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## CODE OF PRACTICE FOR COUNCIL MEETING PROCEDURES

### 1. INTRODUCTION

Adelaide Hills Council (AHC) is committed to the principle of honest, open and transparent governance and encourages community participation in the business of Council. The rules and procedures for all meetings of Council and its Committees are outlined in the:

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

These Regulations provide that a council may develop and adopt a Code of Practice for its own meetings of Council and Committees that add to, or vary certain aspects of, these provisions. Committees, in this regard, refer to committees established under section 41 of the Act.

The purpose of this Code is to establish a consistent approach and provide clear expectations to Council Members, staff, residents, ratepayers and guests for the order of business, procedures and etiquette of AHC Council meetings.

This Code supplements the legislation, with any procedures that are required by legislation inserted into the document with reference to the relevant regulation (provided in boxes, with wording in italics). This enables the Code to be read in conjunction with AHC's meeting procedure requirements. Please note that this only applies to procedures at the meeting, rather than those aspects that relate to frequency, timing, and notice of meetings, where reference has only been made to the relevant section within the Act.

#### 1.1. Application of the Code of Practice

This Code applies to all ordinary and special meetings of Council.

The section 41 committees of Council will be guided by the Act and Regulations as applicable to those committees and any provisions set out in the committee terms of reference.

#### 1.2. Guiding Principles

Regulation 4 of the Regulations prescribes guiding principles that should be applied with respect to the procedures to be observed at a meeting of a council of council committee.

In determining a matter of meeting procedure, the Presiding Member should consider the extent to which the proposed action upholds the following principles:

**Legislation – Regulation 4**

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

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

These Guiding Principles underpin the details documented in this Code of Practice.

**2. OPERATING PROCEDURES – BEFORE THE MEETING****2.1. Calling Meetings****Ordinary Meetings**

Section 81 of the Act prescribes the legislative requirements for the frequency and timing of ordinary council meetings.

The schedules for ordinary Council meetings are maintained on the Council website.

**Special Meetings**

Section 82 of the Act prescribes the legislative requirements for the calling of special meetings of council.

Details of special meetings of Council will be placed on the Council website as soon as possible after the decision to call the meeting.

**2.2. Notice and Agendas for Meetings – Ordinary and Special Meetings**

Sections 83 and 84 of the Act prescribe the legislative requirements for providing Council Members and the public with notice for Council meetings. Council has resolved that this will also apply to the meetings of SPDPC, except where identified otherwise in this Code of Practice.

At least three (3) clear days<sup>1</sup> before the Council meeting (unless it is a special meeting<sup>2</sup>) the Chief Executive Officer (CEO) must give written notice of the meeting to all Council Members setting out the date, time and place of the meeting.

<sup>1</sup> 'clear days' means that the time between the giving of the notice and the day of the meeting, but excluding both the day on which the notice was given and the day of the meeting, (e.g. notice is given on a Thursday for a following Monday meeting, the clear days are Friday, Saturday and Sunday). If a notice is given after 5 p.m. on a day, the notice will be taken to have been given on the next day

<sup>2</sup> Special meetings under s83(2) of the *Local Government Act 1999* require at least four (4) hours' notice.

The notice must contain or be accompanied by the agenda<sup>3</sup> and, as far as practicable, the documents and reports that are to be considered at the meeting. Council's practice is to provide the notice five (5) clear days before the meeting.

Each Council Member may indicate their preference for delivery of the notice of meeting, agenda and reports for all Council meetings. Any changes to the delivery arrangements must be requested in writing.

For members of the public, a printed copy of the notice of meeting, agenda and reports (with the exception of confidential items) will be displayed for viewing at Council's Service and Community Centres and in the mobile library, on Council's website [www.ahc.sa.gov.au](http://www.ahc.sa.gov.au), and will be available at the meeting

Copies of the agenda and reports or parts thereof are available at a fee detailed in Council's Fees & Charges Register.

For Special Meetings, the CEO must ensure that each Member of the Council is given at least four (4) hours' notice of a special meeting of the Council.

Notices of special meetings may be distributed by email to the Council-provided email address for each Member, and will be displayed on Council's website for viewing by members of the public.

### **2.3. Public Access to Meetings**

Council meetings will be conducted in a place open to the public unless the Council makes an order to exclude the public in order to discuss a matter of confidence, in accordance with the requirements of section 90 of the Act.

Council has adopted a 'Code of Practice for Access to Council, Council Committee and Designated Informal Gathering Meetings & Documents' which outlines a commitment by AHC to provide public access to meetings and policies, procedures and practices on why and how the Council may use the provisions in the Act to restrict public access.

### **2.4. Questions for Clarification Prior to the Meetings**

Council Members are encouraged to contact the CEO or nominated delegate prior to Council meetings to clarify matters appearing on the agenda.

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<sup>3</sup> 'agenda' under s4(1) of the Local Government Act 1999 means a list of items of business to be considered in a meeting. For clarity, reports and documents that accompany those business items are not considered to be the 'agenda'.

### 3. OPERATING PROCEDURES – THE ORDER OF BUSINESS

#### 3.1. Commencement of Meetings and Quorums

##### Legislation – Regulation 7

- (1) *A meeting will commence as soon after the time specified in the notice of meeting as a quorum is present.*
- (2) *If the number of apologies received by the chief executive officer indicates that a quorum will not be present at a meeting, the chief executive officer may adjourn the meeting to a specified day and time.*
- (3) *If at the expiration of 30 minutes from the time specified in the notice of meeting as the time of commencement a quorum is not present, the presiding member or, in the absence of a presiding member, the chief executive officer, will adjourn the meeting to a specified day and time.*
- (4) *If a meeting is adjourned for want of a quorum, the chief executive officer will record in the minute book the reason for the adjournment, the names of any members present, and the date and time to which the meeting is adjourned.*
- (5) *If a meeting is adjourned to another day, the chief executive officer must-*
  - (a) *give notice of the adjourned meeting to each member setting out the date, time and place of the meeting; and*
  - (b) *give notice of the adjourned meeting to the public by causing a notice setting out the date, time and place of the meeting to be placed on display at the principal office of the council.*

A quorum for Council is determined under s85 of the Act by ‘dividing the total number of members of the council for the time being in office by 2, ignoring any fraction resulting from the division, and adding one’.

#### 3.2. Order of Business

The order of business for Council meetings will generally be in accordance with the attached agenda template – refer **Appendix A**. However the Presiding Member at his/her own initiative or at the request of a Member of Council may bring forward items, with the leave of the meeting, for debate and resolution where:

- a large contingent of interested parties is present in the gallery
- contractors or consultants are present to make presentations; or
- it may otherwise be considered expedient or appropriate.

#### 3.3. Length of Council Meetings

Council meetings will commence at the time set down in the Notice of Meeting.

Council has resolved that Council meetings will conclude at or before 10.00pm, unless the meeting formally resolves on each specific occasion to continue beyond that time.

Where a meeting is likely to continue beyond 10.00pm a motion is to be put to the meeting whether to continue or adjourn to another date and time.

During the course of a Council meeting, a motion may be put to adjourn the meeting for specified period (i.e. for 10 minutes).



### 3.4. Opening Statement

After calling a Council meeting to order, the meeting is opened with the following statement:

*“Council acknowledges that we meet on the traditional lands of the Peramangk and Kurna people and we recognise their connection with the land.*

*We understand that we do not inherit the land from our ancestors but borrow it from our children and in this context the decisions we make should be guided by the principle that nothing we do should decrease our children’s ability to live on this land.”*

### 3.5. Attendees, Apologies and Absences

If a Member expects to be late or be absent from a meeting the Presiding Member or nominated delegate is to be advised prior to the commencement of the meeting.

If a Member intends to seek a leave of absence, the request must be made in writing to the Presiding Member or nominated delegate, specifying the period of leave that is being requested, and prior to the commencement of the meeting.

All apologies and leaves of absence will be listed in the Minutes for each Council meeting that it relates to.

If no apology has been received and there is no leave of absence and the Member is not present, they will be recorded in the minutes as being absent.

If a Member arrives after the meeting commences, the time of arrival will be included in the minutes.

All officers in attendance at Council meetings will also be recorded in the minutes. The number of members of the public or representation of any other organisations will not be recorded in the minutes, unless presenting on a specific item in the agenda.

### 3.6. Confirmation of Minutes

**Legislation – Regulation 8**

- (1) The minutes of the proceedings at a meeting must be submitted for confirmation at the next meeting or, if that is omitted, at a subsequent meeting*
- (2) No discussion on the minutes may occur before confirmation, except as to the accuracy of the minutes as a record of proceedings.*
- (3) On the confirmation of the minutes, the presiding member will-*
  - (a) initial each page of the minutes, which pages are to be consecutively numbered; and*
  - (b) place his or her signature and the date of confirmation at the foot of the last page of the minutes.*

The minutes submitted at the meeting will be those of the previous meeting less any information that is subject to an order under section 90 of the Act.

### 3.7. Declaration of Interest

The provisions in relation to a Council Member's interests are set out in sections 73, 74, 75 and 75A of the Act.

It is a Council Member's responsibility to ensure they are aware of, and understand, the provisions of sections 73, 74, 75 and 75A of the Act in relation to declarations of interest.

A Council Member who has an interest in a matter, as defined under sections 73 and 75 of the Act, must disclose the interest to the Council in accordance with the provisions of sections 74 and 75A of the Act.

Council Members may seek advice about a possible interest before a meeting by contacting the CEO or a nominated delegate. If necessary, the CEO or nominated delegate will assist the Member to contact the Council's lawyers directly for advice, at Council's expense.

### 3.8. Presiding Member's Opening Remarks

At each ordinary Council, the Presiding Member may present opening remarks which will be generally related to matters regarding the conduct of the meeting (e.g. acknowledging members of the gallery, advising break times, proposals to reorder the agenda).

### 3.9. Questions Adjourned/Lying on the Table

Matters may be deferred at a meeting for a number of reasons including the requirement for additional information to be provided. In these instances, unless a motion has been moved, the matter can be included in the agenda at a subsequent meeting and consideration of the matter recommence.

Where a motion has been moved on a matter, a formal motion (see clause 4.3) is required to either adjourn the question or have the question lie on the table.

#### **Questions Adjourned**

##### **Legislation – Regulation 19**

*(1) If a formal motion for a substantive motion to be adjourned is carried:*

- (a) The adjournment may either be to a later hour of the same day, to another day, or to another place; and*
- (b) The debate, will, on resumption, continue at the point at which it was adjourned.*

*(2) If debate was interrupted for want of a quorum and the meeting is then adjourned, the debate will, on resumption, continue from the point at which it was adjourned.*

*(3) Business adjourned from a previous meeting must be dealt with before any new business at a subsequent meeting*

The resolution to adjourn a question will nominate the time and place that debate on the question will continue and therefore they do not require a resolution for debate to resume (at the point of interruption) however these questions must be considered prior to any new business being dealt with.

### **Questions Lying on the Table**

Questions Lying on the Table require a resolution for the question to be retrieved (and debate resumed at the point of interruption).

<b>Legislation – Regulation 12</b>
<i>(19) Any question that lies on the table as a result of a successful formal motion under subregulation (14)(c) lapses at the next general election.</i>
<i>(20) The chief executive must report on each question that lapses under subregulation (19) to the council at the first ordinary meeting of the council after the general election.</i>

### **3.10. Petitions**

Petitions may be submitted to Council in line with Council's Petition Policy.

The Council agenda will contain a report regarding petition(s) received. The report will contain the nature of the request or submission, the name and locality of the Principal Signatory, a brief statement as to the nature of the request or submissions, the number of signatories and a brief commentary on the relationship/relevance of the petition topic to the services/activities/plans/strategies of Council.

A full copy of the petition will not be included in the agenda to protect the privacy of individuals. Council Members may request a copy of the petition and it is the Members' responsibility not to distribute or publish a copy of the full petition.

### **3.11. Deputations**

<b>Legislation – Regulation 11</b>
<i>Deputation means a person or group of persons who wish to appear personally before a council or council committee in order to address the council or committee (as the case may be) on a particular matter.</i>
<i>(1) A person or persons wishing to appear as a deputation at a meeting must deliver (to the principal office of the council) a written request to the council.</i>
<i>(2) The chief executive officer must transmit a request received under subregulation (1) to the presiding member.</i>

#### **Making a Deputation Request**

A person or persons wishing to appear as a deputation at a Council meeting must forward a written request to the CEO, indicating the reasons for the deputation. This request must be received before the close of the agenda, seven (7) clear days prior to the Council meeting, for inclusion in the Agenda. Details of Council meeting dates are contained on the Council website and at Council's Service and Community Centres.

A request to make a deputation should be made by submitting a Deputation Request Form, which is available on Council's website and at Council's Service and Community Centres. The Form includes an acknowledgment of the deputation obligations and procedures to be observed at the meeting.

### ***Processing a Deputation Request***

<b>Legislation – Regulation 11</b>
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<i>(3) The presiding member may refuse to allow the deputation to appear at a meeting.</i>
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Whether or not a deputation may appear is to be determined on a case-by-case basis, meeting by meeting, and with regard to the particular matter upon which the person or persons wish to address the meeting. In determining whether a deputation is allowed the following considerations will be taken into account:

- the subject matter of the proposed deputation;
- whether it is within the powers of the Council;
- relevance to the Council agenda nominated – and if not, relevance to the Council’s powers or purpose;
- the integrity of the request; and
- the size and extent of the agenda for the particular meeting.

<b>Legislation – Regulation 11 (cont.)</b>
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<i>(4) The chief executive officer must take reasonable steps to ensure that the person or persons who requested a deputation are informed of the outcome of the request.</i>
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Written notification will be forwarded to the person who made the request for a deputation notifying them of the outcome of the deputation request. If approved they will be notified of the date and time of the meeting at which the deputation will be heard.

<b>Legislation – Regulation 11 (cont.)</b>
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<i>(5) If the presiding member refuses to allow a deputation to appear at a meeting, the presiding member must report the decision to the next meeting of the council or council committee (as the case may be).</i>
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<i>(6) The council or council committee may resolve to allow a deputation to appear despite a contrary ruling by the presiding member.</i>
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<i>(7) A council may refer the hearing of a deputation to a council committee.</i>
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### ***Presenting a Deputation at a Council Meeting***

A deputation may comprise one (1) or a number of persons. When a deputation appears at a meeting up to two (2) members of the deputation will be allowed to speak, except to reply to questions from Council Members (where any member of the deputation may respond). Deputations will be limited to a maximum of two (2) per Ordinary Council meeting, except with the leave of the meeting.

The depute will be invited by the Presiding Member to come forward and make the deputation on the topic or issue which has been nominated. The depute must state their name and address, which will be recorded in the minutes to the meeting (which is a public document).

If notes or other documents are to be distributed for the deputation, fifteen (15) copies are to be provided to the Minute Secretary prior to the commencement of the meeting to distribute and may not be distributed at the meeting by the depute.

In the interests of fairness, each deputation is to be no longer than ten (10) minutes in duration, excluding questions from Members. Additional time will be allocated for Members to direct questions to the depute(e)s if required. Members of Council may ask questions of all persons appearing.

Care should be exercised in framing questions to ensure they clearly relate to the subject of the deputation. The Presiding Member will use their best endeavours to manage this process fairly.

Notes or presentation material referred to as part of the deputation will be referenced in the minutes of the meeting.

### ***Deputation Conduct***

All deputations are to be conducted in an orderly manner. Deputations should reflect levels of formality appropriate to the nature and scope of the Council meeting. Any comments that may amount to a criticism of individual Council Members or staff must not be made during the depute(e)'s address. Any such criticism or comments should properly be directed in writing to the CEO.

Council meetings are also open to the public and there is unlikely to be any legal protection or other privilege attached to any statements made during a deputation in this forum. This means that anything said during the depute(e)'s address is subject to the normal laws of defamation. Consequently all depute(e)s should take care in the statements they make and how they make their address.

Should a depute(e) be speaking on behalf of an association, organisation or other body, they may be required to provide a copy of the constitution and rules of that organisation, association or other body prior to the depute(e)'s address.

An 'Information Sheet – Deputations – How to Address Council or Council Committees on Issues of Concern' provides a summary of the above requirements.

### **3.12. Public Forums**

In the case of an ordinary meeting of Council, members of the public may be permitted to address or ask questions of the Council on a relevant and/or timely topic. The Presiding Member will determine if an answer is to be provided.

The guidelines which apply to Public Forum are:

- People wishing to speak in the public forum must advise the Presiding Member of their intention at the beginning of this section of the meeting. Those who do not flag their desire to speak at this time will only be permitted to speak at the discretion of the Presiding Member.
- Each presentation in the Public Forum is to be no longer than five (5) minutes (including questions), except with leave from the Council.
- The total time allocation for the Public Forum will be ten (10) minutes, except with leave from the Council, in which case the time allocation can be increased.
- If a large number of presentations have been requested, with leave from the Council, the time allocation of five (5) minutes may be reduced.
- Any comments that may amount to a criticism of individual Council Members or staff must not be made. As identified in the Deputation Conduct section above, the normal laws of defamation will apply to statements made during the Public Forum.

Members may ask questions of all persons appearing relating to the subject of their presentation.

### 3.13. Presentations

Presentations are defined as an opportunity for an organisation, community group, Council officer(s) or member of the public to address Council to provide information relevant to the Council at the invitation of Council.

Such presentations do not include deputations or representations under the *Development Act 1993* or the *Planning, Development and Infrastructure Act 2012*.

Each presentation should, where appropriate, be accompanied by a report to Council which may include any available notes relating to the presentation. The duration of each presentation is to be no longer than twenty (20) minutes plus ten (10) minutes for questions, if required. There is to be a limit of two (2) presentations per scheduled meeting, except with the leave of the meeting.

Notes or presentation material referred to as part of the presentation will be referenced in the minutes of the meeting.

### 3.14. Questions on Notice

#### Legislation – Regulation 9

- (1) *A member may ask a question on notice by giving the chief executive officer written notice of the question at least 5 clear days before the date of the meeting at which the question is to be asked.*
- (2) *If notice of a question is given under subregulation (1) -*
- (a) *the chief executive officer must ensure that the question is placed on the agenda for the meeting at which the question is to be asked; and*
- (b) *the question and the reply must be entered in the minutes of the relevant meeting.*
- (6) *The presiding member may rule that a question with or without notice not be answered if the presiding member considers that the question is vague, irrelevant, insulting or improper.*

Council Members are encouraged to submit questions on notice seven (7) clear days before the date of the meeting at which the question is to be asked to facilitate the preparation of the response.

When sending the questions to the CEO, the Member asking the question should provide a brief history, context, or reason why the question is being asked. This preamble will not be included in the agenda with the question(s).

On receipt of the questions the CEO will forward the questions to Presiding Member. The Presiding Member will inform the CEO on one of the following processes:

- Request that the CEO respond to the questions; or
- Respond to the questions themselves; or
- Make a determination at the nominated meeting regarding the response.

**Process 1**

If the Presiding Member opts that the CEO respond to the questions and there is sufficient time to consider and respond to the questions, the questions and answers will appear in the Agenda and would then be replicated in the minutes in accordance with Regulation 9.

If the referral to the CEO does not allow for sufficient time to consider and respond to the questions and include the answers in the agenda, the CEO will arrange for answers to be tabled at the relevant meeting. The questions and answers will be included in the minutes in accordance with Regulation 9.

OR

**Process 2**

If the Presiding Member opts to respond to the questions they can either:

- Provide the response to staff and, if these answers are provided in sufficient time, the questions and answer will be included in the Agenda and would be replicated in the minutes in accordance with Regulation 9.
- Table at the meeting the written responses to the questions on the night of the nominated meeting and the questions and answers will be included in the minutes in accordance with Regulation 9.

OR

**Process 3**

If the Presiding Member opts to make a determination at the nominated meeting regarding a response, the questions will appear in the Agenda and these questions and the answers will be included in the minutes in accordance with Regulation 9.

This could include the Presiding Member answering the questions, referring it to the CEO for a response on the night or rule not to accept the questions in accordance with Regulation 9(6).

If a Presiding Member makes a determination that a question shall not be answered as per Regulation 9(6) the question and the reason for the determination shall be stated and recorded in the minutes.

**3.15. Motions on Notice****Legislation – Regulation 12**

- (1) *A member may bring forward any business in the form of a written notice of motion.*
- (2) *The notice of motion must be given to the chief executive officer at least 5 clear days before the date of the meeting at which the motion is to be moved.*
- (3) *A motion the effect of which, if carried, would be to revoke or amend a resolution passed since the last general election of the council must be brought by written notice of motion.*
- (4) *If a motion under subregulation (3) is lost, a motion to the same effect cannot be brought-*
  - (a) *until after the expiration of 12 months; or*
  - (b) *until after the next general election, whichever is sooner*

Council Members are encouraged to submit motions on notice seven (7) clear days before the date of the meeting at which the motion is to be moved so that staff can prepare comments prior to the distribution of agenda papers.

The attached proforma should be used when framing Notices of Motion – refer **Appendix B**.

### 3.16. Officer Reports

Each Council agenda includes report items prepared by Council staff, which may include recommendations. These recommendations are not a resolution, and have no status until moved by a Member. Alternatively Members may move a completely different motion.

Officer Reports to Council will be prepared using the standard format – refer **Appendix C**.

Officer reports in the Order of Business will be grouped into the following categories:

- **Decision Items** – these are agenda items that are seeking the Council’s resolution in relation to a course of action in relation to the matter; and
- **Information Items** – these are agenda items that are informing the Council of the status of the matter. Generally, the recommendation in these reports will be for the receiving and noting of the item.

Where additional information is required this may be included as attachments to the report which will be inserted in the agenda papers immediately following the report.

In order to contain the number of reports going before Council, report writers should consider any subsequent steps and wherever practical include them in the initial report and set of recommendations. Examples of these subsequent steps that should be included in the initial report include:

- the authorisation to sign and seal documents
- authorising the Chief Executive Officer or relevant Director to make minor amendments to an associated document
- if a working party or sub-committee is required, to indicate that in the report and include a recommendation seeking nominations for Membership of the working party etc.
- indicating a price or value range within which a delegated staff member can negotiate rather than a single fixed price.

Reports are to be prepared so as to communicate the required information in a clear and succinct way. The arguments presented should logically lead to the officer’s recommendations. The author of the report should be identified so Council Members know where to direct any queries or requests for further information.

### 3.17. Miscellaneous Items

#### ***Status Report – Council and Committee Resolutions Update***

Each Council meeting a report will be provided for noting, setting out the status of each resolution from Council and Committee meetings until the item is completed.



### 3.18. Questions Without Notice

<b>Legislation – Regulation 9</b>
<p>(3) <i>A member may ask a question without notice at a meeting.</i></p> <p>(4) <i>The presiding member may allow the reply to a question without notice to be given at the next meeting.</i></p> <p>(5) <i>A question without notice and the reply will not be entered in the minutes of the relevant meeting unless the members present at the meeting resolve that an entry should be made.</i></p> <p>(6) <i>The presiding member may rule that a question with or without notice not be answered if the presiding member considers that the question is vague, irrelevant, insulting or improper.</i></p>



To facilitate the efficiency of meetings, Members are encouraged to use the availability of the CEO or nominated delegates prior to the meetings to clarify issues of concern.

Questions Without Notice can be asked at a meeting and the Presiding Member has the discretion to accept the questions in accordance with Regulation 9(6).

If the Presiding Member accepts the questions they will make the determination to choose to answer the questions or refer them to the CEO for a response. Where an answer is not possible at the meeting, the questions may be taken “on notice” and a response provided within 14 days.

In accordance with Regulation 9(5) Questions Without Notice and the reply will not be included in the minutes unless the Council meeting resolves to do so.

### 3.19. Motions Without Notice

<b>Legislation – Regulation 12</b>
<p>(5) <i>Subject to the Act and these regulations, a Member may also bring forward any business by way of a motion without notice.</i></p> <p>(6) <i>The presiding Member may refuse to accept a motion without notice if, after taking into account the Guiding Principles, he or she considers that the motion should be dealt with by way of a written notice of motion.</i></p> <p>(7) <i>The presiding member may refuse to accept a motion if the subject matter is, in his or her opinion, beyond the power of the council or council committee (as the case may be)</i></p>



The Presiding Member may refuse to accept the Motion Without Notice if, after taking into account the Guiding Principles (Regulation 4 and clause 1.2 of this Code), he or she considers that the motion should be dealt with by way of a written Motion On Notice.

Any Motions Without Notice which, in the opinion of the Presiding Member, require action involving the expenditure of unbudgeted resources should be on the basis of a Motion On Notice.

The Presiding Member may determine that only motions relating to matters of urgency will be considered without notice. Appropriate reasons must be given and leave granted for an item of urgent business to be considered.

### **3.20. Council Member Reports**

At each ordinary Council meeting, Council Members may present a written or verbal report detailing those activities or functions attended and media interactions in their official capacity.

Council Members are encouraged to submit their written reports seven (7) clear business days before the date of the meeting to enable the report to be incorporated into the agenda.

Reports will be recorded in the minutes in summary form and will not include commentary on the activities or functions reported or the attendance of other Council Members

### **3.21. Reports of Members as Council Representatives on External Organisations**

At each Ordinary Council meeting, Members who are appointed as Council representatives on external organisations (e.g. Local Government Finance Authority, Southern and Hills Local Government Association) may provide a verbal or written report on their involvement in activities associated with that organisation.

Members are encouraged to submit their written reports seven (7) clear business days before the date of the meeting to enable the report to be incorporated into the agenda.

### **3.22. CEO Report**

At each ordinary Council meeting, the CEO will present a verbal report detailing the status of key activities and initiatives.

### **3.23. Reports of Committees**

Committees will report to Council in accordance with the reporting requirements detailed in their specific terms of reference.

Council Committees will report to Council at the next Council meeting following the Committee meeting. The form of report will be by way of a verbal report from the Presiding Member (or other Member of the Committee should the Presiding Member not being present or the presiding member of the committee be an independent member and not a member of Council) in support of the minutes of the Committee meeting.

A copy of these minutes will be included in the agenda papers of the next Council meeting. All recommendations from the Committee will be considered by Council in the form of an Officer's Report.

### **3.24. Confidential Items**

Council meetings are open to the public and attendance is encouraged, except where the Council believes it is necessary in the broader community interest to exclude the public from the discussion (and, if necessary, decision) of a particular matter.

Before Council orders that the public be excluded to enable the receipt, discussion and consideration of a particular matter, the meeting must, in public, formally determine if this is necessary and appropriate, and then pass a resolution to exclude the public while dealing with that particular matter.

If this occurs then the public must leave the room. This means that all members of the public (including staff), unless exempted by being named in the resolution as entitled to remain, are required to leave the room. For the operation of section 90(2) of the Act a member of the public does not include a Member of Council.

Once discussion on that particular matter is concluded, the public are then permitted to re-enter the meeting. If there is a further matter that needs to be considered in confidence it is necessary to again undertake the formal determination process and to resolve to exclude the public as above.

Additional information of the use of the confidentiality provisions of the Act are contained in Council's Code of Practice for Access to Council, Council Committee and Designated Informal Gathering Meetings & Documents.

## 4. OPERATING PROCEDURES – CONDUCT AT THE MEETING

### 4.1. Leave of the Meeting

#### Legislation – Regulation 3

*(4) A vote on whether leave of the meeting is granted may be conducted by a show of hands (but nothing in this subregulation prevents a division from being called in relation to the vote).*

### 4.2. Motions in General, Speaking to Motions and Rights of Reply

#### Legislation – Regulation 12

*(5) Subject to the Act and these regulations, a Member may also bring forward any business by way of a motion without notice.*

*(6) The presiding Member may refuse to accept a motion without notice if, after taking into account the Guiding Principles, he or she considers that the motion should be dealt with by way of a written notice of motion.*

*(7) The presiding member may refuse to accept a motion if the subject matter is, in his or her opinion, beyond the power of the council or council committee (as the case may be)*

*(8) A motion will lapse if it is not seconded at the appropriate time.*

*(9) A member moving or seconding a motion will speak to the motion at the time of moving or seconding the motion.*

*(10) A member may only speak once to a motion except-*

*(a) to provide an explanation in regard to a material part of his or her speech, but not so as to introduce any new matter; or*

*(b) with leave of the meeting ; or*

*(c) as the mover in reply.*

*(11) A member who has spoken to a motion may not at a later stage of the debate move or second an amendment to the motion*

#### ***Secunder Speaking to a Motion***

Regulation 12(9) is able to be varied at the discretion of Council and therefore Council has determined that the seconder has the option of reserving their right to speak to the motion at the time of seconding but if they choose to exercise this right it must be done prior to the mover in reply.

#### ***Questions Regarding a Motion***

Council Members may ask and answer questions regarding a motion for the purpose of clarification (but not debate) and this will not be considered as speaking to the motion. Members should ensure that it is clearly a question and not used as an opportunity to contribute to the debate.

#### ***Rights of Reply***

Only the mover of the original motion will be granted the right to reply (this shall close the debate). This will occur after any or all amendments have been dealt with and immediately prior to the original motion or substantive motion being put to the meeting (i.e. immediately prior to the final vote).

The right of reply should be utilised to reinforce the rationale for moving the motion and to respond to issues raised in debate. Where possible, it should not be used to introduce new material into the debate.

### 4.3. Formal Motions

#### Legislation – Regulation 12

- (12) A member who has not spoken in the debate on a question may move a formal motion.
- (13) A formal motion must be in the form of a motion set out in subregulation (14) (and no other formal motion to a different effect will be recognised).
- (14) If the formal motion is:-
- (a) that **the meeting proceed to the next business**, then the effect of the motion, if successful, is, in the case of an amendment, that the amendment lapses and the meeting proceeds with the consideration of the motion before the meeting without further reference to the amendment and, in the case of a motion, that the motion lapses and the meeting proceeds to the next item of business; or
  - (b) that **the question be put**, then the effect of the motion, if successful, is that debate is terminated and the question put to the vote by the presiding member without further debate; or
  - (c) that **the question lie on the table**, then the effect of the motion, if successful, is that the meeting immediately moves to the next item of business and the question can then only be retrieved at a later time by resolution (and, if so retrieved, debate is then resumed at the point of interruption); or
  - (d) that **the question be adjourned**, then the effect of the motion, if successful, is that the question is disposed of for the time being but debate can be resumed at the later time (at the point of interruption); or
  - (e) that **the meeting be adjourned**, then the effect of the motion, if successful, is that the meeting is brought to an end immediately without the consideration of further business.
- (15) If seconded, a formal motion takes precedence and will be put by the presiding member without discussion unless the motion is for an adjournment (in which case discussion may occur (but only occur) on the details for resumption).
- (16) A formal motion does not constitute an amendment to a substantive motion.
- (17) If a formal motion is lost-
- (a) the meeting will be resumed at the point at which it was interrupted; and
  - (b) if the formal motion was put during debate (and not at the end of debate) on a question, then a similar formal motion (i.e., a motion to the same effect) cannot be put until at least 1 member has spoken on the question.
- (18) A formal motion for adjournment must include the reason for the adjournment and the details for resumption.
- (19) Any question that lies on the table as a result of a successful formal motion under subregulation (14)(c) lapses at the next general election.

A formal motion “the question be adjourned” must include the reasons for the adjournment and the details of time and place for the resumption of the debate.

If a formal motion that “the question lie on the table” or “the question or meeting be adjourned” as per Regulation 14(c), (d) and (e) is carried, the minutes shall record those that have spoken in the debate. This will ensure that the debate can recommence at the point of the interruption.

#### 4.4. Amendments to Motions

##### **Legislation – Regulation 13**

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

The purpose of an amendment is to refine or modify the substantive motion but not to substantially change the intent of the motion or contradict it. The Presiding Member will not accept a proposed amendment that is direct negative of the motion.

Members speaking in a debate on an amendment must confine their remarks to the amendment and not debate the substantive motion.

There is no right of reply to an amendment because it is not a motion. Likewise, no division can be called on an amendment because it is not a motion.

#### 4.5. Variations

##### **Legislation – Regulation 14**

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

The withdrawal of a motion does not preclude another motion on the same matter being moved. Variations, alterations or withdrawal of a motion will be minuted in accordance with Regulation 8(4)(d).

#### 4.6. Addresses by Members

##### **Legislation – Regulation 15**

- (1) A member must not speak for longer than 5 minutes at any 1 time without leave of the meeting*
- (2) A member may, with leave of the meeting, raise a matter of urgency*
- (3) A member may, with leave of the meeting, make a personal explanation*
- (4) The subject matter of a personal explanation may not be debated*
- (5) The contribution of a member must be relevant to the subject matter of the debate*

A personal explanation should provide the Member's account of the reasons or factors regarding an event or situation in which he/she had an involvement. The explanation should not: (a) make imputations of improper motives or contain personal opinions on fellow Council Members, the Administration or members of the public; or (b) be used for making statements regarding Council resolutions.

If a Member making a personal explanation wishes that the full text of that Personal Explanation be included in the minutes, it may be included by resolution of the Council, if not, only a brief account shall be included.

#### 4.7. Voting

##### ***Council Meetings***

Voting in Council meetings is applied as follows:

##### **Legislation – Regulation 16**

- (1) The presiding member, or any other member, may ask the chief executive officer to read out a motion before a vote is taken.*
- (2) The presiding member will, in taking a vote, ask for the votes of those members in favour of the question and then for the votes of those members against the question (and may do so as often as is necessary to enable him or her to determine the result of the voting), and will then declare the outcome.*
- (3) A person who is not in his or her seat is not permitted to vote*

Each Member present at the meeting of council, must, subject to the provisions of the Act to the contrary, vote on a question arising from that meeting [section 86(4)].

The Mayor, or another member presiding in the absence of the Mayor, at a meeting of council, does not have a deliberative vote on a question arising but has, in the event of an equality of votes, a casting vote.

In most cases the requirement is a simple majority of the members present and entitled to vote however there are provisions in both the Act and the Regulations that require either a two-thirds or an absolute majority of the members of Council for resolutions on specified matters.

##### ***Appointments to Positions***

The process of determining a Council appointment to a particular position is as follows:

- Nominations will be called for the position/s to be filled.
- Council Members absent from the meeting may nominate for a position in writing/email in advance to the CEO to have their nomination recognised.
- If there are more nominees than positions to be filled, an election will be necessary.
- The CEO (or another Council staff member) will be appointed as the Returning Officer and may enlist other Council staff to assist with the conduct of the vote and the count.
- The method of voting will be by secret ballot.
- Each Council/SPDPC Member (including the Mayor) shall have one vote.
- The voting method to be used for both single and multiple member elections is the preferential system.

- Ballot papers will be provided and the nominee's names drawn to determine the order on the ballot paper.
- In the event of a tie, the result will be decided by drawing lots, the candidate first drawn being the candidate excluded.
- After all votes have been cast, the Returning Officer shall publically announce the final votes cast for each candidate and formally declare the result of the election.
- The ballot papers from each secret ballot will be shredded.
- Each appointment is by way of a resolution of the Council and is for the remainder of the Council term unless otherwise resolved for that position.

#### 4.8. Divisions

##### **Legislation – Regulation 17**

- (1) *A division will be taken at the request of a member.*
- (2) *If a division is called for, it must be taken immediately and the previous decision of the presiding member as to whether the motion was carried or lost is set aside.*
- (3) *The division will be taken as follows:*
  - (a) *the members voting in the affirmative will, until the vote is recorded, stand in their places;*
  - (b) *the members voting in the negative will, until the vote is recorded, sit in their seats;*
  - (c) *the presiding member will count the number of votes and then declare the outcome.*
- (4) *The chief executive officer will record in the minutes the names of members who voted in the affirmative and the names of the members who voted in the negative (in addition to the result of the vote).*
- (5) *Subregulation (3) may be varied at the discretion of the council pursuant to regulation 6*

#### 4.9. Tabling of Information

##### **Legislation – Regulation 18**

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

A record of any request for documents tabled at the meeting and a record of any documents tabled at the meeting must be made in the minutes of the meeting.

If the tabling of documents is crucial to the consideration of the matter, the meeting may consider a formal motion to adjourn the question.



#### 4.10. Short-Term Suspension of Proceedings

**Legislation – Regulation 20**

- (1) If the presiding member considers that the conduct of a meeting would benefit from suspending the operation of all or some of the provisions of this Division for a period of time in order to allow or facilitate informal discussions, the presiding member may, with the approval of at least two-thirds of the members present at the meeting, suspend the operation of this Division (or any part of this Division) for a period determined by the presiding member.*
- (2) The Guiding Principles must be taken into account when considering whether to act under subregulation (1).*
- (3) If a suspension occurs under subregulation (1)—*
  - (a) a note of the suspension, including the reasons for and period of suspension, must be entered in the minutes; and*
  - (b) the meeting may proceed provided that a quorum is maintained but, during the period of suspension—*
    - (i) the provisions of the Act must continue to be observe<sup>1</sup>; and*
    - (ii) no act or discussion will have any status or significance under the provisions which have been suspended; and*
    - (iii) no motion may be moved, seconded, amended or voted on, other than a motion that the period of suspension should be brought to an end; and*
  - (c) the period of suspension should be limited to achieving the purpose for which it was declared; and*
  - (d) the period of suspension will come to an end if—*
    - (i) the presiding member determines that the period should be brought to an end; or*
    - (ii) at least two-thirds of the members present at the meeting resolve that the period should be brought to an end.*

Use of a short term suspension can be useful when members could benefit from some informal sharing of ideas, opinions without the constraints of speaking to motions. It can also be applied to the process of conducting ballots to appoint members to specific roles or committees.

#### 4.11. Points of Order

<b>Legislation – Regulation 28</b>	
(1)	<i>The presiding member may call to order a member who is in breach of the Act or these regulations</i>
(2)	<i>A member may draw to the attention of the presiding member a breach of the Act or these regulations, and must state briefly the nature of the alleged breach</i>
(3)	<i>A point of order takes precedence over all other business until determined</i>
(4)	<i>The presiding member will rule on a point of order</i>
(5)	<i>If an objection is taken to the ruling of the presiding member, a motion that the ruling not be agreed with must be moved immediately</i>
(6)	<i>The presiding member is entitled to make a statement in support of the ruling before a motion under subregulation (5) is put</i>
(7)	<i>A resolution under subregulation (5) binds the meeting and, if a ruling is not agreed with –</i>
(a)	<i>the ruling has no effect; and</i>
(b)	<i>the point of order is annulled</i>

Points of order are not recorded in the minutes. The only entry in the minutes in relation to a point of order would be to record the process of a motion to disagree with a ruling by the Presiding Member.

#### 4.12. Interruption of Meetings by Members

<b>Legislation – Regulation 29</b>	
(1)	<i>A member of a council or council committee must not, while at a meeting –</i>
(a)	<i>behave in an improper or disorderly manner or</i>
(b)	<i>cause an interruption or interrupt another member who is speaking</i>
(2)	<i>Subregulation (1)(b) does not apply to a member who is –</i>
(a)	<i>objecting to words used by a member who is speaking or</i>
(b)	<i>calling attention to a point of order or</i>
(c)	<i>calling attention to want of a quorum</i>
(3)	<i>If the presiding member considers that a member may have acted in contravention of subregulation (1), the member must be allowed to make a personal explanation</i>
(4)	<i>Subject to complying with subregulation (3), the relevant member must leave the meeting while the matter is considered by the meeting</i>
(5)	<i>If the remaining members resolve that a contravention of subregulation (1) has occurred, those members may, by resolution –</i>
(a)	<i>censure the member or</i>
(b)	<i>suspend the member for a part, or for the remainder, of the meeting</i>
(6)	<i>A member who –</i>
(a)	<i>refuses to leave a meeting in contravention of subregulation (4) or</i>
(b)	<i>enters a meeting in contravention of a suspension under subregulation (5)</i>
	<i>is guilty of an offence.</i>

Offences under Regulation 29 carry a financial penalty.

#### 4.13. Interruption of Meetings by Others

<b>Legislation – Regulation 29</b>
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<i>A member of the public who is present at a meeting of a council or council committee must not –</i>
--

- |   |
|---|
| <i>(a) behave in a disorderly manner or</i> |
| <i>(b) cause an interruption</i>            |

Offences under Regulation 29 carry a financial penalty.

#### 4.14. Meeting Protocols

##### ***Mobile Phones/Pagers***

Mobile phones/pagers will be switched off or silent during Council meetings unless prior approval is granted by the Presiding Member for the phone/pager to remain active.

##### ***Speaking during meetings***

Council Members and staff members will raise their hand and wait for recognition from the Presiding Member prior to addressing the Council.

##### ***Forms of Address***

The Mayor shall be addressed as Your Worship or Mayor.

Councillors should be referred to as ‘Councillor’ followed by their surname.

Staff Members should be referred to by the relevant prefix followed by their surname.

##### ***Interaction with the Gallery***

Council Members will not speak to members of the gallery during the meeting or accept notes from those present in the Gallery.

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## **5. OPERATING PROCEDURES – DOCUMENTATION OF THE MEETING**

### **5.1. Recording of Meetings**

Members of the press and public are not permitted to make audio recordings of Council meetings without the express permission of the Presiding Member.

As a general rule, audio recordings will be made by Council staff of open Council meetings to be used for the purpose of:

- assisting in the preparation of minutes
- ensuring decisions are accurately recorded
- verifying the accuracy of minutes prior to their confirmation.

Audio recordings will be managed in accordance with the provisions of the *State Records Act 1997* and the *Freedom of Information Act 1991*.

The audio recording is an internal working document and is not the official record of the meeting. The official record of the meeting is the meeting minutes which require confirmation by resolution and are signed by the Presiding Member.

Council is not obliged to provide the public with access to audio recordings of Council meetings. Members of the public are required to apply under the FOI Act.

Audio recordings will be provided to Council Members under the following conditions:

- Requests to access audio recordings must be made via the Chief Executive Officer.
- Audio recordings are not to leave Council premises and are provided to Council Members on the basis that they are not to be provided to any other person and are not to be duplicated.

### **5.2. Minutes of Meetings**

In accordance with section 91 of the *Local Government Act 1999*, the CEO must ensure that minutes are kept of the proceedings at every meeting of Council.

If the CEO is excluded from a meeting, the Presiding Member must ensure the minutes are kept.

Each Member of the Council must, within five (5) days after a meeting of a Council, be supplied with a copy of all minutes of the proceedings of the meeting.

Minutes of all Council meetings will be posted on Council's website and available in printed copy at the Stirling, Woodside or Gumeracha Service Centres as soon as practicable after they are completed.

More information of public access to Council documents is contained in the Code of Practice for Access to Council, Council Committee and Designated Informal Gathering Meetings & Documents.

**Legislation – Regulation 8**

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

As the minutes are a reflection of decisions made by meeting as a whole, minutes of the meeting do not record (with the exception of Division in accordance with Regulation 17) the names of the Members who voted in the affirmative or negative for a particular item. Minutes will also not record or reflect specifics of debate of an item.

## **6. ADMINISTRATIVE ARRANGEMENTS**

### **6.1. Availability of the Code**

This Code is available for inspection at the Council's Offices during ordinary business hours and via the Council's website [www.ahc.sa.gov.au](http://www.ahc.sa.gov.au). Copies will also be provided to the public upon request, and upon payment of a fee in accordance with the Council's Schedule of Fees and Charges.

### **6.2. Delegation**

The CEO has the delegation to:

- Approve, amend and review any procedures that shall be consistent with this Code.
- Make any formatting, nomenclature or other minor changes to the Code during the period of its currency.

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## **APPENDIX A - AGENDA TEMPLATE FOR ORDINARY COUNCIL MEETINGS**

- 1. COMMENCEMENT**
- 2. OPENING STATEMENT**
- 3. APOLOGIES/LEAVE OF ABSENCE**
  - 3.1. Apology**
  - 3.2. Leave of Absence**
  - 3.3. Absent**
- 4. MINUTES OF PREVIOUS MEETINGS**
- 5. DECLARATION OF INTEREST BY MEMBERS**
- 6. PRESIDING MEMBER'S OPENING REMARKS**
- 7. QUESTIONS ADJOURNED/LYING ON THE TABLE**
  - 7.1. Questions Adjourned**
  - 7.2. Questions Lying on the Table**
- 8. PETITIONS / DEPUTATIONS / PUBLIC FORUM**
  - 8.1. Petitions**
  - 8.2. Deputations**
  - 8.3. Public Forum**
- 9. PRESENTATIONS**
- 10. QUESTIONS ON NOTICE**
- 11. MOTIONS ON NOTICE**
- 12. OFFICER REPORTS – DECISION ITEMS**
- 13. OFFICER REPORTS – INFORMATION ITEMS**
- 14. MISCELLANEOUS ITEMS**
  - 14.1. Status Report – Council Resolutions Update**
- 15. QUESTIONS WITHOUT NOTICE**
- 16. MOTIONS WITHOUT NOTICE**
- 17. REPORTS**
  - 17.1. Council Member Reports**
  - 17.2. Reports of Members as Council/Committee Representatives on External Organisations**
  - 17.3. CEO Report**
- 18. REPORTS OF COMMITTEES**
- 19. CONFIDENTIAL ITEMS**
- 20. NEXT MEETING**
- 21. CLOSE MEETING**

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## **APPENDIX B – MOTION ON NOTICE TEMPLATE**

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
<day> <date>  
AGENDA BUSINESS ITEM**

**Item:** 12.1 Motion on Notice

**Originating from:** Cr

**Subject:**

**Strategic Plan Goal:**

**Strategic Plan Key Theme:**

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**1. MOTION**

I move... <body of motion>

**2. BACKGROUND**

**3. OFFICER'S RESPONSE – Officer Name, Position**



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## APPENDIX C – OFFICER REPORT TEMPLATE

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
<day> <date>  
AGENDA BUSINESS ITEM**

**Item:** 14.

**Originating Officer:**

**Responsible Director:**

**Subject:**

**For:** Decision/Information

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### SUMMARY

### RECOMMENDATION

**That Council resolves:**

1. That the report be received and noted
- 2.

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### 1. GOVERNANCE

- Strategic Management Plan/Council Policy
- Legal Implications
- Risk Management Implications
- Financial and Resource Implications
- Customer Service and Community/Cultural Implications
- Environmental Implications
- Committee, Regional Subsidiary, Advisory Group and Community Engagement/Consultation

### 2. BACKGROUND

### 3. ANALYSIS

### 4. OPTIONS

### 5. APPENDICES