member; or
    - (ii) any breach of order or decorum by a Member; and
  - (b) direct that Member, if speaking, to discontinue his or her speech.
- (3) A Member is to comply with the direction of the Presiding Member under subclause (2) by immediately ceasing to speak.

**7.9 Speaking twice**

- (1) A Member is not to address the Council more than once on any motion or amendment except—
  - (a) as the mover of a substantive motion, to exercise a right of reply;
  - (b) to raise a point of order; or
  - (c) to make a personal explanation.
- (2) A Member who asks a question before speaking has not addressed the Council for the purposes of this clause.

**7.10 Duration of speeches**

- (1) A Member is not to speak on any matter for more than 5 minutes without the consent of the Council which, if given, is to be given without discussion.
- (2) An extension under this clause cannot be given to allow a Member's total speaking time to exceed 10 minutes.

**7.11 No speaking after conclusion of debate**

A Member is not to speak on any motion or amendment—

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

**7.12 No interruption**

A Member is not to interrupt another Member who is 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 7.13; or
- (d) to move a procedural motion that the Member be no longer heard (see clause 10.1(b)).

**7.13 Personal explanations**

- (1) A Member who wishes to make a personal explanation relating to a matter referred to by another Member who is then speaking is to indicate to the Presiding Member his or her intention to make a personal explanation.
- (2) The Presiding Member is to determine whether the personal explanation is to be heard immediately or at the conclusion of the speech by the other Member.
- (3) A Member making a personal explanation is to confine his or her observations to a succinct statement relating to the specific part of the speech at which he or she may have been misunderstood.

**7.14 No reopening of discussion**

A Member is not to reopen discussion on any Council decision, except to move that the decision be revoked or changed (see Part 15).

**7.15 Adverse reflection**

- (1) A Member is not to reflect adversely on a decision of the Council except on a motion that the decision be revoked or changed (see Part 15).
- (2) A Member is not—
  - (a) to reflect adversely on the character or actions of another Member or employee; or
  - (b) to question any motive of, or impute any motive to, a Member or employee,unless the meeting resolves, without debate, that the question then before the meeting cannot otherwise be adequately considered.
- (3) A Member is not to use offensive or objectionable expressions in reference to any Member, employee or other person.
- (4) If a Member specifically requests, immediately after their use, that any particular words used by a Member be recorded in the minutes—
  - (a) the Presiding Member is to cause the words used to be recorded in writing and read to the meeting for verification; and
  - (b) the Council may, by resolution, decide to record those words in the minutes.
- (5) Subclauses (2) and (3) do not apply to conduct that would constitute a minor breach under regulation 10 of the *Local Government (Rules of Conduct) Regulations 2007*.



**7.16 Withdrawal of offensive language**

- (1) A Member who, in the opinion of the Presiding Member, uses an expression which—
- (a) in the absence of a resolution under clause 7.15—
    - (i) reflects adversely on the character or actions of another Member or employee; or
    - (ii) questions any motive of, or imputes any motive to, a Member or employee; or
  - (b) is offensive or insulting,

must, when directed by the Presiding Member, withdraw the expression and make a satisfactory apology.

- (2) If a Member fails to comply with a direction of the Presiding Member under subclause (1), the Presiding Member may refuse to hear the Member further on the matter then under discussion and call on the next speaker.

**PART 8—PRESERVING ORDER****8.1 Presiding Member to preserve order**

- (1) The Presiding Member is to preserve order, and, whenever he or she considers it necessary, may call any Member to order.
- (2) When the Presiding Member speaks during a debate, any Member then speaking, or indicating that he or she wishes to speak, is immediately to sit down and every Member present is to preserve strict silence so that the Presiding Member may be heard without interruption.
- (3) Subclause (2) is not to be used by the Presiding Member to exercise the right provided in clause 7.7, but to preserve order.

**8.2 Point of order**

- (1) A Member may object, by way of a point of order, only to a breach of—
- (a) any of these Standing Orders; or
  - (b) any other written law.
- (2) Examples of valid points of order are—
- (a) a speaker's remarks not being relevant to the motion or amendment being debated (see clause 7.8); and
  - (b) a speaker's use of offensive or objectionable expressions or adverse reflection on a decision of the Council (see clause 7.15).
- (3) Despite anything in these Standing Orders to the contrary, a point of order—
- (a) takes precedence over any discussion; and
  - (b) until determined, suspends the consideration or discussion of any other matter.

**8.3 Procedures on a point of order**

- (1) A Member who is addressing the Presiding Member is not to be interrupted except on a point of order.
- (2) A Member interrupted on a point of order is to resume his or her seat until—
- (a) the Member raising the point of order has been heard; and
  - (b) the Presiding Member has ruled on the point of order,
- and, if permitted, the Member who has been interrupted may then proceed.

**8.4 Calling attention to breach**

A Member may, at any time, draw the attention of the Presiding Member to any breach of these Standing Orders.

**8.5 Ruling by the Presiding Member**

- (1) The Presiding Member is to rule on any point of order which is raised by either upholding or rejecting the point of order.
- (2) A ruling by the Presiding Member on a point of order—
- (a) is not to be the subject of debate or comment; and
  - (b) is to be final unless the majority of Members then present and voting, on a motion moved immediately after the ruling, dissent from the ruling.
- (3) Subject to a motion of dissent being carried under subclause (2), if the Presiding Member rules that—
- (a) any motion, amendment or other matter before the meeting is out of order, it is not to be considered further; and
  - (b) a statement made or act done by a Member is out of order, the Presiding Member may require the Member to make an explanation, retraction or apology.

**8.6 Right of Presiding Member to adjourn**

- (1) For the purpose of preserving or regaining order, the Presiding Member may adjourn the meeting for a period of up to 15 minutes.
- (2) On resumption, the debate is to continue at the point at which the meeting was adjourned.

(3) If, at any one meeting, the Presiding Member adjourns the meeting more than once for the purpose of preserving or regaining order, the second or subsequent adjournment may be to a later time on the same day or to another day.

## **PART 9—DEBATE OF SUBSTANTIVE MOTIONS**

### **9.1 Motions to be stated and in writing**

- (1) A Member who wishes to move a substantive motion or an amendment to a substantive motion—
- (a) is to state the substance of the motion before speaking to it; and
  - (b) is to put the motion or amendment in writing if—
    - (i) in the opinion of the Presiding Member, the motion or amendment is significantly different to the relevant written recommendation of a committee or an employee (including a person who, under a contract for services with the Shire, provides advice or a report on the matter); or
    - (ii) he or she is otherwise required to do so by the Presiding Member.
- (2) The written terms of the motion or amendment are to be given to the CEO who is to ensure that they are recorded in the minutes.

### **9.2 Motions to be supported**

- (1) A substantive motion or an amendment to a substantive motion is not open to debate until it has been seconded.
- (2) A motion to revoke or change a decision made at a Council meeting is not open to debate unless the motion has the support required under regulation 10 of the Regulations (see clause 15.1).

### **9.3 Unopposed business**

- (1) Immediately after a substantive motion has been moved, the Presiding Member may ask the meeting if any Member opposes it.
- (2) If no Member opposes the motion, the Presiding Member may declare it carried without debate and without taking a vote.
- (3) A motion declared carried under this clause is to be recorded in the minutes as a unanimous decision of the Council.
- (4) If a Member opposes a motion, the motion is to be dealt with under this Part.
- (5) This clause does not apply to a motion to revoke or change a decision which has been made at a Council meeting (see Part 15).

### **9.4 Only one substantive motion at a time**

The Council or a committee—

- (a) is not to accept a substantive motion while another substantive motion is being debated; and
- (b) is not to consider more than one substantive motion at any time.

### **9.5 Complex motions**

The Presiding Member may require that a complex substantive motion, or a complex amendment to a substantive motion, is to be broken down and put in the form of more than one motion, each of which is to be put in sequence.

### **9.6 Order of call in debate**

The Presiding Member 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) a speaker against the motion;
- (e) the seconder to speak to the motion;
- (f) other speakers against and for the motion, alternating where possible; and
- (g) mover takes right of reply which closes debate.

### **9.7 Limit of debate**

The Presiding Member may offer the right of reply and put a substantive motion to the vote if he or she believes that sufficient discussion has taken place even though all Members may not have spoken.

### **9.8 Member may require question to be read**

A 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 who is speaking.

### **9.9 Consent of seconder required for alteration**

The mover of a substantive motion may not alter the wording of the motion without the consent of the seconder.

### **9.10 Order of amendments**

Any number of amendments may be proposed to a substantive 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, carried or lost.

**9.11 Amendment must not negate original motion**

An amendment to a substantive motion cannot negate the original motion or the intent of the original motion.

**9.12 Relevance of amendments**

An amendment must be relevant to the motion in respect of which it is moved.

**9.13 Mover of motion may speak on amendment**

Any Member may speak during debate on an amendment.

**9.14 Effect of an amendment**

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

**9.15 Withdrawal of motion or amendment**

(1) Subject to subclause (2), the Council may, without debate, grant leave to withdraw a motion or amendment on the request of the mover of the motion or amendment and with the approval of the seconder.

(2) Where an amendment has been proposed to a substantive motion, the substantive motion is not to be withdrawn, except by consent of the majority of Members present, until the amendment proposed has been withdrawn or lost.

**9.16 Right of reply**

(1) Unless sub-clause (2) applies, the mover of a substantive motion has the right of reply.

(2) The mover of an amendment to a substantive motion has a right of reply (in place of the mover of the substantive motion) where—

- (a) the amendment is not a minor amendment; and
- (b) the mover of the substantive motion speaks to the amendment.

(3) The Presiding Member—

- (a) is to determine whether an amendment is a minor amendment for the purposes of sub-clause (2); and
- (b) is to make that determination on the basis that a minor amendment is one which, in his or her opinion, does not alter the basic intent of the primary motion.

(4) The right of the reply may be exercised only—

- (a) where no amendment is moved to the substantive motion—at the conclusion of the discussion on the motion; or
- (b) where one or more amendments have been moved to the substantive motion—at the conclusion of the discussion on the substantive motion and any amendments.

(5) After the mover of the substantive motion has commenced the reply—

- (a) no other Member is to speak on the question; and
- (b) there is to be no further discussion on, or any further amendment to, the motion.

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

(7) At the conclusion of the right of reply, the substantive motion, or the substantive motion as amended, is immediately to be put to the vote.

**PART 10—PROCEDURAL MOTIONS****10.1 Permissible procedural motions**

In addition to the right to move an amendment to a substantive motion (under Part 9), a Member may move any of the following procedural motions—

- (a) that the meeting proceed to the next item of business;
- (b) that the Member be no longer heard;
- (c) that the debate be adjourned;
- (d) that the question be now put;
- (e) that the meeting be closed to the public (see clause 5.2);
- (f) that the meeting now adjourn; and
- (g) that the ruling of the Presiding Member be disagreed with.

**10.2 No debate**

(1) The mover of a motion specified in paragraph (a), (c), (e), (f) or (g) of clause 10.1 may speak to the motion for not more than 5 minutes, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.

(2) The mover of a motion specified in paragraph (b) or (d) of clause 10.1 may not speak to the motion, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.

### 10.3 Who may move

A Member who has moved, seconded, or spoken for or against the substantive motion, or any amendment to the substantive motion, cannot move any procedural motion which, if carried, would close the debate on the substantive motion or amendment.

### 10.4 Procedural motions—right of reply on substantive motion

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

### 10.5 Meeting to proceed to the next business

The motion “that the meeting proceed to the next business”, if carried, has the effect that—

- (a) the debate on the substantive motion or amendment ceases immediately;
- (b) no decision is made on the substantive motion;
- (c) the Council moves to the next item of business; and
- (d) there is no requirement for the matter to be raised again for consideration.

### 10.6 Member to be no longer heard

If the motion “that the member be no longer heard”, is carried, the speaker against whom the motion has been moved cannot speak further on the current substantive motion, or any amendment relating to it, except to exercise the right of reply if he or she is the mover of the substantive motion.

### 10.7 Debate to be adjourned

A motion “that the debate be adjourned”—

- (a) is to state the time to which the debate is to be adjourned; and
- (b) if carried—
  - (i) has the effect that all debate on the substantive motion or amendment ceases immediately, but continues at the time stated in the motion;
  - (ii) the names of Members who have spoken on the matter are to be recorded in the minutes; and
  - (iii) the provisions of clause 7.9 apply when the debate is resumed as if there had been no adjournment.

### 10.8 Question to be put

(1) If the motion “that the question be now put”, is carried during debate on a substantive motion without amendment, the Presiding Member is to offer the right of reply and then put the motion to the vote without further debate.

(2) If the motion “that the question be now put” is carried during discussion of an amendment, the Presiding Member is to put the amendment to the vote without further debate.

### 10.9 Meeting be closed to the public

Provisions dealing with the closure of a meeting to the public are set out in clause 5.2.

### 10.10 Meeting now adjourn

(1) A Member is not to move or second more than one motion of adjournment during the same meeting of the Council.

(2) Before putting the motion for the adjournment of the Council, the Presiding Member may seek leave of the Council to deal first with matters that may be the subject of an adoption by exception resolution (see clause 4.6).

(3) A motion “that the meeting now adjourn”—

- (a) is to state the time and date to which the meeting is to be adjourned; and
- (b) if carried, has the effect that the meeting is adjourned to the time and date specified in the motion.

(4) A meeting adjourned under subclause (3) is to continue from the point at which it was adjourned, unless the Presiding Member or the Council determines otherwise.

### 10.11 Ruling of the Presiding Member to be disagreed with

If the motion “that the ruling of the Presiding Member be disagreed with”, is carried, that ruling is to have no effect and the meeting is to proceed accordingly.

## PART 11—DISCLOSURE OF INTERESTS

### 11.1 Disclosure of interests

Members and officers must deal with all interests and potential conflicts of interest in accordance with the requirements of the Act, the *Local Government (Rules of Conduct) Regulations 2007*, the Shire’s Code of Conduct and all other legal obligations.

## PART 12—VOTING

### 12.1 Question—when put

(1) Immediately after the debate on any question is concluded and the right of reply has been exercised, the Presiding Member—

- (a) is to put the question to the Council or the committee; and
- (b) if requested by any Member, is to again state the terms of the question.

(2) A Member is not to leave the meeting when the Presiding Member is putting any question.

### 12.2 Voting

Voting is dealt with in the Act and the Regulations.

### 12.3 Majorities required for decisions

The majorities required for decisions of the Council and committees are dealt with in the Act.

### 12.4 Method of taking vote

(1) In taking the vote on any motion or amendment, the Presiding Member—

- (a) is to put the question, first in the affirmative, and then in the negative;
- (b) may put the question in this way as often as may be necessary to enable him or her to determine whether the affirmative or the negative has the majority of votes;
- (c) may accept a vote on the voices or may require a show of hands; and
- (d) is, subject to this clause, to declare the result.

(2) If a Member calls for a show of hands, the result of the vote is to be determined on the count of raised hands.

(3) If a Member calls for a division—

- (a) those voting in the affirmative are to pass to the right of the Chair; and
- (b) those voting in the negative are to pass to the left of the Chair.

(4) For every division, the CEO is to ensure that the minutes record—

- (a) the name of each Member who voted; and
- (b) whether he or she voted in the affirmative or negative.

## PART 13—MINUTES OF MEETINGS

### 13.1 Keeping of minutes

The keeping and confirmation of minutes are dealt with in the Act.

### 13.2 Content of minutes

(1) The content of minutes is dealt with in the Regulations.

(2) In addition to the matters required by regulation 11, the minutes of a Council meeting are to include, where an application for approval is refused or the authorisation of a licence, permit or certificate is withheld or cancelled, the reasons for the decision.

### 13.3 Public inspection of unconfirmed minutes

The public inspection of unconfirmed minutes is dealt with in the Regulations.

### 13.4 Confirmation of minutes

(1) The CEO is to give to each Member—

- (a) the unconfirmed minutes of each Council meeting—within 9 business days after the meeting; and
- (b) the unconfirmed minutes of a committee meeting—within 4 business days after the meeting.

(2) If a Member is dissatisfied with the accuracy of the draft minutes, he or she is to provide to the CEO a written copy of the alternative wording to amend the draft minutes no later than 3 clear working days before the meeting where the minutes are to be confirmed.

(3) At that meeting, the Member who provided the alternative wording shall, at the time for confirmation of minutes—

- (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.

### 13.5 Preservation of minutes

Documents recording minutes are to be stored and retained in accordance with the requirements of the *State Records Act 2000*.

## PART 14—ADJOURNMENT OF MEETING

### 14.1 Meeting may be adjourned

The Council or a committee may adjourn any meeting—

- (a) to a later time on the same day; or
- (b) to any other time on any other day, including a time which coincides with the conclusion of another meeting or event.

### 14.2 Effect of adjournment

Where any matter, motion, debate or meeting is adjourned under these Standing Orders—

- (a) the names of Members who have spoken on the matter prior to the adjournment are to be recorded in the minutes;
- (b) debate is to be resumed at the next meeting at the point where it was interrupted; and
- (c) the provisions of clause 7.9 apply when the debate is resumed as if there had been no adjournment.

## PART 15—REVOKING OR CHANGING DECISIONS

### 15.1 Requirements to revoke or change decisions

The requirements to revoke or change a decision made at a meeting are dealt with in regulation 10 of the Regulations.

### 15.2 Limitations on powers to revoke or change decisions

(1) Subject to subclause (2), the Council or a committee is not to consider a motion to revoke or change a decision—

- (a) where, at the time the motion is moved or notice is given, any action has been taken under clause 15.3 to implement the decision; or
- (b) where the decision is procedural in its form or effect.

(2) The Council or a committee may consider a motion to revoke or change a decision of the kind described in subclause (1)(a) if the motion is accompanied by a written statement of the legal and financial consequences of carrying the motion.

### 15.3 Implementing a decision

(1) In this clause—

- (a) “authorisation” means a licence, permit, approval or other means of authorising a person to do anything;
- (b) “implement”, in relation to a decision, includes—
  - (i) communicate notice of the decision to a person affected by, or with an interest in, the decision; and
  - (ii) take any other action to give effect to the decision; and
- (c) “valid notice of revocation motion” means a notice of a motion to revoke or change a decision that complies with the requirements of the Act, Regulations and the Standing Orders and may be considered, but has not yet been considered, by the Council or a committee as the case may be.

(2) Subject to subclause (4), and unless a resolution is made under subclause (3), a decision made at a meeting is not to be implemented by the CEO or any other person until the afternoon of the first business day after the commencement of the meeting at which the decision was made.

(3) The Council or a committee may, by resolution carried at the same meeting at which a decision was made, direct the CEO or another person to take immediate action to implement the decision.

(4) A decision made at a meeting is not to be implemented by the CEO or any other person—

- (a) if, before commencing any implementation action, the CEO or that person is given a valid notice of revocation motion; and
- (b) unless and until the valid notice of revocation motion has been determined by the Council or the committee as the case may be.

(5) The CEO is to ensure that members of the public attending the meeting are informed, by an appropriate notice, that a decision to grant an authorisation—

- (a) is to take effect only in accordance with this clause; and
- (b) cannot be acted upon by the person who has been granted the authorisation unless and until the decision has been implemented in accordance with this clause.

## PART 16—SUSPENSION AND NON-APPLICATION OF STANDING ORDERS

### 16.1 Suspension of Standing Orders

(1) A Member may, at any time, move that the operation of one or more of the provisions of these Standing Orders be suspended.

(2) A Member moving a motion under subclause (1) is to state the reasons for the motion, but no other discussion is to take place.

(3) A motion under subclause (1) which is—

- (a) seconded; and
- (b) carried by a simple majority,

is to suspend the operation of the clause or clauses to which the motion relates for the duration of the meeting, unless the meeting earlier resolves otherwise.

**16.2 Where Standing Orders do not apply**

(1) In situations where—

- (a) these Standing Orders have been suspended; or
- (b) a matter is not regulated by the Act, the Regulations or these Standing Orders,

the Presiding Member is to decide questions relating to the conduct of the meeting.

(2) The decision of the Presiding Member under subclause (1) is final, except where a motion of dissent is moved and carried under clause 10.11.

**PART 17—COMMITTEES****17.1 Establishment of committees**

(1) The establishment of committees is dealt with in the Act.

(2) A Council resolution to establish a committee under section 5.8 of the Act is to include—

- (a) the terms of reference of the committee;
- (b) the number of Council Members, officers and other persons to be appointed to the committee;
- (c) the names or titles of the Council Members and officers to be appointed to the committee;
- (d) the names of other persons to be appointed to the committee or an explanation of the procedure to be followed to determine the appointments; and
- (e) details of the delegation of any powers or duties to the committee under section 5.16 of the Act.

**17.2 Types of committees**

The types of committees are dealt with in the Act.

**17.3 Delegation of some powers and duties to certain committees**

The delegation of some powers and duties to certain committees is dealt with in the Act.

**17.4 Limits on delegation of powers and duties to certain committees**

The limits on the delegation of powers and duties to certain committees are dealt with in the Act.

**17.5 Register of delegations to committees**

The register of delegations to committees is dealt with in the Act.

**17.6 Appointment of committee Members**

The appointment of committee Members is dealt with in the Act.

**17.7 Tenure of committee membership**

Tenure of committee membership is dealt with in the Act.

**17.8 Appointment of deputies**

(1) The Council may appoint one or more Members to be a deputy or deputies for a committee member and, where two or more deputies for the same Member are appointed, the Council is to determine the order of priority among those deputies.

(2) A deputy may act temporarily in place of the committee member for whom he or she was appointed as a deputy on any occasion on which, or during any period in which, the committee member is unable to perform the functions of the position.

(3) A member of a committee is not eligible to be appointed as a deputy in respect of the same committee.

(4) Whenever a committee member is unable to attend a committee meeting, or part of a committee meeting, his or her deputy may—

- (a) attend the meeting, or that part of the meeting, in place of the committee member; and
- (b) exercise all the rights, powers and privileges of the committee member.

(5) In any case where more than one deputy is available to act in place of the committee member, the deputy with the higher priority, as determined by the Council under subclause (1), is to act.

**17.9 Resignation of committee Members**

The resignation of committee Members is dealt with in the Regulations.

**17.10 Calling committee meetings**

A meeting of a committee is to be held—

- (a) if called for in a verbal or written request, to the CEO by the Presiding Member of the committee, identifying the date and purpose of the proposed meeting;
- (b) if called for by at least one third 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.

**17.11 Standing Orders to apply**

These Standing Orders are to apply to the conduct of committee meetings, with the exception of—

- (a) clause 7.1 in relation to seating;
- (b) clause 7.5(1)(b) in relation to the requirement to rise; and
- (c) clause 7.9 in relation to speaking twice.

**17.12 Committee to report**

A committee—

- (a) is answerable to the Council;
- (b) is to report on its activities when, and to the extent, required by the Council; and
- (c) as soon as possible after it has decided on a matter referred to it by the Council, is to prepare a report containing recommendations and submit it to the Council.

**PART 18—MEETINGS OF ELECTORS****18.1 Electors' general meetings**

Electors' general meetings are dealt with in the Act.

**18.2 Matters for discussion at general electors' meeting**

The matters to be discussed at a general electors' meeting are dealt with in the Regulations.

**18.3 Electors' special meetings**

Electors' special meetings are dealt with in the Act.

**18.4 Requests for electors' special meetings**

Requests for electors' special meetings are dealt with in the Regulations.

**18.5 Convening electors' meetings**

Convening electors' meetings is dealt with in the Act.

**18.6 Who presides at electors' meetings**

Who presides at electors' meetings is dealt with in the Act.

**18.7 Procedure for electors' meetings**

- (1) The procedure for electors' meetings is dealt with in the Act and the Regulations.
- (2) In exercising his or her discretion to determine the procedure to be followed at an electors' meeting, the Presiding Member is to have regard to these Standing Orders.

**18.8 Participation of non-electors**

A person who is not an elector of the Shire must not take part in any discussion at an electors' meeting unless the meeting, by resolution, permits him or her to do so.

**18.9 Voting at electors' meetings**

Voting at electors' meetings is dealt with in the Regulations.

**18.10 Minutes of electors' meetings**

Minutes of electors' meetings are dealt with in the Act.

**18.11 Decisions made at electors' meetings**

Decisions made at electors' meetings are dealt with in the Act.

**PART 19—ENFORCEMENT****19.1 Penalty for breach**

A person who breaches a provision of these Standing Orders, other than clause 11.1, commits an offence.

Penalty: \$5,000, and a daily penalty of \$500

**19.2 Who can prosecute**

Who can prosecute is dealt with in the Act.

**PART 20—SHIRE'S COMMON SEAL****20.1 Shire's Common Seal**

- (1) The CEO is to have charge of the common seal of the Shire, and is responsible for its safe custody and proper use.
- (2) The common seal may be used only 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 (unless otherwise authorised by the Council) and by the CEO or a senior employee authorised by the Chief Executive Officer.
- (3) The common seal of the Shire is to be affixed to any local law which is made by the Shire.



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

(5) A person who, without authority, uses the common seal of the Shire, or a replica of it, commits an offence.

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Dated the 15th day of May 2008.

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

CHARLES WROTH, President.  
GRAHAM MERRICK, Chief Executive Officer.

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