

Governance Rules

Summary of Changes

March 2024



TIS: 131450 (Translating and Interpreting Service) المترجم الفوري 翻译 مترجم شفاهى ਦੁਭਾਸ਼ੀਆ කතෘන චරිතරතන

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*Please note other administrative changes have been made throughout the Governance Rules i.e., italicising definition words, formatting and renumbering.

Introduction	Proposed Change
4: Definitions	- Inserted a new definition on ‘absolute majority’ - Amended Council Meeting definition
Chapter 2: Election of Mayor and Deputy Mayor	Proposed Change
5.3.4	Provided clarity that the Council would need to resolve for this to be held at a later date and time.
5.3.5	Grammatical changes
5.3.10	New clause, requiring Council to resolve whether the Mayor (and Deputy Mayor) is elected for a one year or two year term.
Chapter 3: Council Meeting Procedures	Proposed Change
11: Delegated Committee Chair	Inserted additional wording to reflect that the Chair of a Delegated Committee must be a Councillor, as outlined in Section 63 of the Local Government Act 2020
Part B: Meeting Procedure	Inserted a summary at the commencement of Part B to provide an overview of the section
19: Pre-Council Meetings New Rule	New provision to reflect Recommendation 22 of the Operation Sardon Special Report
21: Suspension of Standing Orders New Rule	New provision to reflect the process for the suspension of standing orders
28: Time Limits for Meetings (previously Rule 26)	Amended Rule 28.3 to provide for the option of the meeting adjournment to be held virtually if a meeting space is not available.

Chapter 3: Council Meeting Procedures

Proposed Change

29: Declaration of Conflicts of Interest at the commencement of the meeting **New Rule**

- New provision to confirm the arrangements for Conflicts of interest to be declared at the commencement of the meeting and the process that must be followed, particularly for items that relate to planning matters

32: Agenda (previously Rule 29)

- Amended Rule 32.2 to ensure that it reflects the requirements set out in Rule 33
- Inserted a new Rule, Rule 32.3, to reflect Recommendation 26 of the Operation Sandon Special Report
- Amended Rule 32.7 to outline that a minimum of two thirds of the Councillors must vote for a matter to be admitted as urgent businesses and to also reflect that a matter of urgent business can only be admitted if it cannot be addressed by Council officers as an operational request, in addition to the other requirements already previously listed.
- Inserted a new Rule, Rule 32.8, to provide for a Councillor to submit any items of urgent business to the Mayor and CEO by no later than 2pm on the day of the Council Meeting
- Amended Rule 32.10, to reflect that the queries will be submitted via the Council website, rather than Casey Conversations

33: Notice of Motion (previously Rule 30)

- Amended Rule 33.2 to reflect that the number of motions is per Councillor
- Amended Rule 33.7 to reflect that the Councillor can submit a revised Notice of Motion within 24 hours of receiving the rejection notification

35: Introducing a report (previously Rule 32)

- Amended Rule 35.2 by removing the wording “unless Council resolves otherwise” to now read “A member of Council staff is not required to read any written report to the Council in full”.

39: Moving an amendment (previously Rule 36)

- Amended Rule 39.1 and inserted new Rules, 39.2, 39.4 and 39.4 to provide clarity on the process for moving an amendment

Chapter 3: Council Meeting Procedures	Proposed Change
45: Motions in writing (previously Rule 42)	Inserted a new Rule, 45.2, to require a Councillor to consult with Council officers when preparing a complex or detailed motion to ensure that Council has the power to act on the resolution.
48: En Bloc Resolutions New Rule	New provision to reflect Recommendation 23 of the Operation Sandon Special Report
50: Speaking Times (previously Rule 46)	Amended Rule 50.1.1 to reduce the speaking time for the mover to 3 minutes
65: Public Question Time (previously Rule 61)	- Amended Rule 65.1 to reflect that public question would apply if the meeting was held in a virtual setting. - Amended previous Rule 61.3 just so it is clear that the questions are to be submitted by 10am on the day prior to the Council Meeting - Insert new Rule 65.4 to provide for the two methods of submitting public questions - Amended Rule 65.6 to reflect the Office of Council team - Amended Rule 65.9.5 to reflect that questions that have previously been responded at a Council Meeting and through other communication channels may not be read and will be at the Chair's discretion if the question and response is provided. - Inserted a new Rule, Rule 65.11, to confirm that the person who submits a question is to be present in the gallery
71: When a division is permitted (previously Rule 67)	Inserted a new Rule, 71.1, to reflect that the minutes will confirm the way each Councillor has voted irrespective of whether a division has been called. This reflects Recommendation 24 of the Operation Sandon Special Report.
72: Written Records (Minutes) (previously Rule 68)	Inserted a new Rule, Rule 72.7 to reflect Recommendation 24 of the Operation Sandon Special Report.
77: Public Behaviour at a Meeting New Rule	Inserted a new provision around how public behaviour during a Council meeting will be addressed

Chapter 7: Disclosure of Conflict of Interest Procedure	
93: Introduction (previously Rule 104)	- Amended Rule 93.1 to provide clarity on what needs to be disclosed - Insert new Rule 93.2 to note that the Councillor is required to provide a written notice of the conflict of interest and the Rule outlines what must be included in the written notice
99: Conflict of Interest Register New Rule	New provisions inserted to reflect Recommendation 27 of the Operation Sandon Special Report
Chapter 8: Election Period Policy	
102: Published material (previously Rule 96)	Inserted new Rule, Rule 102.3.9 to reflect SMS messages
106: Social Media (previously Rule 100)	Removed Twitter as Council no longer uses this social media platform
108: Public Consultation (previously Rule 102)	- Amended Rule 108.1 to reflect that public consultation will not be undertaken during the Election Period - Amended Rule 108.4 to reflect that public consultation is subject to Council's Community Engagement Policy
Chapter 8: Election Period Policy	
120: Informal Meetings of Councillors (previously Rule 114)	- Amended Rule 120.2 to include that the record of meetings may also be recorded on other registers in addition to the Record of Discussion form. - Inserted new Rule, Rule 120.4, to reflect that informal meetings may be held in person, virtually or in a hybrid format
121: Confidential Information (previously Rule 115)	Removed reference to the <i>Local Government Act 1989</i> as Councils are required to adhere to the confidential provisions in the <i>Local Government Act 2020</i>.

