

LOCAL GOVERNMENT ACT 1995



SHIRE OF
DOWERIN
TIN DOG TERRITORY

LOCAL LAW
(STANDING ORDERS) 2001

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LOCAL GOVERNMENT ACT 1995
SHIRE OF DOWERIN
(as published in Government Gazette GG002)
“Administrative Version”
STANDING ORDERS LOCAL LAW 2001

PART 1 – PRELIMINARY

1.1 Citation

- 1) This Local Law may be cited as the *Shire of Dowerin Standing Orders Local Law 2001*.
- 2) In the clauses to follow, this Local Law is referred to as “Standing Orders.”

1.2 Application

All meetings of the Council or a committee are to be conducted in accordance with the Act, the Regulations and these Standing Orders.

1.3 Interpretation

(1) In these Standing Orders unless the context otherwise requires—

“CEO” means the Chief Executive Officer or Acting Chief Executive Officer for the time being of the Shire of Dowerin;

“committee” means a committee of the Shire of Dowerin;

“Council” means the Council of the Shire of Dowerin;

“presiding member” means the person chairing the meeting;

“Regulations” means the *Local Government (Administration) Regulations 1996*;

“simple majority” is more than 50% of the members present and voting.

(2) Unless otherwise defined herein the terms and expressions used in the Standing Orders are to have the meaning given to them in the Act and Regulations.

1.4 Repeal

The following laws are repealed-

Shire of Dowerin Local Law (Standing Orders) 2001

Published in the Government Gazette 12th June 2001.

PART 2 – CALLING MEETINGS

2.1 Calling Committee Meetings

A meeting of a committee is to be held—

- a) if called for in a verbal or written request to the CEO by the presiding member of the committee, setting out the date and purpose of the proposed meeting;
- b) if called for by at least 1/3 of the members of the committee in a notice to the CEO, setting out the date and purpose of the proposed meeting; or
- c) if so decided by the committee.

2.2 Notice of Special Council Meetings

- 1) Subject to sub clause (2), the CEO is to convene a special meeting of the Council by giving each Council member at least 72 hours' notice of the date, time, place and purpose of the meeting.
- 2) Where there is a need to meet urgently, in the opinion of the President, the CEO may give notice of a special meeting of not less than 24 hours.

PART 3 – BUSINESS OF THE MEETING

3.1 Business to be Specified on Notice Paper

- 1) No business is to be transacted at any ordinary meeting of the Council other than that specified in the agenda, without the approval of the person presiding or a decision of the Council.
- 2) No business is to be transacted at a special meeting of the Council other than that given in the notice as the purpose of the meeting.
- 3) No business is to be transacted at a committee meeting other than that specified in the agenda or given in the notice as the purpose of the meeting, without the approval of the Presiding Member or a decision of the committee.
- 4) No business is to be transacted at an adjourned meeting of the Council or a committee other than that—
 - a) specified in the notice of the meeting which had been adjourned; and
 - b) which remains unresolved;except in the case of an adjournment to the next ordinary meeting of the Council or the committee, when the business unresolved at the adjourned meeting is to have precedence at that ordinary meeting.

3.2 Order of Business

- 1) Unless otherwise decided by the Council the order of business at any ordinary meeting of the Council is to be as follows—
 - a) Declaration of Opening/Announcement of Visitors
 - b) Public Question Time - general items
- agenda items
 - c) Apologies and Leave of Absence
 - d) Declaration of Members and Officers Financial Interests
 - e) Petitions/Deputations
 - f) Presidents Announcements
 - g) Confirmation of Minutes
 - h) Adoption of Standing, Occasional and Sundry Committee Meeting Minutes
 - i) Matters referred from Previous Meetings
 - j) Notice of Motion
 - k) Reports
 - l) Matters for Information of Members
 - m) Urgent Business approved by the Meeting
 - n) Meeting be Closed to Members of the Public
 - o) Closure

- 2) The order of business at any special meeting of the Council or at a committee meeting is to be the order in which that business stands in the agenda of the meeting.
- 3) Notwithstanding sub clauses (1) and (2) in the order of business for any meeting of the Council or a committee, the provisions of the Act and Regulations relating to the time at which public question time is to be held are to be observed.
- 4) Notwithstanding sub clause (1), the CEO may include on the agenda of a Council or committee meeting in an appropriate place within the order of business any matter which must be decided, or which he or she considers is appropriately decided, by that meeting.

3.3 Public Question Time

- 1) A member of the public who raises a question during question time is to state his or her name and address.
- 2) A question may be taken on notice by the Council or committee for a later response.
- 3) When a question is taken on notice under sub clause (2) a response is to be given to the member of the public in writing by the CEO, and a copy is to be given to each member of the Council or committee, and be included in the minutes of the meeting or the agenda of the next meeting.

3.4 Petitions/Deputation's

Petitions

A petition, in order to be effective, is to—

- a) be addressed to the President;
- b) be made by electors and residents of the district;
- c) state the request on each page of the petition;
- d) contain the names, addresses and signatures of the petitioners making the request, and the date signed;
- e) contain a summary of the reasons for the request;
- f) state the name and address of the person to which notice to the petitioners can be given;
- g) be in the form prescribed by the Act and *Local Government (Constitution) Regulations 1996* if it is;
 - i. a proposal to change the method of filling the office of President;
 - ii. a proposal to create a new district or the boundaries of the Local Government;
 - iii. a request for a poll on a recommended amalgamation;
 - iv. a submission about changes to wards, the name of a district or ward or the number of Councillors for a district or ward.

Deputations

- 1) A deputation wishing to be received by the Council or a committee is to apply in writing to the CEO who is to forward the written request to the President, or the Presiding Member.
- 2) The President or the Presiding Member may either approve the request, in which case the CEO is to invite the deputation to attend a meeting of the Council or committee, or may instruct the CEO to refer the request to the Council or committee to decide by simple majority whether or not to receive the deputation.
- 3) A deputation invited to attend a Council or committee meeting;

- a) is not to exceed five persons, only two of whom may address the Council or committee, although others may respond to specific questions from the members; and
 - b) is not to address the meeting for a period exceeding 15 minutes without the agreement of the meeting.
- 4) Any matter which is the subject of a deputation is not to be decided by the Council or that committee until the deputation has completed its presentation.

3.5 Confirmation of Minutes

- 1) If a member is dissatisfied with the accuracy of the minutes, then he or she is to—
 - a) state the item or items with which he or she is dissatisfied; and
 - b) propose a motion clearly outlining the alternative wording to amend the minutes.
- 2) Discussion of any minutes, other than discussion as to their accuracy as a record of the proceedings, is not permitted.

3.6 Announcements by the Person Presiding Without Discussion

- 1) At any meeting of the Council or a committee the person presiding may announce or raise any matter of interest or relevance to the business of the Council or committee, or propose a change to the order of business.
- 2) Any member may move that a change in order of business proposed by the person presiding not be accepted and if carried by a majority of members present, the proposed change in order is not to take place.

3.7 Matters for which Meeting may be Closed to the Public

For the convenience of members of the public, the Council or committee may identify by decision, early in the meeting, any matter on the agenda of the meeting to be closed to the public, and that matter is to be deferred for consideration as a latter item of the meeting.

3.8 Motions of which Previous Notice has been Given

- 1) Unless the Act, Regulations or these Standing Orders otherwise provide, a member may raise at a meeting such business as he or she considers appropriate, in the form of a motion, of which notice has been given in writing to the CEO.
- 2) A notice of motion under sub clause (1) is to be given at least eight (8) clear working days before the meeting at which the motion is moved.
- 3) A notice of motion is to relate to the good government of persons in the district.
- 4) The CEO—
 - a) with the agreement of the President, may exclude from the notice paper any notice of motion or question deemed to be out of order; or
 - b) may on his or her own initiative make such amendments to the form but not the substance thereof as will bring the notice of motion into due form; and
 - c) may under his or her name provide relevant and material facts and circumstances pertaining to the notice of motion on such matters as policy, budget and law.

- 5) No notice of motion is to be out of order because the policy involved is considered to be objectionable.
- 6) A motion of which notice has been given is to lapse unless—
 - a) the member who gave notice thereof, or some other member authorised by him or her in writing moves the motion when called on; or
 - b) the Council on a motion agrees to defer consideration of the motion to a later stage or date.
- 7) If a notice of motion is given and lapses in the circumstances referred to in sub clause (6)(a), notice of motion in the same terms or the same effect is not to be given again for at least 3 months from the date of such lapse.

3.9 Urgent Business Approved by the Presiding Person or by Decision of Members Present

- 1) In cases of urgency or other special circumstances, matters may, with the consent of the person presiding be raised without notice and decided by the meeting.
- 2) Any member may move that the urgent business proposed to be raised by the presiding person not be accepted and if carried by a majority of members present, the urgent business is not to be accepted.

PART 4 – PUBLIC ACCESS TO AGENDA MATERIAL

4.1 Inspection Entitlement

Members of the public have access to agenda material in the terms set out in Regulation 14 of the *Local Government (Administration) Regulations 1996*.

4.2 Confidentiality of Information Withheld

- 1) Information withheld by the CEO from members of the public under Regulation 14.2, of the Regulations, is to be:
 - a) identified in the agenda of a Council or committee meeting under the item “Matters for which meeting may be closed to the public”; and
 - b) marked “confidential” in the agenda.
- 2) A member of the Council or a committee or an employee of the Council in receipt of confidential information is not to disclose such information to any person other than a member of the Council or the committee or an employee of the Council to the extent necessary for the purpose of carrying out his or her duties.

PART 5 – DISCLOSURE OF FINANCIAL INTERESTS

5.1 Separation of Committee Recommendations

Where a member has disclosed an interest at a committee meeting, and that matter is contained in the recommendation to Council, then the recommendation concerned is to be separated on the agenda to enable the member concerned to declare the interest and leave the chamber prior to consideration of that matter only.

5.2 Member with an Interest may ask to be Present

- 1) If the member wishes to stay for the discussion but not participate, then only the nature of the interest needs to be disclosed, and the request made to Council.
- 2) If such a request is made, the member is to leave the room while the request is considered. If the request is allowed by the members, the member may return to the meeting and be present during the discussion or decision making procedure related to that matter, but is not permitted to participate in any way.

5.3 Member with an Interest may ask Permission to Participate

- 1) A member who discloses both the nature and extent of an interest, may request permission to take part in the consideration or discussion of the matter, or to vote on the matter.
- 2) If such a request is made, the member is to leave the room while the request is considered. If it is decided at a meeting that a member be permitted to participate in the consideration and discussion of the matter or to vote on the matter, then the member may return to participate to the extent permitted.

5.4 Invitation to Return to Provide Information

Where a member has disclosed an interest in a matter and has left the room in accordance with the Act, the meeting may resolve to invite the member to return to provide information in respect of the matter or in respect of the member's interest in the matter and in such case the member is to withdraw after providing the information.

5.5 Disclosures by Employees

- 1) If an employee within the meaning of section 5.70 of the Act, presents a written report to a meeting, on a matter in which the employee has an interest, the nature of the interest is to be disclosed at the commencement of the report.
- 2) If such an employee makes a verbal report to a meeting on a matter in which the employee has an interest, the employee is to preface his or her advice to the meeting by verbally disclosing the nature of the interest.

PART 6 – QUORUM

6.1 Quorum to be Present

- 1) The Council or a committee is not to transact business at a meeting unless a quorum is present.

6.2 Loss of Quorum During a Meeting

- 1) If at any time during the course of a meeting a quorum is not present—
 - a) in relation to a particular matter because of a member or members leaving the meeting after disclosing a financial interest, the matter is adjourned until either—
 - i. a quorum is present to decide the matter; or
 - ii. the Minister allows a disclosing member or members to preside at the meeting or to participate in discussions or the decision making procedures relating to the matter under section 5.69 of the Act; or

- b) because of a member or members leaving the meeting for reasons other than disclosure of a financial interest, the person presiding is to suspend the proceedings of the meeting for a period of ten minutes, and if a quorum is not present at the end of that time, the meeting is deemed to have been adjourned and the person presiding is to reschedule it to some future time or date having regard to the period of notice which needs to be given under the Act, Regulations, or the Standing Orders when calling a meeting of that type.
- 2) Where debate on a motion is interrupted by an adjournment under sub clause (1)(b)-
- a) the debate is to be resumed at the next meeting at the point where it was so interrupted.

PART 7 – KEEPING OF MINUTES

7.1 Content of Minutes

In addition to the matters contained in Regulation 11 of the Regulations, the content of minutes of a meeting of the Council or a committee is to include, where an application for approval is declined or the authorisation of a licence, permit, or certificate is otherwise withheld or cancelled, the reasons for the decision.

7.2 Preservation of Minutes

Minutes including the agenda of each Council and committee meeting are to be kept as a permanent record of the activities of the Local Government and are to be transferred to the Public Records Office, being a directorate of the Library and Information Service of Western Australia, in accordance with the retention and disposal policy determined by that office from time to time.

PART 8 – CONDUCT OF PERSONS AT COUNCIL AND COMMITTEE MEETINGS

8.1 Official Titles to be Used

Members of the Council are to speak of each other in the Council or committee by their respective titles of President or Councillor. Members of the Council, in speaking of or addressing employees, are to designate them by their respective official titles or by title and surname.

8.2 Leaving Meetings

During the course of a meeting no member is to enter or leave the meeting without first advising the person presiding, so that the time of entry or departure can be recorded in the minutes.

8.3 Adverse Reflection

- 1) No member of the Council or a committee is to reflect adversely upon a decision of the Council or committee except on a motion that the decision be revoked or changed.
- 2) No member of the Council or a committee is to use offensive or objectionable expressions in reference to any member, employee of the Council, or any other person.

8.4 Recording of Proceedings

- 1) No person is to use any electronic, visual or vocal recording device or instrument to record the proceedings of the Council or a committee without the written permission of the Council.
- 2) This does not apply if the record is taken by or at the direction of the CEO, with the permission of the Council or committee.

8.5 Prevention of Disturbances

- 1) Any member of the public addressing the Council or a committee is to extend due courtesy and respect to the Council or committee and the processes under which they operate and must take direction from the person presiding whenever called upon to do so.
- 2) No person observing a meeting, is to create a disturbance at a meeting, by interrupting or interfering with the proceedings, whether by expressing approval or dissent, by conversing or by any other means.

PART 9 – CONDUCT OF MEMBERS DURING DEBATE

9.1 Members Wishing to Speak

Every member of the Council wishing to speak is to indicate by show of hands.

9.2 Priority

In the event of two or more members of the Council wishing to speak at the same time, the person presiding is to decide which member is entitled to be heard first. The decision is not open to discussion or dissent.

9.3 The Person Presiding to Take Part in Debates

The person presiding may take part in any discussion subject to the compliance to meeting procedure contained in these Standing Orders.

9.4 Relevance

Every member of the Council is to restrict comment to the motion or amendment under discussion, or to a personal explanation or point of order.

9.5 Members Not to Speak After Conclusion of Debate

No member of the Council is to speak to any question after it has been put by the person presiding.

9.7 Members Not to Interrupt

No member of the Council is to interrupt another member whilst speaking unless—

- a) to raise a point of order;
- b) to call attention to the absence of a quorum;
- c) to make a personal explanation under clause 10.16; or
- d) to move a motion under clause 11(1)(e).

9.9 Re-Opening Discussion on Decisions

No member of the Council is to re-open discussion on any decision, except for the purpose of moving that the decision be revoked or changed.

PART 10 – PROCEDURES FOR DEBATE OF MOTIONS

10.1 Motions to be Stated

A motion or amendment must be moved before speaking to it.

10.2 Motions to be Supported

No motion or amendment to a motion is open to debate until it has been seconded or has the required support of the meeting. If a motion is not seconded, or does not have the required support, the motion lapses and the presiding member moves to the next item of business.

10.3 Unopposed Business

- 1) Upon a motion being moved and seconded, the person presiding may ask the meeting if any member opposes it.
- 2) If no member signifies opposition to the motion the person presiding may declare the motion in sub clause (1) carried without debate and without taking a vote on it.
- 3) A motion carried under sub clause (2) is to be recorded in the minutes as a unanimous decision of the Council or committee.
- 4) If a member signifies opposition to a motion the motion is to be dealt with according to this Part.
- 5) This clause does not apply to any motion or decision to revoke or change a decision which has been made at a Council or committee meeting.

10.4 Only One Motion Considered

When a motion is under debate at any meeting, no further motion is to be accepted.

10.5 Breaking Down of Complex Questions

The person presiding, or at the request of a member, may order a complex question to be broken down and put in the form of several motions, which are to be put in sequence.

10.6 Order of Call in Debate

The person presiding is to call speakers to a motion in the following order—

- a) the mover to state the motion
- b) a seconder to the motion
- c) the mover to speak to the motion
- d) the seconder to speak to the motion
- e) other speakers against and for the motion, alternating in view, if any
- f) mover takes right of reply which closes debate.

10.7 Limit of Debate

The person presiding may offer the right of reply and put the motion to the vote if he or she believes sufficient discussion has taken place and all members have had the opportunity to speak at least once.

10.8 Member May Require Questions to be Read

Any member may require the question or matter under discussion to be read at any time during a debate, but not so as to interrupt any other member whilst speaking.

10.9 Consent of Secunder Required to Accept Alteration of Wording

The mover of a motion may not alter the wording of the motion without the consent of the seconder.

10.10 Order of Amendments

Any number of amendments may be proposed to a motion, but when an amendment is moved to a motion, no second or subsequent amendment is to be moved or considered until the first amendment has been withdrawn or lost.

10.11 Amendments Must Not Negate Original Motion

No amendment to a motion can be moved which negates the original motion or the intent of the original motion.

10.12 Mover of Motion Not to Speak on Amendment

On an amendment being moved, if the person who moved the motion does choose to speak to the amendment, the right of reply is forfeited by that person.

10.13 Motion under Amendment

If an amendment to a motion is carried, the motion as amended then becomes the motion, on which any member may speak and any further amendment may be moved.

10.14 Withdrawal of Motion and Amendments

Council may, without debate, grant leave to withdraw a motion or amendment upon request of the mover of the motion or amendment and with the approval of the seconder provided that there is no voice expressed to the contrary view by any member, in which case discussion on the matter can continue.

10.15 Limitation of Withdrawal

Where an amendment has been proposed to a motion, the motion is not to be withdrawn, except by consent of the majority of members present, until the amendment proposed has been withdrawn or lost.

10.16 Personal Explanation

No member is to speak at any meeting, except upon the matter before the Council, unless it is to make a personal explanation. Personal explanation allows a member to clarify parts of a former speech which may have been misunderstood.

10.17 Personal Explanation — When Heard

A member wishing to make a personal explanation is entitled to be heard immediately. However, if the member speaking declines the explanation at that time, then the explanation is to occur at the conclusion of the speech in progress.

10.18 Ruling on Questions of Personal Explanation

The ruling of the person presiding on the admissibility of a personal explanation is final unless a motion of dissent with the ruling is moved before any other business proceeds.

10.19 Right of Reply

- 1) The mover of a motion has the right of reply after which no other member is to speak.
- 2) The right of reply is to be confined to rebutting arguments raised by previous speakers and no new matter is to be introduced.

10.20 Right of Reply Provisions

The right of reply is governed by the following provisions—

- a) if no amendment is moved to the motion, the mover may reply at the conclusion of the discussion on the motion;
- b) if an amendment is moved to the motion the mover of the motion is to take the right of reply at the conclusion of the vote on any amendments;
- c) the mover of any amendment does not have a right of reply;
- d) once the right of reply has been taken, there can be no further discussion, nor any other amendment and the original motion or the original motion as amended is immediately put to the vote.

PART 11 — PROCEDURAL MOTIONS

11.1 Permissible Procedural Motions

In addition to proposing a properly worded amendment to a motion, it is permissible for a member to move the following procedural motions—

- a) that the Council (or committee) proceed to the next business;
- b) that the question be adjourned;
- c) that the Council (or committee) now adjourn;
- d) that the question be now put;
- e) that the member be no longer heard;
- f) that the ruling of the person presiding be disagreed with;
- g) that the meeting be closed to members of the public, if the motion relates to a matter under section 5.23 of the Act.

11.2 No Debate on Procedural Motions

- 1) The mover of a motion stated in each of paragraphs (a), (b), (c), (f) and (g) of clause 11.1 may speak to the motion for not more than five minutes, the seconder is not to

speak other than to formally second the motion, and there is to be no debate on the motion.

- 2) The mover of a motion stated in each of paragraphs (d) and (e) of Clause 11.1 may not speak to the motion, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.

11.3 Procedural Motions – Closing Debate – Who May Move

No person who has moved, seconded, or spoken for or against the motion, or any amendment may move any procedural motion which, if carried, would close the debate on the motion or amendment.

11.4 Procedural Motions – Right of Reply

The mover of the original motion still has the right of reply.

PART 12 – EFFECT OF PROCEDURAL MOTIONS

12.1 Council (or Committee) to Proceed to the Next Business – Effect of Motion

The motion “that the Council (or Committee) proceed to the next business”, if carried, causes the debate to cease immediately and for the Council (or committee) to move to the next business of the meeting. No decision will be made on the motion being discussed, nor is there any requirement for the matter to be again raised for consideration.

12.2 Question to be Adjourned – Effect of Motion

- 1) The motion “that the question be adjourned”, if carried, causes all debate on the motion or amendment to cease but to continue at a time stated in the motion.
- 2) If the motion is carried at a meeting of the Council the provisions of clause 10.7 apply when the debate is resumed.

12.3 Council (or Committee) to Now Adjourn – Effect of Motion

- 1) The motion “that the Council (or committee) now adjourn”, if carried, causes the meeting to stand adjourned until it is re-opened at which time the meeting continues from the point at which it was adjourned, unless the person presiding or a simple majority of members upon vote, determine otherwise.
- 2) Where debate on a motion is interrupted by an adjournment under sub clause (1) the debate is to be resumed at the next meeting at the point where it was so interrupted.

12.4 Questions to be Put – Effect of Motion

- 1) The motion “that the question be now put”, if carried during discussion of a motion without amendment, causes the person presiding to offer the right of reply and then immediately put the matter to the vote without further debate.
- 2) This motion, if carried during discussion of an amendment, causes the person presiding to put the amendment to the vote without further debate.

3) This motion, if lost, causes debate to continue.

12.5 Member to be No Longer Heard — Effect of Motion

The motion “that the member be no longer heard”, if carried, causes the person presiding to not allow the speaker against whom the motion has been moved to speak to the current motion or any amendment relating to it, except to exercise the right of reply if the person is the mover of the motion.

12.6 Ruling of the Person Presiding Disagreed With — Effect of Motion

The motion “that the ruling of the person presiding be disagreed with”, if carried, causes the ruling of the person presiding about which this motion was moved, to have no effect and for the meeting to proceed accordingly.

12.7 Meeting to be Closed to Members of the Public — Effect of Motion

- 1) Subject to any deferral under clause 3.8 or other decision of the Council or committee, this motion, if carried, causes the general public and any officer or employee the Council or committee determines, to leave the room.
- 2) When the public have been readmitted to the meeting, the person presiding, unless the Council or committee decides otherwise, is to read aloud the resolution(s) including the votes of the members to be recorded in the minutes under section 5.21 of the Act.
- 3) A person who is a Council member, a committee member, or an employee is not to publish, or make public any of the discussion taking place on a matter closed to the public, but this prohibition does not extend to the actual decision made as a result of such discussion and other information properly recorded in the minutes.

PART 13 — MAKING DECISIONS

13.1 Question — When Put

When the debate upon any question is concluded and the right of reply has been exercised the person presiding shall immediately put the question to the Council or the committee, and if so desired by any member of the Council or committee, shall again state it.

13.2 Question — Method of Putting

If a decision of the Council or a committee is unclear or in doubt, the person presiding shall put the motion or amendment as often as necessary to determine the decision from a show of hands or other method agreed upon so that no voter's vote is secret, before declaring the decision.

PART 14 — IMPLEMENTING DECISIONS

14.1 Implementation of a Decision

- 1) A decision of the Council or Committee is to be implemented except when a notice of motion to revoke or change the decision is received before any action has been

taken to implement that decision. This notice of motion must have the required number of members to support it and either be—

- a) indicated by a show of hands if given during the same meeting at which the decision was made; or
 - b) in writing if after the closure of the meeting.
- 2) Implementation of a decision is only to be withheld under sub clause (1) if the effect of the change proposed in a notice of motion would be that the decision would be revoked or would become substantially different.
- 3) The Council shall not vote on a motion to revoke or change a decision—
- a) if action has been taken to implement the decision; or
 - b) where the decision concerns the issue of an approval or the authorisation of a licence, permit or certificate, and where that approval or authorisation of a licence, permit or certificate has been put into effect by the Council in writing to the applicant or the applicant's agent by an employee of the Council authorised to do so;
 - c) without having considered a statement of impact prepared by or at the direction of the CEO of the legal and financial consequences of the proposed revocation or change.

PART 15—PRESERVING ORDER

15.1 The Person Presiding to Preserve Order

The person presiding is to preserve order, and may call any member or other person in attendance to order, whenever, in his or her opinion, there is cause for so doing.

15.2 Demand for Withdrawal

A member at a meeting may be required by the person presiding, or by a decision of the Council or committee, to apologise and unreservedly withdraw any expression which is considered to reflect offensively on another member or an employee, and if the member declines or neglects to do so, the person presiding may refuse to hear the member further upon the matter then under discussion and call upon the next speaker.

15.3 Points of Order — When to Raise — Procedure

Upon a matter of order arising during the progress of a debate, any member may raise a point of order including interrupting the speaker. Any member, who is speaking when a point of order is raised, is to immediately stop speaking while the person presiding listens to the point of order.

15.4 Points of Order — When Valid

The following are to be recognised as valid points of order—

- a) that the discussion is of a matter not before the Council or committee;
- b) that offensive or insulting language is being used;
- c) drawing attention to the violation of any written law, or policy of the Local Government, provided that the member making the point of order states the written law or policy believed to be breached.

15.5 Points of Order — Ruling

The person presiding is to give a decision on any point of order that is raised by either upholding or rejecting the point of order.

15.6 Points of Order – Ruling Conclusive, Unless Dissent Motion is Moved

The ruling of the person presiding upon any question of order is final, unless a majority of the members support a motion of dissent with the ruling.

15.7 Points of Order Take Precedence

Notwithstanding anything contained in these Standing Orders to the contrary, all points of order take precedence over any other discussion and until decided, suspend the consideration and decision of every other matter.

15.8 Precedence of Person Presiding

- 1) When the person presiding calls for order during the progress of a debate, any member then speaking, shall cease to speak and every member present shall preserve strict silence so that the person presiding may be heard without interruption.
- 2) Sub clause (1) is not to be used by the person presiding to exercise the right provided in clause 9.3, but to preserve order.

15.9 Right of the Person Presiding to Adjourn Without Explanation to Regain Order

If a meeting ceases to operate in an orderly manner, the person presiding may use discretion to adjourn the meeting for a period of up to fifteen minutes without explanation, for the purpose of regaining order. Upon resumption, debate is to continue at the point at which the meeting was adjourned. If at any one meeting, the person presiding has cause to further adjourn the meeting, such adjournment may be to a later time on the same day or to any other day.

PART 16 – ADJOURNMENT OF MEETING

16.1 Meeting may be Adjourned

- 1) The presiding person may decide to adjourn any meeting to a later time on the same day or any other day.
- 2) Any member may move that the adjournment not take place and if carried by the majority of members present then the adjournment will not take place.

16.2 Limit to Moving Adjournment

No member is to move or second more than one motion of adjournment during the same sitting of the Council or committee.

16.3 Unopposed Business – Motion for Adjournment

On a motion for the adjournment of the Council or committee, the person presiding, before putting the motion, may seek leave of the Council or committee to proceed to the transaction of unopposed business.

16.4 Withdrawal of Motion for Adjournment

The mover, with the consent of the seconder may withdraw a motion or an amendment relating to the adjournment of the Council or a committee, except that if any member objects to the withdrawal, debate of the motion is to continue.

16.5 Time to Which Adjourned

The time to which a meeting is adjourned for want of a quorum, by the person presiding to regain order, or by decision of the Council, may be to a specified hour on a particular day or to a time which coincides with the conclusion of another meeting or event on a particular day.

PART 17 – COMMITTEES OF THE COUNCIL

17.1 Establishment and Appointment of Committees

A committee is not to be established except on a motion setting out the proposed functions of the committee and either—

- a) the names of the Council members, employees and other persons to be appointed to the committee; or
- b) the number of Council members, employees and other persons to be appointed to the committee and a provision that they be appointed by a separate motion.

17.2 Appointment of Deputy Committee Members

- 1) The Council may appoint one or more persons to be the deputy or deputies to act on behalf of a member of a committee whenever that member is unable to be present at a meeting thereof and where two or more deputies are so appointed they are to have seniority in the order determined by the Council.
- 2) Where a member of a committee does not attend a meeting thereof a deputy of that member, selected according to seniority, is entitled to attend that meeting in place of the member and act for the member, and while so acting has all the powers of that member.

17.3 Presentation of Committee Reports

When the report or recommendations of a committee are placed before the Council, the adoption of recommendations of the committee is to be moved by—

- a) the Presiding Member of the Committee if the Presiding Member is a Council member and is in attendance; or
- b) a Council member who is a member of the committee, if the Presiding Member of the Committee is not a Council member, or is absent; or
- c) otherwise, by a Council member who is not a member of the committee.

17.4 Reports of Committees – Questions

When a recommendation of any committee is submitted for adoption by the Council, any member of the Council may direct questions directly relating to the recommendation through the person presiding to the Presiding Member or to any member of the committee in attendance.

17.5 Permissible Motions on Recommendation From Committee

A recommendation made by or contained in the minutes of a committee may be adopted by the Council without amendment or modification, failing which, it may be—

- a) rejected by the Council and replaced by an alternative decision; or
- b) amended or modified and adopted with such amendment or modification; or
- c) referred back to the committee for further consideration.

17.6 Standing Orders Apply to Committees

Where not otherwise specifically provided, these Standing Orders apply generally to the proceedings of committees.

PART 18 – ADMINISTRATIVE MATTERS

18.1 Suspension of Standing Orders

- 1) The Council or a committee may decide, by simple majority vote, to suspend temporarily one or more of the Standing Orders.
- 2) The mover of a motion to suspend temporarily any one or more of the Standing Orders is to state the clause or clauses to be suspended, and the purpose of the suspension.

18.2 Cases not Provided for in Standing Orders

The person presiding is to decide questions of order, procedure, debate, or otherwise in cases where these Standing Orders and the Act and Regulations are silent. The decision of the person presiding in these cases is final, except where a motion is moved and carried under clause 11.1(f).

18.3 Enforcement of Standing Orders

Whenever any person is alleged to be in breach of these Standing Orders or of any of their provisions, the President may lay, or in writing cause to be laid, the information before a Justice of the Peace for the purpose of summoning the persons offending and shall afterwards appear and prosecute the charge or arrange for the charge to be prosecuted.

18.4 Duty of Chief Executive Officer

It is the duty of the Chief Executive Officer to draw the attention of the Council any breach or likely breach of these Standing Orders, even if it requires interrupting any person speaking, including the President.

PART 19 – COMMON SEAL

19.1 The Council's Common Seal

- 1) The CEO is to have charge of the common seal of the Local Government, and is responsible for the safe custody and proper use of it.
- 2) The common seal of the Local Government may only be used on the authority of the Council given either generally or specifically and every document to which the seal is affixed must be signed by the President and the CEO or a senior employee authorised by him or her.

- 3) The common seal of the Local Government is to be affixed to any local law that is made by the Local Government.
- 4) The CEO is to record in a register each date on which the common seal of the Local Government was affixed to a document, the nature of the document, and the parties to any agreement to which the common seal was affixed.
- 5) Any person who uses the common seal of the Local Government or a replica thereof without authority commits an offence.

Penalty not exceeding \$5000.

Dated this 18th day of December 2001.

The Common Seal of the Shire of Dowerin is hereunto affixed by authority of a resolution of Council

in the presence of—

N.T. HENNING, Shire President.

L. CHRICHTON, Chief Executive Officer.