Code of Practice for Council and Committee Meetings

1 Policy Statement

This Code of Practice seeks to provide a consistent framework for the meeting processes and meeting structure of all Council and Section 41 Committees in accordance with Regulation 6 of the Local Government (Procedure at Meetings) Regulations 2013.

The Council Development Assessment Panel (CDAP) is governed by the Development Act 1993 and therefore has its own CDAP Operating Procedure.

2 Scope

The rules and procedures for all meetings of Council and its Committees are outlined in the Local Government Act 1999 (the Act) and the Local Government (Procedures at Meetings) Regulations 2013, as such this Code of Practice has been developed in accordance with the legislation.

This Code of Practice is based on the Local Government (Procedures at Meetings) Regulations 2013 (the Regulations) with annotations and additional sections highlighted in text boxes outlining the specific procedures to occur for the City of Playford, as compliant with each section of legislation.

The Guiding Principles of Regulation 4 seek to ensure that all procedures at a meeting of Council or Committee:

- apply fair, open and transparent informed decision making;
- encourage appropriate community participation in the affairs of the Council;
- reflect levels of formality appropriate to the nature and scope of responsibilities of the meeting itself; and
- encourage confidence of all stakeholders in the decisions of the meeting.

3 Definitions

Act for the purpose of this policy the "Act" means the Local Government Act 1999.

Agenda means a list of items of business to be considered at a meeting.

Business Casual is the minimum acceptable standard of clothing to be worn when representing Council. Clothing must not be ripped, frayed or torn; all attire must be in good condition with no obscene or offensive messages. This standard of dress also extends to activities, events, training and conferences that Council Members may attend in line with their functions and duties as a Council Member.

- Acceptable Standards for Men include slacks or khaki pants, collared polo shirt or business shirt, blazer or jacket, closed toe shoes in good condition made of leather, suede or canvas.
Acceptable Standards for Women include slacks, khaki pants or knee-length skirt, blouse, collared polo shirt or business shirt, blazer or jacket closed toe shoes in good condition made of leather, suede or canvas.

**Business day** means a day that is not a Saturday, Sunday or public holiday.

**Chief Executive Officer (CEO)** means the Chief Executive Officer of a council and includes a deputy or other person acting in the office of Chief Executive Officer.

**Committee** includes Section 41 Committees, other Committees and Panels established by Council.

**Council Member** means the Principal Member or a Councillor elected by the electors of a particular ward, as a representative of the ward in the City of Playford.

**Executive Officer** is a staff member appointed by the Chief Executive Officer to support a Section 41 Committee, other committee or advisory group.

**Independent Members** are members on a committee or panel who are not elected but have been appointed by the Council to undertake a similar role as Councillors on Council's Section 41 Committees or the Council Development Assessment Panel. They are external appointees.

**Mayor** is the person elected as the Principal Member of the Council to represent the local government area as a whole.

**Returning Officer** is a member of Council staff appointed to conduct the election of a private ballot.

**Staff** includes Council staff, contractors, volunteers and all others who perform work on behalf of Council.

Further definitions directly related to the **Regulations** are listed in section 3, Interpretation.

4 **Legislation References**

- *Local Government Act 1999 (the Act) – Chapter 6*
- *Local Government (Procedures at Meetings) Regulations 2013*

5 **Policy Principles**

Council is committed to the principle of honest, open and accountable government and encourages community participation in the business of Council.

This Code of Practice document will be the key reference document (in addition to the legislation and accompanying regulations) for the Mayor and Council Members and staff in regard to meeting procedures (the rules, procedures, formality and etiquette) to be followed in relation to Council, Special Council and Committee meetings of Council.

This Code of Practice document will enable Council to enhance and adapt the decision making process utilised in our Council and Committee meetings in order to engage more adequately with our community.

In accordance with the legislation, this document will be reviewed to ensure compliance and effectiveness and to maximise its benefit to the decision makers of the Playford community in adhering to legislative requirements.
6 Responsibilities
It is the responsibility of all staff, Council and Committee Members to ensure compliance with the Code of Practice and associated legislation.

7 Supporting Documentation
- Local Government Act 1999 (the Act)
- Local Government (Procedures at Meetings) Regulations 2013
- Deputation Request Form
- Petition Template
- Declaration of Interest Forms – Appendix A and B
- Motion on Notice Form – Appendix C
- Ordinary Council Meeting Agenda Format – Appendix D
- Committee Meeting Agenda Format – Appendix E

8 Approval and Change History

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<td>Scheduled review and legislated Change to the Regulations</td>
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<td>Council Resolution No. 2010</td>
<td>Alignment to Council Elections 2014, change to common format and other minor amendments to align with practices.</td>
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Annotated for the City of Playford Code of Practice for Council and Committee Meetings

Version: 1.1.2014 – with City of Playford Code of Practice Procedures

South Australia

Local Government (Procedures at Meetings) Regulations 2013
under the Local Government Act 1999

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

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 adjourned;
- **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.

(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.

(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.

Council’s Meeting Structure

Council will meet in accordance with its adopted Council and Committee Structure and Schedule (Resolution No. 2604). Council Members, staff and members of the public should refer to the Council’s website for the most current meeting schedule.

Cancellation of Meetings

Where required, the Executive Officer will consult with the Presiding Member as to whether a meeting is needed to be cancelled.

If it is determined that a meeting needs to be cancelled, a notice of cancellation of a meeting will be distributed to Members stating the reason for cancellation and if necessary may include an appropriate alternative meeting time.

A notice of cancellation of a meeting will be forwarded to members by email and if time permits in Council’s weekly Courier Run where applicable.

The notice of cancellation of a meeting will be made publically available on the Council’s website and public offices.

Public Holidays falling on Scheduled Meeting Dates

If a scheduled meeting falls on a public holiday, the Executive Officer and the Presiding Member shall determine when the meeting shall be re-scheduled and will advise the public accordingly.
Special Council
The Council may only consider matter on the agenda as received by Council Members for Special Council Meetings. At each Special Council Meeting, the Council will also consider:

- Attendance Record
- Declarations of Interest
- Deputations relating to matters on the agenda.

Informal Gatherings
Please refer to Council’s adopted Informal Gathering Policy.

Agenda Structure
The Agenda Structure for Ordinary Council Meetings will be as per Appendix D.
The Agenda Structure for Committee Meetings will be as per Appendix C.

Quorums
The quorum for a Council Meeting is a majority of Council Members who hold office.
The quorum for a Committee Meeting is a majority of the Council Members or Independent Members appointed to that Committee.

For the purpose of the Council Meeting the Mayor will be included in calculating the quorum.

A quorum is half of the Members of the Council or Committee plus one, ignoring any fraction.

By virtue of the office of Mayor, where the Mayor is not a Member of the Committee the Mayor is an ‘ex-officio’.

The Mayor will only be included in a quorum if actually present at the meeting.

A Member shall only be deemed to be present at a Meeting when:

- That Member is within the room in which the meeting is being held at the time the meeting commences; or
- When a Council Member is permitted to take part in a meeting by another form such as teleconference. There must first be quorum to open the meeting and call in the Member who is to take part through the teleconference.
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
   (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.
Minutes

The format of the Minutes prepared are at the discretion of the CEO.

The Minutes will include Points of Order including the name of the Member making the point of order and the action taken by the Presiding Member.

The number of members of the public or representation of any media organisations present will not be recorded in the minutes. Only Executive, Governance Officer the assigned Minute Taker and those staff required to address the Council or Committee or have a report on the agenda will be recorded in the Minutes.

Staff will not be noted in the Minutes when leaving and returning to the meeting with exception where have identified a conflict of interest has been declared or the meeting moved into confidence.

In order to enhance accountability to all stakeholders, including Committee Members, some Committees may choose to record informal actions specific to their Committee role, in addition to their formal minutes.

Declarations of Interest

Council Members declaring a Conflict of Interest, do so by completing and tabling the applicable Declaration of Interest Form (Appendix A and B). Members are encouraged to complete the form prior to the meeting should they become aware of the Conflict of Interest on reviewing the agenda.

Mayor's Report

At a Council Meeting, the Mayor may provide a report on any activities that the Mayor had been involved with for the previous month. The Mayor may also draw to the attention of the Members any matter or issue they believe is necessary for the Members to be aware. Only a summarised listing of matters mentioned in the Mayoral Report will be recorded in the Minutes.

Leave of Absence

The Council Members may take leave from time to time from their Council Member duties.

Advice of leave must be made in writing to the Mayor and CEO.

A Council Member must:

1. advise of specific dates of the Leave of Absence in writing; and
2. step down from their Council Member duties during the period of leave.

In the case of the Mayor taking Leave of Absence, the Mayoral duties will be transferred to the Deputy Mayor.
**Apologies**

If a Council Member becomes aware of a situation or circumstance that will prevent that Member’s attendance to a Council or Committee Meeting, they should notify of their apology personally either in person, by phone or by email to one of the following people:

- Presiding Member,
- CEO,
- Executive Officer of the Committee, or
- Another Council or Committee Member.

It is the Council Members responsibility to ensure that the recipient received the message and the notification can be given in the meeting in order to be recorded within the Council or Committee Minutes.

If the recipient does not mention the apology during the Meeting, the apology will not be noted in the Minutes.

If a Council Member is incapacitated due to serious illness or injury, an apology on their behalf can be made by a family member or close associate.

If notification is not given by the process outlined above, the Member’s non-attendance will be recorded as **Not Present**.

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**Change in Order of Discussing Agenda Items**

The Presiding Member of the Council or Committee, at their discretion, is able to change the order of discussion of agenda items during the meeting. This discretionary power shall be used to bring agenda items forward to an earlier time or to later time in the meeting.

The following justifications may be used for re-ordering of agenda items:

- The attendance of an external presenter at a Meeting.
- Community attendance at the Meeting for a particular item.
- If external parties present a deputation on a specific agenda item, that item may be brought forward to immediately follow the deputation.
Reports of Representatives of Council on Other Organisations

Council Members who have been endorsed by Council to represent Council’s interests on an external organisation should provide a brief verbal report on matters affecting that organisation, which they believe, should be brought to the attention of Council.

Examples of these organisations include the Murray Darling Association.

Reports by Council Members will be noted in the minutes and will include the name of the Council Member providing the report and a very brief summary of the issue or organisation that they are reporting on. Detailed accounts of the report from Council Members will not be included in the meeting minutes.

Members may ask for the administration to distribute additional information on the matter to all Council Members. This documentation will be for information purposes only and shall not form part of the official minutes of the meeting.

Reports of representatives of Council on other organisations will only be received at Ordinary Council Meetings not Special Council or Committee Meetings.

Reports by Council Members

Council Members will have the opportunity to provide a written list of events attended by the Council Member since the last Ordinary Council Meeting to be inserted into the minutes. Reports by Council Members may be included in the Agenda provided the report is received by Council a minimum of five (5) clear days prior to the meeting.

It is at the Presiding Member’s discretion whether the Council Member may speak to the report and how long they may speak to the report during the meeting. A maximum of five (5) minutes per Council Member will be allowed.

Reports of Representative – Conference and Training Programs

Where Council Members have attended any training and development it shall be reported back to Council (preferably at the next Council Meeting) through a written report in the prescribed format which will be made publically available on the Council website.

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.

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<td>Questions on Notice must be submitted in writing to the CEO by 9:00am on the Monday eight (8) days prior to the meeting on the following Tuesday. The member asking the question is required to provide a brief history of the context or reason why the question is being asked. This history is to accompany to the question and should be included in the agenda with the actual question itself. Committees which do not meet on the Tuesday evening will follow the guidelines of eight (8) clear days before the meeting. The Presiding Member, or the CEO or their delegate shall include the question and reply to a question on notice in the Council or Committee agenda. The question and reply will also be recorded in the minutes. No debate is permitted on questions and answers. Questions on notice submitted for inclusion on Committee agendas may only be submitted by Council Members on that Committee. A question on notice will only be accepted for inclusion in a Committee agenda if it relates to a matter which falls within the Role and Terms of Reference, specified in the Committee’s Charter.</td>
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| Questions without Notice can be asked on any matter whether on the meeting’s agenda or a separate unrelated topic. Where possible a question without notice should be put in writing and provided to the Presiding Member and Minute Taker prior to the commencement of the meeting. The following details of the Question without notice will be recorded in the minutes:  
- the Council Member asking the question;  
- the question;  
- If the question was resolved at the meeting and the details of the response;  
- who the question was responded to by, for example the Presiding Member, the staff member; and  
- the name of the staff member who will follow up the question if it could not be answered at that meeting. If the question could not be answered at the meeting, the staff member responsible to follow up the question and provide a response is to in writing to all Council Members. Council Members are encouraged to, where possible, seek answers to a particular matters/issues from other Council Members or staff prior to the meeting, or alternatively utilise the Question on Notice process. |

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.

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

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**Petitions**

Petitions enable the public to bring to the attention of Council any matters they believe require action.

Petitions from the public shall be submitted at least five (5) clear days prior to the Council meeting to the Chief Executive Officer. Petitions will be referred to the next Ordinary Council meeting and will not be listed on Committee agendas.

If a Petition is received regarding a past or present Development Application, it shall be referred to the Council Development Assessment Panel for consideration via the representation process.

Petitions received shall be listed on the next Ordinary Council meeting agenda and shall include a statement on the number of signatories and a summary of the main issues outlined in the header of the petition. A copy of the petition will be included in the Council agenda, unless it is vexatious, libellous or defamatory.

The Chief Executive Officer shall determine what is considered a petition and what is considered general correspondence or customer service requests.

Generally a petition is considered to be a document with a number of signatories, with names and addresses, with a statement outlining the concerns or issue which residents/interested parties want addressed by Council. It is preferred that each signatory is identified as to whether they are a ratepayer or resident of the City of Playford. The document must have a heading statement on each page for it to be considered by Council as a petition. At least fifteen (15) individual signatures should be listed on the document for the document to be recognised as a petition.

Each petition must have a head petitioner and clearly state who the head petitioner is, this must include the name and address of each person who signed or endorsed the petition. This will ensure that any communication or correspondence made to petitions will be via the head petitioner.

The City of Playford will receive electronic petitions. However, each petition, whether they are electronic or handwritten, must have the first name and surname of each petitioner and must have either an email address or residential address as a minimum.

When the petition is submitted to Council, the person submitting the petition will be informed that the petition will become a public document.

Council Members shall receive a copy of any petition received by Council at the next available courier run. A covering memorandum will be sent to Council Members outlining the date the petition was received.

It should be noted that a template petition document has been designed and been uploaded to the City of Playford website and that this will be the preferred format for the City of Playford to receive petitions from the community.
All other documents will be treated as normal correspondence and forwarded to the appropriate officer to consider the request and undertake action as appropriate.

These types of documents will not be listed on the Ordinary Council agenda papers and will not be forwarded to Council Members under separate notification.

If a petition is listed on the Ordinary Council agenda, the responsible department will provide a short statement advising the Council Members of the action that will be taken on the matter.

There are three (3) standard responses to be included when a petition is listed on the Council agenda papers. These include:

1. This request has been assessed and will be actioned through Council’s routine customer request processes.
2. This request has been actioned and completed on (date).
3. This request has been assessed and cannot be actioned as a routine customer request. Further investigation will be undertaken and a report presented to a future Council meeting.

The responsible Council department would then advise the head petitioner of the action Council will undertake on the matter.

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.

**Deputations/Representations**

The public may request in writing the opportunity to address Council, providing that the request is submitted to the CEO eight (8) clear days prior to the meeting. The application for deputation form is available on the [City of Playford Website](#).

Council Members may request in writing the opportunity to address Council in their capacity as a member of the public. If the request for deputation is permitted the Council Member will be required to request leave from the meeting during the discussion and deliberations on the matter. The deputation must express the views of the Council Member as a member of the public and not those of a Council Member.

At their discretion, the Presiding Member may allow a request for a deputation within the eight (8) clear days any time prior to the commencement of the meeting if the issue to be presented is relevant to an item on the Council or Committee agenda for that meeting. Requests for deputation
or representation cannot be made during the meeting.

The Presiding Member in consultation with the Executive Officer may approve to receive a deputation. The Presiding Member may refuse to allow a deputation; the refusal of a deputation however, must be reported at the next meeting.

If a request for deputation is received to speak about a Development Application it shall be referred to the Council Development Assessment Panel for consideration via the representation process.

In determining whether a deputation is permitted, the Presiding Member will take into account the following:

- the subject matter of the proposed deputation;
- whether the subject matter is within the powers of Council; and
- the integrity of the request.

Guidelines for a deputation:

- Handouts or presentations may be included as part of the deputation but must be included in the application for approval.
- Representatives can speak for no more than five (5) minutes, unless an extension is granted by the Presiding Member at the meeting.

Process for the deputation within the meeting:

- The content of deputations will not be included in the minutes. Only the names of those representatives who spoke at the meeting will be recorded along with the topic or reference to the relevant agenda item.
- If a deputation is being made on a particular agenda item, those representors objecting to the staff or committee recommendation shall speak first, followed by the representors speaking for the staff or committee recommendation.
- Where the matter involves a community issue which has been requested to be considered by a resident or organisation, that person will be considered to be the applicant and will speak at the conclusion of all other deputations on the matter.
- Council Members may ask questions of the representors at the discretion of the Presiding Member. This time will not be part of the allocated five (5) minutes per representation/deputation.
- A decision on the deputation will not be made at the same Committee Meeting the deputation is received.

Deputations provide an opportunity for the community or interested persons to bring a matter to the attention of the Council. At all times, appropriate behaviour shall be maintained by the representors and the Council Members with each party being considerate of other people’s points of view. Sarcasm, criticism, and inappropriate behaviour and conduct are not appropriate and the Presiding Member shall maintain appropriate behaviour of all parties involved.

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.

(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—

(a) 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

(b) with leave of the meeting; or

(c) 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—

(a) 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

(b) 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

(c) 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

(d) 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
(e) 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—

(a) 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.

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**Motions on Notice**

Council Members may submit motions on notice for consideration of any matter not included on the agenda or alternatively, to revoke or amend the previous Council decision.

All motions on notice to Council or Committee must be submitted to the CEO at least eight (8) clear days before the meeting and will be featured in the meeting agenda. Motions on notice will be included in the agenda as a Motion on Notice report type (see appendix C and E).

If the subject of the Motion on Notice needs to be considered at a following meeting to allow time for staff to investigate, the Motion on Notice will return in the form of a Decision Report for Council consideration by resolution. A Motion on Notice submitted to Committees shall be referred onto the next Council Meeting for Resolution.

All Motions on Notice for a Committee may only come from a Committee Member and must relate the Role and Terms of Reference specified in the Committee’s Charter.

The Motion on Notice for a Council or Committee will not proceed unless the Council Member who submitted the motion is present or another Member has been authorised in writing to move the motion.

Motions on notice have the same status as any other motion and can be amended during the debate.

A Motion on Notice can be withdrawn from the agenda at any time up until midday on the day the agenda is distributed by staff. Further, a Motion can be withdrawn when it is in the agenda if the Council Member does not move the motion at the Council or Committee Meeting.
**Motions without Notice**

Council Members may submit Motions Without Notice to bring forward any business, including bringing forward matters of urgency not included in the agenda.

Where possible, Motions Without Notice should be discussed with Governance and shall be provided in writing to the Presiding Member and the Minute Taker prior to the commencement of the meeting.

All Motions Without Notice will be discussed at the relevant time in the meeting where the Presiding Member will call for a seconder for the motion.

A Motion Without Notice submitted to Committees shall be referred onto the next Council Meeting for Resolution.

Council Members are encouraged to provide Motions without Notice at Committee Meetings, to enable a report to be written for the Council to ensure all information possible is available to the Council when making its decision.

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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.

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**Clarification Regarding Amendments**

The purpose of an amendment is to alter or modify the wording of a motion on the floor, not to substantially change the intention of the motion.

Amendments may be used to insert, delete or substitute words in the motion or to add to or detract from the substantive purpose of the motion.

Amendments are not to be used to put up a completely new motion which contradicts the motion on the floor. The natural process of voting on the current motion must occur and then a new
motion moved to try introduce an alternative decision on the matter.

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.
(4) The contribution of a member must be relevant to the subject matter of the debate.
(5) 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.

Tied Vote
In the event that a tied vote (equal Members for and against the motion) on a matter at the Council Meeting occurs, the Presiding Member may exercise a casting vote. The Presiding Member must advise the meeting that they are exercising their right to use a casting vote.
In the event that a tied vote on a matter at a Committee Meeting occurs, the Presiding Member does not have a casting vote. The matter is to be referred to Council for decision.

Lost Vote
In the event that a motion is moved not seconded, the motion becomes lost and a new motion needs to be put forward for a decision to be made.

Election of Office Bearers
When electing Office Bearers, such as:
- the Deputy Mayor,
- a Presiding Member of a Committee, or
- Members to represent Council on external bodies or organisations,

The following options are available:

1. By resolution of Council, utilising the standard voting processes under the Act and its corresponding regulations, or
2. By an election process determined by Council, which can include a private ballot.

It should be noted that before any voting process is undertaken, the term of office for the relevant position(s) must be determined.

It is the responsibility of the Presiding Member to ensure that before any voting or selection process is commenced that all Members present understand the process.

If an election process determined by Council (e.g. private ballot) varied the normal voting procedures in the Act and Regulations, a motion must be moved to utilise the private ballot process for the matter in question. The private ballot will be conducted in a public forum unless the matter is being dealt with in confidence under section 90(2) of the Act.

**Private Ballot**

A private ballot involves each Member (including the Presiding Member) voting on the matter through a written vote. This method maintains the privacy of the way each Member voted.

**Recommended Process to Undertake a Private Ballot**

1. If this process is undertaken to appoint a person(s) to a position, then prior to undertaking the nomination process it is important for the Council or Committee to resolve the term of the officer for the position and that the result of the private ballots process will be the decision of the Council or Committee.

2. The resolution for a private ballot will include the following wording:

   [Any terms applicable]

   If required, the private ballot process outlined in the Code of Practice for Council and Committee Meetings – Section 16 will be utilised to elect the Council Member(s) to the [insert details], with the results of the ballot becoming the outcome.

3. Expression of interest from Members wishing to be a candidate for the position are called by the Presiding Member during the Meeting. Candidates may nominate themselves or be nominated by another Member.

   Please note: There is no requirement to have a seconder for each nomination.

4. Members who are not in attendance at the Meeting at the time of the private ballot may still be considered for nomination provided they have advised of their intention to accept or decline the position to the Presiding Member or another Member of Council Present.

5. Each candidate is asked by the Presiding Member if they are willing to stand for the position and then should provide a short verbal overview of why they want the position and what they will bring to the position.

6. Each candidate has one opportunity to either accept or decline the nomination or stand for...
7. Nominations can be received or withdrawn up until the commencement of the private ballot.

8. Names of candidates are then called out by the Presiding Member.

9. If only one (1) nomination or the appropriate number of nominations required for the positions available are received, the Members shall be resolved as the representative(s) for the matter through a motion.

10. If more than the required number of nominations are received then a private ballot may be conducted with the person(s) gaining the majority of votes endorsed as the representative(s) for Council on the matter.

11. In order to proceed with a private ballot, a motion is needed to be moved, seconded and carried by the Council or Committee body seeking the matter to be conducted using the private ballot.

12. Each Council Member (including the Mayor and Presiding Member) shall have one (1) vote.

13. Members who have nominated for the position(s) do not have a conflict of interest on the matter and shall remain in the meeting room to vote on the matter.

14. The CEO or the next most senior staff member present at the Meeting will act as Returning Officers for the private ballot process and shall maintain the confidentiality of all votes.

15. If, after the first private ballot, there is a tied vote between two (2) or more candidates another vote is to be conducted of the candidates who received equal votes until there is a ‘first past the post’ preference identified.

   Please note: Votes that do not nominate a candidate nominated for the position shall be considered donkey votes and therefore invalid and not included in the quota calculations.

16. If after the second tied vote, the result will be decided by drawing lots, the candidate first drawn being the candidate excluded.

17. The results of the process and the number of votes for each candidate should be announced and recorded in the minutes.

18. No absentee votes will be allowed during the private ballot process. All votes are to be made when Council Members are seated in their seats.

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.

### Divisions

A Council Member may call for a division to record how individual Members vote on a motion.

This is the only method that can be used to record how Members vote on a particular issue. When a division is called, the decision is set aside by the Presiding Member and another vote is taken on the motion.

All Members must show whether they are voting for or against the motion as requested by the Presiding Member. The Members voting for the motion will stand until the Presiding Member and Minute Taker have noted their names, whilst those voting against the motion remain seated. The results of the division will be recorded in the minutes of the meeting.

All Members present at the meeting must vote when a division is called.

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

   (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 observed; 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.

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**Order of Speaking**

The mover of a motion or amendment must not speak to a motion or amendment until this is seconded, unless the Presiding Member otherwise permits.

A Member may request further information from or through the Presiding Member after the motion or amendment is seconded and the mover and seconder have spoken.

Following the seconding of a motion or amendment, the Presiding Member must call for the mover to speak in favour of the motion or amendment and then call on further speakers as the Chairperson permits.

Each Member shall speak for no more than five minutes unless the Presiding Member rules otherwise.

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**Moving items “en bloc”**

Committee reports are presented to Council in their entirety in the Ordinary Council Agenda.

The Presiding Member will call for Members to identify Committee reports they wish to have
withdrawn for debate and discussion.

The first Council Member to identity an item will be provided with the opportunity to lead the debate on the matter.

The remainder of items will be endorsed in groups “en bloc” and the recommendation within the paper will be resolved by resolution.

**Reports**

When reports are presented to Council or a Committee, the report will include the Council’s responsible Executive or staff member as a contact person for the report, should Members require clarification on the report or matter prior to the Meeting.

**Late Reports**

Late Reports will only be accepted when a matter requires urgent decision by Council or a Committee on a critical matter.

With agreement of the Presiding Member, the CEO may submit a Late Report to Members via, email or urgent courier prior to the Meeting or at the Meeting in extreme circumstances.

Late Reports will be made available to the Public Gallery and on the City of Playford website at the earliest opportunity.

When a Late Report is presented to Members at a Meeting, the Presiding Member is to provide adequate reading time during the Meeting in order to allow Members to digest and understand the issued in the Late Report. The practice of the provision of adequate reading time is designed to aid good decision making of the Council.

**Confidential Items**

This Code of Practice should be read in conjunction with the Code of Practice for Public Access to Meetings and Associated Meeting Documents.

Confidential Items will be listed as a separate item and will be the final item on the agenda before closure of the meeting. This will ensure that guests in the gallery can observe as much of the open meeting as possible.

Before the Council or Committee is to debate an item that staff have recommended to be discussed in confidence, the Presiding Member will announce this and advice the public that they can remain in the gallery until the Members have made the decision as to whether the matter will be dealt with in Confidence or not.

After the Council or Committee have resolved to move into confidence the Presiding Member will announce that the public must leave the meeting, giving the reasons as per section 90(3) why. Names of all staff members or other person(s) who are required to assist the Council or Committee in their decision making who remain in the meeting during the confidential matter are recorded in the minutes.

The Report will be divided into three (3) parts:

A) **Procedural Decision** – Council/Committee move a motion to go into Confidence.

Please Note: The Minute Taker must record the details of the grounds for making confidentiality orders under the Act in the Minutes of the Meeting at which the orders
are made.


C) Procedural Decision – Council is to decide what is to be confidential after the Meeting and for how long the item should be kept confidential.

It is preferred the members of staff do not leave the meeting while in-confidence. In the event that Members or staff do leave and return during the meeting while in-confidence, their name and times they left and returned to the meeting will be recorded in the minutes. This will enhance accountability and transparency in decision making and will assist to remove any doubt of lobbying that may occur during the period of public absence from the meeting.

Moving an Amendment

Wherever practicable, Members wishing to move a motion that is different from the recommendation in the agenda papers are strongly encourage to make available a written copy of their motion prior to the meeting in order to assist the Presiding Member and Minute Taker in the conduct of the meeting and in the subsequent preparation of the minute of the meeting.

Mayor

For Ordinary Council Meetings, all present in the meeting will stand as the CEO announces the Mayor and the Mayor takes their position in the Chamber. This represents a sign of respect of the position of the Mayor and applies to Ordinary Council Meetings only.

The Mayoral robes are to be worn at ceremonial occasions only, with the occasion to be determined by the Mayor.

Speaking During a Meeting

The CEO and Executive Member will respond to questions from the floor at the invitation of the Presiding Member and will acknowledge the Presiding Member in their response.

At a Council Meeting the Presiding Member will be addressed as ‘Mayor’.

The Presiding Member of a Committee will be address as ‘Presiding Member’.

The CEO or Executive Member may request additional staff involved in the preparation of the agenda report to speak on the matter on their behalf.

Members shall await recognition from the Presiding Member before speaking. Members who speak during a meeting of Council are to stand when speaking, as a sign of respect. Wherever possible, Members are to utilise their microphone, in order to encourage amplification with in the Chamber.

Except to move a **Point of Order**, Members should only speak with the acknowledgement
Distribution of Material to Council Members

The Executive Officer is to approve any additional material at the Meeting. Additional material must be related to an agenda item and include the appropriate City of Playford branding.

Mobile Devices

Any mobile devices brought into Council or Committee Meetings are to be switched to silent or off, unless there is express permission of the Presiding Member (for example for security or emergency contact requirements).

Members are encouraged to utilise their tablet to view electronic agendas during the meeting.

Recording of Meetings

Voice, video or graphic recording devices are not permitted to be used during any Informal Gatherings, Council, Special Council or Committee Meetings unless express permission has been granted by the Presiding Member.

Photography at Meetings

The Presiding Member may permit photographs to be taken.

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 arrried 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.
Appendix A – Declaration of Interest – Actual or Perceived

DECLARATIONS OF INTEREST FORM
Actual or Perceived

Note: The information contained in this declaration will be included in the meeting minutes and on a central register made available to the public. For the accuracy of minutes, please read your statement from this when you speak to your conflict of interest.

Council Member Name: __________________________
Independent Member Name: __________________________

Meeting (please tick): □ Ordinary Council □ CEO Performance Review Committee
□ Special Council □ Corporate Governance Committee
□ Civic Events Committee □ Services Committee
□ Strategic Planning Committee □ Informal Gathering

Date of Meeting: __________________________

Item No. on Meeting Agenda/Subject: __________________________

Description of Conflict of Interest:
This conflict of interest has been identified using the LGA Conflict of Interest Guidelines (pages 13-18) as:
□ An Actual Conflict of Interest □ A Perceived Conflict of Interest

Please provide full and accurate details of the relevant interest:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

This conflict of interest is of the following nature:
□ Direct
□ Personal or
□ Indirect
□ Pecuniary or

continued on next page…
How the Conflict of Interest will be addressed:

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Will you remain in the meeting? (if no please stop here and sign and date at the end of the form)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Did you remain in the meeting to maintain quorum?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

If you responded to either of these questions with yes, please provide details of how you intend to deal with the actual or perceived conflict of interest.

Outline any further steps you will take to ensure transparency and accountability in this matter.

Voting (if you remained in the meeting)

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Did you vote on the matter?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>How did you vote on the matter?</td>
<td>For</td>
<td>Against</td>
</tr>
</tbody>
</table>

Name: _______________  Signed: _______________  Date: _______________

Staff Use Only

Declaration Received by:  Name: _______________  Position: _______________

Signature: _______________  Date: _______________
Appendix B – Declaration of Conflict of Interest – Material

DECLARATIONS OF INTEREST FORM

Material

Note: The information contained in this declaration will be included in the meeting minutes and on a central register made available to the public. For the accuracy of minutes, please read your statement from this when you speak to your conflict of interest.

Council Member Name: ____________________________
Independent Member Name: ____________________________

Meeting (please tick):
□ Ordinary Council  □ CEO Performance Review Committee
□ Special Council  □ Corporate Governance Committee
□ Civic Events Committee  □ Services Committee
□ Strategic Planning Committee  □ Informal Gathering

Date of Meeting: ____________________________

Item No. on Meeting Agenda: ____________________________

Subject: ____________________________

Description of Material Conflict of Interest:

__________________________________________________________________________________________

__________________________________________________________________________________________

Was Minister approval granted to participate in the meeting, pursuant to section 74(3) of the Act?

□ Yes  □ No (if no you are required to leave)

If yes:

• Has Minister approval been provided to Council?  □ Yes  □ No
• Did you participate in the discussion of the matter?  □ Yes  □ No
• Did you remain in the meeting while the matter was being considered?  □ Yes  □ No

Name: ____________________________  Signed: ____________________________  Date: ____________________________

Staff Use Only

Declaration Received by: Name: ____________________________  Position: ____________________________

Signature: ____________________________  Date: ____________________________

DOCUMENT NO.: 2012/57

INITIAL DATE OF ADOPTION: 30 April 2016

DATE OF CURRENT VERSION: 17 July 2016

NEXT REVIEW DATE: 31 Dec 2017

Electronic version is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.
## Appendix C – Motion on Notice Form

### COUNCIL AND COMMITTEE MOTION ON NOTICE FORM

**Council/Independent Member:**

---

**Meeting (please tick):**

- [ ] Ordinary Council
- [ ] Special Council
- [ ] Civic Events Committee
- [ ] Strategic Planning Committee
- [ ] CEO Performance Review Committee
- [ ] Corporate Governance Committee
- [ ] Services Committee
- [ ] Informal Gathering

**Preferred Meeting Date:**

---

**Subject:**

---

**Motion (please provide a brief overview of the key issues and the reasons for the Motion on Notice):**

---

**Additional Supporting Documentation Attached:**

- [ ] Yes
- [ ] No

If proposing to amend or revoke a previous Council or Committee decision, please provide the following:

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Date</th>
<th>Resolution No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Staff Use Only**

<table>
<thead>
<tr>
<th>Received by</th>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Referred to responsible Executive Officer</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Date of meeting motion to be presented:**

---

*Electronic version is the controlled version. Printed copies are considered uncontrolled.*

*Before using a printed copy, verify that it is the current version.*
Notes:

1. Councillors may submit Motions of Notice for consideration of any matter not included on the agenda or alternatively, to revoke or amend a previous Council decision, as desired by the Councillor.

2. All Motions on Notice to Council or Committee must be submitted to the Chief Executive Officer at least eight (8) days before the meeting and will be featured in the meeting agenda.

3. Motions on Notice will be included in the agenda as an attachment with only the title of the motion included in the opening agenda pages.

4. The Motion on Notice will not be listed again on the Council agenda under motions without notice but will be included in the agenda papers as a matter considered by Council for resolution. It is therefore recommended that Motions on Notice request staff to investigate a particular matter (that is, write a report), as a decision regarding the matter would be made at the following meeting.

5. All Motions on Notice for a Committee may only come from a Committee Member and must relate to the Charter of the Committee.

6. The Motion on Notice for Council or Committee will not proceed unless the Councillor who submitted the motion is present or another member has been authorised in writing to move the motion.

7. Motions on Notice have the same status as any other motion and can be amended during the debate.

8. A Motion on Notice submitted to a Committee shall be referred onto the next Council meeting for resolution. The Motion of Notice will not be listed again on the Council agenda under motions without notice but will be included in the agenda papers as a matter considered by Committee and referred to Council for resolution.

9. A Motion of Notice can be withdrawn from the agenda at any time up until midday on the day the agenda is distributed by staff. Further, a Motion on Notice can be withdrawn when it is in the agenda if the Councillor does not move the motion at the Council or Committee meeting.
Appendix D – Ordinary Council Meeting Agenda Format

NOTICE

of

ORDINARY COUNCIL MEETING

Pursuant to the provisions of Section 84(1) of the Local Government Act 1999

TO BE HELD IN

COUNCIL CHAMBERS
PLAYFORD CIVIC CENTRE
10 PLAYFORD BOULEVARD, ELIZABETH

ON

TUESDAY, DAY MONTH YEAR AT 7:00PM

MAL HEMMERLING
CHIEF EXECUTIVE OFFICER
Issue Date: Thursday, DAY MONTH YEAR

MEMBERSHIP

MAYOR GLENN DOCHERTY – Principal Member

<table>
<thead>
<tr>
<th>Cr Marilyn Baker</th>
<th>Cr Samantha Blake</th>
<th>Cr Andrew Craig</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cr Denis Davey</td>
<td>Cr Joe Federico</td>
<td>Cr Shirley Halls</td>
</tr>
<tr>
<td>Cr Michael Joy</td>
<td>Cr Duncan MacMillan</td>
<td>Cr Dino Musolino</td>
</tr>
<tr>
<td>Cr Carol Muzyk</td>
<td>Cr Jane Oruans</td>
<td>Cr Max O’Rielly</td>
</tr>
<tr>
<td>Cr Peter Rentoulis</td>
<td>Cr Adam Sherwood</td>
<td>Cr Gay Smallwood Smith</td>
</tr>
</tbody>
</table>

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## CITY OF PLAYFORD STRATEGIC PLAN

<table>
<thead>
<tr>
<th>1. Smart Service Delivery Program</th>
<th>Outcomes</th>
</tr>
</thead>
</table>
| This program is about continuing to provide for the changing needs and expectations of our diverse community, delivering the services they require. It means making the most of our community’s existing strengths, talents and diversity, and working smarter to connect our community with each other to contribute to overall wellbeing and the economic life of the City. | 1.1 High quality services and amenities  
1.2 Improved service delivery  
1.3 Working smarter with our community  
1.4 Enhanced City presentation, community pride and reputation |

<table>
<thead>
<tr>
<th>2. Smart Living Program</th>
<th>Outcomes</th>
</tr>
</thead>
</table>
| This program is about Council playing its part to make the City more liveable and connected. As our older suburbs age and our population and urban footprint expands, we will find innovative ways to renew and ‘future proof’ the liveability of our neighbourhoods. It also means ensuring our community has access to smart technologies. | 2.1 Smart development and urban renewal  
2.2 Enhanced City presentation, community pride and reputation  
2.3 Liveable neighbourhoods |

<table>
<thead>
<tr>
<th>3. Smart Jobs &amp; Education Program</th>
<th>Outcomes</th>
</tr>
</thead>
</table>
| This program is about Council leading by example and advocating to other organisations to support the diversification of our local economy and improve the employment prospects for our community. This includes providing the right environment for investment and business attraction and connecting our community up with the right skills and education for the transitioning economy. | 3.1 Growth and diversification of local jobs matched with relevant education and training  
3.2 Commercial and industrial growth  
3.3 Sustainable economic transformation  
3.4 International market connections |

<table>
<thead>
<tr>
<th>4. Smart CBD Program</th>
<th>Outcomes</th>
</tr>
</thead>
</table>
| This program relates to Council’s long term strategy for the redevelopment and expansion of the Elizabeth Regional Centre. In the longer term Elizabeth can expect to be home to a number of facilities and services such as hospitals, a university, significant retail services, medium to high density commercial offices, peak business organisations and high density housing. | 4.1 Expanded range of local services  
4.2 Growth and diversification of local jobs in the CBD  
4.3 Greater housing choice  
4.4 Increased social connections  
4.5 Commercial growth |

<table>
<thead>
<tr>
<th>5. Smart Sport Program</th>
<th>Outcomes</th>
</tr>
</thead>
</table>
| This program is about Council’s long term vision to create the Playford City Sports Precinct providing local community, state and national levels sporting facilities. It will create a focus on healthy communities and promote greater participation in sport and physical activity. It will also support the renewal of adjoining suburbs. | 5.1 Enhanced community pride and reputation  
5.2 Healthy and socially connected community  
5.3 Access to elite sporting facilities |

<table>
<thead>
<tr>
<th>6. Smart Health</th>
<th>Outcomes</th>
</tr>
</thead>
</table>
| In the longer term the Playford will see expansion of the area around the Lyell McEwin Hospital into a key precinct with tertiary training, research, allied health facilities and residential accommodation. It will have potential links to advanced manufacturing in assistive devices in health, aged and disability. This program is about raising the profile and amenity of the precinct and facilitating new investment. | 6.1 Access to quality local health services  
6.2 Increased employment opportunities in health, disability and aged care sectors |
City of Playford
Ordinary Council Meeting

AGENDA
TUESDAY, DATE MONTH YEAR AT TIME

1 ATTENDANCE RECORD
   1.1 Present
   1.2 Apologies
   1.3 Not Present

2 CONFIRMATION OF MINUTES

3 DECLARATIONS OF INTEREST

4 MAYOR'S REPORT

5 REPORTS OF REPRESENTATIVES OF COUNCIL ON OTHER ORGANISATIONS

6 REPORTS BY COUNCILLORS

7 REPORTS OF REPRESENTATIVES (CONFERENCES & TRAINING PROGRAMS)

8 QUESTIONS WITHOUT NOTICE

9 QUESTIONS ON NOTICE

10 PETITIONS

11 DEPUTATION / REPRESENTATIONS

12 MOTIONS WITHOUT NOTICE
13 MOTIONS ON NOTICE

14 COMMITTEE REPORTS
Chief Executive Officer Performance Review Committee
Civic Events Committee
Corporate Governance Committee
Services Committee
Strategic Planning Committee

15 STAFF REPORTS

16 INFORMAL DISCUSSION

17 FORWARD AGENDA

18 CONFIDENTIAL MATTERS

19 CLOSURE
Appendix E – Committee Meeting Agenda Format

NOTICE

of

COMMITTEE MEETING

Pursuant to the provisions of Section 84(1) of the
Local Government Act 1999

TO BE HELD IN

COUNCIL CHAMBERS
PLAYFORD CIVIC CENTRE
10 PLAYFORD BOULEVARD, ELIZABETH

ON

WEEK DAY, DAY MONTH YEAR AT TIME

MAL HEMMERLING
CHIEF EXECUTIVE OFFICER
Issue Date: Thursday, DAY MONTH YEAR

MEMBERSHIP

PRESIDING MEMBER – NAME

<table>
<thead>
<tr>
<th>Mayor Glenn Doherty</th>
<th>Cr Marilyn Baker</th>
<th>Cr Samantha Blake</th>
</tr>
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## CITY OF PLAYFORD STRATEGIC PLAN

### 1. Smart Service Delivery Program

This program is about continuing to provide for the changing needs and expectations of our diverse community, delivering the services they require. It means making the most of our community’s existing strengths, talents and diversity, and working smarter to connect our community with each other to contribute to overall wellbeing and the economic life of the City.

**Outcomes**
1. 1. High quality services and amenities
2. 1.2 Improved service delivery
3. 1.3 Working smarter with our community
4. 1.4 Enhanced City presentation, community pride and reputation

### 2. Smart Living Program

This program is about Council playing its part to make the City more liveable and connected. As our older suburbs age and our population and urban footprint expands, we will find innovative ways to renew and future proof the livability of our neighbourhoods. It also means ensuring our community has access to smart technologies.

**Outcomes**
1. 2.1 Smart development and urban renewal
2. 2.2 Enhanced City presentation, community pride and reputation
3. 2.3 Liveable neighbourhoods

### 3. Smart Jobs & Education Program

This program is about Council leading by example and advocating to other organisations to support the diversification of our local economy and improve the employment prospects for our community. This includes providing the right environment for investment and business attraction and connecting our community up with the right skills and education for the transitioning economy.

**Outcomes**
1. 3.1 Growth and diversification of local jobs
2. 3.2 Commercial and industrial growth
3. 3.3 Sustainable economic transformation
4. 3.4 International market connections

### 4. Smart CBD Program

This program relates to Council’s long term strategy for the redevelopment and expansion of the Elizabeth Regional Centre. In the longer term, Elizabeth can expect to be home to a number of facilities and services such as hospitals, a university, significant retail services, medium high density commercial offices, peak business organisations and high density housing.

**Outcomes**
1. 4.1 Expanded range of local services
2. 4.2 Growth and diversification of local jobs in the CBD
3. 4.3 Greater housing choice
4. 4.4 Increased social connections
5. 4.5 Commercial growth

### 5. Smart Sport Program

This program is about Council’s long term vision to create the Playford City Sports Precinct providing local community, state and national level sporting facilities. It will create a focus on healthy communities and promote greater participation in sport and physical activity. It will also support the renewal of adjoining suburbs.

**Outcomes**
1. 5.1 Enhanced community pride and reputation
2. 5.2 Healthy and socially connected community
3. 5.3 Access to elite sporting facilities

### 6. Smart Health

In the longer term, the Playford will see expansion of the area around the Lyell McEwin Hospital into a key precinct with tertiary training, research, allied health facilities and residential accommodation. It will have potential links to advanced manufacturing in assistive devices in health, aged and disability. This program is about raising the profile and amenity of the precinct and facilitating new investment.

**Outcomes**
1. 6.1 Access to quality, local health services
2. 6.2 Increased employment opportunities in health, disability and aged sectors
COMMITTEE CHARTER

1 Role

2 Terms of Reference

3 Definitions

4 Delegations

5 Meetings

6 Membership

7 Role of Presiding Member

8 Role of Committee Members

9 Role of the Executive Officer and Administration

10 Reporting and Review of the Committee

11 Supporting Documentation

12 Approval and Change History
City of Playford
Committee Meeting

AGENDA
WEEK DAY, DATE MONTH YEAR AT TIME

1 ATTENDANCE RECORD
   1.1 Present
   1.2 Apologies
   1.3 Not Present

2 CONFIRMATION OF MINUTES

3 DECLARATIONS OF INTEREST

4 DEPUTATION / REPRESENTATIONS

5 STAFF REPORTS

6 INFORMAL DISCUSSION

7 INFORMAL ACTIONS

8 COMMITTEE WORKPLAN

9 CONFIDENTIAL MATTERS

10 CLOSURE