

Key changes proposed – Governance Rules 2022

Change proposed	Reasoning
General changes	Minor wording changes have been made throughout. Formatting has been updated to allow links to rules that are referenced, and rules have been broken into Chapters and divisions to allow for ease of reading and referencing. This will allow specific chapters or divisions to be separated out of the rules where necessary.
Overview and explanatory notes	Overview notes and explanatory notes have been added to allow for easier engagement and understanding by members of the public who may access the rules. Overview and explanatory notes are for explanation only and do not form part of the rules.
Chapter purpose	A 'purpose' has been added to each Chapter, which aligns each Chapter to the relevant requirements under section 61 of the Act.
Mayoral nominations no longer require seconding	As nominations are made in writing to the Chief Executive Officer in advance of the meeting, nominations will be considered valid at the time they are received by the Chief Executive Officer and do not require seconding in the meeting. This gives every Councillor an opportunity to be considered for the role of Mayor, in accordance with section 25(2) of the Act
Specifically provide for candidate speeches prior to Mayoral Election and a ceremonial Mayoral speech from the elected candidate	Each candidate will be provided up to five minutes to address the Council prior to the election, with no questions or debate permitted following the speech except for the purposes of clarification. Upon election, the Mayor may make a ceremonial speech for up to 10 minutes to outline priorities for the upcoming year
Provide for election of Chairpersons of Delegated Committees and Acting Mayor	Although Council does not currently have any delegated committees, the Governance Rules are required to provide procedures for delegated committees and additionally, these will be necessary if any delegated committees are formed. The process for election of an Acting Mayor has been clarified
Provide the CEO with the ability to cancel or postpone a Council meeting for specific reasons	This rule has been expanded to allow the CEO to cancel or postpone a meeting for reasons including where there is insufficient material in the agenda to justify a meeting being held, where a quorum would not be achieved due to apologies received ahead of the meeting, emergency or risk to health/safety, or any other circumstances that have arisen which make the holding of the meeting undesirable. To ensure accountability, the CEO would be required to present a report to the following Council meeting describing the circumstances which required the cancellation or postponement of the meeting

Adjournment of Council meetings	Council may adjourn any meeting to another date or time, but cannot in the absence of disorder or a threat to safety adjourn a meeting to another place. This is to ensure that meetings are not adjourned to locations where the required facilities may not be available.
Urgent business to be proposed by CEO only	The position taken by officers in review of the Governance Rules is that as the setting of the agenda for Council meetings is a responsibility of the CEO (section 46(2)(d)), urgent business should be proposed for admission only by the CEO. Urgent business must still be resolved to be admitted by the Council. A Councillor may submit an item to the CEO for consideration, and may submit a notice of motion in accordance with the Rules in order to add items to the agenda in their own right.
Public Participation in Council Meetings policy provisions to be moved to Governance Rules	Previously, this has been a separate policy providing procedures for public question time and public submissions on items. It is proposed that the policy be revoked and the provisions relating to public participation be returned to the Governance Rules. This is intended to allow the Governance Rules to be the sole document containing all provisions relevant to the conduct of Council meetings, for ease of access and understanding by members of the public
Management of public behaviour in Council meetings	Rules have been added to provide for the management of disorderly conduct of members of the public in Council meetings if necessary
CEO may suggest revised wording to a notice of motion to facilitate compliance	Proposed rules specifically provide that the CEO, where a submitted notice of motion is not compliant with the rules, may give the Councillor who submitted it an opportunity to amend it and may suggest revised wording to facilitate compliance. The CEO must also provide reasons if rejecting a notice of motion for non-compliance
Notices of motion must be signed by a Councillor willing to second the motion at the meeting	This is proposed to align with Council's current requirements for notices of motion to rescind
Procedure for moving a motion or amendment	A procedure for moving a motion or amendment is clearly specified, including where the motion moved is the officer recommendation or where the motion is different to the officer recommendation. Additionally, proposed rules provide for a motion to be amended without debate or vote if the original mover and seconder both indicate their agreement with the proposed amendment
Right of reply clarified	Proposed changes clarify that if no Councillor has spoken against a motion, there will be no right of reply, as the right of reply is not necessary. Additionally, once right of reply has been exercised, the Chairperson must put the motion to the

	vote without making further comment or permitting any further comment
En bloc resolutions added	Council may resolve to hear agenda items en bloc. This is where the recommendations are all moved in one motion rather than considered as individual items. Items may only be moved en bloc where the motions note actions already taken and will not commit Council to further action, spending or changes to policy. Any items that relate to statutory third-party rights or planning items are not able to be considered en bloc. This would be used for example when noting a periodic update or report
Limit extensions of speaking time granted by the Chairperson	The Chairperson may grant only one extension of speaking time for no more than 2 minutes when a Councillor is speaking to a motion or amendment or exercising a right of reply
Motion is decided on the division	Proposed rules clarify that although there may be a difference between the result obtained when the original vote was taken and the result on the division, the result of the vote on the division is the result which decides the motion
Exceptions where further discussion is permitted once a vote is declared	Proposed exceptions added to the rule that no further discussion relating to a motion be allowed. These exceptions are where a Councillor requests a division or requests that their opposition to a resolution be recorded in the minutes, a Councillor foreshadowing that they will submit a notice of rescission on a resolution, or where a resolution has just been rescinded, a positive motion could be moved. Explanatory note is included to explain the circumstances in which a positive motion could be moved
Points of order rules simplified	Changes are proposed to the reasons/categories of points of order and simplified the process for calling a point of order. A Councillor would need to raise the point of order and state which of the categories in rule 60.1 the point of order relates to. All parties must remain silent when a point of order is being decided, unless called upon to provide an explanation
Confirmation of minutes	A clarified procedure for confirmation of the minutes has been proposed. Instead of confirming confidential minutes in the confidential part of the meeting as per the current Governance Rules requirements, confidential minutes will be put forward to the open part of the meeting for confirmation. If any Councillor indicates opposition to the confidential minutes, the minutes of the open part of the meeting are confirmed and the confidential minutes are then deferred to the confidential part of the meeting to be discussed and confirmed. This will allow confidential minutes to be confirmed in the open part of the meeting where there are no amendments requested but will maintain confidentiality of any of the contents of the

	minutes where discussion on amending the minutes is required
Electronic meetings and attendance in person	To comply with amendments to the Local Government Act 2020, rules have been added to provide a process for requesting and approving participation in Council meetings by electronic means of communication. The default would be meetings to be conducted in person, but a request may be made to participate by electronic means (i.e. a hybrid meeting, with some Councillors in person and those who have requested to join by electronic means). There are some meetings where Councillors cannot join by electronic means, for example election of a Mayor or adoption of statutory items such as the budget). Where a majority of Councillors have requested to join the meeting by electronic means, the meeting will be conducted solely online. This part also allows for adjustments to meeting rules where the meeting is conducted online
Meeting procedures for delegated committees	As discussed above, the Governance Rules must provide for procedures relating to delegated committees. Although Council does not presently have any delegated committees established, these will be necessary if any delegated committees are formed
Conflict of interest provisions reworded	These have been reworded for clarity but in function will be the same as current practice
Informal meetings of Councillors	Chapter 5 Rule 1 proposes a move to tabling a summary of matters discussed at informal meetings scheduled or planned for the purpose of discussing the business of Council or briefing Councillors, which is attended by at least three Councillors and one member of Council staff