

# Policy

## Code of Meeting Practice

Version 2.0

Adopted by Council at its meeting on xx

Minute No: xx

Division: Technology and Corporate Services  
Section: Corporate Governance  
File Reference:  
Historical Reference: Version 1.9 adopted by Council 21/7/2009  
(Minute No. 152)

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## TABLE OF CONTENTS

<b>INTRODUCTION</b>	<b>7</b>
<b>PART 1 - BEFORE THE MEETING</b>	<b>7</b>
<b>HOLDING MEETINGS</b>	<b>7</b>
1.1.1 HOW OFTEN DOES THE COUNCIL MEET?	7
1.1.2 WHERE ARE COUNCIL MEETINGS HELD?	7
1.1.3 CALLING OF EXTRAORDINARY MEETING ON REQUEST BY COUNCILLORS	8
1.2 NOTICE OF MEETINGS	8
1.3 MEETINGS	8
1.3.1 GIVING NOTICE OF BUSINESS	8
1.3.2 BUSINESS PAPER FOR EXTRAORDINARY MEETINGS	9
1.4 AGENDAS AND BUSINESS PAPERS	10
1.4.1 COPY OF BUSINESS PAPER	10
1.4.1.1 TIME OF AVAILABILITY	10
1.4.1.2 NO CHARGE	10
1.4.2 BUSINESS PAPERS FOR COUNCIL MEETINGS	10
1.4.3 ADDITIONAL INFORMATION	11
1.4.4 CAN AN ITEM OF BUSINESS WHICH IS ON THE AGENDA BE REMOVED FROM THE AGENDA PRIOR TO THE MEETING?	11
1.5 ORDER OF BUSINESS	11
1.6 ACCESS TO RECORDS	12
1.6.1 ARE PAPERS CREATED OR RECEIVED BY COUNCILLORS CLASSIFIED AS COUNCIL DOCUMENTS?	13
1.6.2 CAN COUNCILLORS COPY INFORMATION ADDITIONAL TO THE BUSINESS PAPERS (SUCH AS PLANS AND LEGAL OPINIONS FROM COUNCIL FILES) AND GIVE IT TO THE PUBLIC?	13
<b>PART 2 – AT THE MEETING</b>	<b>13</b>
2.1 WHO PRESIDES AT MEETINGS OF THE COUNCIL?	13
2.2 COUNCILLOR TO BE ELECTED TO PRESIDE AT CERTAIN MEETINGS	14
2.3 CHAIRPERSON TO HAVE PRECEDENCE	14
2.4 CHAIRPERSON'S DUTY WITH RESPECT TO MOTIONS	14
2.5 MAYORAL MINUTE	14
2.6 VOTING AT COUNCIL MEETINGS	15
2.7 REPORT OF A DIVISIONAL REPRESENTATIVE TO BE TABLED AT COUNCIL MEETING	16
2.8 OUTSTANDING RESOLUTIONS	16
2.9 WHAT CONSTITUTES A DECISION OF THE COUNCIL?	16
2.9.1 ARE COUNCIL DECISIONS AFFECTED WHEN COUNCILLORS CHANGE?	16
2.10 RECORDING OF MEETING OF COUNCIL OR COMMITTEE PROHIBITED WITHOUT PERMISSION	16
2.11 MOBILE PHONES	17
2.12 PUBLIC GALLERY ETIQUETTE	17
<b>PART 3 – CONFLICTS OF INTERESTS (PECUNIARY AND NON-PECUNIARY)</b>	<b>17</b>
3.1 EXPRESSING AN INTEREST IN AN ITEM	17
<b>PART 4 – ATTENDANCE AT MEETINGS</b>	<b>17</b>
4.1 ATTENDANCE AT MEETINGS	17
4.1.1 PRESENCE AT COUNCIL MEETINGS	18
4.1.2 WHAT IS THE QUORUM OF A MEETING?	18

4.1.3	WHAT HAPPENS WHEN A QUORUM IS NOT PRESENT?	18
4.2	HOW SHOULD COUNCILLORS BE ADDRESSED AT COUNCIL MEETINGS?	19
4.3	HOW SHOULD THE CHAIRPERSON BE ADDRESSED AT COUNCIL MEETINGS?	19
<b>PART 5 – MOTIONS AND AMENDMENTS</b>		<b>19</b>
5.1	NOTICE OF MOTION	19
5.2	MOTIONS IN WRITING	19
5.3	NOTICE OF MOTION - ABSENCE OF MOVER	19
5.4	MOTIONS TO BE SECONDED	19
5.5	HOW SHOULD AN AMENDMENT TO A MOTION BE WORDED?	20
5.6	AMENDMENTS TO MOTIONS	20
5.7	CAN THE CHAIRPERSON RULE AN AMENDMENT TO BE NEW BUSINESS AND THEREFORE OUT OF ORDER WHEN DISCUSSING THE CURRENT MOTION?	21
5.8	MOTIONS PUT WITHOUT FORMAL DEBATE	21
5.9	MOTION BE NOW PUT	21
5.10	LIMITATION AS TO NUMBER OF SPEECHES	21
5.11	UNACCEPTABLE MOTIONS	22
5.12	MOTIONS OF DISSENT	22
5.13	FORESHADOWING ANOTHER MOTION	23
5.14	OBLIGATIONS	23
<b>PART 6 – RESCISSION MOTIONS</b>		<b>23</b>
6.1	RESCINDING OR ALTERING RESOLUTIONS	23
<b>PART 7 – CLOSED PARTS OF MEETINGS</b>		<b>23</b>
7.1	CLOSURE OF MEETINGS TO THE PUBLIC (CONFIDENTIAL SESSION)	23
7.2	INFORMATION RELATING TO PROCEEDINGS AT CLOSED MEETINGS NOT TO BE DISCLOSED	24
<b>PART 8 – ORDER AT MEETINGS</b>		<b>25</b>
8.1	QUESTIONS OF ORDER	25
8.2	POINTS OF ORDER	25
8.3	ACTS OF DISORDER	26
8.4	HOW DISORDER AT A MEETING MAY BE DEALT WITH	27
8.5	RELATIONSHIP BETWEEN COUNCILLORS AND COUNCIL STAFF	27
<b>PART 9 – COMMITTEES, THEIR MEMBERS AND FUNCTIONS</b>		<b>28</b>
9.1	COMMITTEE OF COUNCIL	28
9.2	COMMITTEE OF THE WHOLE	28
9.3	COUNCIL MAY ESTABLISH COMMITTEES	28
9.4	FUNCTIONS OF COMMITTEES	28
9.5	NOTICE OF COMMITTEE MEETINGS TO BE GIVEN	29
9.6	PROCEDURE IN COMMITTEES	29
9.7	COMMITTEES TO KEEP MINUTES	29
9.8	CHAIRPERSON AND DEPUTY CHAIRPERSON OF COMMITTEES	29
9.9	ABSENCE FROM COMMITTEE MEETINGS	29
9.10	REPORTS OF COMMITTEES	30
9.11	DISORDER IN COMMITTEE MEETINGS	30
9.12	POWER TO REMOVE PERSONS FROM MEETING AFTER EXPULSION RESOLUTION	30
9.12	COMMITTEE MAY EXPEL CERTAIN PERSONS FROM ITS MEETINGS	31
<b>PART 10 - MINUTES</b>		<b>31</b>
10.1	MINUTES	31
10.2	CONFIRMATION OF MINUTES	31
10.3	CERTAIN CIRCUMSTANCES DO NOT INVALIDATE COUNCIL DECISIONS	31

<b>10.4</b>	<b>INSPECTION OF THE MINUTES OF THE COUNCIL OR COMMITTEE</b>	<b>32</b>
	<b>PART 11 – QUESTIONS ON NOTICE</b>	<b>32</b>
<b>11.1</b>	<b>QUESTIONS ON NOTICE</b>	<b>32</b>
	<b>PART 12 - WORKSHOPS</b>	<b>33</b>
<b>12.1</b>	<b>REQUEST</b>	<b>33</b>
<b>12.2</b>	<b>VENUE</b>	<b>33</b>
<b>12.3</b>	<b>LIMITATIONS</b>	<b>33</b>
<b>12.4</b>	<b>CONDUCT</b>	<b>33</b>
<b>12.5</b>	<b>ATTENDANCE</b>	<b>33</b>
<b>12.6</b>	<b>PROCEDURE</b>	<b>33</b>
<b>12.7</b>	<b>WORKSHOP DOCUMENTS</b>	<b>33</b>
	<b>PART 13 – COMMUNITY ACCESS</b>	<b>34</b>
<b>13.1</b>	<b>COMMUNITY ACCESS</b>	<b>34</b>
<b>13.2</b>	<b>CAN A COUNCILLOR SPEAK TO THE COUNCIL AS A RESIDENT OR RATEPAYER IN THE PUBLIC ACCESS SECTION OF A MEETING?</b>	<b>35</b>
<b>14.</b>	<b>DEFINITIONS</b>	<b>37</b>

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# Code of Meeting Practice

## Introduction

Meeting procedures contribute to good public decision-making and increase council's transparency and accountability to its community. Councillors are accountable to their communities for the decisions that they make. Those decisions should be based on sound and adequate information. The conduct of effective meetings is an indicator of good governance. Well run meetings reflect an effective partnership and relationship between the governing body of council and council administration.

The Act Sections 232 and 439

The principles upon which this Code is based include integrity; leadership; selflessness; impartiality, accountability; openness; honesty and respect (Section 4, Local Government Act 1993, Code of Conduct (The Act)). Meetings must be run fairly and the procedures used should improve decision-making, not personal or political advantage.

The Code of Meeting Practice applies to all meetings of Council and to all Committee meetings of Council without exception. Any matters arising regarding procedure of meetings are to be determined by the Code of Meeting Practice.

In the absence of a specific matter being contained in the Code of Meeting Practice the meeting shall abide by the ruling from the Chairperson.

## PART 1 - BEFORE THE MEETING

### Holding Meetings

#### 1.1.1 How often does the council meet?

Ordinary council meetings are held on a regular basis, as decided by the council. Each council must meet at least ten (10) times a year, with each meeting being in a different month.

The Act Sec 365

#### 1.1.2 Where are council meetings held?

Council meetings are normally held in the Council Chambers Civic and Cultural Centre, Tumbulgum Road, Murwillumbah. It is up to the council to decide when and where to have the meeting.

These meetings are open to the public. Confidential items are considered in closed session, which excludes press and public.

Council Meeting to be held on the third Tuesday of the month from 4.30pm.

### 1.1.3 Calling of Extraordinary Meeting on Request by Councillors

If the Mayor receives a request in writing signed by at least two (2) Councillors, an extraordinary meeting of the Council to be held as soon as practicable but in any event within fourteen (14) days after receipt of the request.

The Mayor can be one of the two councillors, but the Mayor cannot call extraordinary meetings without a written request with another councillor's signature.

The Act Sec 366

Extraordinary meetings are not only held in 'extraordinary' circumstances. These meetings are usually held to deal with special business or where there is so much business to be dealt with that an additional meeting is required.

The Regulation 242

## **1.2 Notice of Meetings**

Council will give public notice of the time and place of ordinary council and committee meetings (s.9 of the Act). The notice is published in Council's newspaper The Tweed Link, indicating the time and place of the meeting (cl.232 of the Regulation).

Each Councillor must receive, on the Thursday before the meeting of the Council, a notice specifying the time and place at which and the date on which the meeting is to be held and the business proposed to be transacted at the meeting.

Notice of all meetings shall be in writing and delivered to each Councillor with the complete agenda.

Notice of less than three (3) days may be given of an extraordinary meeting called in an emergency.

The Act Sec 367

A copy of the Meeting Agenda is to be placed in the three (3) Council Libraries and distributed to the Media as well as other interested parties as nearly as possible to the time they are available to Councillors.

## **1.3 Meetings**

### 1.3.1 Giving Notice of Business

The Council must not transact business at a meeting of the Council:

- a unless a Councillor has given notice of the business in writing within such time before the meeting as is fixed by this code of meeting practice; or as is fixed by resolution of the Council, and
- b unless notice of the business has been sent to the Councillors in accordance with Section 367 of the Act.

The Regulation 241(1)



This sub-clause does not apply to the consideration of business at a meeting if the business was considered at an earlier meeting of the Council.

The Regulation 241(2)

Despite this sub-clause business may be transacted at a meeting of a Council even though due notice of the business has not been given to Councillors, but only if:

- a a motion is passed to have the business transacted at the meeting; and
- b the business proposed to be brought forward is ruled by the Chairperson to be of great urgency

Such a motion can be moved without notice.

The Regulation 241(1)(3)

Only the mover of a motion referred to above can speak to the motion before it is put.

The Regulation 241(1)(4)

1. No item in the Business Papers and no attachment thereto (Development Control Plans, s94 Plans, Conditions of Consent, General Manager's Quarterly Report and the like excepted) is to individually exceed twenty (20) pages in length, and no item is to be split to circumvent this restriction.
2. All attachments to the Business Paper are to be paginated and indexed, and page referenced in the relevant item in the Business Papers, or alternatively tab indexed.
3. All late arriving/departing correspondence and all memoranda relevant to a matter in the Business Papers, is to be immediately communicated to all Councillors unless there is compelling reason(s) for departure from this rule.
4. No matter is to be unreasonably held back by Council's staff so as to cause a matter to become urgent. An explanation for any departure from this rule will be provided by the General Manager.
5. Items relating to Development Applications are to clearly indicate the options available to Council, including the concise, practical and legal ramifications of each option.
6. Suggested amendments to a previous draft Development Control Plan, s94 Plan, Conditions of Consent and the like are to be incorporated into the complete document (by italics or underlining) to enable the amendments to be read in context.

(TSC Policy 3/5/2000)

### 1.3.2 Business Paper for Extraordinary Meetings

The General Manager must ensure that the business paper for an extraordinary meeting of the Council deals only with the matters stated in the notice of the meeting.

Despite the sub-clause, business may be transacted at an Extraordinary meeting of Council even though due notice of the business has not been given to the Councillors. However, this can happen only if:

- a a motion is passed to have the business transacted at the meeting; and
- b the business proposed to be brought forward is ruled by the Chairperson to be of great urgency.

Such a motion can be moved without notice but only after the business notified in the business paper for the meeting has been disposed of.

Only the mover of a motion referred to in the immediate sub-clause can speak to the motion before it is put.

The Regulation 242

Unless established to the reasonable satisfaction of the General Manager, and then only in a case of great urgency, no item will be considered by Council unless a minimum of three (3) clear days' notice is given.

(TSC Policy 3/5/2000)

## **1.4 Agendas and Business Papers**

### 1.4.1 Copy of Business Paper

Council and each Committee must have available for the public at its offices and at each meeting copies (for inspection or taking away by any person) of the business paper for the meeting. This requirement does not apply to a business paper for a matter that, in the opinion of the General Manager, is likely to be considered when the meeting is closed to the public.

The Act Sec 9(2)

#### 1.4.1.1 Time of Availability

Copies are to be available to the public, including electronic copies on Council's website, as nearly as possible to the time they are available to Councillors.

The Act Sec 9(3)

#### 1.4.1.2 No Charge

The copies are to be available free of charge.

The Act Sec 9(4)

### 1.4.2 Business Papers for Council Meetings

The General Manager must ensure that the business paper for a meeting of the Council or Committee states:

- a. all matters to be dealt with arising out of the proceedings of former meetings of the Council or Committee; and
- b. any business that the Chairperson may decide to put before the meeting without notice; and

c. any business of which due notice has been given.

The Regulation 240(1)

The General Manager must cause the business paper for a meeting of the Council or a Committee of the Council to be distributed on the Thursday before the meeting.

The Regulation 240(3)

The General Manager must ensure that the details of any item of business to which Section 10(2A) of the Act applies are included in a business paper for the meeting concerned.

The Regulation 240(4)

### 1.4.3 Additional Information

A council may direct its General Manager to provide its councillors with additional information. If this is done, it is suggested that the additional papers be marked separately from the business papers so as to avoid any confusion. Additional information won't be automatically available to the public like the business papers.

Any information given to a particular councillor in the performance of that councillor's duties must also be available to any other councillor who requests it in accordance with council procedures.

Code of Conduct Clause 10.4

### 1.4.4 Can an item of business which is on the agenda be removed from the agenda prior to the meeting?

Once the agenda for a meeting has been sent to councillors an item of business on the agenda should not be removed from the agenda prior to the meeting.

If it is proposed that an item of business which is on the agenda not be dealt with at the meeting council should resolve to defer that business to another meeting or resolve not to consider the matter, as the case may be.

## **1.5 Order of Business**

At a meeting of the Council or Committee (other than an extraordinary meeting), the general order of business will be as follows such as the Council has fixed by resolution passed at any previous meeting or, if no such resolution has been passed, as follows:

The Regulation 239(1)

The order of business at Ordinary Meetings shall be:

1. Aboriginal Statement
2. Prayer
3. Confirmation of Minutes
4. Apologies
5. Disclosure of Interest

6. Items to be Moved from Confidential to Ordinary/Ordinary to Confidential
7. Schedule of Outstanding Resolutions
8. Mayoral Minute
9. Reports through the General Manager
  - Reports from the General Manager
  - Reports from the Director Planning & Regulation
  - Reports from the Director Community & Natural Resources
  - Reports from the Director Engineering & Operations
  - Reports from the Director Technology & Corporate Services
10. Reports from Sub-Committees/Working Groups
11. Orders of the Day
12. Questions on Notice
13. Confidential Items for Consideration

The order of business fixed as above may be altered if a motion to that effect is carried, such a motion can be moved without notice.

The Regulation 239(2)

## **1.6 Access to Records**

A Council and a Committee of which all the members are Councillors must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.

This section does not apply if the correspondence or reports:

- a relate to a matter that was received or discussed; or
- b were laid on the table at, or submitted to, the meeting, when the meeting was closed to the public.

This section does not apply if the Council or Committee resolves at the meeting, when open to the public, that the correspondence or reports, because they relate to a matter specified in Section 10A(2), are to be treated as confidential.

The Act Sec 11

### 1.6.1 Are papers created or received by councillors classified as council documents?

Council documents include those created or received in the course of the official duties by councillors. Information generated by, in the possession of, or under the control of the councillors that concerns their civic or council duties under any Act is considered by the Division to be a document of the council. These documents may include information that does not form part of the council's official filing system.

### 1.6.2 Can councillors copy information additional to the business papers (such as plans and legal opinions from council files) and give it to the public?

Section 664(1) of the Act states that "a person must not disclose any information obtained in connection with the administration or execution of the Act unless that disclosure is made:

- (a) with the consent of the person from whom the information was obtained; or
- (b) in connection with the administration or execution of the Act; or
- (c) for the purposes of any legal proceedings arising out of the Act or of any report of any such proceedings; or
- (d) in accordance with a requirement imposed under the *Ombudsman Act 1974* or the *Freedom of Information Act 1989*; or
- (e) with other lawful excuse."

There is a maximum penalty of \$5500 for breach of this provision.

Provided the additional information is not part of the business paper and is made publicly available, it can only be given out in accordance with section 664(1) of the Act. It is also important to remember copyright law when making copies of information.

Council has an Access to Information Policy that is to be followed for public access to documents as provided under the Act (s.12) and the *Freedom of Information Act 1989*, subject to the *Privacy and Personal Information Protection Act 1998*.

Section 10 of the Code of Conduct highlights access to and use of personal, council and confidential information. The General Manager or public officer, rather than individual councillors, would be the appropriate people to assist members of the public to access documents.

## **PART 2 – AT THE MEETING**

### **2.1 Who Presides at Meetings of the Council?**

The Councillors shall determine who presides at meetings of Council and its Committees.

The Act Sec 369

## **2.2 Councillor to be Elected to Preside at Certain Meetings**

If no Chairperson is present at a meeting of the Council or Committee at the time designated for the holding of the meeting, the first business of the meeting must be the election of a Chairperson to preside at the meeting.

The election must be conducted:

- a. by the General Manager or, in his or her absence, an employee of the Council designated by the General Manager to conduct the election; or
- b. if neither of them is present at the meeting or there is no General Manager or designated employee - by the person who called the meeting or a person acting on his or her behalf.

The Regulation 236(1)

## **2.3 Chairperson to Have Precedence**

When the Chairperson rises during a meeting of a Council:

- a any Councillor then speaking or seeking to speak must immediately resume his or her seat; and
- b every Councillor present must be silent to enable the Chairperson to be heard without interruption.

The Regulation 237

## **2.4 Chairperson's Duty With Respect to Motions**

It is the duty of the Chairperson at a meeting of the Council to receive and put to the meeting any lawful motion that is brought before the meeting.

The Chairperson must rule out of order any motion that is unlawful or the implementation of which would be unlawful.

Any motion, amendment or other matter that the Chairperson has ruled out of order is taken to have been rejected.

The Regulation 238

## **2.5 Mayoral Minute**

The Mayor may put to a meeting (without notice) any matter which the council is allowed to deal with or which the council officially knows about. This would cover any council function under the Act or other legislation, or any matter that has been brought to the council's attention, for example, by letter to the Mayor or the General Manager.

The Regulation 243(1)

This power to make Mayoral Minutes recognises the special role of the Mayor. A Mayoral Minute overrides all business on the agenda for the meeting, and the Mayor may move that the minute be adopted without the motion being seconded.

Mayoral Minutes should not be used to introduce, without notice, matters that are routine, not urgent, or need research or a lot of consideration by the Councillors before

coming to a decision. These types of matters would be better placed on the agenda, with the usual period of notice being given to the Councillors.

## **2.6 Voting at Council Meetings**

Each Councillor is entitled to one vote.

Voting at a council meeting is to be by 'open means', for example, by voices or show of hands (cl.251(5) of the Regulation). The only exception is voting on the position of Mayor or deputy Mayor.

Councils utilise an electronic device to record the votes cast by councillors, but the requirement that voting take place by 'open means' still applies. Votes in writing are not permitted.

However, the person presiding at a meeting of the Council has, in the event of an equality of votes, a second or casting vote.

The Act Sec 370

A councillor must be present (in person) at the council or committee meeting to vote. Councillors cannot participate in a meeting by video-conferencing or teleconference. There are no 'proxy' votes at council or committee meetings. A 'proxy' is a system where an absent councillor can cast his or her vote by giving their vote to another councillor.

The Regulation 235

A Councillor who is present at a meeting of the Council but who fails to vote on a motion put to the meeting is taken to have voted against the motion. It is important to remember that if a councillor is anywhere in the room where the council meeting is being held, they are considered to be 'present' for the purposes of voting. This means that if they are in the room but do not vote on an issue (for example, by staying silent) their vote is taken as against the motion.

The Regulation 251(1)

If a Councillor who has voted against a motion put at the Council meeting so requests, the General Manager must ensure that the Councillors' dissenting vote is recorded in the Council's minutes.

The Regulation 251(2)

The decision of the Chairperson as to the result of a vote is final, unless the decision is immediately challenged and not fewer than two (2) Councillors rise and demand a division.

The Regulation 251(3)

When a division on a motion is demanded, the Chairperson must ensure that the division takes place immediately. The General Manager must ensure that the names of those who vote for the motion and those who vote against it are respectively recorded in the Council's minutes.

The Regulation 251(4)

## **2.7 Report of a Divisional Representative to be tabled at Council Meeting**

When a report of a Divisional representative has been presented to a meeting of the Council in accordance with Section 433 of the Act, the Council must ensure that the report:

- (a) is laid on the table at that meeting; and
- (b) is subsequently available for the information of Councillors and members of the public at all reasonable times.

The Regulation 244

## **2.8 Outstanding Resolutions**

No debate is to be allowed on Outstanding Resolutions. Any changes to or debate on Outstanding Resolutions should only be by way of a Notice of Motion or a report to Council.

(TSC Policy)

## **2.9 What Constitutes a Decision of the Council?**

A decision supported by a majority of the votes at a meeting of the Council at which a quorum is present is a decision of the Council.

The Act Sec 371

### 2.9.1 Are council decisions affected when councillors change?

In legal terms, a local council is a body politic of the State with perpetual succession and the legal capacity and powers of an individual. This means that the council is legally separate from the councillors on it, and that council decisions are not affected by changes in its councillors.

The Act Section 220

## **2.10 Recording of Meeting of Council or Committee Prohibited Without Permission**

A person may use a recording device to record the proceedings of a meeting of the Council or a Committee of the Council only with the authority of the Council or Committee.

The Council or Committee may, by resolution, expel from the place where it is holding a meeting any person who uses a recording device in contravention of this Clause.

If any such person, after being notified of such a resolution, fails to leave the place where the meeting is being held, a police officer, or any person authorised by the Council for the purpose, may remove the person from, and, if necessary, restrain the person from re entering, that place.

In this Clause, recording device includes a video camera and any electronic device capable of recording speech.

The Regulation 273



## **2.11 Mobile Phones**

All mobile phones (including councillors mobiles) are to be turned off before entering the chamber at either, a formal meeting of council as whole, community access and/or workshops (Council meeting, 17/11/09).

## **2.12 Public Gallery Etiquette**

- All signs and masks be prohibited from the public gallery and Civic Centre.
- While Council acknowledges the democratic right to protest, a designated area outside the Civic Centre be established to allow citizens to neatly leave all signs and all masks before entering the Civic centre.
- A copy of the Code of Meeting Practice (being suitably bound) be placed alongside the business papers and/or any other public information as available to the general public and be left ad infinitum within the public gallery desk area and updated as changes occur to the Policy Document.

## **PART 3 – CONFLICTS OF INTERESTS (PECUNIARY AND NON-PECUNIARY)**

### **3.1 Expressing an Interest in an Item**

Where a Councillor expresses an interest in an Item on the Agenda and leaves the Chamber, that Councillor be asked to return to the Chamber before Council/Committee proceeds to the next item of business.

(TSC Policy)

## **PART 4 – ATTENDANCE AT MEETINGS**

### **4.1 Attendance at Meetings**

Everyone is entitled to attend a meeting of Council and those of its Committees of which all the members are Councillors.

A Council must ensure that all meetings of the Council and of such Committees are open to the public.

However, a person (whether a Councillor or another person) is not entitled to be present at a meeting if expelled from the meeting by a resolution of the meeting.

The meeting may be closed to the public as outlined in Section 7.1.

The Act Sec 10

The General Manager is entitled to attend, but not to vote at, a meeting of the Council or a meeting of a Committee of the Council of which all the members are Councillors.

The General Manager is entitled to attend a meeting of any other Committee of the Council and may, if a member of the Committee, exercise a vote.

However, the General Manager may be excluded from a meeting of the Council or a Committee while the Council or Committee deals with a matter relating to the standard

of performance of the General Manager or the terms of the employment of the General Manager.

The Act Sec 376

The General Manager and Public Officer will sit at the same table as the councillors at a Council meeting.

#### 4.1.1 Presence at Council Meetings

A Councillor cannot participate in a meeting of the Council unless personally present at the meeting.

The Regulation 235

If a councillor is absent from three consecutive ordinary meetings of the council without the leave of the council having been granted then the councillor automatically vacates office (section 234(1)(d) of the Act). Leave of absence can only be granted by council prior to the meeting or at the meeting concerned.

The acceptance of an apology is a positive acknowledgement of the courtesy of the person who tendered it. It does not amount to a grant of a leave of absence.

A leave of absence is formal permission granted by way of council resolution to a councillor excusing that councillor's attendance at a particular meeting. It is sought by way of application to the council.

#### 4.1.2 What is the Quorum of a Meeting?

The quorum for a meeting of the council is a majority of the councillors of the council who hold office for the time being and are not suspended from office.

The Act Sec 368

#### 4.1.3 What Happens when a Quorum is Not Present?

A meeting of the Council or Committee must be adjourned if a quorum is not present:

The Regulation 233(1)

- (a) within half an hour after the time designated for the holding of the meeting; or
- (b) at any time during the meeting.

In either case, the meeting must be adjourned to a time, date and place fixed.

The Regulation 233(2)

- (a) by the chairperson; or
- (b) failing that, by the General Manager.

The Regulation 233(3)

The General Manager must record in the Council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the Council, together with the names of the Councillors present.

#### **4.2 How should Councillors be addressed at Council meetings?**

Councillors are usually addressed as “Councillor [surname]”, whether the Councillor is male or female; whether or not the Councillor has a title (for example the Honourable or the Reverend); and whether or not the Councillor has a qualification (for example, Doctor of Philosophy).

#### **4.3 How should the Chairperson be addressed at Council meetings?**

If the Chairperson is the Mayor they are usually addressed as ‘Mr Mayor’, or ‘Madam Mayor’. When the Chairperson is not the Mayor, they would be addressed as ‘Mr/Madam Chair’ or ‘Mr/Madam Chairperson’.

### **PART 5 – MOTIONS AND AMENDMENTS**

#### **5.1 Notice of Motion**

Notice of motion in writing must be delivered to the General Manager before 11.00am on the Monday of the week preceding the Ordinary Meeting of Council so as to be listed on the Orders of the Day Agenda.

(TSC Policy)

Notice of motion recorded in the Business Paper will comprise the wording of the proposed notice of motion only.

Background / supporting information to a proposed notice of motion will included as an attachment to the business paper.

When putting forward notice of motion, councillors need to balance their civic responsibility for representing the interests of the community with their obligation to use council’s resources effectively and efficiently.

#### **5.2 Motions in Writing**

All motions put before Council which are not exactly as presented on the agenda are to be supplied, in writing, to the Chairperson before the mover may proceed.

(TSC Policy)

#### **5.3 Notice of Motion - Absence of Mover**

In the absence of a Councillor who has placed a notice of motion on the business paper for a meeting of a Council:

- (a) any other Councillor may move the motion at the meeting; or
- (b) the Chairperson may defer the motion until the next meeting of the Council at which the motion can be considered.

The Regulation 245

#### **5.4 Motions to be Seconded**

A motion or an amendment cannot be debated unless or until it has been seconded, except as otherwise provided herein.

The Regulation 246

The mover has the right to speak first, and a general 'right of reply' at the end of the debate. No new arguments or material should be argued during the 'right of reply'.

The Regulation 250

The seconder of the motion speaks after the mover, but may choose to hold over their speaking rights until later in the debate. However a procedural motion could be passed, putting an end to debate before the seconder has spoken.

Councillors are asked to speak for and against the motion, usually in the order of one speaker for the motion and one speaker against the motion. Debate may end by completing the list of speakers who want to speak for or against the motion, the time allowed for debate finishing, the (limited) number of speakers allowed to speak on the motion having been reached, or where a procedural motion 'that the motion be put to the vote' has been successful.

At the end of the debate, the chairperson puts the motion to the meeting for vote. The chairperson will then declare the result of the vote. If passed by the majority, the motion becomes a formal resolution of council. The decision is final, unless it is immediately challenged by two (2) or more councillors who rise and demand a division on the motion (cl.251(3) of the Regulation).

### **5.5 How should an amendment to a motion be worded?**

Amendments may be in the form of additional words to a motion and/or the removal of words from the motion. If the amendment is supported, the original motion is automatically changed by the addition and/or removal of words. This becomes the amended motion. If no further amendments are put forward, the amended motion is then put to the meeting. If passed, the amended motion becomes the resolution.

Any amendment to a motion must not alter the motion to the extent that it effectively reverses the motion.

### **5.6 Amendments to Motions**

An amendment to a motion requires a mover and a seconder to put it forward. The amendment must be dealt with before voting on the main motion takes place. Debate is allowed only in relation to the amendment and not the main motion — which is suspended while the amendment is considered.

The Regulation Clauses 246 and 247

If the amendment is passed, the motion is changed to include the amendment and this new motion is debated. If the amendment is not supported, the main motion stays in its original form and debate resumes.

There should only be one amendment to a motion before the council at any time (cl.247 of the Regulation). If several amendments are proposed, each should be moved, seconded, debated and voted upon before the next. The amendments should be put forward and debated in the order in which they affect the original motion, not in the order in which they were put to the meeting.

## **5.7 Can the chairperson rule an amendment to be new business and therefore out of order when discussing the current motion?**

While clause 238(1) of the Regulation requires a chairperson to put to a council meeting any lawful motion brought before the meeting, there is no requirement covering an amendment to a motion. The chairperson can therefore rule an amendment to be new business and out of order.

Nevertheless, clause 248(1) of the Regulation allows a councillor, without notice, to move to disagree with the ruling of the chairperson on a point of order. Only the mover of a 'motion of dissent' and the chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply. It is then a matter for the councillors to decide by majority vote whether to carry the motion of dissent.

The Regulation 248(3)

## **5.8 Motions Put Without Formal Debate**

Provided there is no objection from any Councillor present, any motion or recommendation before the Council may be put to the vote without discussion or debate.

## **5.9 Motion Be Now Put**

Despite Regulations 250(1) & 250(2), if at least two (2) Councillors have spoken in favour of a motion or an amendment and at least two (2) Councillors have spoken against the motion or amendment, any Councillor may move that the question be now put.

The Regulation 250(4)

The Chairperson must immediately put to the vote a motion that the question be now put without the motion being seconded and without debate.

The Regulation 250(5)

If a motion that the question be now put is passed, the Chairperson must, after the mover of the motion has exercised his or her right of reply under Regulation 250(1) immediately put the question to the vote without further debate.

The Regulation 250(6)

If a motion that the question be now put is rejected, the Chairperson must resume the debate on the original motion or amendment.

The Regulation 250(7)

Notwithstanding anything in this Code the Chairperson may not accept a motion that the motion be put while a Councillor is speaking in accordance with this Code, nor while a question, properly asked by a Councillor, awaits a response in accordance with a direction of the Chairperson.

Min 1570 18/2/98

## **5.10 Limitation as to Number of Speeches**

A Councillor must not, without the consent of the Council, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time. However, the Chairperson may permit a Councillor who claims to have been misrepresented or

misunderstood to speak more than once on a motion or an amendment, and for longer than five (5) minutes on that motion or amendment to enable the Councillor to make a statement limited to explaining the misrepresentation or misunderstanding.

The Regulation 250(3)

### **5.11 Unacceptable Motions**

The Chair may rule that a Motion or an amendment is out of order if, in the view of the Chair, the proposed motion:

- is vague and equivocal in its language;
- is the direct negative of or is inconsistent with a resolution just passed by the meeting;
- is an amendment which is a direct negative of the motion which it proposes to amend;
- proposes an action that is unlawful;
- is ultra vires in that it is outside the scope of the meeting;
- has defamatory statements contained in the resolution;
- is unnecessary in that it proposes a course of action or policy already resolved upon by the meeting; and
- is vexatious and is proposed solely as a way to impede the orderly transaction or business.

### **5.12 Motions of Dissent**

A Councillor can, without notice, move to dissent from the ruling of the Chairperson on a point of order. If that happens, the Chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.

The Regulation 248(1)

If a motion of dissent is carried, the Chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been discharged as out of order, the Chairperson must restore the motion or business, to the business paper and proceed with it in due course.

The Regulation 248(2)

Only the mover of a motion of dissent and the Chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

The Regulation 248(3)

### **5.13 Foreshadowing Another Motion**

It is possible to advise the council of an intention to put forward a motion that relates to a motion currently before the council. However, the chairperson cannot accept the new motion until the first motion is decided.

### **5.14 Obligations**

Councillors have an obligation to consider issues consistently, fairly and promptly (Clause 6.5 Code of Conduct). All relevant facts known (or reasonably known) must be considered in terms of the merits of each issue (Clause 6.6 Code of Conduct). Irrelevant matters or circumstances must not influence decision-making.

## **PART 6 – RESCISSION MOTIONS**

### **6.1 Rescinding or Altering Resolutions**

A resolution passed by the Council may not be altered or rescinded except by a motion to that effect of which notice has been duly given in accordance with the Council's code of meeting practice.

If a notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.

If a motion has been negated by a Council, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with the Council's code of meeting practice.

A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been negated by the Council, must be signed by three (3) Councillors if less than 3 months has elapsed since the resolution was passed, or the motion was negated, as the case may be.

If a motion to alter or rescind a resolution has been negated, or if a motion which has the same effect as a previously negated motion, is negated, no similar motion may be brought forward within 3 months. This subsection may not be evaded by substituting a motion differently worded, but in principle the same.

A motion to which this section applies may be moved on the report of a Committee of the Council and any such report must be recorded in the minutes.

The provisions of this section concerning negated motions do not apply to motions of adjournment.

The Act Sec 372

## **PART 7 – CLOSED PARTS OF MEETINGS**

### **7.1 Closure of Meetings to the Public (Confidential Session)**

1. Council or such a Committee of which all the members are Councillors, may close to the public so much of its meeting as comprises, the discussion of any of

the matters listed in subclause (2), or the receipt or discussion of any of the information as follows.

The Act Sec 10(A)

2. a personnel matters concerning particular individuals,
- b the personal hardship of any resident or ratepayer;
- c information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
- d commercial information of a confidential nature that would, if disclosed:
  - (i) prejudice the commercial position of the person who supplied it, or
  - (ii) confer a commercial advantage on a competitor of the Council, or
  - (iii) reveal a trade secret;
- e information the disclosure of which would prejudice the maintenance of the law;
- f matters affecting the security of the Council, Councillors, Council staff or Council property;
- g advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.
- h. information concerning the nature and location of a place or an item of aboriginal significance on Community land.

A Council, or a committee of which all the members are Councillors, may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

A Council or a committee of Council may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

The Act Sec 10A

## **7.2 Information Relating to Proceedings at Closed Meetings Not To Be Disclosed**

If a meeting or part of a meeting of the Council or a Committee of the Council is closed to the public in accordance with Section 10A(1) of the Act, a person must not, without the authority of the Council or the Committee, disclose, otherwise than to the Council, information with respect to the discussion at, or the business of, the meeting.

This Clause does not apply:

- a to the report of a Committee of the Council when presented to the Council; or
- b disclosure made in circumstances prescribed by the Regulations



- c any agenda resolution or recommendation of a meeting that a person is entitled to inspect in accordance with Section 12.

The Act Sec 664

## **PART 8 – ORDER AT MEETINGS**

### **8.1 Questions of Order**

Councillors must act honestly and reasonably in carrying out council functions and this is further reinforced through the Code of Conduct which provides guidance on acceptable and unacceptable conduct.

The Act Sections 439 and 440

Councillors have a responsibility to behave professionally in and out of council meetings. Councillors should maintain good working relationships with each other and act in a manner appropriate to their civic status. This would include orderly behaviour and complying with rulings from the chairperson at council meetings. This Meeting Code and Council's Code of Conduct identify the standards and responsibilities imposed on councillors by the Act and Regulations.

Code of Conduct Clauses 9.5 and 9.6

Acts of disorder committed by councillors during council or committee meetings may amount to misbehaviour, leading to censure by the council or suspension.

Code of Conduct Section 12

The Chairperson, without the intervention of any other Councillor, may call any Councillor to order whenever, in the opinion of the chairperson, it is necessary to do so.

The Regulation 255(1)

A Councillor who claims that another Councillor has committed an act of disorder, or is out of order, may call the attention of the chairperson on the matter.

The Regulation 255(2)

The chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the Council.

The Regulation 255(3)

The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

The Regulation 255(4)

### **8.2 Points of Order**

Where a Councillor has drawn to the attention of the Chair an alleged act of disorder, the Chair must rule on the question of order immediately after it is raised.

A point of order may refer to any procedural matter relating to the orderly conduct of the meeting and without limitation may include:

- Councillors speaking or whispering while another Councillor is addressing the meeting;
- verbal interjections;
- failure to observe proper meeting procedures;
- public discourtesy to fellow Councillors during the meeting;
- exceeding time limits without the agreement of the meeting;
- addressing the meeting without the permission of the Chair;
- any actions or comments that could be considered to be a breach of the Council's Code of Conduct.

### **8.3 Acts of Disorder**

(1) A Councillor commits an act of disorder if the Councillor, at a meeting of the Council or a Committee of a Council:

- a. contravenes the Act or any regulation in force under the Act; or
- b. assaults or threatens to assault another Councillor or person present at the meeting; or
- c. moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the Council or Committee on such a motion, amendment or matter; or
- d. insults or makes personal reflections on or imputes improper motives to any other Councillor; or
- e. says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the Council or Committee into contempt.

The Regulation 256(1)

(2) The Chairperson may require a Councillor:

- a. to apologise without reservation for an act of disorder referred to in Clause 8.3.1.
- b. to withdraw a motion or an amendment referred to in Clause 8.3.1, and, where appropriate, to apologise without reservation; or
- c. to retract and apologise without reservation for an act of disorder referred to in Clause 8.3.1.

The Regulation 256(2)

- (3) The Council or a Committee of the Council may, by resolution, expel from a meeting a Councillor who fails to comply with a requirement made under sub-clause 8.3.1. The expulsion of a Councillor under this Regulation does not prevent any other action from being taken against the Councillor for the act of disorder concerned.

The Regulation 256(3)

#### **8.4 How Disorder at a Meeting May Be Dealt With**

If disorder occurs at a meeting of a Council, the Chairperson may adjourn the meeting for a period of not more than fifteen (15) minutes and leave the chair. The Council, on reassembling, must, on a question put from the chair, decide without debate whether the business is to be proceeded with or not. This Sub Clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of Councillors.

The Regulation 257(1)

The Council may, by resolution, expel a member of the public from the Council meeting on the grounds that the member is engaging in or has, at the meeting, engaged in disorderly conduct.

The Regulation 257(2)

A person who is expelled or removed from a Council Meeting shall vacate Floor 2 during office hours and after office hours vacate the Tweed Shire Council building.

Min 725 20/2/02

#### **8.5 Relationship between councillors and council staff**

The Act makes the General Manager responsible for the efficient and effective operation of the council's organisation and for implementing decisions of the council (s.335 of the Act). The General Manager is, therefore, in charge of the council's management.

Councillors are required (as a group) to direct and control the council's affairs; allocate resources; and determine and review the council's policy and performance (s.232 of the Act). Councillors should not involve themselves in the day-to-day administration of council. This is the responsibility of the General Manager.

Councillors and staff have a responsibility to behave professionally and maintain constructive working associations. This is based on the principle that all public officials have a duty to act with integrity, honesty, impartiality and in the public interest.

Councillors must not make personal attacks upon staff at meetings. If a councillor has a complaint about a member of staff that complaint should be addressed in writing to the General Manager. If the complaint is about the General Manager it should be addressed in writing to the Mayor.

## **PART 9 – COMMITTEES, THEIR MEMBERS AND FUNCTIONS**

### **9.1 Committee of Council**

The Council may resolve itself into a Committee to consider any matter before the Council.

The Act (Sec 373)

### **9.2 Committee of the Whole**

During the course of a council meeting a council may resolve itself into the 'committee of the whole' under section 373 of the Act. That part of the council meeting then becomes a committee meeting. The only advantage of a council forming a committee of the whole is that by reason of clause 259 of the Regulation the limits on the number and duration of councillor speeches referred to in clause 250 of the Regulation do not apply.

If at the time council resolves itself into the "committee of the whole" the meeting was open to the public then the meeting will remain open to the public unless council resolves to exclude the public under section 10A of the Act.

All the provisions of this Regulation relating to meetings of a Council, so far as they are applicable, extend to and govern the proceedings of the Council when in Committee of the Whole, except the provision limiting the number and duration of speeches.

The Regulation 259(1)

The General Manager is responsible for reporting to the Council proceedings in Committee of the Whole. It is not necessary to report the proceedings in full but any recommendations of the Committee must be reported.

The Regulation 259(2)

The Committee of the Whole may not pass a Council resolution. The Council must ensure that a report of the proceedings is recorded in the Council's Minutes. However, the Council is not taken to have adopted the report until a motion for adoption has been made and passed.

The Regulation 259(3)

### **9.3 Council May Establish Committees**

The Council may appoint or elect such Committees as it considers necessary.

A Committee is to consist of the Councillors.

The quorum for a meeting of such a Committee is to be as per item 4.1.2.

The Regulation 260

### **9.4 Functions of Committees**

The Council must specify the functions of each of its Committees when the Committee is established, but may from time to time amend those functions.

The Regulation 261

## **9.5 Notice of Committee Meetings to be Given**

The General Manager of a Council must send to each Councillor, on the Thursday before the meeting of the Committee, a notice specifying:

- a. the time and place at which and the date on which the meeting is to be held; and
- b. the business proposed to be transacted at the meeting.

However, notice of less than three (3) days may be given of a Committee meeting called in an emergency.

The Regulation 262

## **9.6 Procedure in Committees**

Each Committee of the Council may regulate its own procedure.

The Regulation 265(1)

Without limiting Regulation 265(1) a Committee of the Council may decide that, whenever the voting on a motion put to a meeting of the Committee is equal, the Chairperson of the Committee is to have a casting vote as well as an original vote.

The Regulation 265(2)

Voting at a Committee Meeting is to be by open means (such as on the voices or by show of hands).

The Regulation 265(3)

## **9.7 Committees to Keep Minutes**

Each Committee of a Council must ensure that full and accurate minutes of the proceedings of its meetings are kept. In particular a Committee must ensure that the following matters are recorded in the Committee Minutes:

- a. details of each motion moved at a meeting and of any amendments to it
- b. the names of the mover and seconder of the motion or amendment
- c. whether the motion or amendment is passed or lost.

The Regulation 266(1)

As soon as the minutes of an earlier meeting of a Committee of the Council have been confirmed at a later meeting of the Committee, the person presiding at the later meeting must sign the minutes of the earlier meeting.

The Regulation 266(2)

## **9.8 Chairperson and Deputy Chairperson of Committees**

The Chairperson of each Committee of the Council will be determined by Council.

The Regulation 267

## **9.9 Absence from Committee Meetings**

A member ceases to be a member of a Committee if the member:

- a. has been absent from three (3) consecutive meetings of the Committee without having given reasons acceptable to the Committee for the member's absence; or
- b. has been absent from at least half of the meetings of the Committee held during the immediately preceding year without having given to the Committee acceptable reasons for the member's absences.

This Regulation does not apply if all of the members of the Council are members of the Committee.

The Regulation 268

### **9.10 Reports of Committees**

If in a report of a Committee of the Council distinct recommendations are made, the decision of the Council may be made separately on each recommendation.

The Regulation 269(1)

The recommendations of a Committee of the Council are, so far as adopted by the Council, resolutions of the Council.

The Regulation 269(2)

If a Committee of a Council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting, that is closed to the public, the Chairperson must:

- a. make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended; and
- b. report the resolution or recommendation to the next meeting of the Council.

The Regulation 269(3)

### **9.11 Disorder in Committee Meetings**

The provisions of this Code and of the Act and Regulations relating to the maintenance of order in Council meetings apply to meetings of Committees of the council in the same way as they apply to meetings of the Council.

The Regulation 270

### **9.12 Power to Remove Persons from Meeting After Expulsion Resolution**

If a Councillor or a member of the public fails to leave the place where a meeting of Council is being held:

- a. immediately after the Council has passed a resolution expelling the Councillor member from the meeting; or
- b. Where the Council has authorised the person presiding at the meeting to exercise the power of expulsion – immediately after being directed by the person presiding to leave the meeting.

A Police Officer or any person authorised for the purpose by the Council or person presiding, may by using only such force as is necessary, remove the Councillor or

member from that place and, if necessary restrain the Councillor or member from re-entering that place.

The Regulation 258

### **9.12 Committee May Expel Certain Persons From Its Meetings**

If a meeting or part of a meeting of a Committee of the Council is closed to the public in accordance with Section 10(2) of the Act, the Committee may, by resolution, expel from the place where the meeting is being held any person who is not a Councillor.

The Regulation 271(1)

If any such person, after being notified of such a resolution or direction expelling him or her from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised by the Council for the purpose, may remove the person from, and, if necessary, restrain the person from re-entering that place.

The Regulation 271(2)

## **PART 10 - MINUTES**

### **10.1 Minutes**

The Council must ensure that full and accurate minutes are kept of the proceedings of a meeting of the Council.

The minutes must, when they have been confirmed at a subsequent meeting of the Council, be signed by the person presiding at that subsequent meeting.

The Act Sec 375

### **10.2 Confirmation of Minutes**

The motion proposing the adoption of the minutes, as an accurate statement of the business transacted at the previous meeting must be dealt with before proceeding to consider other items of business.

A motion to adopt the minutes must be proposed and seconded and may be subject to debate.

A debate on the motion to adopt the minutes of the previous meeting is restricted to their accuracy as a true record of the proceedings.

Minutes of a General Meeting of Council may be confirmed at an Extraordinary Meeting of the Council.

Minutes of an Extraordinary Meeting of Council may be confirmed at a General Meeting of the Council.

### **10.3 Certain Circumstances Do Not Invalidate Council Decisions**

Proceedings at a meeting of the Council or a Council Committee are not invalidated because of:

- a. a vacancy in a civic office; or
- b. a failure to give notice of the meeting to any Councillor or Committee member; or
- c. any defect in the election or appointment of a Councillor or Committee member;  
or
- d. a failure of a Councillor or a Committee member to disclose a pecuniary interest at the Council or Committee meeting in accordance with Section 451; or
- e. a failure to comply with the code of meeting practice.

The Act Sec 374

#### **10.4 Inspection of the Minutes of the Council or Committee**

An inspection of the minutes of the Council or Committee of the Council is to be carried out under the supervision of the General Manager or an employee of the Council designated by the General Manager to supervise inspections of those minutes.

The General Manager must ensure that the minutes of the Council and any minutes of a Committee of the Council are kept secure and in safe custody and that no unauthorised person is allowed to interfere with them.

The Regulation 272

### **PART 11 – QUESTIONS ON NOTICE**

#### **11.1 Questions on Notice**

Questions on notice are to be provided to the General Manager, in writing, before 11.00am on the Monday of the week preceding the Ordinary Meeting of Council so as to be listed on the questions on notice agenda.

If not dealt with by council as a matter of urgency, in accordance with Section 3.7 of this Code, the General Manager is required to provide to the next Ordinary meeting a response to the question. If a high level of research is required to satisfy all aspects of the question the report is to indicate an approximate cost and resource requirements. Council is then to consider, if the brief response is adequate or if it is prepared to commit or reallocate resources to complete a detailed response.

For items deemed to be of high community interest, Councillors are encouraged to raise the matter directly with the General Manager or appropriate Director at the time of the concern.

The Chairperson must not permit discussion on any reply or refusal to reply to a question put to a Councillor or a Council employee.

(TSC Policy)



## **PART 12 - WORKSHOPS**

### **12.1 Request**

A workshop may be convened at a suitably agreed time in consultation with the General Manager, Mayor and/or Councillors.

### **12.2 Venue**

When the number of attendees permits, the Mt Warning Meeting Room shall be used for Workshop Meetings of Councillors and staff in preference to other meeting rooms in the Civic Centre at Murwillumbah.

(TSC Policy)

### **12.3 Limitations**

Council can hold a workshop, which is an informal gathering of councillors, council officers and invited participants to discuss issues, based on the provision of background information on the relevant issue.

A workshop shall not used to reach agreement and /or a (de-facto) decision made.

### **12.4 Conduct**

Workshops will not be held more than twenty-one (21) days before the matter the subject of same, is considered by Council.

(TSC Policy 3/5/2000)

### **12.5 Attendance**

Councillors, Council Officers and invited participants may attend workshops.

There is no obligation on Councillors to attend workshops.

### **12.6 Procedure**

The meeting procedures in the Act and the Regulation apply only to meetings of the council and its committees made up of councillors only. As workshops are not meetings of the council or its committees, the meeting procedures in the Act and the Regulation do not apply.

The workshop will be conducted by the Mayor and/or General Manager with the assistance from the appropriate responsible council officer.

### **12.7 Workshop documents**

The non disclosure provisions of sections 664(1) and 664(2) of the Local Government Act 1993, apply to workshops, but as workshops cannot be closed under Section 10A of the Local Government Act 1993, the confidentiality provisions of Section 664(1A) and 664(1B) do not apply.

664(1) states:

*A person must not disclose any information obtained in connection with the administration or execution of the Local Government Act unless that disclosure is made:*

- (a) with the consent of the person from whom the information was obtained, or*
- (b) in connection with the administration or execution of the Local Government Act*
- (c) for the purposes of any legal proceedings arising out of the Local Government Act or of any report of any such proceedings; or*
- (d) in accordance with a requirement imposed under the Ombudsman Act 1974 or the Freedom of Information Act 1989, or*
- (e) with other lawful excuse.*

664(2) states:

*A person acting in the administration or execution of the Local Government Act 1993, must not use either directly or indirectly, information acquired by that person in that capacity, being information that is not generally known, for the purpose of gaining either directly or indirectly a financial advantage for the person, the person's spouse or de-facto partner or a relative of the person.*

*Any document produced in relation to a workshop would be a document of the council. This means that these documents could be inspected and copied in accordance with sections 12 to 12B of the Act or the provisions of the Freedom of Information Act 1989 subject to any exemptions or copyright restrictions. A person refused access to a document under the Freedom of Information Act 1989 can apply for a review of the determination by the NSW Administrative Decisions Tribunal.*

## **PART 13 – COMMUNITY ACCESS**

### **13.1 Community Access**

1. Community Access is your opportunity to informally address Councillors and staff on your issue of concern.
2. Community Access is held in the Council Chambers, Murwillumbah on the second Tuesday of the month from 4.30pm - 6.30pm.
3. To make an appointment please ring the Secretariat Coordinator on (02) 6670 2540. A time will be allocated for you to address Council. You will need to provide a basic outline of the matter/s you wish to raise with Council and you are invited to leave a contact telephone number and address should Councillors wish to follow matters through with you.
4. Where the requests from an individual or group relates to a matter of complexity and community sensitivity the General Manager shall determine if the presentation would be better dealt with at a Workshop instead of Community Access.

5. It is unacceptable for people in their address to Council or in their responses to questions to make allegations that any resident, member of Council staff, Councillor or other person has acted improperly with regard to their duties or obligations, or has acted in a way that would be unlawful.
6. Any complaints or allegations regarding the conduct of Councillors, management and staff must be in writing and directed to the General Manager
7. Each speaker is allowed five (5) minutes to present their case. Additional presentation time may be approved by the General Manager at the time of booking, by request.
8. Only one speaker will be allowed to speak on any one subject. Where a deputation is making a presentation a spokesperson is to be nominated to present the deputation and to address the Community Access meeting.
9. At the end of five (5) minutes you will hear an electronic beeper. You will have to stop speaking. The Chairperson will ask if Councillors are prepared to extend your allowed time and a vote will be taken on whether the extra time that you indicate you need will be granted.
10. At the conclusion of your address Councillors will be invited to ask questions relating to that address. You may answer such questions but are unable to ask questions of Councillors and/or staff yourself. A summary or comment may be provided by the Chairperson, General Manager or senior staff, as appropriate.
11. The Community Access Meeting is not a Council Meeting, thus no decisions can be made.
12. The meeting does not provide any protection from civil action arising from allegations or any libellous comments.

(TSC Policy)

### **13.2 Can a councillor speak to the council as a resident or ratepayer in the public access section of a meeting?**

Residents or ratepayers can speak to council if allowed under Council's Meeting Code or by the Chairperson of the meeting. Given the opportunities for a Councillor to raise matters at a meeting through notices of motion and questions, it would be unusual for a Meeting Code to allow a councillor to speak to the council from the public access section.

Councillors who aren't allowed to take part in a discussion because of a pecuniary interest cannot escape this by addressing the meeting as a 'resident' or 'ratepayer'. Section 451(2) of the Act states that a councillor must not be present at or in the sight of the meeting of council at any time during which the matter (for which the councillor has declared a pecuniary interest) is being considered, discussed or voted on. This has been interpreted as excluding councillors in both their official capacity and as a member of the public.

Exclusion from speaking to a matter which is the subject of conflict goes beyond discussions on a formulated motion or resolution - see (former) Department of Local Government Circular to Councils No. 05/17 "Codes of Meeting Practice - Councillors Invited To Speak After Declaring A Pecuniary Interest In A Matter" available from [www.dlg.nsw.gov.au](http://www.dlg.nsw.gov.au).

## 14. Definitions

In this Code:

**Councillor:** includes an elected member of the Council;

**Amendment:** in relation to an original motion, means a motion moving an amendment to that motion;

**Chairperson:**

- a) in relation to a meeting of the Council - means the person presiding at the meeting as provided by Section 369 of the Act; and
- (b) in relation to a meeting of a Committee of the Council - means the person presiding at the meeting as provided by Clause 267 of the Regulation;

**Code of Conduct:** has been developed to assist council officials to:

- understand the standards of conduct that are expected of them;
- enable them to fulfil their statutory duty to act honestly and exercise a reasonable degree of care and diligence;
- act in a way that enhances public confidence in the integrity of local government.

**Committee:** in relation to the Council, means a Committee appointed or elected by the Council in accordance with Clause 260 of the Regulation or the Council when it has resolved into a Committee of the Whole;

**Decision:** a majority decision of the council or committee, sometimes termed a 'resolution'.

**Disclosure of Interest:** requirement that pecuniary and non-pecuniary interest of councillors, council delegates and staff involved in making decisions or giving advice on council matters are publicly recorded in accordance with the Code of Conduct.

**Division:** a specific recording of those councillors who vote for the motion and those who vote against it in the council minutes.

**Motion:** is a proposal to be considered by council at a meeting. It is a request to do something or to express an opinion about something.

**Record:** means a document (including any written or printed material) or object (including a sound recording, coded storage device, magnetic tape or disc, microfilm, photograph, film, map, plan, or a painting or other pictorial or graphic work) that is or has been made or received in the course of official duties by a Councillor or an employee of the council and, in particular, includes the minutes of meetings of the Council or of a Committee of the Council;

**The Act:** means the Local Government Act 1993.

**The Regulation:** means the Local Government (General) Regulation 2005.

**Act and Regulation**

- This code is made pursuant to Section 360(2) of the Act.
- It incorporates relevant provisions of the Act and the Regulation.
- In the event of any inconsistency between the Code and the Act or the Regulation, the Act or Regulation (as the case may be) prevails to the extent of the inconsistency.



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# Code of Meeting Practice

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Version 1.9

Adopted by Council  
at its meeting on  
Tuesday 21 July 2009  
Minute No: 152

Division:	Technology & Corporate Services
Section	Corporate Compliance
File Reference:	n/a
Historical Reference:	1.2 Adopted 14 December 2005, 1.3 Adopted 13 November 2007, 1.4 Adopted 13 May 2008, 1.5 Adopted 13 May 2008, 1.6 30 September 2008, 1.7 Adopted 30 October 2008, 1.8 Adopted 27/1/2009

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## Code of Meeting Practice

### 1. Preliminary

#### 1.1 Citation

This Code may be cited as the Tweed Shire Council Code of Meeting Practice.

#### 1.2 Commencement

This Code commenced on 6 July 1994 with various updates.

#### 1.3 Definitions

In this Code:

**Councillor:** includes an elected member of the Council;

**Amendment:** in relation to an original motion, means a motion moving an amendment to that motion;

**Chairperson:**

- a) in relation to a meeting of the Council - means the person presiding at the meeting as provided by Section 369 of the Act; and
- (b) in relation to a meeting of a Committee of the Council - means the person presiding at the meeting as provided by Clause 267 of the Regulation;

**Committee:** in relation to the Council, means a Committee appointed or elected by the Council in accordance with Clause 260 of the Regulation or the Council when it has resolved into a Committee of the Whole;

**Record:** means a document (including any written or printed material) or object (including a sound recording, coded storage device, magnetic tape or disc, microfilm, photograph, film, map, plan or made or a painting or other pictorial or graphic work) that is or has been made or received in the course of official duties by a Councillor or an employee of the council and, in particular, includes the minutes of meetings of the Council or of a Committee of the Council;

**The Act:** means the Local Government Act 1993.

**The Regulation:** means the Local Government (General) Regulation 2005.

#### **Act and Regulation**

- This code is made pursuant to Section 360(2) of the Act.
- It incorporates relevant provisions of the Act and the Regulation.



- In the event of any inconsistency between the Code and the Act or the Regulation, the Act or Regulation (as the case may be) prevails to the extent of the inconsistency.

### **Code of Meeting Practice**

- The Code of Meeting Practice applies to all meetings of Council and to all Committee meetings of Council without exception.
- Any matters arising regarding procedure of meetings are to be determined by the Code of Meeting Practice.
- In the absence of a specific matter being contained in the Code of Meeting Practice the meeting shall abide by the ruling from the Chairperson.

## **2. Convening of and Attendance at Council and Committee Meetings**

### 2.1 How Often Does the Council Meet?

All meetings are held in the Council Chambers Civic and Cultural Centre, Tumbulgum Road, Murwillumbah. These meetings are open to the public. Confidential items are considered in closed session, which excludes press and public.

The Act Sec 365

Council Meeting to be held on the third Tuesday of the month from 4.30pm.

Council meetings may be held at other venues as determined by Council.

### 2.2 Calling of Extraordinary Meeting on Request by Councillors

If the Mayor receives a request in writing signed by at least two (2) Councillors, an extraordinary meeting of the Council to be held as soon as practicable but in any event within fourteen (14) days after receipt of the request.

The Act Sec 366

### 2.3 Notice of Meetings

Each Councillor must receive, on the Thursday before the meeting of the Council, a notice specifying the time and place at which and the date on which the meeting is to be held and the business proposed to be transacted at the meeting.

Notice of all meetings shall be in writing and delivered to each Councillor with the complete agenda.

Notice of less than three (3) days may be given of an extraordinary meeting called in an emergency.

The Act Sec 367

A copy of the Meeting Agenda is to be placed in the three (3) Council Libraries and distributed to the Media as well as other interested parties as nearly as possible to the time they are available to Councillors.

#### 2.4 What is the Quorum of a Meeting?

The quorum for a meeting of the council is a majority of the councillors of the council who hold office for the time being and are not suspended from office.

The Act Sec 368

#### 2.5 What Happens when a Quorum is Not Present?

A meeting of the Council or Committee must be adjourned if a quorum is not present:

The Regulation 233(1)

- (a) within half an hour after the time designated for the holding of the meeting;  
or
- (b) at any time during the meeting.

In either case, the meeting must be adjourned at a time, date and place fixed:

The Regulation 233(2)

- (a) by the chairperson; or
- (b) failing that, by the General Manager.

The Regulation 233(3)

The General Manager must record in the Council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the Council, together with the names of the Councillors present.

#### 2.6 Presence at Council Meetings

A Councillor cannot participate in a meeting of the Council unless personally present at the meeting.

The Regulation 235

#### 2.7 Public Notice of Meetings

Council must give notice to the public of the times and places of its meetings and meetings of those of its Committees of which all the members are Councillors.

The Act Sec 9(1)

#### 2.8 Copy of Business Paper

Council and each Committee must have available for the public at its offices and at each meeting copies (for inspection or taking away by any person) of the business paper for the meeting. This requirement does not apply to a business paper for a matter that, in the opinion of the General Manager, is likely to be considered when the meeting is closed to the public.

The Act Sec 9(2)

**Time of Availability**

The copies are to be available to the public as nearly as possible to the time they are available to Councillors.

The Act Sec 9(3)

**No Charge**

The copies are to be available free of charge.

The Act Sec 9(4)

2.9 Who is Entitled to Attend Meetings?

Everyone is entitled to attend a meeting of Council and those of its Committees of which all the members are Councillors.

A Council must ensure that all meetings of the Council and of such Committees are open to the public.

However, a person (whether a Councillor or another person) is not entitled to be present at a meeting if expelled from the meeting by a resolution of the meeting.

The meeting may be closed to the public as outlined in Section below.

The Act Sec 10

2.10 Closure of Meetings to the Public (Confidential Session)

1. Council or such a Committee of which all the members are Councillors, may close to the public so much of its meeting as comprises, the discussion of any of the matters listed in subclause (2), or the receipt or discussion of any of the information as follows.

The Act Sec 10(A)

- 2. a personnel matters concerning particular individuals,
- b the personal hardship of any resident or ratepayer;
- c information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
- d commercial information of a confidential nature that would, if disclosed:
  - (i) prejudice the commercial position of the person who supplied it, or
  - (ii) confer a commercial advantage on a competitor of the Council, or
  - (iii) reveal a trade secret;
- e information the disclosure of which would prejudice the maintenance of the law;
- f matters affecting the security of the Council, Councillors, Council staff or Council property;

- g advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.
- h. Information concerning the nature and location of a place or an item of aboriginal significance on Community land.

A Council, or a committee of which all the members are Councillors, may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

A Council or a committee of Council may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

The Act Sec 10A

### 2.11 Access to Records

A Council and a Committee of which all the members are Councillors must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.

This section does not apply if the correspondence or reports:

- a relate to a matter that was received or discussed; or
- b were laid on the table at, or submitted to, the meeting, when the meeting was closed to the public.

This section does not apply if the Council or Committee resolves at the meeting, when open to the public, that the correspondence or reports, because they relate to a matter specified in Section 10A(2), are to be treated as confidential.

The Act Sec 11

## **3. Procedures for the Conduct of Council Meetings**

### 3.1 Who Presides at Meetings of the Council?

The Councillors shall determine who presides at meetings of Council and its Committees.

The Act Sec 369

### 3.2 Councillor to be Elected to Preside at Certain Meetings

If no Chairperson is present at a meeting of the Council or Committee at the time designated for the holding of the meeting, the first business of the meeting must be the election of a Chairperson to preside at the meeting.

The election must be conducted:

- a by the General Manager or, in his or her absence, an employee of the Council designated by the General Manager to conduct the election; or

- b if neither of them is present at the meeting or there is no General Manager or designated employee - by the person who called the meeting or a person acting on his or her behalf.

The Regulation 236(1)

### 3.3 Chairperson to Have Precedence

When the Chairperson rises during a meeting of a Council:

- a any Councillor then speaking or seeking to speak must immediately resume his or her seat; and
- b every Councillor present must be silent to enable the Chairperson to be heard without interruption.

The Regulation 237

### 3.4 Chairperson's Duty With Respect to Motions

It is the duty of the Chairperson at a meeting of the Council to receive and put to the meeting any lawful motion that is brought before the meeting.

The Chairperson must rule out of order any motion that is unlawful or the implementation of which would be unlawful.

Any motion, amendment or other matter that the Chairperson has ruled out of order is taken to have been rejected.

The Regulation 238

### 3.5 Order of Business

At a meeting of the Council or Committee (other than an extraordinary meeting), the general order of business will be as follows such as the Council has fixed by resolution passed at any previous meeting or, if no such resolution has been passed, as follows:

The Regulation 239(1)

The order of business at Ordinary Meetings shall be:

1. Aboriginal Statement
2. Prayer
3. Confirmation of Minutes
4. Apologies
5. Disclosure of Interest
6. Items to be Moved from Confidential to Ordinary/Ordinary to Confidential
7. Schedule of Outstanding Resolutions
8. Mayoral Minute
9. Reports through the General Manager

Reports from the General Manager

Reports from the Director Planning & Regulation

Reports from the Director Community & Natural Resources

Reports from the Director Engineering & Operations

Reports from the Director Technology & Corporate Services

10. Reports from Sub-Committees/Working Groups

11. Orders of the Day

12. Question Time

13. Confidential Items for Consideration

The order of business fixed as above may be altered if a motion to that effect is carried, such a motion can be moved without notice.

The Regulation 239(2)

### 3.6 Business Papers for Council Meetings

The General Manager must ensure that the business paper for a meeting of the Council or Committee states:

- a. all matters to be dealt with arising out of the proceedings of former meetings of the Council or Committee; and
- b. any business that the Chairperson may decide to put before the meeting without notice; and
- c. any business of which due notice has been given.

The Regulation 240(1)

The General Manager must cause the business paper for a meeting of the Council or a Committee of the Council to be distributed on the Thursday before the meeting.

The Regulation 240(3)

The General Manager must ensure that the details of any item of business to which Section 9(2A) of the Act applies are included in a business paper for the meeting concerned.

The Regulation 240(4)

### 3.7 Giving Notice of Business

The Council must not transact business at a meeting of the Council:

- a unless a Councillor has given notice of the business in writing within such time before the meeting as is fixed by this code of meeting practice; or as is fixed by resolution of the Council, and
- b unless notice of the business has been sent to the Councillors in accordance with Section 367 of the Act.

The Regulation 241(1)

This sub-clause does not apply to the consideration of business at a meeting if the business was considered at an earlier meeting of the Council.

The Regulation 241(2)

Despite this sub-clause business may be transacted at a meeting of a Council even though due notice of the business has not been given to Councillors, but only if:

- a a motion is passed to have the business transacted at the meeting; and
- b the business proposed to be brought forward is ruled by the Chairperson to be of great urgency

Such a motion can be moved without notice.

The Regulation 241(1)(3)

Only the mover of a motion referred to above can speak to the motion before it is put.

The Regulation 241(1)(4)

1. No item in the Business Papers and no attachment thereto (Development Control Plans, s94 Plans, Conditions of Consent, General Manager's Quarterly Report and the like excepted) is to individually exceed twenty (20) pages in length, and no item is to be split to circumvent this restriction.
2. All attachments to the Business Paper are to be paginated and indexed, and page referenced in the relevant item in the Business Papers, or alternatively tab indexed.
3. All late arriving/departing correspondence and all memoranda relevant to a matter in the Business Papers, is to be immediately communicated to all Councillors unless there is compelling reason(s) for departure from this rule.
4. No matter is to be unreasonably held back by Council's staff so as to cause a matter to become urgent. An explanation for any departure from this rule will be provided by the General Manager.
5. Items relating to Development Applications are to clearly indicate the options available to Council, including the concise, practical and legal ramifications of each option.

6. Suggested amendments to a previous draft Development Control Plan, s94 Plan, Conditions of Consent and the like are to be incorporated into the complete document (by italics or underlining) to enable the amendments to be read in context.

(TSC Policy 3/5/2000)

### 3.8 Business Paper for Extraordinary Meetings

The General Manager must ensure that the business paper for an extraordinary meeting of the Council deals only with the matters stated in the notice of the meeting.

Despite the sub-clause, business may be transacted at an Extraordinary meeting of Council even though due notice of the business has not been given to the Councillors. However, this can happen only if:

- a a motion is passed to have the business transacted at the meeting; and
- b the business proposed to be brought forward is ruled by the Chairperson to be of great urgency.

Such a motion can be moved without notice but only after the business notified in the business paper for the meeting has been disposed of.

Only the mover of a motion referred to in the immediate sub-clause can speak to the motion before it is put.

The Regulation 242

Unless established to the reasonable satisfaction of the General Manager, and then only in a case of great urgency, no item will be considered by Council unless a minimum of three (3) clear days' notice is given.

(TSC Policy 3/5/2000)

### 3.9 Business Paper Distribution

Copies are to be available to the public as nearly as possible to the time they are available to Councillors.

The Act Section 9(3)

### 3.10 Expressing an Interest in an Item

Where a Councillor expresses an interest in an Item on the Agenda and leaves the Chamber, that Councillor be asked to return to the Chamber before Council/Committee proceeds to the next item of business.

(TSC Policy)

### 3.11 Community Access

1. Community Access is your opportunity to informally address Councillors and staff on your issue of concern.
2. Community Access is held in the Council Chambers, Murwillumbah on the second Tuesday of the month from 4.30pm - 6.30pm.



3. To make an appointment please ring the Secretariat Coordinator on (02) 6670 2540. A time will be allocated for you to address Council. You will need to provide a basic outline of the matter/s you wish to raise with Council and you are invited to leave a contact telephone number and address should Councillors wish to follow matters through with you.
4. Where the requests from an individual or group relates to a matter of complexity and community sensitivity the General Manager shall determine if the presentation would be better dealt with at a Workshop instead of Community Access.
5. It is unacceptable for people in their address to Council or in their responses to questions to make allegations that any resident, member of Council staff, Councillor or other person has acted improperly with regard to their duties or obligations, or has acted in a way that would be unlawful.
6. Any complaints or allegations regarding the conduct of Councillors, management and staff must be in writing and directed to the General Manager
7. Each speaker is allowed five (5) minutes to present their case. Additional presentation time may be approved by the General Manager at the time of booking, by request.
8. Only one speaker will be allowed to speak on any one subject. Where a deputation is making a presentation a spokesperson is to be nominated to present the deputation and to address the Community Access meeting.
9. At the end of five (5) minutes you will hear an electronic beeper. You will have to stop speaking. The Chairperson will ask if Councillors are prepared to extend your allowed time and a vote will be taken on whether the extra time that you indicate you need will be granted.
10. At the conclusion of your address Councillors will be invited to ask questions relating to that address. You may answer such questions but are unable to ask questions of Councillors and/or staff yourself. A summary or comment may be provided by the Chairperson, General Manager or senior staff, as appropriate.
11. The Community Access Meeting is not a Council Meeting, thus no decisions can be made.
12. The meeting does not provide any protection from civil action arising from allegations or any libellous comments.

(TSC Policy)

### 3.12 Workshops - Venue

When the number of attendees permits, the Mt Warning Meeting Room shall be used for Workshop Meetings of Councillors and staff in preference to other meeting rooms in the Civic Centre at Murwillumbah.

(TSC Policy)

### 3.13 Workshops – Conduct

Workshops will not be held more than twenty-one (21) days before the matter the subject of same, is considered by Council.

(TSC Policy 3/5/2000)

### 3.14 Official Minutes (Councillors Minute)

The Councillors, by a minute are entitled to put to the meeting without notice any matter or topic that is within the jurisdiction of the Council or of which the Council has official knowledge.

The Regulation 243(1)

Such a minute, when put to the meeting, takes precedence over all business on the Council's business paper for the meeting. The Chairperson may move the adoption of the minute without the motion being seconded.

The Regulation 243(2)

A recommendation made in a minute of the Councillors, or in a report made by the Council employee is, so far as adopted by the Council, a resolution of the Council.

The Regulation 243(3)

### 3.15 Confirmation of Minutes

The motion proposing the adoption of the minutes, as an accurate statement of the business transacted at the previous meeting must be dealt with before proceeding to consider other items of business.

A motion to adopt the minutes must be proposed and seconded and may be subject to debate.

A debate on the motion to adopt the minutes of the previous meeting is restricted to their accuracy as a true record of the proceedings.

Minutes of a General Meeting of Council may be confirmed at an Extraordinary Meeting of the Council.

Minutes of an Extraordinary Meeting of Council may be confirmed at a General meeting of the Council.

### 3.16 Report of a Departmental Representative to be Tabled at Council Meeting

When a report of a Departmental representative has been presented to a meeting of the Council in accordance with Section 433 of the Act, the Council must ensure that the report:

- (a) is laid on the table at that meeting; and
- (b) is subsequently available for the information of Councillors and members of the public at all reasonable times.

The Regulation 244

### 3.17 Motions in Writing

All motions put before Council which are not exactly as presented on the agenda are to be supplied, in writing, to the Chairperson before the mover may proceed.

(TSC Policy)

### 3.18 Notice of Motion

Notice of Motion in writing must be delivered to the General Manager before 11.00am on the Monday of the week preceding the Ordinary Meeting of Council so as to be listed on the Orders of the Day Agenda.

(TSC Policy)

### 3.19 Notice of Motion - Absence of Mover

In the absence of a Councillor who has placed a notice of motion on the business paper for a meeting of a Council:

- (a) any other Councillor may move the motion at the meeting; or
- (b) the Chairperson may defer the motion until the next meeting of the Council at which the motion can be considered.

The Regulation 245

### 3.20 Unacceptable Motions

The Chair may rule that a Motion or an amendment is out of order if, in the view of the Chair, the proposed motion:

- is vague and equivocal in its language;
- is the direct negative of or is inconsistent with a resolution just passed by the meeting;
- is an amendment which is a direct negative of the motion which it proposes to amend;
- proposes an action that is unlawful;
- is ultra vires in that it is outside the scope of the meeting;
- has defamatory statements contained in the resolution;
- is unnecessary in that it proposes a course of action or policy already resolved upon by the meeting; and
- is vexatious and is proposed solely as a way to impede the orderly transaction or business.

### 3.2` Motions to be Seconded

A motion or an amendment cannot be debated unless or until it has been seconded, except as otherwise provided herein.

The Regulation 246

### 3.22 How Subsequent Amendments May Be Moved

If an amendment has been rejected, a further amendment can be moved to the motion to which the rejected amendments was moved, and so on, but no more than one motion and one proposed amendment can be before the Council at any one time.

The Regulation 247

### 3.23 Motions Put Without Formal Debate

Provided there is no objection from any Councillor present, any motion or recommendation before the Council may be put to the vote without discussion or debate.

### 3.24 Motions of Dissent

A Councillor can, without notice, move to dissent from the ruling of the Chairperson on a point of order. If that happens, the Chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.

The Regulation 248(1)

If a motion of dissent is carried, the Chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been discharged as out of order, the Chairperson must restore the motion or business, to the business paper and proceed with it in due course.

The Regulation 248(2)

Only the mover of a motion of dissent and the Chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

The Regulation 248(3)

### 3.25 Question Time

1. All Questions, other than those to another Councillor are to be submitted to the General Manager prior to the commencement of the Council meeting to enable officers to prepare a response.
2. The General Manager is to identify the source of the question and read the question out at the conclusion of the Ordinary Council Agenda, prior to consideration of Confidential items.
3. The General Manager be required to provide to the next Ordinary meeting a response to the question. If a high level of research is required to satisfy all aspects of the question the report is to indicate an approximate cost and resource requirements. Council is then to consider, if the brief response is adequate or if it is prepared to commit or reallocate resources to complete a detailed response.
4. Questions once read to the meeting will, if possible be responded to via the Chairperson by the General Manager or Director, or by memo to all Councillors prior to the next meeting of Council, or by report to the next Ordinary Council meeting.

5. Clarification questions to a response will only be considered when in writing for a further response to the next meeting of Council.
6. For matters of urgency, Councillors are encouraged to raise the matter directly with the General Manager or appropriate Director at the time of the concern.
7. The Chairperson must not permit discussion on any reply or refusal to reply to a question put to a Councillor or a Council employee.

(TSC Policy)

### 3.26 Limitation as to Number of Speeches

A Councillor who, during a debate at a meeting of a Council, moves an original motion has the right of reply to all observations that are made by other Councillors during the debate in relation to the motion and to any amendment to it, as well as the right to speak on any such amendment.

This is interpreted that the mover of the motion has only the right of reply at the conclusion of the debate and may only speak once on any amendment.

The Regulation 250(1)

A Councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.

The Regulation 250(2)

A Councillor must not, without the consent of the Council, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time. However, the Chairperson may permit a Councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than five (5) minutes on that motion or amendment to enable the Councillor to make a statement limited to explaining the misrepresentation or misunderstanding.

The Regulation 250(3)

### 3.27 Motion Be Now Put

Despite Regulations 250(1) & 250(2), if at least two (2) Councillors have spoken in favour of a motion or an amendment and at least two (2) Councillors have spoken against the motion or amendment, any Councillor may move that the question be now put.

The Regulation 250(4)

The Chairperson must immediately put to the vote a motion that the question be now put without the motion being seconded and without debate.

The Regulation 250(5)

If a motion that the question be now put is passed, the Chairperson must, after the mover of the motion has exercised his or her right of reply under Regulation 250(1) immediately put the question to the vote without further debate.

The Regulation 250(6)

If a motion that the question be now put is rejected, the Chairperson must resume the debate on the original motion or amendment.

The Regulation 250(7)

Notwithstanding anything in this Code the Chairperson may not accept a motion that the motion be put while a Councillor is speaking in accordance with this Code, nor while a question, properly asked by a Councillor, awaits a response in accordance with a direction of the Chairperson.

Min 1570 18/2/98

### 3.28 Voting at Council Meetings

Each Councillor is entitled to one vote.

However, the person presiding at a meeting of the Council has, in the event of an equality of votes, a second or casting vote.

The Act Sec 370

A Councillor who is present at a meeting of the Council but who fails to vote on a motion put to the meeting is taken to have voted against the motion.

The Regulation 251(1)

If a Councillor who has voted against a motion put at the Council meeting so requests, the General Manager must ensure that the Councillors' dissenting vote is recorded in the Council's minutes.

The Regulation 251(2)

The decision of the Chairperson as to the result of a vote is final, unless the decision is immediately challenged and not fewer than two (2) Councillors rise and demand a division.

The Regulation 251(3)

When a division on a motion is demanded, the Chairperson must ensure that the division takes place immediately. The General Manager must ensure that the names of those who vote for the motion and those who vote against it are respectively recorded in the Council's minutes.

The Regulation 251(4)

### 3.29 What Constitutes a Decision of the Council?

A decision supported by a majority of the votes at a meeting of the Council at which a quorum is present is a decision of the Council.

The Act Sec 371

### 3.30 Rescinding or Altering Resolutions

A resolution passed by the Council may not be altered or rescinded except by a motion to that effect of which notice has been duly given in accordance with the Council's code of meeting practice.

If a notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.

If a motion has been negated by a Council, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with the Council's code of meeting practice.

A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been negated by the Council, must be signed by three (3) Councillors if less than 3 months has elapsed since the resolution was passed, or the motion was negated, as the case may be.

If a motion to alter or rescind a resolution has been negated, or if a motion which has the same effect as a previously negated motion, is negated, no similar motion may be brought forward within 3 months. This subsection may not be evaded by substituting a motion differently worded, but in principle the same.

A motion to which this section applies may be moved on the report of a Committee of the Council and any such report must be recorded in the minutes.

The provisions of this section concerning negated motions do not apply to motions of adjournment.

The Act Sec 372

### 3.31 Committee of Council

The Council may resolve itself into a Committee to consider any matter before the Council.

The Act (Sec 373)

### 3.32 Outstanding Resolutions

No debate is to be allowed on Outstanding Resolutions. Any changes to or debate on Outstanding Resolutions should only be by way of a Notice of Motion or a report to Council.

(TSC Policy)

## **4. Keeping Order At Meetings**

### 4.1 Questions of Order

The Chairperson, without the intervention of any other Councillor, may call any Councillor to order whenever, in the opinion of the chairperson, it is necessary to do so.

The Regulation 255(1)

A Councillor who claims that another Councillor has committed an act of disorder, or is out of order, may call the attention of the chairperson on the matter.

The Regulation 255(2)

The chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the Council.

The Regulation 255(3)

The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

The Regulation 255(4)

#### 4.2 Points of Order

Where a Councillor has drawn to the attention of the Chair an alleged act of disorder, the Chair must rule on the question of order immediately after it is raised.

A point of order may refer to any procedural matter relating to the orderly conduct of the meeting and without limitation may include:

- Councillors speaking or whispering while another Councillor is addressing the meeting;
- verbal interjections;
- failure to observe proper meeting procedures;
- public discourtesy to fellow Councillors during the meeting;
- exceeding time limits without the agreement of the meeting;
- addressing the meeting without the permission of the Chair;
- any actions or comments that could be considered to be a breach of the Council's Code of Conduct.

#### 4.3 Acts of Disorder

(1) A Councillor commits an act of disorder if the Councillor, at a meeting of the Council or a Committee of a Council:

- a. contravenes the Act or any regulation in force under the Act; or
- b. assaults or threatens to assault another Councillor or person present at the meeting; or
- c. moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the Council or Committee on such a motion, amendment or matter; or
- d. insults or makes personal reflections on or imputes improper motives to any other Councillor; or
- e. says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the Council or Committee into contempt.

The Regulation 256(1)

(2) The Chairperson may require a Councillor:



- a. to apologise without reservation for an act of disorder referred to in Clause 4.3(a) or (b); or
- b. to withdraw a motion or an amendment referred to in Clause 4.3(c), and, where appropriate, to apologise without reservation; or
- c. to retract and apologise without reservation for an act of disorder referred to in Clause 4.3(d) or (e)

The Regulation 256(2)

(3) The Council or a Committee of the Council may, by resolution, expel from a meeting a Councillor who fails to comply with a requirement made under sub-clause 4.3(2). The expulsion of a Councillor under this Regulation does not prevent any other action from being taken against the Councillor for the act of disorder concerned.

The Regulation 256(3)

#### 4.4 How Disorder at a Meeting May Be Dealt With

If disorder occurs at a meeting of a Council, the Chairperson may adjourn the meeting for a period of not more than fifteen (15) minutes and leave the chair. The Council, on reassembling, must, on a question put from the chair, decide without debate whether the business is to be proceeded with or not. This Sub Clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of Councillors.

The Regulation 257(1)

The Council may, by resolution, expel a member of the public from the Council meeting on the grounds that the member is engaging in or has, at the meeting, engaged in disorderly conduct.

The Regulation 257(2)

A person who is expelled or removed from a Council Meeting shall vacate Floor 2 during office hours and after office hours vacate the Tweed Shire Council building.

Min 725 20/2/02

#### 4.5 Power to Remove Persons From Meeting After Expulsion Resolution

If a Councillor or a member of the public fails to leave the place where a meeting of Council is being held:

- a. immediately after the Council has passed a resolution expelling the Councillor member from the meeting; or
- b. Where the Council has authorised the person presiding at the meeting to exercise the power of expulsion – immediately after being directed by the person presiding to leave the meeting.

A Police Officer or any person authorised for the purpose by the Council or person presiding, may by using only such force as is necessary, remove the Councillor or member from that place and, if necessary restrain the Councillor or member from re-entering that place.

## 5. Council Committees

### 5.1 Committee of the Whole

All the provisions of this Regulation relating to meetings of a Council, so far as they are applicable, extend to and govern the proceedings of the Council when in Committee of the Whole, except the provision limiting the number and duration of speeches.

The Regulation 259(1)

The General Manager is responsible for reporting to the Council proceedings in Committee of the Whole. It is not necessary to report the proceedings in full but any recommendations of the Committee must be reported.

The Regulation 259(2)

The Council must ensure that a report of the proceedings is recorded in the Council's Minutes. However, the Council is not taken to have adopted the report until a motion for adoption has been made and passed.

The Regulation 259(3)

### 5.2 Council May Establish Committees

The Council may appoint or elect such Committees as it considers necessary.

A Committee is to consist of the Councillors.

The quorum for a meeting of such a Committee is to be as per item 2.4.

The Regulation 260

### 5.3 Functions of Committees

The Council must specify the functions of each of its Committees when the Committee is established, but may from time to time amend those functions.

The Regulation 261

### 5.4 Notice of Committee Meetings to be Given

The General Manager of a Council must send to each Councillor, on the Wednesday before the meeting of the Committee, a notice specifying:

- a. the time and place at which and the date on which the meeting is to be held; and
- b. the business proposed to be transacted at the meeting.

However, notice of less than three (3) days may be given of a Committee meeting called in an emergency.

The Regulation 262

### 5.5 Procedure in Committees

Each Committee of the Council may regulate its own procedure.

The Regulation 265(1)

Without limiting Regulation 265(1) a Committee of the Council may decide that, whenever the voting on a motion put to a meeting of the Committee is equal, the Chairperson of the Committee is to have a casting vote as well as an original vote.

The Regulation 265(2)

Voting at a Committee Meeting is to be by open means (such as on the voices or by show of hands).

The Regulation 265(3)

#### 5.6 Committees to Keep Minutes

Each Committee of a Council must ensure that full and accurate minutes of the proceedings of its meetings are kept. In particular a Committee must ensure that the following matters are recorded in the Committee Minutes:

- a. details of each motion moved at a meeting and of any amendments to it
- b. the names of the mover and seconder of the motion or amendment
- c. whether the motion or amendment is passed or lost.

The Regulation 266(1)

As soon as the minutes of an earlier meeting of a Committee of the Council have been confirmed at a later meeting of the Committee, the person presiding at the later meeting must sign the minutes of the earlier meeting.

The Regulation 266(2)

#### 5.7 Chairperson and Deputy Chairperson of Committees

The Chairperson of each Committee of the Council will be determined by Council.

The Regulation 267

#### 5.8 Absence from Committee Meetings

A member ceases to be a member of a Committee if the member:

- a. has been absent from three (3) consecutive meetings of the Committee without having given reasons acceptable to the Committee for the member's absence; or
- b. has been absent from at least half of the meetings of the Committee held during the immediately preceding year without having given to the Committee acceptable reasons for the member's absences.

This Regulation does not apply if all of the members of the Council are members of the Committee.

The Regulation 268

#### 5.9 Reports of Committees

If in a report of a Committee of the Council distinct recommendations are made, the decision of the Council may be made separately on each recommendation.

The Regulation 269(1)

The recommendations of a Committee of the Council are, so far as adopted by the Council, resolutions of the Council.

The Regulation 269(2)

If a Committee of a Council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting, that is closed to the public, the Chairperson must:

- a make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended; and
- b report the resolution or recommendation to the next meeting of the Council.

The Regulation 269(3)

#### 5.10 Disorder in Committee Meetings

The provisions of this Code and of the Act and Regulations relating to the maintenance of order in Council meetings apply to meetings of Committees of the council in the same way as they apply to meetings of the Council.

The Regulation 270

#### 5.11 Committee May Expel Certain Persons From Its Meetings

If a meeting or part of a meeting of a Committee of the Council is closed to the public in accordance with Section 10(2) of the Act, the Committee may, by resolution, expel from the place where the meeting is being held any person who is not a Councillor.

The Regulation 271(1)

If any such person, after being notified of such a resolution or direction expelling him or her from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised by the Council for the purpose, may remove the person from, and, if necessary, restrain the person from re-entering that place.

The Regulation 271(2)

### **6. Miscellaneous**

#### 6.1 Information Relating to Proceedings at Closed Meetings Not To Be Disclosed

If a meeting or part of a meeting of the Council or a Committee of the Council is closed to the public in accordance with Section 10A(1) of the Act, a person must not, without the authority of the Council or the Committee, disclose, otherwise than to the Council, information with respect to the discussion at, or the business of, the meeting.

This Clause does not apply:

- a to the report of a Committee of the Council when presented to the Council; or
- b disclosure made in circumstances prescribed by the Regulations

- c any agenda resolution or recommendation of a meeting that a person is entitled to inspect in accordance with Section 12.

The Act Sec 664

## 6.2 Inspection of the Minutes of the Council or Committee

An inspection of the minutes of the Council or Committee of the Council is to be carried out under the supervision of the General Manager or an employee of the Council designated by the General Manager to supervise inspections of those minutes.

The General Manager must ensure that the minutes of the Council and any minutes of a Committee of the Council are kept secure and in safe custody and that no unauthorised person is allowed to interfere with them.

The Regulation 272

## 6.3 Tape Recording of Meeting of Council or Committee Prohibited Without Permission

A person may use a tape recorder to record the proceedings of a meeting of the Council or a Committee of the Council only with the authority of the Council or Committee.

The Council or Committee may, by resolution, expel from the place where it is holding a meeting any person who uses a tape recorder in contravention of this Clause.

If any such person, after being notified of such a resolution, fails to leave the place where the meeting is being held, a police officer, or any person authorised by the Council for the purpose, may remove the person from, and, if necessary, restrain the person from re entering, that place.

In this Clause, tape recorder includes a video camera and any electronic device capable of recording speech, whether a magnetic tape is used to record or not.

The Regulation 273

## 6.4 Certain Circumstances Do Not Invalidate Council Decisions

Proceedings at a meeting of the Council or a Council Committee are not invalidated because of:

- a. a vacancy in a civic office; or
- b. a failure to give notice of the meeting to any Councillor or Committee member; or
- c. any defect in the election or appointment of a Councillor or Committee member; or
- d. a failure of a Councillor or a Committee member to disclose a pecuniary interest at the Council or Committee meeting in accordance with Section 451; or

- e. a failure to comply with the code of meeting practice.

The Act Sec 374

### 6.5 Minutes

The Council must ensure that full and accurate minutes are kept of the proceedings of a meeting of the Council.

The minutes must, when they have been confirmed at a subsequent meeting of the Council, be signed by the person presiding at that subsequent meeting.

The Act Sec 375

### 6.6 Attendance of General Manager at Meetings

The General Manager is entitled to attend, but not to vote at, a meeting of the Council or a meeting of a Committee of the Council of which all the members are Councillors.

The General Manager is entitled to attend a meeting of any other Committee of the Council and may, if a member of the Committee, exercise a vote.

However, the General Manager may be excluded from a meeting of the Council or a Committee while the Council or Committee deals with a matter relating to the standard of performance of the General Manager or the terms of the employment of the General Manager.

The Act Sec 376