

PORT PHILLIP CITY COUNCIL

DRAFT – MEETING PROCEDURE LOCAL LAW NO. 2/2009

PART ONE

PRELIMINARY

1. OBJECTIVES

The objectives of this Local Law are to:

- a) regulate proceedings at Council meetings and special committee meetings comprised solely of Councillors conducted by the Port Phillip City Council;
- b) provide for the election of the Mayor and Deputy Mayor of the Council and chairpersons of special committees of Council;
- c) regulate the use of the common seal of the Council; and,
- d) substitute this Meeting Procedure Local Law for the previously existing Meeting Procedure Local Law No. 2/2005 .

2. POWER

This Local Law is made under section 91 and Part 5 of the *Local Government Act 1989*.

3. COMMENCEMENT

This Local Law comes into operation on the day it is gazetted in the Victorian Government Gazette.

4. SCOPE

This local law applies to Council and special committees comprised solely of Councillors. Special committees, other than those comprised solely of Councillors, are subject to the provisions of the *Local Government Act 1989* and any resolutions of the Council.

5. REPEAL

The Port Phillip City Council Meeting Procedures Local Law No. 2/2005 made by Council on 24 October 2005 and gazetted in the Victorian Government Gazette on 10 November 2005 is hereby repealed.

6. SUNSET PROVISION

Unless sooner revoked this local law will be revoked ten years after the date on which it is made.

DEFINITIONS

Unless the contrary intention appears in this Local Law:-

“**Act**” means the *Local Government Act 1989*;

“**agenda**” means the notice of a meeting setting out the business to be transacted at the meeting;

“**Chairperson**” means the person appointed as Chairperson of the meeting and includes an acting, a temporary and a substitute Chairperson;

“**Chief Executive Officer**” means the person appointed to be the Chief Executive Officer of the Council and includes a person appointed to act in the absence of the Chief Executive Officer;

“**Council**” means the Port Phillip City Council;

“**Council meeting**” includes an ordinary meeting of Council and special meeting of Council including a special meeting at which the Mayor is elected;

“**Councillor**” means a person who is elected to the office of Councillor of the Council and has taken an oath of office in accordance with s.63 of the Act;

“**Deputy Mayor**” means a Councillor elected by Council as the Deputy Mayor;

“**Mayor**” means the person elected as Mayor of the Council and any other Councillor acting as Mayor in the absence of the Mayor;

“**officer**” means a person appointed as a member of Council staff and includes the Chief Executive Officer;

“**Ordinary Council Meeting**” means an Ordinary meeting of the Port Phillip Council at which general business of the Council may be transacted;

“**special committee**” means any special committee comprised solely of Councillors established by Council under s.86(1)(a) of the Act;

“**special Council meeting**” means a special meeting of the Council called under s.84 of the Act;

“**urgent business**” means business of which no notice is included in the agenda for a meeting and is a matter which the meeting resolves cannot await the next meeting cycle;

“**urgent circumstances**” means circumstances which the caller or callers of a special meeting consider cannot await the next relevant meeting in the cycle;

“**visitor**” means any person other than a Councillor or Council officer who is in attendance at any Council or special committee meeting and is not a member of that committee.

PART TWO**MEETING ADMINISTRATION****7. QUORUM AT MEETINGS**

- a) The quorum for Council meetings and special committee meetings is at least a majority of the members of the Council or special committee (s.91(3A) of the Act).
- b) A meeting cannot commence, resume or continue without a quorum.
- c) **Failure to raise a quorum**
 - i) If a quorum is not present within 30 minutes of the time appointed for the commencement of an Ordinary Council meeting or special committee meeting:
 - a) the meeting may be adjourned for not more than 7 days and where an adjournment under paragraph (i) is other than on the same day, the Chief Executive Officer must, as far as is practicable, give all Councillors written notice of the adjourned meeting; or
 - b) if the meeting is not adjourned pursuant to sub clause (a) above, the business of the meeting must be included on the agenda for the next appropriate meeting.
 - ii) If a quorum is not present within 30 minutes of the time appointed for the commencement of an Ordinary Council meeting or special committee meeting the meeting may be adjourned and a time and date set for resumption by:
 - a) the Chairperson of the meeting or in the absence of the Chairperson, the Mayor; or,
 - b) the Chief Executive Officer (or in the absence of the Chief Executive Officer, the person authorised to deputise for the Chief Executive Officer at such meeting) if the Mayor or Chairperson is not present at the meeting.
 - iii) If a quorum is not present within 30 minutes of the time set for a Special Council meeting, then the meeting immediately fails and cannot be adjourned.
- d) **When meeting lapses**

If a quorum ceases to be present for a time greater than 10 minutes after a Council meeting or special committee meeting has begun, the meeting lapses.
- e) **Business of lapsed meeting**

If an Ordinary Council meeting or special committee meeting lapses, the business left undisposed must, unless it has already been disposed of at a Special Council meeting or special committee meeting, be included in the agenda for the next appropriate meeting.

f) **Business not to be transacted if no quorum present**

If a quorum ceases to be present at any time during a Council meeting or special committee meeting then no business can be legally transacted until a quorum is again formed, subject to the provisions of sub-clause 7(c).

8. MEETING PROCEDURE AND ADMINISTRATION

a) **Date, starting time, place and finishing time of meetings**

i) Council must resolve the dates, times and places of Ordinary Council meetings and special committee meetings and may by further resolution alter any such dates, times or places.

ii) Council must give at least 7 days notice to the public of Ordinary Council meetings, Special Council meetings and special committee meetings.

iii) If urgent or extraordinary circumstances prevent Council from complying with subsection (ii) above, Council must give such public notice as is practicable and specify in the minutes of the meeting the circumstances preventing it from complying with subsection (ii).

iv) At an Ordinary or Special Council meeting or special committee meeting, a majority of Councillors present at the meeting can resolve to adjourn the meeting for not more than 30 days.

b) **Notice of all meetings**

The agenda for any Council meeting (other than a Special Council meeting called in urgent circumstances) or special committee meeting must be sent to every Councillor or member of the committee at least 2 clear working days before the meeting.

c) **Item added to agenda during the meeting**

The Chief Executive Officer with the consent of the Mayor, and a Councillor with the leave of the Council or special committee, may add any matter to the agenda for an Ordinary Council meeting or special committee meeting for consideration at the meeting.

d) **Order of business**

i) The following order of business must be followed at an Ordinary Council meeting and special committee meeting, unless Council or the special committee resolves otherwise:

a) Apologies;

- b) Minutes of previous meetings;
 - c) Declarations of conflicts of interest;
 - d) Petitions, joint letters and deputations (at Ordinary Council meetings only);
 - e) Sealing schedule (at Ordinary Council meetings only);
 - f) Public question time;
 - g) Councillor question time;
 - h) Presentation of reports (declarations of Conflicts of Interest to be made immediately prior to commencement of the discussion of the relevant report);
 - i) Notice of motion (only when required);
 - j) Reports by Councillor delegates appointed to other bodies;
 - k) Urgent business;
 - l) Confidential matters (only when required).
- ii) The following order of business must be followed at a Special Council meeting unless the Special Council meeting resolves otherwise:
- a) Apologies;
 - b) Declarations of conflicts of interest;
 - c) Presentation of reports;
 - d) Confidential matters (only when required).
- e) **Confirmation of minutes**
- i) The minutes of any Council meeting or special committee meeting must be submitted to the next meeting of the Council or special committee, respectively, for confirmation (s.93(2) & (4) of the Act).
 - ii) If a copy of the minutes of the previous meeting has been circulated to all Councillors at least 2 clear working days before the meeting, then the motion for confirmation must be put without the reading of the minutes.
 - iii) If a copy of the minutes of the previous meeting has not been circulated as in paragraph (ii) to Councillors, the minutes must be read and a motion put for their confirmation provided that there must be no discussion on such minutes except as to their accuracy as a record of the proceedings.

- iv) The minutes must be signed and certified that they are confirmed by the Chairperson of the meeting at which they are confirmed (s.93(5) of the Act).
- v) The Chief Executive Officer (or the officers authorised by the Chief Executive Officer to attend the Council meeting or special committee meeting and to take the minutes of such meeting) must record in the minutes the following, as well as matters required by the Act;
 - a) the names of the Councillors present; and
 - b) arrivals and departures (including temporary departures) of Councillors during the course of the meeting; and
 - c) each motion and amendment to a motion; and
 - d) the decision on each motion put; and
 - e) the vote cast by each Councillor upon a division; and
 - f) a summary of each question put at public and Councillor question time and the response provided; and
 - g) a summary of questions taken on notice; and
 - h) a brief summary of any public comment to a report before the meeting; and
 - i) a brief summary of any request made by any deputation; and
 - j) any failure to reach or maintain a quorum; and
 - k) any declaration of a conflict of interest made by a Councillor, as well as, the type and nature of the interest (s.79(8) of the Act); and
 - l) any declaration of a conflict of interest made by a member of Council staff (and the type of interest if required to do so by the Council meeting or the special committee meeting) as required by the Act (s80C(3)); and
 - m) the purpose of reports and the adopted resolution of reports presented to Council or a special committee.
- vi) The Council officers authorised by the Chief Executive Officer may take tape recordings of the proceedings of Council meetings and special committee meetings.
- vii) The recording of the proceedings is to be used only by the authorised officers to assist in the preparation of the minutes of the meeting.

viii) The authorised officers shall cause such tape recordings to be erased after the Council or special committee has confirmed the minutes of the meeting to which the tapes formed part of the proceedings.

f) **Petitions and joint letters**

Correspondence to Council that complies with Council's Petitions and Joint Letters guidelines are to be presented at Ordinary Council meetings.

g) **Sealing schedule**

A listing of documents requiring a resolution of Council for the purpose of affixing the common seal of Council must be included where appropriate.

h) **Notice of motion (only when required)**

Written notice given by a Councillor to the Chief Executive Officer that he/she intends to move a motion at an Ordinary Council meeting or special committee meeting. The written notice must be given to the Chief Executive Officer to enable the particulars of the motion to be circulated with the appropriate agenda.

i) **Urgent business**

At an Ordinary Council meeting or special committee meeting, if it is determined by resolution that a report or matter, of which no notice is included in the agenda for that meeting, is a matter which should be considered by the meeting, then the meeting will consider the matter as urgent business.

9. CONFIDENTIAL REPORTS (only when required)

- a) Any Council meeting or special committee meeting must be open to members of the public (s.89(1) of the Act), unless consideration of a matter is to be conducted in a meeting closed to the public in accordance with s.89(2) of the Act – that is, there is a resolution to close the meeting to the public to discuss a confidential matter.
- b) Council or special committee must resolve to close a meeting to members of the public and the reason must be recorded in the minutes (s.89(3) of the Act). The Council or special committee must also resolve to re-open the meeting to the public once the report has been considered.
- c) The Chief Executive Officer may determine and declare in writing that a report is classified as confidential (s.77(2)(c) of the Act) if the Chief Executive Officer considers it has been prepared for consideration in respect of a matter which is expected to be the subject of a resolution under s.89(2) of the Act.

- d) Council and special committee can resolve within the respective meeting whether reports and items identified in part c) are to be considered as confidential matters in accordance with s.89(2) of the Act.
- e) It is at the discretion of the Chairperson to determine what Council staff can remain in the Chamber during the discussion of the confidential item.
- f) If a Council or special committee meeting considers a report designated to be confidential, as not confidential, the meeting should pass a resolution that the report is not confidential.

10. PUBLIC QUESTION TIME

Question time rules

- a) At all Ordinary Council meetings and special committee meetings at which members of the public are present, there must be an opportunity for members of the public to address questions to the Ordinary Council meeting or special committee meeting.
- b) The Mayor or Chairperson can determine the time allowed for public question time and the time allowed for questions from individuals at Ordinary Council meetings or special committee meetings.
- c) A person proposing a question will be requested to clearly state his or her name.
- d) A question must not:
 - i) relate to a matter beyond the powers or functions of Council;
 - ii) be defamatory, indecent, abusive or objectionable in language or substance; and
 - iii) raise any matter which will or would likely to be considered by Council under s.89(2) of the Act (confidential matter).
- e) The Ordinary Council meeting or special committee meeting may defer consideration of, or response to, any question and may seek the address of any questioner so that a written response may be given. Answers to questions taken on notice will be made available to the public.

11. PUBLIC COMMENT AT MEETINGS

- a) **Public comment conditions and procedure at Council and Special Committee Meetings** - Public comment is permitted at Council and special committee meetings provided that:
 - i) any comment is made prior to commencement of debate, and at the call of the Chairperson; and

- ii) the person making comment confines such comment to the subject under consideration; and
- iii) the Chairperson may decide the length of time a person may speak.

PART THREE**GENERAL PROCEDURAL MATTERS****12. CONTENT OF MOTION**

- a) The mover of a motion or amendment put to a meeting must ensure that the motion is:
 - i) within the powers or functions of Council; and
 - ii) submitted in writing if so directed by the Chairperson; and
 - iii) except in the case of urgent business, relevant to an item of business on the agenda.
- b) The mover of the motion or an amendment must ensure that it is not defamatory or objectionable in language or nature.
- c) The Chairperson must refuse to accept any motion or amendment that contravenes sub-clauses (a) or (b) or any other provision in this Local Law.

13. MOVING AND SECONDING A MOTION

- a) The mover of any motion or amendment must state the nature of the motion or amendment and then move it without speaking to it.
- b) Every motion or amendment must have a seconder. A motion or amendment that is not seconded lapses immediately.

14. DEBATE OF A MOTION

- a) Speaking to an unopposed motion or an unopposed amendment is at the discretion of the Chairperson.
- b) If any Councillor indicates opposition to a motion or an amendment which has been seconded, the mover may then address Council or the committee upon it.
- c) The seconder may then speak to the motion.
- d) Debate may then occur on the motion.
- e) Apart from the mover, no person, without leave of the Chairperson, may speak more than once on any motion.

15. AMENDMENT TO MOTION

The mover and seconder of a motion must not move any amendment to the motion standing in their names.

16. RESCISSION OR ALTERATION MOTION

- a) **Procedures** - A notice of motion to rescind or alter a previous resolution of Council or any special committee exercising any function duty or power delegated to it under s.86(3) of the Act:
 - i) must be given to the Chief Executive Officer at least one day prior to the agenda being sent to Councillors; and
 - ii) must be deemed to have been withdrawn if not moved at the next meeting at which such business may be transacted; and
 - iii) cannot be considered if the previous resolution has been acted on; and
 - iv) must not be accepted by the Chief Executive Officer if it is the second or subsequent notice to revoke or alter an earlier resolution, until a period of one month has elapsed since the date of the meeting at which the first or last motion of revocation or alteration was dealt with.
- b) **Implementation** - The Chief Executive Officer or an officer must not commence to implement or attempt to implement a previous resolution if a notice of motion to rescind or alter it has been properly lodged before such commencement, unless the Chief Executive Officer considers that there are exceptional circumstances and implementation should occur.

17. REPEATING A MOTION

- a) Before any matter is put to a vote, a Councillor may require that the question, motion or amendment be read again.
- b) The Chairperson may at any time require the Chief Executive Officer, or a person attending the meeting to take the minutes of such meeting, to read the question, motion or amendment to the meeting before the vote is taken.

18. FORESHADOWING A MOTION (MOTION ARISING)

- a) At any time during debate, a Councillor may foreshadow a motion to inform the meeting of his or her intention to move a motion at a later stage in the meeting, but this does not extend any special right to the foreshadowed motion.
- b) A motion foreshadowed may be prefaced with a statement that, in the event that a particular motion before the Chair is resolved in a certain way, a Councillor intends to move an alternative or additional motion.
- c) A motion foreshadowed has no procedural standing and is merely a means to assist the flow of the meeting.

- d) The Chief Executive Officer is not required to have foreshadowed motions recorded in the minutes until the foreshadowed motion is formally moved, but may do so if it is thought appropriate.

19. VOTING AT MEETINGS

- a) Unless the Council or special committee resolves otherwise, voting on any matter will be by show of hands (s.90(1)(c) of the Act).
- b) Voting at Council meetings and special committee meetings that are open to members of the public must not be in secret (s.90(1)(ca) of the Act).
- c) Each Councillor present at a Council meeting or special committee meeting must vote (s.90(1)(b) of the Act) unless otherwise prohibited by the Act.
- d) Each Councillor present at a Council meeting or special committee meeting is entitled to one vote (s.90(1)(a) of the Act).
- e) Any question is to be determined by a majority of the votes (s.90(1)(d) of the Act).
- f) If there is an equality of votes the Chairperson of the Council meeting or special committee meeting has a second vote (s.90(1)(e) of the Act), except with respect to the election of the Mayor and Chairpersons of special committees (s.90(2) of the Act).
- g) The Chairperson must accept a call for a division on any matter by any Councillor provided it is in accordance with the provisions of this clause.
- h) The call for a division may be made prior to or subsequent to the vote being taken but must not be made after the next item of business has commenced.
- i) A Councillor is not prevented from changing his or her original vote during any subsequent vote by division on any matter.
- j) If the Council resolves to deal with a matter by secret ballot in a meeting that is closed to the public in accordance with s.89(2) of the Act, the Chief Executive Officer must conduct a system of voting that ensures that the privacy of the vote is maintained.
- k) The Chairperson must not accept a call for a division if the matter has been determined by secret ballot.
- l) The Chairperson must declare the result of the vote or division as soon as it is taken.

20. RESOLUTION NOT TO BE DISCUSSED

Councillors must not discuss a resolution at a Council meeting or special committee meeting after the motion has been voted upon.

21. RECORDING OF OPPOSITION TO MOTION

Any Councillor may ask that his or her opposition to a motion adopted by the meeting be recorded, whereupon it must be recorded in the minutes of the meeting.

22. INTERRUPTIONS AND INTERJECTIONS

- a) A Councillor at any Council or special committee meeting must not be interrupted except by the Chairperson, or upon a point of order or personal explanation.
- b) If a Councillor is interrupted by the Chairperson or upon a point of order or a personal explanation, the Councillor must remain silent until the Chairperson has ceased speaking or the point of order has been determined or the personal explanation has been given.
- c) The Mayor or Chairperson may, at any meeting, call upon any Councillor to withdraw any expression that the Mayor or Chairperson considers to be disorderly or capable of being considered offensive.

23. PRIORITY OF ADDRESS

In the case of competition for the right to speak, the Chairperson must decide the order in which the Councillors are to be heard.

24. CHAIRPERSON TO DECIDE POINT OF ORDER

- a) The Chairperson may adjourn the meeting to consider a point of order but must otherwise rule upon it as soon as it is taken.
- b) The Chairperson must, when ruling on a point of order, state the provision, custom or practice which is relied on in support of the ruling.

25. CONDUCT AND DISCIPLINE

- a) **Gallery to be silent** - A visitor must:
 - i) not interject or take part in a debate; and
 - ii) be silent during any debate and while any vote is taken.
- b) **Ejection of disorderly visitors** - If any visitor is called to order by the Chairperson and thereafter acts in a manner which the Chairperson considers to be disorderly, riotous, indecent, offensive, threatening or insulting, the Chairperson may order the visitor to be removed from the gallery or premises.
- c) **Must not disobey direction of the Chairperson** - A person must not act in a manner contrary to a direction of the Chairperson.

- d) **Adjournment of disorderly meeting** - If the Chairperson is of the opinion that disorder at the Council table or in the gallery makes it desirable to adjourn the meeting, the Chairperson may adjourn the meeting to a later time on the same day or to some later day as he or she considers appropriate.

26. DEPUTATIONS

a) Deputation to make written request

- i) A deputation wishing to be heard at a Council or special committee meeting must make a written request to the Chief Executive Officer not less than three clear days prior to the date of the relevant meeting unless the Council or special committee otherwise resolves in each case.
- ii) A request to be heard at a meeting must specify the name and address of a person authorised to receive notices on behalf of the deputation.
- iii) The Chief Executive Officer must inform the Chairperson of the meeting of the written request.

b) Deputation listed for hearing

- i) Unless otherwise directed by the Chairperson, the Chief Executive Officer must list the hearing of the deputation on the agenda of the next appropriate Council or special committee meeting.
- ii) If a deputation is listed for hearing, the Chief Executive Officer must give to the person specified in the request written notice of the time, date and place of the meeting at which the deputation will be heard.

c) Hearing a deputation

- i) Not more than three speakers may address a Council or special committee meeting on behalf of the deputation unless otherwise resolved at the meeting.
- ii) If members of the deputation other than the appointed speakers attempt to address the meeting or interject, or any of the deputation acts in a disorderly manner, the Chairperson may read sub-clause (iii) to the deputation.
- iii) If there are any interjections, disorderly conduct or attempts to address the meeting from the deputation after this sub-clause has been read the deputation will not be further heard.
- iv) If there are any further interruptions after sub-clause (iii) has been read out for a second time, the Chairperson must call on the next business.

- v) Despite sub-clauses (i) to (iv), the Chairperson may allow another speaker to clarify a point if called upon to do so.

27. SUSPENSION OF STANDING ORDERS

- a) To expedite the business of a Council or special committee meeting, the Chairperson may indicate an intention to suspend standing orders and may proceed to suspend standing orders with the support of the meeting.
- b) The suspension of standing orders should be used to enable full discussion of any issue without the constraints of formal meeting procedure. It should not be used purely to dispense with the processes and protocol of the government of Council.
- c) The meeting should pass a motion to suspend standing orders
"That standing orders be suspended to enable discussion on"
- d) Once the discussion has taken place and before any motions can be put, the resumption of standing orders will be necessary "That standing orders be resumed."

PART FOUR**28. PROCEDURE FOR ELECTION OF THE MAYOR**

Section 71 of the Act – Election of Mayor

At a meeting of the Council that is open to the public, the Councillors must elect a Councillor to be Mayor of the Council.

Before a Mayor is elected under this section, the Council may resolve to elect a Mayor for a term of 2 years.

The Mayor is to be elected:

- *After the last Saturday in November but not later than 31 December in each year;*
- *If the Mayor is elected for a term of 2 years, the next election of Mayor is 2 years after the last Saturday in November but not later than 31 December in the second year after the election: or*
- *As soon as possible after any vacancy in the office of Mayor occurs.*

- a) Any Councillor is eligible for the election or re-election to the office of Mayor (s.72(3) of the Act).
- b) At any meeting to elect the Mayor, any Councillor may be appointed as a temporary Chairperson.
- c) The temporary Chairperson shall invite nominations for the office of Mayor.
- d) Every nomination shall require a seconder.
- e) Any Councillor nominated may refuse nomination.
- f) Where only one nomination is received, that Councillor must be declared elected.
- g) Where there is more than one (1) nomination the voting for the election of the Mayor must be carried out by show of hands.
- h) In determining the election of the Mayor:
 - i) where two (2) nominations are received, the Councillor with the absolute majority of votes cast will be declared elected; and,
 - ii) where there are two (2) nominations and all the votes cast are equally divided between the nominees, the election must be determined by lot where the nominee whose name is drawn will be declared elected; and,
 - iii) where there are more than two (2) nominations and the result has not been determined by absolute majority the nominee with the least number of votes cast must be eliminated (and if more than one of them, the nominee determined by lot – the person whose name is drawn out will be eliminated) and the names of the remaining nominees must be put to the vote again; and
 - iv) the procedure in paragraph (iii) must be repeated until:

- a) all votes cast are equally divided between two (2) nominees, in which case paragraph (ii) applies; or
 - b) one nominee has the absolute majority of votes cast and must be declared elected.
- i) After the election of Mayor is determined, the Mayor must take the Chair.
 - j) The Mayor must take the Chair at all Council meetings at which he or she is present (s.73(2) of the Act) unless precluded from doing so because of a conflict of interest. In the absence of the Mayor, a Councillor shall be elected Acting Chairperson and shall take the Chair.
 - k) If Council appoints a Deputy Mayor, it must follow the procedure outlined in sub-clauses (g) to (i).
 - l) If the Council appoints a chairperson of a special committee, it must follow the procedure outlined in sub-clauses (g) to (i).
 - m) If the Council does not appoint a chairperson of a special committee of Councillors, the appointment is to be made by the special committee following the same procedure for the election of a Mayor.

PART FIVE

USE OF COMMON SEAL

29. USE OF COMMON SEAL

- a) The purpose of this Part is to regulate the use of the Common Seal and to prohibit the use of the Common Seal or any device resembling the Common Seal, as required by s.5 of the Act.
- b) The Chief Executive Officer must keep the Common Seal in safe custody.
- c) The Council's Common Seal must only be used with the authority of the Council granted either generally or specifically and every document to which the Seal is affixed must be signed jointly by the Mayor and the Chief Executive Officer.
- d) A person must not use the Common Seal or any device resembling the common seal without the authority of Council.

Penalty: 20 penalty units

30. SEALING CLAUSE

- a) The sealing clause shall be:

THE COMMON SEAL of Port Phillip City)
Council was hereunto affixed in the)
presence of:)

Mayor

Chief Executive Officer

PART SIX**MISCELLANEOUS****31. TAPING OF MEETINGS**

Permission of the Mayor of the Council or the Chairperson of a special committee is required before a meeting may be audio or video taped, except where the recording of the meeting is undertaken by authorised officers to assist in the preparation of the minutes or where Council has resolved to allow a meeting to be webcast.

32. PROCEDURES NOT PROVIDED FOR

Where a situation has not been provided for in this Local Law, the Council or special committee may decide the matter by resolution.