

## **CODE OF PRACTICE FOR COUNCIL AND COMMITTEE MEETING PROCEDURES**

<b>Code Name:</b>	<b>Code of Practice for Council and Committee Meeting Procedures</b>
<b>Classification:</b>	<b>Mandatory and Public - Council Code of Practice</b>
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<b>Responsible Officer(s):</b>	<b>Chief Executive Officer Executive Manager Finance &amp; Corporate Governance Team Leader Governance</b>
<b>Policy and Code of Practice Manual File Ref:</b>	<b>CC10/2601</b>
<b>Council File Reference:</b>	<b>CR23/7183</b>
<b>Legislation Authority:</b>	<b>Local Government Act 1999 (the Act) Local Government (Procedures at Meetings) Regulations 2013 (the Regulations)</b>
<b>Related Policies and Codes:</b>	<b>Code of Practice for Access to Council and Committee Meetings and Council Documents Code of Practice for Working Groups</b>
<b>Related Procedures:</b>	<b>Nil</b>

### **1. BACKGROUND**

- 1.1.** This Code of Practice applies to the Council, the Audit and Risk Committee and committees established under Section 41 of the *Local Government Act 1999*.
- 1.2.** For the Procedures applicable to the Council Assessment Panel (CAP) refer to the Council Assessment Panel Meeting Operating Procedures and for Working Groups, to the Code of Practice for Working Groups.
- 1.3.** This Code of Practice does not exhaustively outline meeting procedures to be followed. This Code must be read in conjunction with the *Local Government Act 1999* (the Act) (particularly Chapter 6 Parts 1 to 4) and the *Local Government (Procedures at Meetings) Regulations 2013* (the Regulations) (Particularly Parts 1, 2 and 4), which prevail over this Code to the extent of any inconsistency.
- 1.4.** This Code of Practice does not derogate from the Council's ability to further determine procedures to be observed at meetings insofar as they are not prescribed by the Act or the Regulations.

## **CODE OF PRACTICE FOR COUNCIL AND COMMITTEE MEETING PROCEDURES**

### **2. TIME AND PLACE OF MEETINGS**

All ordinary and special meetings of Council or a Committee must be held in places open to the public.

#### **2.1. Ordinary and Special Council Meetings**

2.1.1. Subject to section 81 of the Act, Council will resolve time and place to hold at least one ordinary meeting in each month.

2.1.2. The Chief Executive Officer must call a special meeting of the council at the request of—

- a) the principal member (Mayor); or
- b) at least three council members; or

a council committee at which at least three members of the council vote in favour of the making of the request.

#### **2.2. Committee Meetings**

2.2.1. A committee meeting will be taken to be conducted in a place open to the public even if one or Committee Members participate in the meeting by telephone or other electronic means, provided that the public can hear the discussion between all Members.

2.2.2. The time and place of ordinary meetings of a committee will be determined by the Council or, in the absence of or subject to such a determination, by the Committee itself. A determination by the Council in this regard will lapse after a general election of Council.

2.2.3. When appointing a time for the holding of an ordinary meeting of a Committee, the Council (or Committee as the case may be) must take into account the availability and convenience of members of the Committee and the nature and purpose of the Committee.

2.2.4. The Chief Executive Officer must call a special meeting of a committee. at the request of—

- a) the presiding member of a Committee; or
- b) at least two members of a committee.

2.2.5. Special Meetings of a Committee may be held at any time.

#### **2.3. Meeting Closure**

Council or Committee meetings will conclude by 10.30pm. Where a meeting continues past 10.30 pm, the meeting will be adjourned to a date and time specified in a motion. One 30 minute extension motion can be passed to allow the meeting to continue to 11.00 pm.

### **3. NOTICE OF MEETINGS**

#### **3.1. Notice to Members**

3.1.1 Notice of a meeting of Council or Committee must be provided to Members in writing (3) three clear days prior to the meeting. The notice must include the date, time and place of the meeting and for Council be signed by the Chief Executive Officer, or in the case of a committee the delegated officer.

3.1.2 In the case of a special council meeting, a minimum of four hours' notice of the meeting must be provided to Council Members by the Chief Executive Officer.

## **CODE OF PRACTICE FOR COUNCIL AND COMMITTEE MEETING PROCEDURES**

- 3.1.3 The Chief Executive Officer or delegated officer for respective Committees must insofar as reasonably practicable, ensure that items on an agenda provided to Members are described with as much detail and accuracy as possible.
- 3.1.4 Each Member should be supplied with a copy of any documents or reports that are to be considered at a meeting, at the time notice of that meeting is given (where practicable), noting that there may be circumstances where this is not possible.
- 3.1.5 The Chief Executive Officer must ensure that a record of all notices of meetings given under this section is maintained in Council's corporate records management system.

### **3.2. Notice to public**

- 3.2.1 The Chief Executive Officer must ensure that notice is given to the public of the times and places of meetings of Council and Committees:
  - Ordinary council meeting – At least three (3) clear days before the meeting
  - Special council meeting – As soon as possible following the provision of the meeting notice to Council Members
  - Committee meetings - As soon as possible following the provision of the meeting notice to Council Members
- 3.2.2 A copy of the notice for a Council or committee meeting will be placed on public display at principal office, the Town of Gawler Administration Centre
- 3.2.3 A copy of the notice and agenda for a Council or Committee meeting will be published on the Town of Gawler website. The Chief Executive Officer must ensure that a reasonable number of copies of any document or report supplied to Members for consideration at a meeting are available for inspection by members of the public at the meeting.
- 3.2.4 Any documents which have been, or which are recommended by the Chief Executive Officer to be considered in confidence, will not be publicly available.
- 3.2.5 Where the Chief Executive Officer is mentioned, this includes a Council officer delegated or approved by the Chief Executive Officer.

## **5. MEETING AGENDAS ORDER OF BUSINESS**

- 5.1 The Mayor is the Presiding Member of ordinary or special council meetings. Committee Presiding Members vary as appointed by Council or the respective committees.
- 5.2 The order of business for ordinary council, special council and committee meetings are specified in the template agendas included in Appendix A.
- 5.4 Adjourned business items will always be considered before any new items of business. Adjourned confidential reports may be dealt with via a motion to move the item(s) to the Confidential Reports section of the agenda.
- 5.5 The order of business for a particular council or committee meeting may be changed if a majority of Members present at that meeting resolve to do so.
- 5.6 The foregoing provisions do not derogate from the ability of the Council to determine the procedures of Committee meetings.

## **CODE OF PRACTICE FOR COUNCIL AND COMMITTEE MEETING PROCEDURES**

### **6. KAURNA STATEMENT OF ACKNOWLEDGEMENT**

The following Kaurna Acknowledgement Statement will be incorporated into each meeting of the Council and committees:

*"We would like to acknowledge this land that we meet on is the traditional lands for the Kaurna people and that we respect their spiritual relationship with their country."*

The following statement may also be added immediately following the previous acknowledgement statement, at the discretion of presiding member:

*"We also acknowledge the Kaurna people as the custodians of the greater Adelaide region and that their cultural and heritage beliefs are still as important to the living Kaurna people today."*

### **7. APOLOGIES FROM COUNCIL OR COMMITTEE MEMBERS**

**7.1.** If a Member of the Council or a committee is to be absent from a meeting, they should provide an apology either in person, by phone or email to the:

- Presiding Member,
- CEO or
- Governance.

**7.2.** The Chief Executive Officer or Governance will advise the Presiding Member of requests for leave of absence and apologies for non-attendance at council and committee meetings.

**7.3.** An apology shall be listed on any notice paper for each meeting the apology relates to if submitted prior to the distribution of the notice paper.

**7.4.** For absences from council meetings, the Council may formally consider a motion to allow "leave of absence" for those members who have submitted an apology (including retrospectively for those who due to unforeseen circumstances provide a late apology).

**7.5.** Apologies will be recorded in the minutes provided the meeting is made aware of the apology.

### **8. DEPUTATIONS**

**8.1.** The *Local Government (Procedures at Meetings) Regulations 2013* (the Regulations prescribe that a person may appear as a deputation and address a meeting.

**8.2.** Members of the public can request to appear as a deputation, subject to approval by the Presiding Member, at the following meetings:

- Ordinary Council
- Special Council
- Infrastructure and Environmental Services Committee
- Corporate and Community Services Committee

**8.3.** Requests for deputation must be made 48 hours prior to a meeting, in writing to the CEO pursuant to Regulation 11.

## **CODE OF PRACTICE FOR COUNCIL AND COMMITTEE MEETING PROCEDURES**

**8.4.** Requests for deputation must include the following information:

- Requestors Name
- Contact phone number
- Subject of deputation and addressed Council on this topic before, the number of times.

Deputation requests including the required information to support the request are to be submitted to Governance in writing, addressed to the CEO via one of the following methods:

**Email:** [council@gawler.sa.gov.au](mailto:council@gawler.sa.gov.au)

**Post:** PO Box 130, Gawler SA 5118

**Hand delivered:** Town of Gawler Administration Centre, 43 High Street, Gawler East

**8.5.** A five minute time limit applies to deputations.

**8.6.** Topics for deputations should be relevant to an item included on the agenda for a particular meeting and preference will be given to topics of the deputation related to an item of business listed on the agenda.

**8.7.** The Presiding Member may approve deputation requests at their discretion, on matters not listed in a particular meeting agenda, following consultation with the CEO.

Examples of requests to address matters outside of the scope of the agenda that may be approved include requests from external parties such as not for profit organisations, professional industry bodies including local government bodies or representatives from the state or federal public sector.

**8.8.** If a person has provided two or more deputations to Council or a Committee on the same topic; the Presiding Member may at their discretion refuse the request for deputation.

**8.9.** In the event a deputation request is refused, the decision must be reported to the next ordinary meeting of the Council or Committee as the case may be. The Council or Committee may resolve to allow the deputation.

**8.10.** If a request for a deputation is not received within the stipulated timeframe and therefore does not receive approval for a particular meeting, members of the public have the opportunity to appear at council meetings and some committee meetings through the Public Open Forum (refer section 10 of this Code).

## **9. PETITIONS**

**9.1.** A petition to Council must:

- be legibly written or typed or printed;
- clearly set out the request or submission of the petitioners;
- include the name and address of each person who signed or endorsed the petition; and
- be addressed to Council and delivered to the principal office of the Council.

**9.2.** If a petition is received complying with the requirements specified in clause 9.1; the Chief Executive Officer shall place a statement as to the nature of the request or submission, and the number of signatures or the number of persons endorsing the petition on the agenda for the next ordinary meeting of Council.

## **CODE OF PRACTICE FOR COUNCIL AND COMMITTEE MEETING PROCEDURES**

**9.3.** Electronic petitions will be accepted by Council but must meet the following requirements.

- Include the name and address of the supporter of the petition.
- Petition must clearly set out the request or submission for the petitioners.
- Petition must be directed to council by mail or attached as a document or link to an email to [council@gawler.sa.gov.au](mailto:council@gawler.sa.gov.au).

## **10. PUBLIC OPEN FORUM**

The Public Open Forum aims to promote community participation and engagement in the business of the Council, by providing the opportunity for members of the public to address Council and some Committees on any matter.

**10.1.** A Public Open Forum (the Forum) will be held at the following meetings:

- Ordinary Council
- Infrastructure and Environmental Services Committee
- Corporate and Community Services Committee
- Gawler Youth Advisory Committee

**10.2.** The time limit for the Public Open Forum is 20 minutes.

**10.3.** The Presiding Member shall ascertain at the commencement of the Forum the number of persons desiring to speak. The time available shall be allocated to the speakers on equal basis with the provision that a maximum of 5 minutes per speaker. An extension by leave of the meeting can be requested and is considered on a case-by-case basis per speaker.

**10.4.** The Forum shall be chaired by the Presiding Member and speakers shall be asked to observe rulings by the Presiding Member.

**10.5.** A person who has addressed a meeting on a matter via deputation, cannot utilise a Public Open Forum to speak on the same matter again.

**10.6.** Each person utilising the Forum shall be allowed to ask questions of the Council or Committee. The Presiding Member may rule that a question not be answered if the Presiding Member considers the question is vague, irrelevant, insulting or improper.

**10.7.** The Presiding Member will ascertain if an answer can be provided and if so, the response will be given at the meeting. If question/s cannot be responded to at the meeting, they will be taken on notice and a response will be provided direct to the person utilising the forum and circulated to all Council Members.

**10.8.** Each Member shall be allowed to ask questions of each person utilising the Forum at the conclusion of their address.

## **11. DECLARATION OF INTEREST**

**11.1.** A Member who has an interest in a matter before the Council or committee must disclose the interest to the meeting.

**11.2.** A Member in making a disclosure must provide full and accurate details of the relevant interest. A Declaration of Interest Form is provided to each Member at meetings to assist with completing this information for the minute taker.

## **CODE OF PRACTICE FOR COUNCIL AND COMMITTEE MEETING PROCEDURES**

- 11.3.** A Member must disclose the interest as required by the order of business at the Declarations of Interest Section of the Agenda and again when prior the item to be considered and leaving the meeting room (if applicable).
- 11.4.** There are two categories of conflict of interest prescribed by the Act:
- **General conflict of interest** – Exists where a member's private interests might result in the member acting in a manner contrary to the responsibilities and obligations a member has to the public through their role.
  - **Material conflict of interest** – Exists if a body corporate of which a member is a director or member of the governing body, would gain a benefit or suffer a loss depending on the outcome of the matter being considered.
- 11.5.** Council Members are required to familiarise themselves with the *Local Government Act 1999* provisions for Declarations of Interest (Chapter 5, Part 4, Division 1) prior to a council or committee meeting:
- Section 75B—Dealing with general conflicts of interest
- Section 75C—Dealing with material conflicts of interest

## **12. MOTIONS OR AMENDMENTS**

### **12.1 Motions on Notice**

- 12.1.1** Motions on Notice can be submitted for consideration at ordinary Council or Committee meetings.
- 12.1.2** Motions on Notice must be submitted to the Chief Executive Officer seven (7) clear days prior to the meeting at which it is to be considered and must be accompanied by a short preamble submitted by the Member. The preamble will be no more than 1000 words and the information included should be relevant to the motion.

### **12.2 Motions Without Notice**

A Member who moves a Motion Without Notice at a meeting must provide the Presiding Member with the motion in writing to assist meeting proceedings and the minute taker. This is not required if the Presiding Member considers a motion is simple to understand, short in length and easily transcribed.

### **12.3 Amendments to Motions**

A Member who moves an amendment to a motion at a meeting must provide the Presiding Member with the amendment in writing to assist meeting proceedings and the minute taker. This is not required if the Presiding Member considers an amendment is minor in nature, short in length and easily transcribed.



## **CODE OF PRACTICE FOR COUNCIL AND COMMITTEE MEETING PROCEDURES**

### **13. COUNCIL MEMBER ATTENDANCES & ACTIVITIES**

Council Members may at, or prior to an ordinary council meeting, provide Governance a written list of events attended relevant to their role since the last ordinary Council meeting for inclusion in the minutes.

- 13.1.** The types of activities and attendances that can be included in these reports are those attended by a Council Member in their representative or civic capacity only. Including but not limited to:

- Civic Activities (e.g. citizenship ceremonies)
- Meetings with external bodies attended as Council Representative
- Meeting with residents
- Training sessions

- 13.2.** Council Members who sit on external bodies as a Council Delegate or Representative should report back to Council on matters relevant to Council through the provision of:

- Copies of minutes; or
- By tabling at the first ordinary meeting of Council following a meeting of the external body, a summary of the meeting held by the relevant body.

#### **14.1 Questions about a report or agenda item**

14.1.1 Should Members have a question regarding an item on the agenda, they are encouraged to ask these questions of the Chief Executive Officer or relevant staff member during business hours; in order to have questions easily resolved and prevent the meeting duration being extended.

14.1.2 Questions relating to agenda items asked of the Chief Executive Officer or relevant staff member on the day of the meeting will be responded to at the meeting.

#### **14.2 Questions on Notice**

14.2.1 Questions on notice must be submitted to the Chief Executive Officer seven (7) clear days prior to the meeting and will be included in the agenda. The question and reply will be recorded in the minutes as prescribed by regulation 9(2). As the responses as detailed in meetings minutes, they will not be read out at the relevant meeting.

14.2.2 No debate is permitted in relation to questions on notice and replies to questions on notice.

#### **14.2 Questions Without Notice Agenda Section**

14.2.1 At the Questions Without Notice section of an agenda, Members may ask a maximum of three (3) questions at a meeting, unless the consent of the meeting is granted for additional questions to be asked.

14.2.2 Questions without notice should be put in writing and provided to the Presiding Member and Minute Taker prior to the commencement of the meeting at which the question is to be asked to assist meeting proceedings and the Minute Taker.



## **CODE OF PRACTICE FOR COUNCIL AND COMMITTEE MEETING PROCEDURES**

- 14.2.3 A question without notice and the reply will not be entered into the minutes of the meeting unless the members at the meeting resolve a record of the questions should be included. If such a resolution is carried a brief outline of the question(s) and the reply will be included in the minutes.
- 14.2.4 If a question without notice could not be answered at the meeting at which it was asked, a reply will be provided at the next ordinary council or committee meeting. The question will be treated as a question on notice and will be included in the agenda and minutes.
- 14.2.5 Members are encouraged to, where possible, utilise the question on notice process.

### **14. SPEAKING AT A MEETING**

- 15.1 Council or Committee Members may speak for a maximum of five (5) minutes.15.2 In exercising the right of reply, the mover must confine remarks to responding to the issues raised in the debate.

### **15. MEETING QUORUMS**

No business can be transacted at a meeting unless a quorum is present. A quorum is the number determined by dividing the total number of members of Council or the Committee by two (2), ignoring any fraction, and adding one (1). For example:

*A quorum for a 7-member Committee is 4 members present.*

*A quorum for an 8-member Committee is 5 members present.*

### **16. VOTING**

- 16.1 A motion or amendment once moved and seconded, requires a resolution to determine the outcome. The question (matter to be determined) will be decided by a majority of the votes cast by the Members present at the meeting, who are entitled to vote.
- 16.2 All members present at a meeting must vote on a question; except in circumstances where a member has declared a conflict of interest in accordance with the Act and informed the meeting to appropriately deal with the conflict they will not participate in the debate.

In the event of a tied vote on a matter at a committee meeting occurs, the Presiding Member does not have a casting vote and therefore the matter will be referred to the Council for decision. Presiding Members of committees have a deliberative vote, equal to all other members of the committee. If an amendment results in a tied vote, then the amendment will lapse.

### **17. MOVING EN BLOC**

Items listed in the agenda as Information items can be moved en bloc.

## **CODE OF PRACTICE FOR COUNCIL AND COMMITTEE MEETING PROCEDURES**

### **18. PROCESS TO UNDERTAKE PRIVATE BALLOT**

The following process will be utilised for the purpose of a private ballot:

1. Council Members or Committee Members are nominated or self-nominate.
2. Where there are two (2) candidates, a first past the post method of voting will be utilised, where a valid vote must have a candidate's name.
3. Where there are three (3) or more candidates, adopt a preferential method of voting, where a valid vote must list each candidate's name in preference order.
4. Presiding Members and all Members present at the meeting are eligible to vote.
5. The Chief Executive Officer or their representative to be appointed Returning Officer for the election.
6. If at any stage during the process there is an equal number of votes the Returning Officer will decide the issue by the drawing of lots. The name of the candidate/s withdrawn will be the one/s excluded from the ballot.
7. Upon completion of counting the ballot, the Returning Officer will report to the Council the successful candidate. A resolution is needed to confirm the election of a member to be the Presiding Member of a committee.

### **19. MINUTES**

- 19.1.** The Chief Executive Officer (or, where the Chief Executive Officer has been excluded from a meeting, the person presiding at the meeting) must ensure that Minutes are kept of the proceedings at every meeting of Council or a council committee.
- 19.2.** The Minutes of the proceedings of a meeting must include all the requirements prescribed by Regulation 8. The *Code of Practice for Access to Council and Committee Meetings and Council Documents* provides further information regarding orders to exclude the public from meetings and orders to keep documents or parts of documents confidential.
- 19.3.** The Minutes of the proceedings at a meeting must be submitted for confirmation at the next ordinary meeting or, if that is omitted, at a subsequent meeting.
- 19.4.** No discussion on the minutes may occur before confirmation, except as to the accuracy of the minutes as a record of proceedings.

### **20. OTHER PROCEDURES OF COMMITTEES**

- 20.1.** Where not otherwise prescribed by this Code of Practice, the Act or the Regulations, the procedures to be observed by Committees are:
  - 20.1.1. As determined by the Council (including through the Terms of Reference of the Committee); or
  - 20.1.2. In the absence of or subject to such a determination of the Council — by the Committee itself.

## **CODE OF PRACTICE FOR COUNCIL AND COMMITTEE MEETING PROCEDURES**

### **21. RECORDING OF COUNCIL AND COMMITTEE MEETINGS**

Council will live stream Council and Committee meetings except where the meeting has resolved to close the meeting to the public.

Circumstances may arise where it is not possible to livestream a meeting due to an issue such as a technology or software application failure, that cannot be rectified in time to facilitate a livestream. If an event occurs preventing a livestream, there may be limited or no ability for Council to provide advance notification to the public. The livestream will be retained on Youtube for a minimum of 12 months.

### **22. REVIEW AND EVALUATION**

The effectiveness of this Code will be reviewed annually and within 12 months following the conclusion of general elections or as required.

The Chief Executive Officer will report to Council on the outcome of an evaluation and if relevant make recommendations for amendments, alteration or substitution of a new Code.

The Code will not be altered or substituted so as to affect a process already commenced.

### **23. FURTHER INFORMATION**

Further information about this Code can be obtained by:-

Telephone: 8522 9211

Email: [council@gawler.sa.gov.au](mailto:council@gawler.sa.gov.au)

Appointment: Town of Gawler Administration Centre, 43 High Street, Gawler East.

Letter: PO Box 130, Gawler SA 5118

### **24. AVAILABILITY OF THE CODE**

The Code is available to be downloaded, free of charge, from Council's website at [www.gawler.sa.gov.au](http://www.gawler.sa.gov.au)

A printed copy may be purchased on request from the Council's Administration Centre.

## **CODE OF PRACTICE FOR COUNCIL AND COMMITTEE MEETING PROCEDURES**

### **Appendix A – MEETING AGENDAS ORDER OF BUSINESS**

**Note: The consideration of confidential reports is not limited to the meetings that include Confidential Reports in the order of business. Confidential Reports are listed for meetings that regularly consider items in confidence as a standing item on the agenda. This does not derogate from Council's or a Committee's ability to resolve to consider a matter in confidence and retain meeting documents in confidence in accordance with the Local Government Act 1999.**

#### **Council Agenda**

##### Order Of Business

- 1 Statement of Acknowledgement
- 2 Attendance Record
- 3 Public Open Forum
- 4 Deputations
- 5 Declarations of Interest
- 6 Adjourned Items
- 7 Petitions
- 8 Confirmation of Minutes
- 9 Business Arising from Minutes
- 10 Decision Reports
- 11 Information Reports
- 12 Recommendations from Committees
- 13 External Bodies Reports
- 14 Questions on Notice
- 15 Questions without Notice
- 16 Motions on Notice
- 17 Motions without Notice
- 18 Council Member Attendances & Activities
- 19 Confidential Reports
- 20 Close
- 21 Next Ordinary Meeting

#### **Special Council Agenda**

##### Order Of Business

- 1 Statement of Acknowledgement
- 2 Attendance Record
- 3 Deputations
- 4 Declarations of Interest
- 5 Reports
- 6 Close
- 7 Next Ordinary Meeting

## **CODE OF PRACTICE FOR COUNCIL AND COMMITTEE MEETING PROCEDURES**

### **Corporate and Community Services Committee (Section 41)**

#### **Order Of Business**

- 1 Statement of Acknowledgement
- 2 Attendance Record
- 3 Public Open Forum
- 4 Deputations
- 5 Declarations of Interest
- 6 Confirmation of Minutes
- 7 Business Arising from Minutes
- 8 Decision Reports
- 9 Information Reports
- 10 Items Listed for Discussion
- 11 Questions without Notice
- 12 Motions without Notice
- 12 Close
- 13 Next Ordinary Meeting

### **Infrastructure and Environmental Services Committee (Section 41)**

#### **Order of Business**

- 1 Statement of Acknowledgement
- 2 Attendance Record
- 3 Public Open Forum
- 4 Deputations
- 5 Declarations of Interest
- 6 Confirmation of Minutes
- 7 Business Arising from Minutes
- 8 Decision Reports
- 9 Information Reports
- 10 Items Listed for Discussion
- 11 Items Listed for Discussion at Future Meetings
- 12 Questions without Notice
- 13 Motions without Notice
- 14 Confidential Reports
- 12 Close
- 13 Next Ordinary Meeting

### **CEO Performance Management Panel (Section 41)**

#### **Order Of Business**

- 1 Statement of Acknowledgement
- 2 Attendance Record
- 3 Declarations of Interest
- 4 Confirmation of Minutes
- 5 Business Arising from Minutes
- 6 Decision Reports
- 7 Items Listed for Discussion
- 8 Questions without Notice
- 9 Motions without Notice
- 10 Confidential Reports
- 11 Close
- 11 Next Ordinary Meeting

### **Audit and Risk Committee (Section 83)**

#### **Order Of Business**

- 1 Statement of Acknowledgement
- 2 Attendance Record
- 4 Declarations of Interest
- 5 Confirmation of Minutes
- 6 Business Arising from Minutes
- 7 Decision Reports
- 8 Information Reports
- 9 Items Listed for Discussion
- 10 Questions without Notice
- 11 Motions without Notice
- 12 Close
- 13 Next Ordinary Meeting

## **CODE OF PRACTICE FOR COUNCIL AND COMMITTEE MEETING PROCEDURES**

### **Gawler Heritage Collection Committee (Section 41)**

#### **Order Of Business**

- 1 Statement of Acknowledgement
- 2 Attendance Record
- 3 Declarations of Interest
- 4 Confirmation of Minutes
- 5 Business Arising from Minutes
- 6 Decision Reports
- 7 Information Reports
- 8 Items Listed for Discussion
- 9 Items Listed for Discussion At Future Meetings
- 10 Questions without Notice
- 11 Motions without Notice
- 12 Close
- 13 Next Ordinary Meeting

### **Gawler Youth Advisory Committee (Section 41)**

#### **Order Of Business**

- 1 Statement of Acknowledgement
- 2 Attendance Record
- 3 Public Open Forum
- 4 Declarations of Interest
- 5 Confirmation of Minutes
- 6 Business Arising from Minutes
- 7 Decision Reports
- 8 Items Listed for Discussion
- 9 Items Listed for Discussion at Future Meetings
- 10 Questions without Notice
- 11 Motions without Notice
- 12 Close
- 13 Next Ordinary Meeting