

Code of Practice for Meeting Procedures

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Responsible Department	Corporate Services
Related Policies	Administrative Policy for Elected Members Code of Practice for Access to Meetings and Documents
Related Procedures	Nil
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1. Purpose

The statutory requirements relating to procedures at meetings of Council and its Committees are set down in the Local Government (Procedures at Meetings) Regulations 2013. Under the Regulations Council may adopt a Code of Practice that varies certain provisions where they are capable of variation.

This Code of Practice sets out the meeting procedures to be followed at Council and Committee meetings. It includes variations to meeting procedures that have been adopted by Campbelltown City Council and these have been inserted (in italics and in a box) in the appropriate sections of the Regulations to enable them to be read in conjunction with the formal requirements of the Regulations.

2. Power to Make the Policy

This Code of Practice has been developed in accordance with the Local Government Act 1999 and the Local Government (Procedures at Meetings) Regulations 2013.

3. Strategic Plan Link

This Policy has the following link to Council's Strategic Plan 2024:

- Leading Our People (Goal 5)

4. Principles

Campbelltown City Council is committed to the principle of open, transparent and informed decision-making and encourages appropriate community participation in the business of Council.

5. Procedures

South Australia

Local Government (Procedures at Meetings) Regulations 2013
under the *Local Government Act 1999*

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Part 1—Preliminary

1— Short title

These regulations may be cited as the *Local Government (Procedures at Meetings) Regulations 2013*.

2—Commencement

These regulations will come into operation on 1 January 2014.

3—Interpretation

- (1) In these regulations, unless the contrary intention appears

Act means the Local Government Act 1999;

clear days - see subregulation (2) and (3);

deputation means a person or group of persons who wish to appear personally before a Council or Council committee in order to address the Council or committee (as the case may be) on a particular matter;

formal motion means a motion

- (a) that the meeting proceed to the next business; or
- (b) that the question be put; or
- (c) that the question lie on the table; or
- (d) that the question be adjourned; or
- (e) that the meeting be adjourned¹;

Guiding Principles – see regulation 4;

member means a member of the Council or Council committee (as the case may be);

point of order means a point raised to draw attention to an alleged breach of the Act or these regulations in relation to the proceedings of a meeting;

presiding member means the person who is the presiding member of a Council or Council committee (as the case may be) and includes any person who is presiding at a particular meeting;

written notice includes a notice given in a manner or form determined by the Council.

- (2) In the calculation of **clear days** in relation to the giving of notice before a meeting
 - (a) the day on which the notice is given, and the day on which the meeting occurs, will not be taken into account; and
 - (b) Saturdays, Sundays and public holidays will be taken into account.
- (3) For the purposes of the calculation of **clear days** under subregulation (2), if a notice is given after 5 p.m. on a day, the notice will be taken to have been given on the next day.
- (4) For the purposes of these regulations, a vote on whether **leave of the meeting** is granted may be conducted by a show of hands (but nothing in this subregulation prevents a division from being called in relation to the vote).

Note—

- 1 See regulation 12 for specific provisions about formal motions.

4—Guiding Principles

The following principles (the **Guiding Principles**) should be applied with respect to the procedures to be observed at a meeting of a Council or a Council committee—

- (a) procedures should be fair and contribute to open, transparent and informed decision-making;
- (b) procedures should encourage appropriate community participation in the affairs of the Council;
- (c) procedures should reflect levels of formality appropriate to the nature and scope of responsibilities exercised at the meeting;
- (d) procedures should be sufficiently certain to give the community and decision-makers confidence in the deliberations undertaken at the meeting.

Part 2—Meetings of Councils and key Committees

Division 1—Preliminary

5—Application of Part

The provisions of this Part apply to or in relation to

- (a) the meetings of a Council; and
- (b) the meetings of a Council committee performing regulatory activities; and

- (c) the meetings of any other Council committee if the Council has, by resolution, determined that this Part should apply to that committee.

6—Discretionary procedures

- (1) Subject to the requirements of the Act, if a provision of this Part is expressed to be capable of being varied at the discretion of the Council pursuant to this regulation, then a Council may, by a resolution supported by at least two-thirds of the members of the Council entitled to vote on the resolution, determine that a code of practice prepared or adopted by the Council that establishes its own procedures for the relevant matter or matters will apply in substitution for the relevant provision (and such a determination will have effect according to its terms).
- (2) A Council should, at least once in every financial year, review the operation of a code of practice under this regulation.
- (3) A Council may at any time, by resolution supported by at least two-thirds of the members of the Council entitled to vote on the resolution, alter a code of practice, or substitute or revoke a code of practice.
- (4) A Council must, in considering the exercise of a power under this regulation, take into account the Guiding Principles.
- (7) Regulation 12(4) does not apply to a motion under subregulation (3).
- (8) This regulation does not limit or derogate from the operation of regulation 20¹.

Note—

- 1 Furthermore, if a matter is not dealt with by the Act or these regulations (including under a code of practice under this regulation), then the relevant procedure will be
 - (a) as determined by the Council; or
 - (b) in the case of a Council committee where a determination has not been made by the Council—as determined by the committee.

(See sections 86(8) and 89(1) of the Act.)

Division 2—Prescribed Procedures

7—Commencement of meetings and quorums

- (1) A meeting will commence as soon after the time specified in the notice of meeting as a quorum is present.
- (2) If the number of apologies received by the Chief Executive Officer indicates that a quorum will not be present at a meeting, the Chief Executive Officer may adjourn the meeting to a specified day and time.
- (3) If at the expiration of 30 minutes from the time specified in the notice of meeting as the time of commencement a quorum is not present, the presiding member or, in the absence of a presiding member, the Chief Executive Officer, will adjourn the meeting to a specified day and time.
- (4) If a meeting is adjourned for want of a quorum, the Chief Executive Officer will record in the minute book the reason for the adjournment, the names of any members present, and the date and time to which the meeting is adjourned.

- (5) If a meeting is adjourned to another day, the Chief Executive Officer must
 - (a) give notice of the adjourned meeting to each member setting out the date, time and place of the meeting; and
 - (b) give notice of the adjourned meeting to the public by causing a notice setting out the date, time and place of the meeting to be placed on display at the principal office of the Council.

8—Minutes

- (1) The minutes of the proceedings at a meeting must be submitted for confirmation at the next meeting or, if that is omitted, at a subsequent meeting.
- (2) No discussion on the minutes may occur before confirmation, except as to the accuracy of the minutes as a record of proceedings.
- (3) On the confirmation of the minutes, the presiding member will
 - (a) initial each page of the minutes, which pages are to be consecutively numbered; and
 - (b) place his or her signature and the date of confirmation at the foot of the last page of the minutes.
- (4) The minutes of the proceedings of a meeting must include
 - (a) the names of the members present at the meeting; and
 - (b) in relation to each member present
 - (i) the time at which the person entered or left the meeting; and
 - (ii) unless the person is present for the whole meeting, the point in the proceedings at which the person entered or left the meeting; and
 - (c) each motion or amendment, and the names of the mover and seconder; and
 - (d) any variation, alteration or withdrawal of a motion or amendment; and
 - (e) whether a motion or amendment is carried or lost; and
 - (f) any disclosure of interest made by a member; and
 - (g) an account of any personal explanation given by a member; and
 - (h) details of the making of an order under subsection (2) of section 90 of the Act (see subsection (7) of that section); and
 - (i) a note of the making of an order under subsection (7) of section 91 of the Act in accordance with the requirements of subsection (9) of that section; and
 - (j) details of any adjournment of business; and
 - (k) a record of any request for documents to be tabled at the meeting; and
 - (l) a record of any documents tabled at the meeting; and
 - (m) a description of any oral briefing given to the meeting on a matter of council business; and
 - (n) any other matter required to be included in the minutes by or under the Act or any regulation.

9—Questions

- (1) A member may ask a question on notice by giving the Chief Executive Officer written notice of the question at least 7 clear days before the date of the meeting at which the question is to be asked.
- (2) If notice of a question is given under subregulation (1)
 - (a) the Chief Executive Officer must ensure that the question is placed on the agenda for the meeting at which the question is to be asked; and
 - (b) the question and the reply must be entered in the minutes of the relevant meeting.
- (3) A member may ask a question without notice at a meeting.
- (4) The presiding member may allow the reply to a question without notice to be given at the next meeting.
- (5) A question without notice and the reply will not be entered in the minutes of the relevant meeting unless the members present at the meeting resolve that an entry should be made.
- (6) The presiding member may rule that a question with or without notice not be answered if the presiding member considers that the question is vague, irrelevant, insulting or improper.

10—Petitions

- (1) A petition to the Council must
 - (a) be legibly written or typed or printed; and
 - (b) clearly set out the request or submission of the petitioners; and
 - (c) include the name and address of each person who signed or endorsed the petition; and
 - (d) be addressed to the Council and delivered to the principal office of the Council.
- (2) If a petition is received under subregulation (1), the Chief Executive Officer must ensure that the petition or, if the Council has so determined as a policy of the Council, a statement as to the nature of the request or submission and the number of signatures or the number of persons endorsing the petition, is placed on the agenda for the next ordinary meeting of the Council or, if so provided by a policy of the Council, a committee of the Council.
- (3) Subregulation (2) may be varied at the discretion of the Council pursuant to regulation 6.

Campbelltown City Council provision:

If a petition is received under subregulation (1), the Chief Executive Officer must ensure that a statement as to the nature of the request or submission and the number of signatures is placed on the agenda for the next ordinary meeting of the Council but the petition is not placed on the agenda.

Online petitions will be dealt with as above and must meet the following requirements for them to be presented to Council:

- the petition must clearly set out the request or submission of the petitioners (the cause)*
- the names and physical addresses of each signatory must be clearly identified*
- the petition must be furnished to Council either by mail (includes email), or in person.*

11—Deputations

- (1) A person or persons wishing to appear as a deputation at a meeting must deliver (to the principal office of the Council) a written request to the Council.
- (2) The Chief Executive Officer must transmit a request received under subregulation (1) to the presiding member.
- (3) The presiding member may refuse to allow the deputation to appear at a meeting.
- (4) The Chief Executive Officer must take reasonable steps to ensure that the person or persons who requested a deputation are informed of the outcome of the request.
- (5) If the presiding member refuses to allow a deputation to appear at a meeting, the presiding member must report the decision to the next meeting of the Council or Council committee (as the case may be).
- (6) The Council or Council committee may resolve to allow a deputation to appear despite a contrary ruling by the presiding member.
- (7) A Council may refer the hearing of a deputation to a Council committee.

Campbelltown City Council provision:

When a deputation is made to the Council by residents and / or ratepayers or people acting on their behalf, the time given to the presenter will be a maximum of 5 minutes plus time for questions, with the presenter being advised of the time limit at the time when the deputation approval is granted.

12—Motions

- (1) A member may bring forward any business in the form of a written notice of motion.
- (2) The notice of motion must be given to the Chief Executive Officer at least 7 clear days before the date of the meeting at which the motion is to be moved.
- (3) A motion the effect of which, if carried, would be to revoke or amend a resolution passed since the last general election of the Council must be brought by written notice of motion.
- (4) If a motion under subregulation (3) is lost, a motion to the same effect cannot be brought
 - (a) until after the expiration of 12 months; or

- (b) until after the next general election,
whichever is the sooner.
- (5) Subject to the Act and these regulations, a member may also bring forward any business by way of a motion without notice.
- (6) The presiding member may refuse to accept a motion without notice if, after taking into account the Guiding Principles, he or she considers that the motion should be dealt with by way of a written notice of motion.
- (7) The presiding member may refuse to accept a motion if the subject matter is, in his or her opinion, beyond the power of the Council or Council committee (as the case may be).
- (8) A motion will lapse if it is not seconded at the appropriate time.
- (9) A member moving or seconding a motion will speak to the motion at the time of moving or seconding the motion.
- (10) A member may only speak once to a motion except
 - (a) to provide an explanation in regard to a material part of his or her speech, but not so as to introduce any new matter; or
 - (b) with leave of the meeting; or
 - (c) as the mover in reply.

Campbelltown City Council provision:

Regulation 12(10)(b) is altered to 'with leave of the meeting supported by at least two thirds of the members of the Council present and entitled to vote on the question of leave' (19 December 2017)

- (11) A member who has spoken to a motion may not at a later stage of the debate move or second an amendment to the motion.
- (12) A member who has not spoken in the debate on a question may move a formal motion.
- (13) A formal motion must be in the form of a motion set out in subregulation (14) (and no other formal motion to a different effect will be recognised).
- (14) If the formal motion is
 - (a) that **the meeting proceed to the next business**, then the effect of the motion, if successful, is, in the case of an amendment, that the amendment lapses and the meeting proceeds with the consideration of the motion before the meeting without further reference to the amendment and, in the case of a motion, that the motion lapses and the meeting proceeds to the next item of business; or
 - (b) that **the question be put**, then the effect of the motion, if successful, is that debate is terminated and the question put to the vote by the presiding member without further debate; or
 - (c) that **the question lie on the table**, then the effect of the motion, if successful, is that the meeting immediately moves to the next item of business and the question can then only be retrieved at a later time by resolution (and, if so retrieved, debate is then resumed at the point of interruption); or

- (d) that ***the question be adjourned***, then the effect of the motion, if successful, is that the question is disposed of for the time being but debate can be resumed at the later time (at the point of interruption); or
 - (e) that ***the meeting be adjourned***, then the effect of the motion, if successful, is that the meeting is brought to an end immediately without the consideration of further business.
- (15) If seconded, a formal motion takes precedence and will be put by the presiding member without discussion unless the motion is for an adjournment (in which case discussion may occur (but only occur) on the details for resumption).
- (16) A formal motion does not constitute an amendment to a substantive motion.
- (17) If a formal motion is lost
 - (a) the meeting will be resumed at the point at which it was interrupted; and
 - (b) if the formal motion was put during debate (and not at the end of debate) on a question, then a similar formal motion (ie a motion to the same effect) cannot be put until at least 1 member has spoken on the question.
- (18) A formal motion for adjournment must include the reason for the adjournment and the details for resumption.
- (19) Any question that lies on the table as a result of a successful formal motion under subregulation (14)(c) lapses at the next general election.
- (20) The Chief Executive Officer must report on each question that lapses under subregulation (19) to the Council at the first ordinary meeting of the Council after the general election.
- (21) Subregulations (9), (10) and (11) may be varied at the discretion of the Council pursuant to regulation 6.

13—Amendments to motions

- (1) A member who has not spoken to a motion at an earlier stage of the debate may move or second an amendment to the motion.
- (2) An amendment will lapse if it is not seconded at the appropriate time.
- (3) A person who moves or seconds an amendment (and, if he or she chooses to do so, speaks to the amendment) will, in so doing, be taken to have spoken to the motion to which the amendment relates.
- (4) If an amendment is lost, only 1 further amendment may be moved to the original motion.
- (5) If an amendment is carried, only 1 further amendment may be moved to the original motion.
- (6) Subregulations (1), (3), (4) and (5) may be varied at the discretion of the Council pursuant to regulation 6.

14—Variations etc.

- (1) The mover of a motion or amendment may, with the consent of the seconder, request leave of the meeting to vary, alter or withdraw the motion or amendment.
- (2) The presiding member must immediately put the question for leave to be granted and no debate will be allowed on that question.

15—Addresses by members etc

- (1) A member must not speak for longer than 5 minutes at any 1 time without leave of the meeting.

Campbelltown City Council provision:

A Member must not speak for longer than five minutes at any one time however should there be a speaker against the motion and a debate ensues, any member wishing to speak after that time may only speak if they wish to put an opposing view on the voting to the previous speaker, or with leave of the meeting to speak out of turn. This does not alter the right of a member to speak as the mover or seconder of a motion or amendment, as the mover of the motion exercising a right of reply and in all other circumstances with the leave of the meeting.

- (2) A member may, with leave of the meeting, raise a matter of urgency.
- (3) A member may, with leave of the meeting, make a personal explanation.
- (4) The subject matter of a personal explanation may not be debated.
- (5) The contribution of a member must be relevant to the subject matter of the debate.
- (6) Subregulations (1) and (2) may be varied at the discretion of the Council pursuant to regulation 6.

16—Voting

- (1) The presiding member, or any other member, may ask the Chief Executive Officer to read out a motion before a vote is taken.
- (2) The presiding member will, in taking a vote, ask for the votes of those members in favour of the question and then for the votes of those members against the question (and may do so as often as is necessary to enable him or her to determine the result of the voting), and will then declare the outcome.
- (3) A person who is not in his or her seat is not permitted to vote.
- (4) Subregulation (3)
 - (a) may be varied at the discretion of the Council pursuant to regulation 6; and
 - (b) does not apply in relation to a member participating in a Council committee meeting by telephone or electronic means approved in accordance with procedures determined by the Council or Council committee for the purposes of section 89 of the Act.

17—Divisions

- (1) A division will be taken at the request of a member.
- (2) If a division is called for, it must be taken immediately and the previous decision of the presiding member as to whether the motion was carried or lost is set aside.
- (3) The division will be taken as follows:
 - (a) the members voting in the affirmative will, until the vote is recorded, stand in their places;

- (b) the members voting in the negative will, until the vote is recorded, sit in their seats;
 - (c) the presiding member will count the number of votes and then declare the outcome.
- (4) The Chief Executive Officer will record in the minutes the names of members who voted in the affirmative and the names of the members who voted in the negative (in addition to the result of the vote).
- (5) Subregulation (3) may be varied at the discretion of the Council pursuant to regulation 6.

18—Tabling of information

- (1) A member may require the Chief Executive Officer to table any documents of the Council relating to a motion that is before a meeting (and the Chief Executive Officer must then table the documents within a reasonable time, or at a time determined by the presiding member after taking into account the wishes of the meeting, and if the member who has required the tabling indicates that he or she is unwilling to vote on the motion until the documents are tabled, then the matter must not be put to the vote until the documents are tabled).
- (2) The Chief Executive Officer may, in tabling a document, indicate that in his or her opinion consideration should be given to dealing with the document on a confidential basis under section 90 or 91 of the Act.

19—Adjourned business

- (1) If a formal motion for a substantive motion to be adjourned is carried
 - (a) the adjournment may either be to a later hour of the same day, to another day, or to another place; and
 - (b) the debate will, on resumption, continue from the point at which it was adjourned.
- (2) If debate is interrupted for want of a quorum and the meeting is then adjourned, the debate will, on resumption, continue from the point at which it was interrupted.
- (3) Business adjourned from a previous meeting must be dealt with before any new business at a subsequent meeting.
- (4) The provisions of this regulation may be varied at the discretion of the Council pursuant to regulation 6.

20—Short-term suspension of proceedings

- (1) If the presiding member considers that the conduct of a meeting would benefit from suspending the operation of all or some of the provisions of this Division for a period of time in order to allow or facilitate informal discussions, the presiding member may, with the approval of at least two-thirds of the members present at the meeting, suspend the operation of this Division (or any part of this Division) for a period determined by the presiding member.
- (2) The Guiding Principles must be taken into account when considering whether to act under subregulation (1).

- (3) If a suspension occurs under subregulation (1)
 - (a) a note of the suspension, including the reasons for and period of suspension, must be entered in the minutes; and
 - (b) the meeting may proceed provided that a quorum is maintained but, during the period of suspension—
 - (i) the provisions of the Act must continue to be observed¹; and
 - (ii) no act or discussion will have any status or significance under the provisions which have been suspended; and
 - (iii) no motion may be moved, seconded, amended or voted on, other than a motion that the period of suspension should be brought to an end; and
 - (c) the period of suspension should be limited to achieving the purpose for which it was declared; and
 - (d) the period of suspension will come to an end if—
 - (i) the presiding member determines that the period should be brought to an end; or
 - (ii) at least two-thirds of the members present at the meeting resolve that the period should be brought to an end.

Note—

- 1 See particularly Part 4 of Chapter 5, and Chapter 6, of the Act.

21—Chief Executive Officer may submit report recommending revocation or amendment of council decision

- (1) The Chief Executive Officer may submit a report to the Council recommending the revocation or amendment of a resolution passed since the last general election of the Council.
- (2) The Chief Executive Officer must ensure that the report is placed on the agenda for the meeting at which the report is to be considered.
- (3) The provisions of this regulation may be varied at the discretion of the Council pursuant to regulation 6.

Any motion submitted by the CEO in accordance with this Regulation is considered to be the equivalent to a written Notice of Motion under Regulation 12(3) and bound by the further provisions of Regulation 12 (Motions).

Part 3—Meetings of other committees

22—Application of Part

The provisions of this Part apply to or in relation to the meetings of any Council committee that is not subject to the operation of Part 2.

23—Notice of meetings for members

Pursuant to section 87(15) of the Act, section 87 is modified in its application in relation to the meetings of a committee to which this Part applies as if subsections (4) and (7) to (10) of that section provided as follows:

- (a) that notice of a meeting of the committee may be given in a form determined by the committee after taking into account the nature and purpose of the committee;
- (b) that notice need not be given for each meeting separately;
- (c) that if ordinary meetings of the committee have a set agenda then notice of such a meeting need not contain, or be accompanied by, the agenda for the meeting;
- (d) that it is not necessary for the Chief Executive Officer to ensure that each member of the committee at the time that notice of a meeting is given is supplied with a copy of any documents or reports that are to be considered at the meeting.

24—Public notice of committee meetings

Pursuant to section 88(7) of the Act, section 88 is modified in its application in relation to the meetings of a committee to which this Part applies as if subsections (2) and (3) provided as follows:

- (a) that public notice need not be given for each meeting separately; and
- (b) that public notice may be given by displaying a notice and agenda in a place or places determined by the Chief Executive Officer after taking into account the nature and purpose of the committee.

25—Minutes

- (1) The minutes of the proceedings of a meeting must include
 - (a) the names of the members present at the meeting; and
 - (b) each motion carried at the meeting; and
 - (c) any disclosure of interest made by a member; and
 - (d) details of the making of an order under subsection (2) of section 90 of the Act (see subsection (7) of that section); and
 - (e) a note of the making of an order under subsection (7) of section 91 of the Act in accordance with the requirements of subsection (9) of that section.
- (2) The minutes of the proceedings at a meeting must be submitted for confirmation at the next meeting or, if that is omitted, at a subsequent meeting.

Part 4—Miscellaneous

26—Quorum for committees

- (1) The prescribed number of members of a Council committee constitutes a quorum of the committee and no business can be transacted at a meeting unless a quorum is present.
- (2) For the purposes of this regulation, the **prescribed number** of members of a Council committee is
 - (a) unless paragraph (b) applies—a number ascertained by dividing the total number of members of the committee by 2, ignoring any fraction resulting from the division, and adding 1; or
 - (b) a number determined by the Council.

Note—

See also section 41(6) of the Act.

27—Voting at committee meetings

- (1) Subject to the Act and these regulations, a question arising for decision at a meeting of a Council committee will be decided by a majority of the votes cast by the members present at the meeting and entitled to vote on the question.
- (2) Each member of a Council who is a member of a Council committee and who is present at a meeting of the committee must, subject to a provision of the Act to the contrary, vote on a question arising for decision at that meeting.
- (3) The presiding member of a Council committee has a deliberative vote on a question arising for decision at the meeting but does not, in the event of an equality of votes, have a casting vote.

28—Points of order

- (1) The presiding member may call to order a member who is in breach of the Act or these regulations.
- (2) A member may draw to the attention of the presiding member a breach of the Act or these regulations, and must state briefly the nature of the alleged breach.
- (3) A point of order takes precedence over all other business until determined.
- (4) The presiding member will rule on a point of order.
- (5) If an objection is taken to the ruling of the presiding member, a motion that the ruling not be agreed with must be moved immediately.
- (6) The presiding member is entitled to make a statement in support of the ruling before a motion under subregulation (5) is put.
- (7) A resolution under subregulation (5) binds the meeting and, if a ruling is not agreed with
 - (a) the ruling has no effect; and
 - (b) the point of order is annulled.

29—Interruption of meetings by members

- (1) A member of a Council or Council committee must not, while at a meeting
 - (a) behave in an improper or disorderly manner; or
 - (b) cause an interruption or interrupt another member who is speaking.
- (2) Subregulation (1)(b) does not apply to a member who is—
 - (a) objecting to words used by a member who is speaking; or
 - (b) calling attention to a point of order; or
 - (c) calling attention to want of a quorum.
- (3) If the presiding member considers that a member may have acted in contravention of subregulation (1), the member must be allowed to make a personal explanation.
- (4) Subject to complying with subregulation (3), the relevant member must leave the meeting while the matter is considered by the meeting.
- (5) If the remaining members resolve that a contravention of subregulation (1) has occurred, those members may, by resolution
 - (a) censure the member; or
 - (b) suspend the member for a part, or for the remainder, of the meeting.
- (6) A member who
 - (a) refuses to leave a meeting in contravention of subregulation (4); or
 - (b) enters a meeting in contravention of a suspension under subregulation (5),is guilty of an offence.
Maximum penalty: \$1 250.

30—Interruption of meetings by others

A member of the public who is present at a meeting of a Council or Council committee must not

- (a) behave in a disorderly manner; or
- (b) cause an interruption.

Maximum penalty: \$500.

31—Other Matters - Campbelltown City Council provisions

A. Council Meetings –Time and Place of Ordinary Meetings

Council will meet on the 1st and 3rd Tuesdays of each month at 7.00 pm in the Council Chambers at 172 Montacute Road, Rostrevor except for Tuesday 20 December 2022 and the January Council meeting each year which will be held only on the 3rd Tuesday of the month.

From time to time, Council may alter the location of the Council meeting.

B. 9.00 pm Break

The Presiding Member will suspend the meeting at approximately 9.00 pm for a break of approximately 15 minutes

C. Alteration to the Order of Business

The Presiding Member or any Member may, in the public interest, seek the leave of the meeting to consider an item of business set down on the Agenda forthwith.

The Presiding Member will ask the meeting whether leave is granted and if leave is granted, the matter will be considered as the next item of business.

D. Apologies

The Chair of a Committee or any Member of a Committee may provide apologies to the relevant Council Officer at a meeting of a Section 41 Committee and that apology will be recorded in the minutes of the meeting.

E. General Business

General business raised at Council meetings will be restricted to:

- (i) a matter of urgency (with the leave of the meeting); or*
- (ii) a matter of a minor nature which is consequential to an issue which has arisen at the meeting; or*
- (iii) a call for a report.*

F. Kaurna Acknowledgement

Council resolves to have each agenda prefaced with the words:

Campbelltown City Council acknowledges that we meet on the traditional Country of the Kaurna people and respect their physical and spiritual connection to Country.

We as Council will act in a way that pays respect to Kaurna Heritage. We also acknowledge elders past, present, and future and the continuing importance of their living culture.

(4 June 2019)

G. Notices of Motion

For the benefit of all Members and to facilitate more informed debate, a Notice of Motion should be accompanied by a Rationale.

Notices of Motion must be received by the Chief Executive Officer by 5pm on the Monday (7 clear days) before the Council meeting.

If a Member would like staff to provide a comment on the Motion, the Motion should be received by the Chief Executive Officer with as much notice as possible.

H. Order of Business

The order of Council business will be:

- 1. Opening meeting, including Kaurna Acknowledgement*
- 2. Apologies*
- 3. Confirmation of the minutes of the previous meeting*
- 4. Public question time*
- 5. Business adjourned*
- 6. Questions with notice*
- 7. Deputations/Presentations*
- 8. Petitions*
- 9. Motions on notice and supporting reports from Members and staff taff comments*
- 10. Recommendations from Committees*
- 11. Reports from Officers*
- 12. Members Reports (written reports included in the Council minutes and not orated)*
- 13. Closure of Meeting*

Where possible, confidential matters will be deferred until the end of the meeting to provide uninterrupted public access to the majority of the meeting.

In order to ensure that the Council satisfies its duty to preserve the confidentiality of a part of any formal Council meeting that is subject to a Section 90 (Local Government Act 1999) confidentiality order, it requires members of the public to locate themselves within the Council Office Entry Foyer or to any other place directed by the Presiding Member or Chief Executive Officer (or nominee) for the duration of the period when they are excluded from the meeting. If for good reason, a person is unable or unwilling to attend at such place, they must nevertheless not stand in the corridor or foyer adjacent to the Council Chamber or any other location at which the meeting discussions et all can be heard. This clause applies to Committee meetings when a confidentiality order applies.

I. Council Meeting Finishing Time

Council meetings shall finish once all items have been resolved, or at 10.30 pm, whichever occurs sooner unless otherwise determined with leave of the meeting, where a 1 hour maximum extension will be granted. At the conclusion of each meeting, the Presiding Member will advise members of the public gallery that the meeting has concluded. (4 June 2019)

J. Pledge

At the opening of each meeting Members shall recite the following:

“May we in this meeting speak honestly, listen attentively, think clearly, and decide wisely, for the good governance of the City of Campbelltown, and the wellbeing of those we serve.”

K. Public Question Time

- (1) The Council will allow approximately 15 minutes for Public Question Time.*
- (2) The Presiding Member will call for questions from the public gallery.*
- (3) People in the gallery wishing to ask a question must indicate their intention to ask a question. When acknowledged by the Presiding Member, the person must state their name and suburb, then ask their question in a manner befitting of a public meeting environment. If the person asking a question does not provide their name and suburb, the Presiding Member may refuse the question to be recorded or answered.*
- (4) Each attendee is limited to 5 minutes of Council meeting time to ask and have their questions answered.*
- (5) Any person asking a question may ask up to 3 questions unless otherwise agreed to by the Presiding Member. The person is able to ask their question(s) through an interpreter if they wish to do so.*
- (6) The Presiding Member may refuse to allow a public question to be recorded or answered if it, in their opinion:*
 - Impinges personally on any Member or Employee of the Council, or relates to an Member or Employee’s private life*
 - Has been (or a similar question has been) answered in the last 12 months, through public question time, a deputation or via Council correspondence to the person*
 - Is vague, irrelevant, insulting or improper*
 - Contains defamatory remarks, offensive or improper language*
 - Is considered to be debating or discussing Council matters*
- (7) Except where a matter would normally be dealt with by Council on a confidential basis or is being dealt with by Council on a confidential basis, questions may relate to all aspects of Council business.*

- (8) *People in the gallery shall not enter into a debate or any other discussion and the Council will not enter into debate or discussion with the person/s asking the question.*
- (9) *The minute taker will record all questions asked during Public Question Time and a summary of the answers provided. Where an answer is unable to be provided at the meeting, Employees will provide the answer when it is available, directly to the person.*
- (10) *The Presiding Member may deem a question requires a substantial commitment of Council resources, or that more information is required to provide an accurate and full answer to a question. In these instances, the Presiding Member may request that the Chief Executive Officer provide a response directly to the person asking the question or that the person seek an individual meeting with Employees where appropriate.*
- (11) *All proceedings shall be at the absolute discretion of the Presiding Member.*

L. Members Reports

Only written Members reports that are provided to the Chief Executive Officer (or nominee) prior to the commencement of a Council meeting will be included in the relevant Council meeting minutes. The Presiding Member will only accept oral reports at a Council meeting with the leave of the meeting.

M. Seating in the Chamber

The seating arrangements for Members in Council meetings are that every Member with the exception of the Presiding Member, when entering the chamber for the first time each Council meeting, will take a number from the Chief Executive Officer (or nominee), and the Member will sit in the chair that is allocated that number. The Member will occupy that seat for the entire proceedings of that Council meeting, when they are present in the chamber.

N. Supplementary Items

Supplementary report items as part of the Council agenda are to be forwarded to Councillors at least 24 hours prior to the meeting unless the matter is of extreme urgency.

O. Recording of Meetings

Staff will record Council meetings where possible and put the recordings on Council's website for public information. Discussion of confidential matters will not be recorded.

P. Attendance of Council Committee Meetings by Electronic Means

Where possible, Council expects all Members of Council Committees to attend meetings in person. Members of Council Committees acknowledge that attending meetings electronically is a privilege, and that the opportunity to attend by electronic means does not replace in person attendance as Council's preference for meetings structure arrangements.

A Member of a Council Committee may by exception, participate in a meeting of the Committee by electronic means for extenuating reasons, provided that:

- *The allocated meeting room can facilitate attendance by Members by electronic means*
- *Notification has been provided to Council Staff at least 4 hours before the scheduled meeting and attendance by electronic means has been approved by the Committee Chair*
- *They attend at least 50% of meetings for the Committee in person each calendar year.*

A member of the Council or member of a Council Committee participating in a meeting of the Council by electronic means is taken to be present at the meeting provided that the member:

- (a) *can hear all other members present at the meeting;*
- (b) *can be seen and heard by all other members present at the meeting; and*
- (c) *can be seen and heard by the person recording the minutes of the meeting.*

A person making a Deputation to a Council Committee meeting may attend the meeting by electronic means provided that:

- *The meeting room has the capacity for attendance by electronic means*
- *Notification has been provided to Council Staff at least 4 hours before the scheduled meeting and attendance by electronic means has been approved by the Committee Chair.*

Q. Dealing with Conflict of Interest requirements

In accordance with Section 75C(1)(b) of the Local Government Act 1999, any Member who declares a material conflict of interest and, consequently, must leave the meeting and ensure that they cannot view or hear any discussion or voting at the meeting from which they are excluded. The Member is required to locate themselves within Meeting Room 3 or to any other place directed by the Presiding Member for the duration of the period when they are excluded from the meeting and, if for good reason are unable or unwilling to attend at such place, must nevertheless not stand in the corridor or foyer adjacent to the Council Chamber or any other location at which the meeting discussions et all can be heard.

6. Review & Evaluation

This policy will be reviewed at the first meeting of the Council term and at least annually throughout the Council term.

7. Availability of the Policy

Copies of this Policy will be available at Council's principal office during ordinary business hours and at Council's website www.campbelltown.sa.gov.au.