

POLICY



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Policy title: **ORDER OF BUSINESS FOR LOCAL GOVERNMENT MEETINGS**

Directorate: ORGANISATIONAL SERVICES

Branch: CORPORATE GOVERNANCE

Policy objective: To assist in the implementation of Local Law No. 1 (Meetings) 1997 by providing the order of business for local government meetings and guidelines for attention to each item of business.

Policy scope:

This policy should be read in conjunction with section 9 (Order of business) of Local Law No. 1 (Meetings) 1997.

Definitions:

Not applicable.

Policy statement:

The following procedure is to be undertaken for this policy:

1. Order of business for ordinary meeting
 - (a) The agenda will determine the order of business at any ordinary meeting.
 - (b) For ordinary meetings of the Council, the agenda must include:
 - (i) acknowledgement of country
 - (ii) prayers
 - (iii) leave of absence
 - (iv) condolences and/or congratulations
 - (v) confirmation of minutes
 - (vi) business arising from minutes
 - (vii) matters resolved by the Council to be placed on the agenda
 - (viii) reception of the reports of the committees' recommendations
 - (ix) Mayor's reports
 - (x) petitions
 - (xi) consideration of notified motions
 - (xii) reception of notices of motion for the next meeting
 - (xiii) general business

- (xiv) questions on notice.
 - (c) The agenda's order of business may in certain circumstances be altered in accordance with section 1(d) (order of business for ordinary meeting) of this policy.
 - (d) The order of business may be altered for a particular meeting where the councillors at that meeting pass a motion to that effect.
 - (e) A motion to alter the order of business may be moved without notice.
 - (f) The minutes of a preceding meeting not previously confirmed must be considered and confirmed in accordance with the above agenda before other business arises and no discussion is permitted with respect to those minutes except to determine their accuracy as a record of proceedings.
2. Acknowledgement of country
- The Mayor, as chairperson of the meeting, must deliver an acknowledgement of country at the commencement of full Council meetings in accordance with action 2.3.4 of Council's 'Reconciliation Action Plan 2015-2017'.
3. Prayers
- (a) The Corporate Governance Manager must make arrangements for a representative of a religious order to say a prayer for the Council.
 - (b) The Corporate Governance Manager must, in the absence of a representative of a religious order, say a prayer for the Council; provided that the Mayor may invite another suitable person to say prayers.
4. Leave of absence
- (a) Councillors should have their intended leave formally approved in advance through the relevant standing committee or other appropriate local government committee where practicable.
 - (b) The approved leave of absence of a councillor must be formally affirmed by a resolution at the Council meeting from which the councillor is absent.
 - (c) Provided the councillors present agree to the reasons for leave, councillors may also have their leave formally approved by a resolution at the meeting from which they are absent.
 - (d) Councillors absent without the Council's leave must have their name or names recorded in the ordinary meeting's minutes as such.
5. Condolences and/or congratulations
- (a) The condolences to be expressed by the Council must be contained in a report in the business papers or raised by a member with the permission of the chairperson.
 - (b) Condolences do not require a formal motion.
 - (c) Any congratulations scheduled for a meeting must be accompanied by an explanatory report in the business papers.
 - (d) Prior to the inclusion of any congratulations items, approval must be first obtained from the chairperson, and the Corporate Governance branch notified to enable the scheduling of proposed attendees to the meeting.
 - (e) Congratulations do not require a formal motion.
6. Confirmation of previous meeting's minutes
- (a) The minutes of the previous meeting are required to be included in the business papers.

- (b) A councillor may seek to amend only the accuracy of the previous meeting's minutes.
 - (c) An amendment to the accuracy of the previous meeting's minutes must be formally resolved.
 - (d) The previous meeting's minutes must be confirmed by councillors who were present at that meeting.
 - (e) The confirmation of the minutes must be formally resolved and where an amendment has been made, confirmed as amended.
7. Business arising from previous meeting's minutes
- (a) A councillor may, upon the approval of the chairperson, comment upon a matter contained in the previous meeting's minutes.
 - (b) It is not appropriate to initiate action through a resolution of the Council under this agenda item; however a councillor may do so with the approval of the chairperson.
8. Matters resolved to be placed on the agenda
- (a) The Council may at a previous meeting resolve to have an item of business at that meeting listed for consideration at a particular future meeting.
 - (b) A matter listed for consideration at a particular future meeting must be placed on the agenda for that meeting.
 - (c) A matter listed for consideration under section 8(a) (matters resolved to be placed on the agenda) of this policy must be accompanied by a report in the business papers.
9. Reports of the committee recommendations
- (a) The recommendations of a local government committee have no legal status until it has been formally adopted or otherwise dealt with by the Council.
 - (b) The Council may accept the recommendations of the local government committee or make some other determination.
 - (c) If in a report of a local government committee distinct recommendations are made, the decision of the Council may be taken separately on each recommendation.
 - (d) Any recommendation of a local government committee or any part of a recommendation may be:
 - (i) adopted by the Council either as submitted or the Council may frame its own recommendation
 - (ii) referred back to the local government committee for further consideration; or
 - (iii) referred to any other local government committee, if in the opinion of the Council the subject matter of the report or a portion thereof, deals with business with which that other local government committee is charged.
10. Mayor's report
- (a) A Mayor's report is a report that would normally be forwarded through the committee process but is of an extraordinarily urgent nature and therefore requires immediate consideration by the Council.
 - (b) A Mayor's report requires the approval of the Mayor or, in the absence of the Mayor, the Deputy Mayor, before it is submitted to the meeting. The Mayor approves the submission of the report by signing the report.
 - (c) An approved Mayor's report may either be included in the business papers or alternatively distributed loose leaf.

11. Petitions

- (a) A petition may be presented to a meeting of the Council by a councillor.
- (b) A petition must:
 - (i) be legible or typewritten
 - (ii) identify the request
 - (iii) contain a minimum of 10 signatures
 - (iv) indicate the identity of the chief petitioner
 - (v) not be tabled more than once.
- (c) A councillor, on presenting a petition to a meeting of the Council, must state the nature of the petition and indicate the number of signatures to the petition.
- (d) Where a councillor presents a petition to a meeting of the Council, no debate on or in relation to it is to be allowed and the only motion which may be moved is that:
 - (i) the petition be received and its consideration stand as an order of the day for the current meeting or for a future meeting
 - (ii) the petition be received and referred to a local government or advisory committee or employee for consideration and a report to a local government, advisory committee or the Council; or
 - (iii) the petition not be received.

12. Consideration of notified motions

- (a) The Council must consider any motion notified in accordance with section 12(b) (consideration of notified motions) of this policy.
- (b) Any councillor may give notification of a motion by providing:
 - (i) notice in writing to the Chief Executive Officer at least four days prior to the meeting at which the business is to be discussed; or
 - (ii) notice at the previous meeting in accordance with section 13 (reception of notices of motion for the next meeting) of this policy.
- (c) The rules for acceptance of a notified motion by the Chief Executive Officer shall be the same as for general business in section 14 (general business) of this policy.
- (d) A notified motion must be included as a report in the business papers for the respective meeting.
- (e) Notified motions in relation to the repeal or amendment of a resolution are governed by Councils policy titled "Repeal of Resolutions of the Council".

13. Reception of notices of motion for the next meeting

- (a) Any councillor may table a notice of motion for the next meeting of the Council.
- (b) Such notice is required to be typewritten and copies are to be distributed prior to the commencement of the meeting.
- (c) The rules for acceptance of a notice of motion by the chairperson must be the same as for general business in section 14 (general business) of this policy.
- (d) Reception of notices of motion for the repeal or amendment of a resolution are governed by Council's policy "Repeal or Amendment of Resolutions of Council".

14. General business

- (a) A councillor may have a matter considered or actioned by a resolution at a meeting, in the course of general business, provided it does not:
 - (i) initiate the immediate expenditure of the Council's funds not provided for in the budget or not otherwise authorised by due process as contained in the Council's delegation of authority titled 'Authorisation of Expenditure';
 - (ii) initiate an unnecessary diversion of resources
 - (iii) involve a change of the Council's policies
 - (iv) initiate the creation of new local policy; or
 - (v) involve a matter which would normally be the subject of a report from a local government committee.
- (b) Where a matter cannot be considered by the local government in the course of general business, by virtue of section 14(a) (general business) of this policy, the councillor may request a report to be prepared for the consideration of an appropriate local government committee meeting.

15. Questions on notice

- (a) A councillor may ask a question on notice relating to the general work or procedure of the Council or any matter under the jurisdiction of an employee provided the question is received by the Chief Executive Officer at least four days prior to the meeting at which the question is asked.
- (b) The Chief Executive Officer shall make the appropriate arrangements to ensure the proposed respondent to a question on notice is advised immediately of the subject question and the date it will be asked.
- (c) No debate is permitted at a meeting of the Council in relation to a reply to a question on notice.

16. Order of business for a post-election meeting

- (a) The agenda will determine the order of business at any post-election meeting.
- (b) The agenda for a post-election meeting must include the following items:
 - (i) the presentation and reception of the Returning Officer's report
 - (ii) appointment of the Deputy Mayor
 - (iii) appointment of the local government committees
 - (iv) the day and time for holding the Council and other meetings
 - (v) the appointment of representatives of the Council to boards or other organisations.
- (c) The order of business for any post-election meeting may be altered where the councillors at that meeting pass a motion to that effect.

17. Order of business for a special meeting of the Council

- (a) The special meeting notice will stipulate the agenda or purpose of such a meeting.
- (b) The order of business for a special meeting will be strictly aligned to the agenda and will not alter nor include any further matter not included on the agenda.

Related policies/legislation/other documents:

DOC ID	DOCUMENT TYPE	DOCUMENT NAME
Refer to DM "Local Laws" quick search	Local Law	Local Law No. 1 (Meetings) 1997