



Workshop Program

Tuesday 8 August 2017 commencing at 6.15pm

Reception Room, Civic Centre, 128 Prospect Road, Prospect

Workshop Chair: Cate Hart, Chief Executive Officer

Workshop Opening

- Apologies – Cr A De Backer
- On Leave

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Meeting Close

Workshop Guidelines

The following details provide an overview of the procedures to be observed:

1. The Workshop will be held on the first and second Tuesday of each month, other than January of each year, between the hours of 6.15pm and 9.30pm (commencing with a light meal for elected members and staff), for the term of the Council or until the Council determines to discontinue the Workshop structure.
2. The need for extraordinary Workshops will be assessed and determined by the CEO.
3. The Workshops will be held in the Reception Room, Civic Centre, 128 Prospect Road, Prospect SA 5082.
4. The time, date and location may be subject to change by the CEO where necessary.
5. The Workshops will be open to the public and media. Notice of a Workshop and the program for a Workshop is to be placed on the Council's website.
6. A confidentiality declaration may be determined by either the Council or CEO in accordance with Council's Informal Gatherings Policy.
7. No decisions will be made at the Workshops. There will be the opportunity for discussion and questions and answers only, and the provision of guidance to the Administration.
8. The CEO or proxy will convene and chair the Workshop to ensure the smooth running of the meeting. The proxy will be determined by the CEO on a needs basis.
9. All Elected Members will be encouraged to attend.
10. The CEO will ensure the Program and papers for the Workshop, which will include Agenda items for the following Council Meeting, will be provided to members by the Friday preceding the Workshop to allow time for members to read the reports and prepare their questions prior to the Workshop.
11. Notes will be made of the general issues and items covered by the Workshop, given that no decisions can be made, and distributed to Elected Members for information.
12. The format for the Workshop may vary on a meeting by meeting basis and could include training, planning, presentations, and discussions.
13. The format for the Workshop will be determined by the CEO.
14. External parties may make Presentations/deputations to the Workshop, subject to prior agreement by the CEO.
15. Elected Members, employees and consultants will be required to disclose any financial and/or conflicts of interest in matters to be discussed. The disclosure of such interest and participation in the Workshop will need to be made as if the matter was considered in accordance with the Local Government Act 1999. A record of the disclosures of interest will be made and maintained by the CEO.

Workshop Protocol

The protocols are a set of guiding principles that aim to achieving enhanced, meaningful engagement of members and to facilitate an equal and equitable participation of all members.

The individual members commitment to active listening and disciplined talking, displaying both courtesy and respect to other members is paramount.

1. The Chair ensures that every members' input is heard and not overlooked or lost, and will enforce a limit on speakers' time when it is best required.
2. No rank and/or officer position of administrative or governance authority recognised within the workshop (except for the Chair), and protocols are enforced when deemed necessary.
3. Members and staff are to be addressed by their first name and not by their title of office they hold.
4. Discussion must be focussed on the issues and matters being the subject of discussion.
5. One member speaking at a time is a right, and must be enjoyed by all members.
6. Interrupting another member speaking is not desired and members are encouraged to exercise restraint for the benefit of all concerned. Equally, there should be no dialogue between members and person(s) in the gallery that interrupts the workshop discussion.
7. No ridicule, blame or shame to be expressed and/or exchanged during the workshop and care should always be taken with the words used in debate.
8. Problems and solution expressed by members are a healthy part of the discussion and may lead to positive outcomes, and should not be frowned upon but rather encouraged.
9. Although it is not a decision-making forum, it is an important part of ensuring a well-informed and enhanced decision-making process for Council.
10. The imperatives for a successful conduct of these workshops are that all members need to work together, displaying courtesy and respect to each other.

It is important that all members recognise the above list of protocols is not about rules; protocols are a set of guiding principles that are agreed on and committed to by all participating members.

Notes from previous workshop

Notes from Workshop 1 August 2017

Chair: Cate Hart, Chief Executive Officer
Present: K Barnett, T Evans, A De Backer, A Harris, M Standen, M Lee, M Groote, M Larwood
Apologies: D O'Loughlin

Notes from previous workshop held on 18 July 2017

- Taken as read.

1. Resident Satisfaction Survey

Cate Hart introduced David O'Dea and Susan Mattner (McGregor Tan), consultants engaged to undertake the 2017 Resident Satisfaction Survey to measure the relative satisfaction of our Community in the delivery of council services.

The discussion included:

- Objectives and required outcomes:
- Reaching 300 respondents represented as 75 residents per ward = 2015 level
- Methodology to be multi modal; proposing half via telephone and half online, to ensure reach of younger demographic (balanced representation) and to undertake in their own time.
- Benchmarking across Councils as a key measure of the overall satisfaction rating.
- Importance Satisfaction Matrix: is a tool to be able to prioritise what our earlier attention may be place on.
- Analysis & Reporting: will provide an infographic on the Strategic Plan themes.

Elected Member comments and questions included:

- Will the respondents be provided background to a question before answering? Yes.
- We received comments from the last survey that it took too long to complete.
- Do we preset the standard or level of demographic? *We start with setting some soft levels.*
- I am also interested in the Governments option of using an 'engagement hub'. *We do this randomly as a true representation of what the community is thinking.*
- We often approach the youth in our engagement, this survey starts at the age of 18 is that a consent issue. *Yes, staff will consider how we can engage youth in gaining their views.*
- What are the thoughts surrounding reaching the under 18's to capture the views of our youth? *There may be an opportunity to have another survey. Use a different form of engagement, do a follow up survey with some of the families.*
- An option may be to quarantine 20-30 out of the target 300 to get at least a sense of what the youth are thinking.
- How do we select online versus telephone respondents? *We have a panel gathered over many years for various surveys where people have opted in with both phone numbers and emails and we invite them.*
- Are there any ward specific information requirements? *We use engagement strategies for a more localised approach.*
- Residents have commented that they would like to see the survey result.
- Can we publish a dataset for public access (open data)? *We can look into how best to do this.*

Where to from here

- Workshop Session #2 – Findings Analysis

2. Proposed Motions – LGA Annual General Meeting 2017

Discussion was held surrounding the status of current items on the LGA Agenda and new items that may be of benefit to the Community, suggestions included:

- Seek interest from the Local Government sector in establishing 'open data sets' for shared use in a consumable format;

- Seek interest from the Local Government sector to develop a standard 'Chart of Accounts' to be used for the capture and reporting of financial information in the general ledger;
 - After further discussion this item will not be pursued at this time.
- Request the Local Government Association to liaise with the Attorney General to establish guidelines for the issuing of Family Court Order's where it may involve the use of a community facility for child visitation arrangements.
- Request the Local Government Association to liaise with SA Health to consider aligning government data needs with those provided by regulated bodies such as the Eastern Health Authority.
- Request the Local Government Association to liaise with essential service providers on the condition of Council and public infrastructure after completion of works and remediation improvements.

Elected Member comments and questions included:

- What is the best approach to receiving information on the previous resolutions? *It is provided twice a year in the papers for the AGM/OGM. Staff will follow this up and provide an update.*
- Can we include a timeline in the Notice of Motion's? *Yes although the proposed Governance changes within the Local Government Association may require draft motions be vetted through the Metropolitan LG Group before being considered by AGM/OGM to align with the approach used by regional Local Government Associations.*

Where to from here

- Workshop Session #2 will be undertaken
- Report to September Council Meeting

3. Affordable Housing Conference

Cr Alison De Backer provided a briefing on the learnings from recent attendance at the Affordable Housing Conference and the role of the Local Government sector in the development of policy, how we consult with our community and the need to have an aspirational vision.

Elected Member comments and questions included:

- We lack transitional space for the older people going from home to a residential facility, the missing link is the 'granny flat'. Has policy prevented this?
- Can homeowners extend their house? *Yes that is the simpler option; it is still a single dwelling.*
- Were there any historic considerations of how past generations bought into the property market? Was there a link with affordability and negative gearing? Was it about cheap to buy versus cheap to live in (materials quality)?
- Underutilization of housing is becoming an issue where many remain empty. This may be an opportunity for our Home and Community Care Team to connect the older community with those looking for accommodation.

4. North Parklands - Update

Cate Hart advised City of Prospect is progressing a partnered approach with the City of Adelaide to develop a concept plan for the North Parklands. .

The project is being funded by the State Government and will be a pilot project on how the City of Adelaide will work in partnership with adjoining Councils. A partnered agreement, steering committee and governance arrangements around the dispersal of funds is currently being developed.

Elected Member comments and questions included:

- What is the status of the Aquatic Centre? *It is outside the project area.*
- Do we have an idea of timelines? *In a month ACC will put a report to APLA, and the project will progress to try and meet the mid-year budget review.*
- Will the comments from a previous workshop be considered? *Yes we will use that to inform the development of the detailed concept plan.*

Where to from here

- Workshop to frame our vision for the concept plan.

Workshop closed at 8.20pm

Workshop Items

1 Leasing and Licensing Policy review

Responsible Director: Ginny Moon

Expected Duration: 45 minutes

Presented by: Lesley Golley, Property Officer

Council currently has 17 assets being leased on peppercorn terms. Several of those assets are unoccupied for half of the year or are being occupied intermittently.

At the 7 February 2017 Workshops, staff presented the Asset Management System used to guide the maintenance, renewal and disposal of Councils building and structural assets. Performance ratings were explained as a set of 13 criteria including condition, functionality, safety, compliance and strategic alignment.

Some of the comments/questions raised by Elected Members at the Workshop included the following:-

- opportunity to consider co-occupation of the sites
- maintenance and capital investments of the assets
- desire for higher occupancy

This Workshop is to seek feedback from Elected Members regarding the overall Policy relating to Leases and Licenses, including what approach City of Prospect would like to take to leasing in the future to enable us to deliver the targets of Council's Strategic Plan.

During the session, we will work through what is currently included in the existing Policy, what works, what requires a review, and present to Elected Members some proposed changes to the existing Policy.

Attachments:

Nil.

2 Community Engagement Policy and Toolkit Stage 2

Responsible Director: Nathan Cunningham

Expected Duration: 45 minutes

Presented by: Brendan Lott, Manager Community Development

This is stage 2 of a discussion to understand the requirements of Elected Members for the renewal of Council's Community Engagement and Consultation Policy.

Comments captured from the previous Council Workshop include the following:

- Ensure that all community engagement opportunities are easily found and clear, located in a consistent 'place' for residents to go to and able to find all relevant information.

- Link with Councils Communications Strategy.
- It should be more about 'doing with' rather than 'doing for'.
- Incorporate elements from the 'LGA Community Engagement Handbook'.
- Develop a consultative culture within the organisation.
- Ensure traffic management issues associated with any works is communicated clearly i.e. traffic delays.
- Guidelines for staff to implement the Policy should be separated from the Policy document.

The suggested new Policy has removed all of the procedural guidelines for staff and instead captured them within a comprehensive 'Toolkit', drawing upon the LGA 'Community Engagement Handbook' as well as elements taken from other Council's procedural documents, notably Unley and Charles Sturt.

The Toolkit has been developed as a step-by-step guide for staff to plan, promote, deliver and report on effective community engagement with application to operational, small-scale consultations through to larger-scale strategic engagements.

A re-worked Policy and the Toolkit will be presented at this Workshop for Elected Members to consider and provide comment prior to finalisation of both documents.

Attachments:

The Contents and Framework of the proposed Toolkit are provided for consideration prior to discussion at the Workshop.

3 Intelligent Communities Forum

Responsible Director: Cate Hart, Chief Executive Officer

Expected Duration: 30 minutes

Presented by: Cr Matt Larwood

The Intelligent Community Forum (ICF) is a global network of cities and regions with a shared mission to help communities use information and communications technology to create inclusive prosperity, tackle social and governance challenges and enrich their quality of life. Through collaboration on a regional level, working with different tiers of government, incentivising business, and establishing strong connections with the educational and R&D sectors, there are many initiatives being delivered that create cities where citizens thrive in the broadband economy.

Cr Larwood recently attended the ICF Summit in New York, and will present on his experience there and the lessons for City of Prospect.

Attachments:

Nil

4 Review Code of Practice – Meeting Procedures

Responsibility: Cate Hart, Chief Executive Officer

Expected Duration: 30 minutes

Presented by: Jo-Ann Tanti, Manager Governance & Administration

The current Code of Practice - Meeting Procedures for Meetings of Council and Council Standing Committees is provided at Attachments 1 – 31.

Regulation 6 provides the ability for Council to vary some of the Regulations subject to the requirements of the Act; and

- a resolution supported by at least two-thirds of the members of the council entitled to vote on the resolution;
- at least once in every financial year, review the operation;

The Code also includes standard templates for Council and Committee Meeting agendas.

Attachments:

Current Code of Practice – Meeting Procedures

Future Workshop and Council Agenda Items

Members may seek advice as to the purpose, or intended resolutions planned for the next Council meeting. These items are subject to change.

Council Meeting 22/08/2017

- Audit Committee - Annual Report
- Open Space Report
- Community Land Management Plan adoption
- Proposed Motions & Voting Delegates to LGA AGM
- Fourth Budget Review
- Community Engagement Policy and Toolkit
- DAP to CAP and New Members
- CLIC Project Update
- Environmental Action Plan - Draft Consultation
- Mayoral Monthly Report
- Annual Business Plan - Capital and Operation Projects Progress Report
- Business Incubator – Governance and Risk Strategy
- Urban Design Awards
- Prospect Fast Wi-Fi – Sponsorship Agreement with Vintek

Council Workshop 05/09/2017

- Main North Road Masterplan
- Events Hot Weather Policy (Stage 2) - Draft Policy
- Tourrific Prospect 2018 - Event Planning
- Urban Corridor Zone DPA

Council Workshop 12/09/2017

- Resident Satisfaction Survey - Findings Analysis
- Review of 17/18 Budget Process
- Cultural Heritage Policy (tentative)

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ABOUT THIS TOOLKIT

City of Prospect has a decentralised model of community engagement, which means that there is no one staff member responsible for managing and undertaking engagement initiatives. Anyone who manages a project or initiative that requires community engagement is responsible for planning, undertaking, managing, administering and reporting on their own community engagement initiatives.

This toolkit is designed to assist staff to undertake effective community engagement and is a step-by-step guide to planning, promoting, delivering and reporting on effective community engagement. The processes outlined in this document are based on leading community engagement practices aligned to Council's Community Engagement Policy, the Local Government Association of South Australia's Community Engagement Handbook and the principles of the International Association of Public Participation (IAP2)¹.

The toolkit applies to operational, small-scale consultations through to larger-scale strategic engagements undertaken, with the exception of notifications relating to development applications and other specific statutory notifications. Legislative requirements or Council policies that dictate specific statutory requirements naturally take precedence.

The toolkit is based on a 5 stage process for engagement. Users are encouraged to work through each stage and refer to the supporting materials and examples.

A template has been created to use as part of engagement planning, aligned to Council's Project Management Framework. It provides a step-by-step guide into the key considerations needed for effective community engagement. A second template has been included to assist staff with reporting on the outcomes of engagement and key findings for consideration. Sample letters to assist communication have been included.



This symbol indicates where further support and advice is available from members of City of Prospect Community Development Team and/ or the Communications Team.



This symbol indicates when communications 'sign off' may be required on engagement communication material.



This symbol indicates where there is a template available to assist you in developing your engagement initiative.



This symbol indicates where you will need to complete relevant sections of the Community Engagement Plan Template

DEFINING COMMUNITY & COMMUNITY ENGAGEMENT

Our community is defined as anyone who owns property, visits, lives, works or studies in City of Prospect

Communities are groups of people who share a common sense of belonging. We recognise that communities are comprised of individuals, understanding that people identify themselves in different ways at different times. People can belong to more than one community at any one time.

Communities are generally developed through a sense of:

Place

Based on a sense of belonging, where people are bound together due to the proximity of where they reside, work or visit.

Identity

Commonality is derived via social demographic characteristics and experience including age, culture and lifestyles.

Interest

Community is formed with people coming together based on a shared or similar interest.

Purpose

A community connection through a similar process, objective or desired outcome

City of Prospect also regards organisations, businesses, groups or agencies located in the City of Prospect and/or serving our residents as our community.

Depending on the engagement initiative, we may also engage with government departments, non-government agencies, the private sector, schools, volunteers and local government partners as needed.

In relation to community engagement, we consider our community in terms of those impacted by an issue, those interested in an issue and those who may have an influence in the outcome. Noting that our engagement approaches will be different for each of these groups.

Impacted community members include all those who will be directly affected by a decision.

Interested community members are those who may have an interest in the matter but will not be directly affected.

Influencing community members include those who may be able to sway the outcome. These people may also be directly impacted by the decision.

WHAT IS COMMUNITY ENGAGEMENT?

Engagement is 'involving people in the decision making process'

Community engagement enables our community to contribute to Council's decision-making processes by providing valuable input on topics and issues that may interest them and/or impact upon their lives.

Community engagement can include:

1) Informing:

The community of an issue, decision or initiative to assist in their understanding of a course of action (one-way communication)

2) Consulting:

The community to obtain feedback on a proposal, initiative or issue (two-way communication)

3) Active participation:

Community members and Council work together to ensure concerns and aspirations are understood. While the final decision ultimately rests with Council, the community is actively involved in identifying alternatives and preferred solutions. This may also include involving the community in the development of proposals and options through to collaborating on joint projects and initiatives.

Community engagement plays a vital role in enabling City of Prospect to achieve the 2020 Strategic Plan. We value the involvement of our communities and this commitment is included as a key strategic objective:

1.3.4 - A community who are involved and participate in decision making and community leadership.

Community engagement is a valuable process, not only for ensuring communities can participate in decision-making that may affect them, but also to strengthen and enhance the relationship between Council and the community.

We recognise the importance of effective community engagement. In addition to complying with the minimum legislative requirements for public consultation, we will engage the community to ensure they have genuine opportunities to be heard and gain an understanding of decisions made by Council and/ or staff.

It is important to note that **community engagement is not about reaching a consensus.**

Rather it is a process for enabling people to share their views and actively contribute to shape their community.

Other significant factors inform Council's decision-making, such as legislative requirements, budget constraints, strategic direction, public safety and risk management.

Engaging the community ensures better community

OUR PROMISE

Council's **Community Engagement Policy** outlines our commitment to community engagement and the principles for conducting engagement.

City of Prospect is committed to effective, ongoing and timely community engagement and upholds the view that the involvement of the community in planning and decision-making is fundamental to effective, sustainable and responsive local government.

The following principles underpin our approach to community engagement:

Community Participation

Council is committed to including, informing and involving the community in key decisions affecting a local area. Council will seek and encourage contributions from people who may be impacted by a decision.

Transparent and Adequate Information

Transparency is demonstrated through the distribution of information that is, accessible, relevant, timely and balanced in order for people to express informed options. Community members are provided with adequate information about the community engagement process, including context, timelines and outcomes.

Integrity

Engagement processes are authentic and conducted with objectivity and an honest intention to gather feedback and views to inform outcomes.

Mutual Respect

City of Prospect provides respectful and safe engagement spaces, where people can contribute and listen to others. Council encourages mutual respect for the aspirations and opinions of all community members (noting that opinions will vary).

Accessibility Community members can participate through inclusive community engagement processes that are visible, well promoted and provide a variety of appropriate and accessible ways for people to have their say.

Diverse and Representative

A range of perspectives are invited into the engagement process to assist Council achieve balanced and considered decision-making.

Two-way Communication

Council ensures that those who have participated in community engagement initiatives are informed about how their input has been considered in the decision-making process.

Quality Planning and Processes

Planning is undertaken to ensure engagement processes are well designed to appropriately match the issue and audience, and that engagement activities are scheduled to enable community consideration and input.

Continuous Learning

Established evaluation practices ensure Council learns from the community engagement process and is able to monitor and evaluate success to facilitate ongoing improvement.

CITY OF PROSPECT COMMUNITY ENGAGEMENT PROCESS

This flowchart has been developed to provide an overview of the engagement process at City of Prospect.

Our engagement approach centers on a 5-step process:

1. PLAN

- Developing a Community Engagement Plan
- Maximising opportunities for people to provide input
- Quality Project Management
- Clear accountability
- Simple, easy-to-use processes
- Outlining context, setting questions, determining parameters, planning for risk mitigation

2. PROMOTE & PREPARE

- Preparing for Community Engagement implementation
- Recruiting participants
- Developing quality information

3. ENGAGE

- Facilitation and delivery of the Community Engagement process

4. REPORT

- Reporting on the outcomes and findings for consideration

5. CLOSE THE LOOP

- Promoting the findings and next steps
- Making available reports and providing information on final decisions to the community
- Review of the engagement process

Please note, both the Community Development team and Communication team are able to provide advice and guidance to staff in planning and undertaking engagement initiatives.

On significant or controversial engagement, it is recommended that the Communications team be involved in the planning of the initiative and included in developing associated communication.

The communications team are also required to be involved in the development and design of publications and promotional material.

Community Engagement Process Flowchart The following flowchart provides a step-by-step process into the key considerations of preparing and undertaking a community engagement initiative.



Code of Practice – Meeting Procedures

Meetings of Council and Standing Committees

Attachment

Adopted

25 November 2014

Amended (Prayer)

25 August 2015



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1 Purpose

- 1.1 The Code of Practice – Meeting Procedures (the Code) ensures the meeting procedures undertaken by Council are consistent with the Local Government (Procedures at Meetings) Regulations 2013.

2 Scope

- 2.1 The Code applies to:
- 2.1.1 Ordinary Meetings of Council
 - 2.1.2 Special Meetings of Council
 - 2.1.3 Meetings of Standing Committees including Audit Committee, Strategic Policy & Development Planning Committee and any other Standing Committee formed under Section 41 of the Local Government Act 1999.

3 Definitions

- 3.1 “the Act” means the Local Government Act 1999
- 3.2 “the Regulations” means the Local Government (Procedures at Meetings) Regulations 2013.
- 3.3 Further definitions can be found at Regulation 3 (on pages 3 & 4).

4 Legislative and Corporate Requirements

- 4.1 The Regulations include Guiding Principles to be observed at meetings of council and council committees:
- (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.



5 Policy Statement

- 5.1 Council is committed to acting in the best interest of the community and to upholding the principles of honesty, integrity and transparency, which are all key components of good governance.

Attachment

6 Local Government (Procedures at Meetings) Regulations 2013

Under the *Local Government Act 1999*

Version: 1.1.2014

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Part 1—Preliminary

- 1 Short title
- 2 Commencement
- 3 Interpretation
- 4 Guiding Principles

Part 2—Meetings of councils and key committees

Division 1—Preliminary

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Division 2—Prescribed procedures

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- 15 Addresses by members etc
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- 27 Voting at committee meetings
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-
- 29 Interruption of meetings by members
30 Interruption of meetings by others

Schedule 1—Revocation of *Local Government (Procedures at Meetings) Regulations 2000*

Legislative history

Part 1—Preliminary

1—Short title

These regulations may be cited as the *Local Government (Procedures at Meetings) Regulations 2013*.

2—Commencement

These regulations will come into operation on 1 January 2014.

3—Interpretation

- (1) In these regulations, unless the contrary intention appears—

Act means the *Local Government Act 1999*;

clear days—see subregulations (2) and (3);

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;

formal motion means a motion—

- (a) that the meeting proceed to the next business; or
- (b) that the question be put; or
- (c) that the question lie on the table; or
- (d) that the question be adjourned; or
- (e) that the meeting be adjourned¹;

Guiding Principles—see regulation 4;

member means a member of the council or council committee (as the case may be);

point of order means a point raised to draw attention to an alleged breach of the Act or these regulations in relation to the proceedings of a meeting;

presiding member means the person who is the presiding member of a council or council committee (as the case may be) and includes any person who is presiding at a particular meeting;

written notice includes a notice given in a manner or form determined by the council.

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- (2) In the calculation of **clear days** in relation to the giving of notice before a meeting—
- (a) the day on which the notice is given, and the day on which the meeting occurs, will not be taken into account; and
 - (b) Saturdays, Sundays and public holidays will be taken into account.
- (3) For the purposes of the calculation of **clear days** under subregulation (2), 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.
- (4) For the purposes of these regulations, 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).

Note—

- 1 See regulation 12 for specific provisions about formal motions.

4—Guiding Principles

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

Part 2—Meetings of councils and key committees

Division 1—Preliminary

5—Application of Part

The provisions of this Part apply to or in relation to—

- (a) the meetings of a council; and
- (b) the meetings of a council committee performing regulatory activities; and
- (c) the meetings of any other council committee if the council has, by resolution, determined that this Part should apply to that committee.

6—Discretionary procedures

- (1) Subject to the requirements of the Act, if a provision of this Part is expressed to be capable of being varied at the discretion of the council pursuant to this regulation, then a council may, by a resolution supported by at least two-thirds of the members of the council entitled to vote on the resolution, determine that a code of practice prepared or adopted by the council that establishes its own procedures for the relevant matter or matters will apply in substitution for the relevant provision (and such a determination will have effect according to its terms).
- (2) A council should, at least once in every financial year, review the operation of a code of practice under this regulation.
- (3) A council may at any time, by resolution supported by at least two-thirds of the members of the council entitled to vote on the resolution, alter a code of practice, or substitute or revoke a code of practice.
- (4) A council must, in considering the exercise of a power under this regulation, take into account the Guiding Principles.
- (5) A person is entitled to inspect (without charge) the code of practice of a council under this regulation at the principal office of the council during ordinary office hours.
- (6) A person is entitled, on payment of a fee fixed by the council, to a copy of the code of practice.
- (7) Regulation 12(4) does not apply to a motion under subregulation (3).
- (8) This regulation does not limit or derogate from the operation of regulation 20¹.

Note—

- 1 Furthermore, if a matter is not dealt with by the Act or these regulations (including under a code of practice under this regulation), then the relevant procedure will be—
 - (a) as determined by the council; or
 - (b) in the case of a council committee where a determination has not been made by the council—as determined by the committee.(See sections 86(8) and 89(1) of the Act.)

Division 2—Prescribed procedures

7—Commencement of meetings and quorums

- (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.

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Meetings of councils and key committees—Part 2

Prescribed procedures—Division 2

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- (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.

8—Minutes

- (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

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Meetings of councils and key committees—Part 2

Prescribed procedures—Division 2

- (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.

9—Questions

- (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.
- (3) A member may ask a question without notice at a meeting.
- (4) The presiding member may allow the reply to a question without notice to be given at the next meeting.
- (5) 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.
- (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.

10—Petitions

- (1) A petition to the council must—
 - (a) be legibly written or typed or printed; and
 - (b) clearly set out the request or submission of the petitioners; and
 - (c) include the name and address of each person who signed or endorsed the petition; and
 - (d) be addressed to the council and delivered to the principal office of the council.
- (2) If a petition is received under subregulation (1), the chief executive officer must ensure that the petition or, if the council has so determined as a policy of the council, a statement as to the nature of the request or submission and the number of signatures or the number of persons endorsing the petition, is placed on the agenda for the next ordinary meeting of the council or, if so provided by a policy of the council, a committee of the council.

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- (3) Subregulation (2) may be varied at the discretion of the council pursuant to regulation 6.

11—Deputations

- (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.
- (2) The chief executive officer must transmit a request received under subregulation (1) to the presiding member.
- (3) The presiding member may refuse to allow the deputation to appear at a meeting.
- (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.
- (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).
- (6) The council or council committee may resolve to allow a deputation to appear despite a contrary ruling by the presiding member.
- (7) A council may refer the hearing of a deputation to a council committee.

12—Motions

- (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 the sooner.
- (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.

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Meetings of councils and key committees—Part 2

Prescribed procedures—Division 2

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- (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—
- 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
 - with leave of the meeting; or
 - 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.
- (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—
- 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
 - 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
 - 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
 - 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
 - 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—
- 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 (ie 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.
- (20) The chief executive officer 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.
- (21) Subregulations (9), (10) and (11) may be varied at the discretion of the council pursuant to regulation 6.

13—Amendments to motions

- (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.
- (6) Subregulations (1), (3), (4) and (5) may be varied at the discretion of the council pursuant to regulation 6.

14—Variations etc

- (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.

15—Addresses by members etc

- (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.

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- (6) Subregulations (1) and (2) may be varied at the discretion of the council pursuant to regulation 6.

16—Voting

- (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.
- (4) Subregulation (3)—
- (a) may be varied at the discretion of the council pursuant to regulation 6; and
 - (b) does not apply in relation to a member participating in a council committee meeting by telephone or electronic means approved in accordance with procedures determined by the council or council committee for the purposes of section 89 of the Act.

17—Divisions

- (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.

Council has previously resolved:

(3) The division will be taken as follows—

- (a) the members voting in the negative will, until the vote is recorded, stand in their places; and**

- (b) the members voting in the affirmative will, until the vote is recorded, sit in their seats; and**
- (c) the presiding member will count the number of votes and then declare the outcome.**

18—Tabling of information

- (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.

19—Adjourned business

- (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 from the point at which it was adjourned.
- (2) If debate is 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 interrupted.
- (3) Business adjourned from a previous meeting must be dealt with before any new business at a subsequent meeting.
- (4) The provisions of this regulation may be varied at the discretion of the council pursuant to regulation 6.

20—Short-term suspension of proceedings

- (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

1.1.2014—Local Government (Procedures at Meetings) Regulations 2013

Meetings of councils and key committees—Part 2

Prescribed procedures—Division 2

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- (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 observed¹; 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.

Note—

- 1 See particularly Part 4 of Chapter 5, and Chapter 6, of the Act.

21—Chief executive officer may submit report recommending revocation or amendment of council decision

- (1) The chief executive officer may submit a report to the council recommending the revocation or amendment of a resolution passed since the last general election of the council.
- (2) The chief executive officer must ensure that the report is placed on the agenda for the meeting at which the report is to be considered.
- (3) The provisions of this regulation may be varied at the discretion of the council pursuant to regulation 6.



Part 3—Meetings of other committees

22—Application of Part

The provisions of this Part apply to or in relation to the meetings of any council committee that is not subject to the operation of Part 2.

23—Notice of meetings for members

Pursuant to section 87(15) of the Act, section 87 is modified in its application in relation to the meetings of a committee to which this Part applies as if subsections (4) and (7) to (10) of that section provided as follows:

- (a) that notice of a meeting of the committee may be given in a form determined by the committee after taking into account the nature and purpose of the committee;
- (b) that notice need not be given for each meeting separately;
- (c) that if ordinary meetings of the committee have a set agenda then notice of such a meeting need not contain, or be accompanied by, the agenda for the meeting;
- (d) that it is not necessary for the chief executive officer to ensure that each member of the committee at the time that notice of a meeting is given is supplied with a copy of any documents or reports that are to be considered at the meeting.

24—Public notice of committee meetings

Pursuant to section 88(7) of the Act, section 88 is modified in its application in relation to the meetings of a committee to which this Part applies as if subsections (2), (3) and (4) provided as follows:

- (a) that public notice need not be given for each meeting separately; and
- (b) that public notice may be given by displaying a notice and agenda in a place or places determined by the chief executive officer after taking into account the nature and purpose of the committee.

25—Minutes

- (1) The minutes of the proceedings of a meeting must include—
 - (a) the names of the members present at the meeting; and
 - (b) each motion carried at the meeting; and
 - (c) any disclosure of interest made by a member; and
 - (d) details of the making of an order under subsection (2) of section 90 of the Act (see subsection (7) of that section); and
 - (e) 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.



- (2) 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.

Part 4—Miscellaneous

26—Quorum for committees

- (1) The prescribed number of members of a council committee constitutes a quorum of the committee and no business can be transacted at a meeting unless a quorum is present.
- (2) For the purposes of this regulation, the **prescribed number** of members of a council committee is—
 - (a) unless paragraph (b) applies—a number ascertained by dividing the total number of members of the committee by 2, ignoring any fraction resulting from the division, and adding 1; or
 - (b) a number determined by the council.

Note—

See also section 41(6) of the Act.

27—Voting at committee meetings

- (1) Subject to the Act and these regulations, a question arising for decision at a meeting of a council committee will be decided by a majority of the votes cast by the members present at the meeting and entitled to vote on the question.
- (2) Each member of a council who is a member of a council committee and who is present at a meeting of the committee must, subject to a provision of the Act to the contrary, vote on a question arising for decision at that meeting.
- (3) The presiding member of a council committee has a deliberative vote on a question arising for decision at the meeting but does not, in the event of an equality of votes, have a casting vote.

28—Points of order

- (1) The presiding member may call to order a member who is in breach of the Act or these regulations.
- (2) 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.
- (3) A point of order takes precedence over all other business until determined.
- (4) The presiding member will rule on a point of order.
- (5) 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.
- (6) The presiding member is entitled to make a statement in support of the ruling before a motion under subregulation (5) is put.



- (7) A resolution under subregulation (5) binds the meeting and, if a ruling is not agreed with—
- (a) the ruling has no effect; and
 - (b) the point of order is annulled.

29—Interruption of meetings by members

- (1) A member of a council or council committee must not, while at a meeting—
 - (a) behave in an improper or disorderly manner; or
 - (b) cause an interruption or interrupt another member who is speaking.
- (2) Subregulation (1)(b) does not apply to a member who is—
 - (a) objecting to words used by a member who is speaking; or
 - (b) calling attention to a point of order; or
 - (c) calling attention to want of a quorum.
- (3) 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.
- (4) Subject to complying with subregulation (3), the relevant member must leave the meeting while the matter is considered by the meeting.
- (5) If the remaining members resolve that a contravention of subregulation (1) has occurred, those members may, by resolution—
 - (a) censure the member; or
 - (b) suspend the member for a part, or for the remainder, of the meeting.
- (6) A member who—
 - (a) refuses to leave a meeting in contravention of subregulation (4); or
 - (b) enters a meeting in contravention of a suspension under subregulation (5),
 is guilty of an offence.
 Maximum penalty: \$1 250.

30—Interruption of meetings by others

A member of the public who is present at a meeting of a council or council committee must not—

- (a) behave in a disorderly manner; or
- (b) cause an interruption.

Maximum penalty: \$500.



Schedule 1—Revocation of *Local Government (Procedures at Meetings) Regulations 2000*

The *Local Government (Procedures at Meetings) Regulations 2000* are revoked.

Legislative history

Notes

- For further information relating to the Act and subordinate legislation made under the Act see the Index of South Australian Statutes or www.legislation.sa.gov.au.

Principal regulations

Year	No	Reference	Commencement
2013	278	<i>Gazette 12.12.2013 p4642</i>	1.1.2014: r 2



7 Supplementary Council Provisions

7.1 Kurna Acknowledgement and Opening Statement

The Mayor (or Presiding Member) will open each Ordinary Meeting of Council with the Kurna Acknowledgement and Opening Statement.

7.1.1 Kurna acknowledgement

We acknowledge that the land we meet on today is the traditional land of the Kurna people and that we respect their spiritual relationship with their country.

We also acknowledge that the Kurna people are the custodians of the Adelaide region and that their cultural and heritage beliefs are still important to the living Kurna people today.

7.1.2 Opening Statement (amended 25/03/2015)

We seek wisdom and understanding as we face the duties of our united task, praying for the peace and prosperity of our City.

7.2 Finishing times

7.2.1 Council and Standing Committee meetings will not meet beyond 10.30 pm without a resolution being passed by those members present.

7.3 Recording of meetings

7.3.1 Meetings may be recorded and available for public viewing on Council's website. Confidential Items will not be recorded.

7.4 General Business

7.4.1 A general business item is included on the agenda to enable members to raise matters of a minor nature for action by the administration or to call for reports.

7.4.2 A seconder is required in the calling for a report.

7.4.3 No item of general business will be considered when, in the opinion of the Presiding Member, the matter being raised is substantive and not minor as the community needs to know, through the public agenda, the nature of matters being discussed.

7.5 General Business – Urgent Matters



- 7.5.1 A general business – urgent matters item is included on the agenda to enable members to raise matters which are genuinely urgent in nature, is not a change to Council policy and cannot wait until next Council or Committee meeting.
- 7.5.2 Leave of the meeting is required for the member to be able to raise an urgent matter.

7.6 Voting Procedures For Nominations For Internal And External Positions

- 7.6.1 Nominations will be accepted by the Presiding Member upon the consent of the nominated person, however, a person may withdraw his/her nomination before a vote. A Member may nominate themselves for a position.
- 7.6.2 A secret voting process will be used to determine issues affecting individual councillors (such as appointments/nominations to internal committees, external bodies etc).
- 7.6.3 All members must vote and therefore are free to vote for themselves if they are nominated for a position. The Presiding Member must also vote.
- 7.6.4 If only two persons are nominated for an appointment, a simple majority first past the post method of voting is all that is required. However, if three (3) or more persons are nominated, the lowest vote elimination method will be used until two persons remain in the ballot.
- 7.6.5 Should there be an equality of votes, the issue will be decided by the drawing of lots. The name of the candidate withdrawn will be excluded from the ballot.
- 7.6.6 The Mayor to be ex officio member of all internal committees.



8 Summary of Duties and Responsibilities of Presiding Members

8.1 Additional responsibilities of Presiding Members

In addition to the prescribed regulations, Presiding Members will also note the following:

- 8.1.1 Once a quorum is present, to declare the Meeting open at the prescribed time.
- 8.1.2 To identify members on leave.
- 8.1.3 To call for any apologies.
- 8.1.4 To invite members to declare a conflict of interest on any of the Agenda items.
- 8.1.5 To seek a Mover and Secunder for Confirmation of the Minutes of the last meeting.
- 8.1.6 To give a Presiding Member's report (if a Standing Committee Agenda).
- 8.1.7 To call for Verbal Reports from Council representatives on Local Government or community organisations.
- 8.1.8 To call on Deputations (if any).
- 8.1.9 To call for a mover and seconder of a Petition (if any).
- 8.1.10 To call on the Member who has a Motion on Notice (if any).
- 8.1.11 To refer to the adopted protocol.
- 8.1.12 If there are any Questions on Notice, to call on the Member in whose name the Question on Notice was raised, to stand and read their question. To then provide the reply (as provided by the Administration to the Presiding Member). [Note – no debate is allowed on a Question on Notice or the reply].
- 8.1.13 To call for Questions without Notice [Note – No discussion or debate is permitted in reference to the question asked and the answer given. The member asking the question has the opportunity to ask one supplementary question resulting from the answer supplied].
- 8.1.14 To call over the reports by item number.
- 8.1.15 To record which items are reserved and by whom.
- 8.1.16 To call for a mover and seconder for the balance of the reports.



- 8.1.17 To call on General Business – noting it can only be for matters of a minor nature for action by the Administration or to call for reports.
- 8.1.18 To call on any General Business – Urgent Matters noting the matters must be genuinely urgent in nature and that leave of the meeting (a majority vote of those present) is required for the Member to proceed once he/she has outlined the proposed issue.
- 8.1.19 To close the meeting.
- 8.1.20 Council and Standing Committee meetings will not meet beyond 10.30 pm without a resolution being passed by those members present.
- 8.1.21 At around 10.15 pm the Presiding Member will confirm the order of priority that the remaining items on the Agenda will be considered.
- 8.1.22 The Presiding Member (if necessary) will then seek members to move and second a formal Motion that consideration of any remaining agenda items will be adjourned to a date and time as fixed by the meeting or to be determined by the Chief Executive Officer.

8.2 Maintaining Order

In terms of running the meeting for debates on the items reserved, the following points should be noted:

- 8.2.1 The Member who has reserved an item should be invited to briefly state why it has been withdrawn. If the Member is not prepared to move the recommendation as presented in the report provided, the Presiding Member will in the first instance, seek a Member who is prepared to move the recommendation as presented in the report provided.
- 8.2.2 The mover of the recommendation may speak for not more than five (5) minutes.
- 8.2.3 The Presiding Member will then seek a Member who is prepared to second the recommendation as presented in the report provided.
- 8.2.4 The seconder of the recommendation may speak for not more than five (5) minutes.
- 8.2.5 A motion will lapse if it is not seconded at the appropriate time.
- 8.2.6 The Member who has withdrawn the item should then be called on to speak for not more than five (5) minutes.
- 8.2.7 If the Presiding Member is unable to find Members who are prepared to move and second the recommendation as presented in the report provided, with or without minor variation, the Presiding Member will seek a Member who wishes to move an alternative motion.
- 8.2.8 The Presiding Member may refuse to accept a motion if the subject matter is, in their opinion, beyond the power of the Council or Committee.



- 8.2.9 A member may only speak once to a motion except –
- (a) to provide a brief 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, or
 - (d) to an amendment.
- 8.2.10 Once a motion has been voted on (see “Voting” below), and is LOST, a new motion regarding the same agenda item may be moved (that may be substantially different to the previous motion just lost).
- 8.2.11 The Presiding Member may suggest that a new motion (per 8.2.10) be considered under “General Business” should it be a substantial change to Council Policy or have significant budget implications.

8.3 Amendments

- 8.3.1 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.
- 8.3.2 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.
- 8.3.3 [Note: An amendment is not a new motion and can not be a direct negative of the motion on the floor. Rather it must be relevant to the motion on the floor (and therefore, must relate to the substance of it) and seek to modify it by adding to or deleting from the motion, without negating it].
- 8.3.4 Once an amendment (and second amendment where applicable) is carried, the amendment becomes the motion which must then be put to the vote in its own right.
- 8.3.5 {Note : The effect, therefore, is that where the Council votes in favour of an amendment it is then required to vote on it for a second time as the substantive motion. The usual course is for the whole original motion, as amended by the amendment, to be put to the vote as the amendment and then, where carried, to be put to the vote again as the substantive motion.}.

8.4 Speakers

- 8.4.1 It should be particularly noted that a member must not speak for longer than five (5) minutes at any one time without leave of the meeting.
- 8.4.2 Members (not the Presiding Member) must stand while addressing the meeting at Ordinary and Special Meetings of Council This is not required at Committee Meetings.



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- 8.4.3 Members wishing to speak should raise their hands and be recognised by the Presiding Member. It is desirable to have alternate speakers for and against the motion and for second and subsequent speakers to confine discussion to information or details not adequately covered by previous speakers. These principles do not in any way take away a member's right to speak.
- 8.4.4 If a member seeks to ask a question it is important that the member does not make a speech before or after the question, but asks the question straight away. The Presiding Member must ensure that a member only speaks once to a motion and should rule the member out of order if in asking a question a further speech is being made.

Attachment



9 Council Meeting (Ordinary) Agenda Template



NOTICE TO THE MAYOR AND COUNCILLORS.

An ordinary meeting of the Council of City of Prospect will be held in the Civic Centre, 128 Prospect Road, Prospect on **(Day, Date & Time)**

Members of the public are advised that meetings of Council are video recorded and the recordings of the open session of the meeting will be made available on Council's website for a period of 2 months

A G E N D A

1. Opening
 - 1.1 Acknowledgment of the Kaurna people as the traditional custodians of the land
 - 1.2 Opening Statement
 - 1.3 Declaration by Members of Conflict of Interest
2. On Leave
3. Apologies
4. Confirmation of Minutes of the ordinary meeting of council held on **(day and date of last Ordinary Meeting and any Special meetings)**
5. Mayor's Report
(Page __)
6. Verbal Reports From Council Representatives on Local Government or Community Organisations
7. Petitions
8. Deputations
9. Motions On Notice
10. Questions With Notice
11. Questions Without Notice



12. Protocol
The Council has adopted the protocol that only those items on Committee reports reserved by members will be debated and the recommendations of all items will be adopted without further discussion.
13. Report of Committees - Nil
14. Council Reports – Information Report
15. Council Reports **Core Strategy 1 – Our Community**
16. Council Reports **Core Strategy 2 – Our Economy**
17. Council Reports **Core Strategy 3 – Our Environment**
18. Council Reports **Core Strategy 4 – Our Character**
19. Council Reports **Core Strategy 5 – Your Council**
20. Council Diary
 - 20.1 *Event:*
Date:
Venue:
21. *General Business*
Council has resolved that an Agenda item “General Business” be included on Council and Committee Agendas to enable members to raise matters of a minor nature for action by the Administration, or to call for reports.
22. General Business – Urgent Matters
Council has resolved that an Agenda Item “General Business – Urgent Matters” be included on Council and Committee Agendas for members to raise matters of a genuinely urgent nature, is not a change to Council Policy and cannot wait until the next Council or Committee meeting recognising that the leave of meeting will be required for each item on each occasion.
23. Confidential Items
24. Closure

(CEO to sign)

Mark Goldstone
Chief Executive Officer

(Date of distribution)



10 Council Meeting (Special) Agenda Template



NOTICE TO THE MAYOR AND COUNCILLORS

A special meeting of the Council of City of Prospect will be held in the Civic Centre, 128 Prospect Road, Prospect on **(Date and Time)**

Members of the public are advised that meetings of Council are video recorded and the recordings of the open session of the meeting will be made available on Council's website for a period of 2 months

A G E N D A

1. Apologies
2. On Leave
3. Reports
 - 3.1 Charles Cane Reserve (Parndo Yerta) Licence
(Pages 312 - 347, Recommendation on Page 314)
4. Closure

(to be signed)

Mark Goldstone

Chief Executive Officer

Date of distribution



11 Standing Committee Agenda Template



_____ Committee
(Date and Time)
(Presiding Member: _____)

The meeting of the Audit Committee will be held in the Civic Centre, 128 Prospect Road, Prospect commencing at _____ pm

Members of the public are advised that meetings of Council are video recorded and the recordings of the open session of the meeting will be made available on Council's website for a period of 2 months

A G E N D A

1. On Leave
2. Apologies
3. Confirmation of the Minutes of the Audit Committee Meeting Held on (*date of last Audit Committee Meeting*)
4. Presiding Member's Report
5. Questions With Notice
6. Questions Without Notice
7. Deputations
8. Notices Of Motion
9. Declaration by Members of Conflict of Interest



10. Protocol

The Council has adopted the protocol that only those items on Committee reports reserved by members will be debated and the recommendations of all items will be adopted without further discussion.

11. Reports

Reports of the Chief Executive Officer

Reports of the Director Corporate Services

10.1 [Audit Committee - Work Program](#)
(Pages 1-X, Recommendation Page X)

10.2 [Audit Committee _____](#)
(Pages XX-XX, Recommendation Page X)

12. General Business

Council has resolved that an Agenda Item "General Business" be included on Council and Committee Agendas for members to raise matters of a minor nature for action by the Administration, or to call for reports.

13. General Business – Urgent Matters

Council has resolved that an Agenda Item "General Business – Urgent Matters" be included on Council and Committee Agendas for members to raise matters of a genuinely urgent nature, is not a change to Council Policy and can not wait until the next Council or Committee meeting recognising that the leave of meeting will be required for each item on each occasion.

14. Confidential Items – Nil

15. Closure

(Director to sign)

(Director's Name)

Director _____

(Date of Distribution)