

## WESTERN AUSTRALIA

## Local Government Act 1995

Shire of Donnybrook-Balingup  
Meeting Procedures Local Law 2017

## ARRANGEMENT

**Part 1 - Preliminary**

- 1.1 Citation
- 1.2 Commencement
- 1.3 Application and intent
- 1.4 Interpretation
- 1.5 Repeal

**Part 2 – Establishment and membership of committees**

- 2.1 Establishment of committees
- 2.2 Types of committees
- 2.3 Delegation of some powers and duties to certain committees
- 2.4 Limits on delegation of powers and duties to certain committees
- 2.5 Appointment of committee members
- 2.6 Tenure of committee membership
- 2.7 Resignation of committee members
- 2.8 Register of delegations to committees
- 2.9 Committees to report

**Part 3 – Calling and convening meetings**

- 3.1 Ordinary and special Council meetings
- 3.2 Calling Council meetings
- 3.3 Convening Council meetings
- 3.4 Calling committee meetings
- 3.5 Public notice of meetings

**Part 4 – Presiding Member and quorum***Division 1: Who presides*

- 4.1 Who presides
- 4.2 When the Deputy President can act
- 4.3 Who acts if no President
- 4.4 Election of Presiding Members of committees
- 4.5 Election of Deputy Presiding Members of committees
- 4.6 Functions of Deputy Presiding Members
- 4.7 Who acts if no Presiding Member

*Division 2 – Quorum*

- 4.8 Quorum for meetings
- 4.9 Reduction of quorum for Council meetings
- 4.10 Reduction of quorum for committee meetings
- 4.11 Procedure where no quorum to begin a meeting
- 4.12 Procedure where quorum not present during a meeting
- 4.13 Names to be recorded

**Part 5 - Business of a meeting**

- 5.1 Business to be specified
- 5.2 Order of business

- 5.3 Motions of which previous notice has been given
- 5.4 New business of an urgent nature
- 5.5 Adoption by exception resolution

#### **Part 6 - Public participation**

- 6.1 Meetings generally open to the public
- 6.2 Meetings not open to the public
- 6.3 Question time for the public
- 6.4 Question time for the public at certain meetings
- 6.5 Minimum question time for the public
- 6.6 Procedures for question time for the public
- 6.7 Other procedures for question time for the public
- 6.8 Distinguished visitors
- 6.9 Deputations
- 6.10 Petitions
- 6.11 Presentations
- 6.12 Participation at committee meetings
- 6.13 Council may meet to hear public submissions
- 6.14 Public Inspection of agenda materials
- 6.15 Confidentiality of information withheld
- 6.16 Recording of proceedings
- 6.17 Prevention of disturbance

#### **Part 7 - Questions by Members**

#### **Part 8 – Conduct of Members**

- 8.1 Members to be in their proper places
- 8.2 Members to rise
- 8.3 Respect to the Presiding Member
- 8.4 Titles to be used
- 8.5 Advice of entry or departure
- 8.6 Members to indicate their intention to speak
- 8.7 Priority of speaking
- 8.8 Presiding Member may take part in debates
- 8.9 Relevance
- 8.10 Speaking twice
- 8.11 Duration of speeches
- 8.12 No speaking after conclusion of debate
- 8.13 No interruption
- 8.14 Personal explanations
- 8.15 No reopening of discussion
- 8.16 Adverse reflection
- 8.17 Withdrawal of offensive language

#### **Part 9 - Preserving order**

- 9.1 Presiding Member to preserve order
- 9.2 Point of order
- 9.3 Procedures on a point of order
- 9.4 Calling attention to breach
- 9.5 Ruling by the Presiding Member
- 9.6 Continued breach of order
- 9.7 Right of Presiding Member to adjourn

#### **Part 10 - Debate of substantive motions**

- 10.1 Motions to be stated and in writing
- 10.2 Motions to be supported
- 10.3 Unopposed business

- 10.4 Only one substantive motion at a time
- 10.5 Complex motions
- 10.6 Order of call in debate
- 10.7 Limit of debate
- 10.8 Member may require question to be read
- 10.9 Consent of seconder required for alteration
- 10.10 Order of amendments
- 10.11 Form of an amendment
- 10.12 Amendment must not negate original motion
- 10.13 Relevance of amendments
- 10.14 Mover of motion may speak on amendment
- 10.15 Effect of an amendment
- 10.16 Withdrawal of motion or amendment
- 10.17 Right of reply

### **Part 11 - Procedural motions**

- 11.1 Permissible procedural motions
- 11.2 No debate
- 11.3 Who may move
- 11.4 Procedural motions - right of reply on substantive motion
- 11.5 Meeting to proceed to the next business
- 11.6 Debate to be adjourned
- 11.7 Meeting now adjourn
- 11.8 Question to be put
- 11.9 Member to be no longer heard
- 11.10 Ruling of the Presiding Member to be disagreed with

### **Part 12 - Disclosure of interests**

- 12.1 Disclosure of interests

### **Part 13 - Voting**

- 13.1 Question - when put
- 13.2 Voting
- 13.3 Majorities required for decisions
- 13.4 Method of taking vote

### **Part 14 – Minutes of meetings**

- 14.1 Keeping of minutes
- 14.2 Content of minutes
- 14.3 Public inspection of unconfirmed minutes
- 14.4 Confirmation of minutes

### **Part 15 - Adjournment of meeting**

- 15.1 Meeting may be adjourned
- 15.2 Effect of adjournment

### **Part 16 – Revoking or changing decisions**

- 16.1 Requirements to revoke or change decisions
- 16.2 Limitations on powers to revoke or change decisions
- 16.3 Implementing a decision

### **Part 17 - Suspension of local law**

- 17.1 Suspension of local law
- 17.2 Where the local law does not apply
- 17.3 Cases not provided for in local laws

### **Part 18 - Meetings of electors**

- 18.1 Electors' general meetings



- 18.2 Matters for discussion at electors' general meetings
- 18.3 Electors' special meetings
- 18.4 Requests for electors' special meetings
- 18.5 Convening electors' meetings
- 18.6 Who presides at electors' meetings
- 18.7 Procedure for electors' meetings
- 18.8 Participation of non-electors
- 18.9 Voting at electors' meetings
- 18.10 Minutes of electors' meetings
- 18.11 Decisions made at electors' meetings

**Part 19 - Enforcement**

- 19.1 Penalty for breach
- 19.2 Who can prosecute

## LOCAL GOVERNMENT ACT 1995

Shire of Donnybrook-Balingup

**Meeting Procedures Local Law 2017**

Under the powers conferred by the *Local Government Act 1995* and under all other relevant powers, the Shire of Donnybrook-Balingup resolved on 23 August 2017 to make the following Local Law.

**Part 1 - Preliminary****1.1 Citation**

This local law may be cited as the *Shire of Donnybrook-Balingup Meeting Procedures Local Law 2017*.

**1.2 Commencement**

By virtue of section 3.14 of the Act, this local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

**1.3 Application and intent**

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

**1.4 Interpretation**

- (1) In this local law unless the context otherwise requires:

**absolute majority** has the meaning given to it in the Act;

**75% majority** has the meaning given to it in the Act;

**Act** means the *Local Government Act 1995*;

**CEO** means the Chief Executive Officer of the local government;

**committee** means a committee of the Council established under section 5.8 of the Act;

**committee meeting** means a meeting of a committee;

**Council** means the Council of the Shire of Donnybrook-Balingup;

**Criminal Code** means the *Criminal Code Act Compilation Act 1913*;

**local government** means the Shire of Donnybrook-Balingup;