

Code of Practice – Meeting Procedures



1. Policy Statement

The District Council of Peterborough is committed to open, transparent and accountable decision-making and encourages appropriate community participation in the business of Council.

Council meetings will be conducted in accordance with:

- the Local Government Act 1999
- the Local Government (Procedures at Meetings) Regulations 2013
- this Code of Practice adopted by Council.

Where the Act or Regulations do not prescribe a procedure, Council may determine its own procedures through this Code.

2. Purpose

The purpose of this Code is to:

- establish clear procedures for Council and Committee meetings
- ensure meetings are conducted efficiently and transparently
- promote appropriate community participation
- ensure compliance with relevant legislation.

3. Scope

This Code applies to:

- Ordinary Council Meetings
- Special Council Meetings
- Committee Meetings
- Section 41 Committees
- Other Council Committees where determined by Council.

4. Guiding Principles

The following principles guide the conduct of meetings:

1. Procedures should support fair and informed decision-making.
2. Procedures should allow appropriate community participation.

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3. Procedures should reflect the formal nature of Council decision-making.
4. Procedures should ensure the community has confidence in Council processes.

5. Ordinary Meetings

Council will hold ordinary meetings at times and locations determined by Council.

Public notice of meetings will be provided in accordance with the Local Government Act 1999.

6. Special Meetings

Council will hold ordinary meetings at times and locations determined by Council.

Public notice of meetings will be provided in accordance with the Local Government Act 1999.

7. Quorum

A quorum is required for Council meetings.

A quorum is present when there is fifty percent plus one of the members of Council present.

If a quorum is not present within 30 minutes of the scheduled meeting time, the meeting will be adjourned.

8. Minutes

Minutes must be kept for all Council and Committee meetings.

Minutes must include:

- members present
- motions and amendments
- voting outcomes
- disclosures of interest
- any other matters required by legislation.

The confirmed minutes are the official record of the meeting.

Minutes will be placed on Council's website within the timeframe required by legislation.

9. Questions by Members

Council Members may ask questions:

Questions on Notice

Questions must be submitted at least 5 clear days before the meeting.

Questions without Notice

Questions may be asked during the meeting.

The Presiding Member may require the question to be taken on notice.

10. Petitions

Petitions to Council must:

- clearly state the request
- include names and addresses of petitioners
- be delivered to the Council office.

Petitions will be placed on the agenda of the next available meeting.

11. Deputations

Members of the public may request to address Council through a deputation.

Requests must be submitted in writing prior to the meeting.

The Mayor may approve or refuse a deputation request.

A deputation will normally be limited to five minutes unless otherwise approved.

12. Motions

Business before Council must be introduced by motion.

A motion must:

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- be moved
- be seconded
- be put to a vote.

13. Amendments to Motions

A member who has not spoken to a motion may move an amendment.

Amendments must:

- be seconded
- relate directly to the motion.

14. Debate

Members may speak once to a motion unless granted leave by the Mayor.

Speeches should be relevant to the motion being debated.

The Mayor may limit speaking time.

15. Voting

Questions are decided by majority vote.

Voting may occur by:

- show of hands
- division
- verbal vote where members attend electronically.

16. Divisions

If a division is called, the names of members voting for and against the motion will be recorded.

17. Points of Order

A member may raise a point of order where they believe the meeting procedures have been breached.

The Mayor will rule on the point of order.

18. Disorderly Conduct

Members or members of the public must not behave in a disorderly manner during meetings.

The Mayor may:

- call a person to order
- require a person to leave the meeting.

19. Electronic Participation

Only relevant to the following:

- Committee Meetings
- Section 41 Committees
- Other Council Committees where determined by Council.

Council members may participate in meetings using electronic means where permitted under legislation.

A member participating electronically must be able to:

- hear all other participants
- be heard by all participants
- be heard by the minute recorder.

A member participating electronically is considered present for the purposes of quorum and voting.

20. Confidential Matters

Council may order that a meeting or part of a meeting be closed to the public in accordance with Section 90 of the Local Government Act 1999.

Where this occurs:

- the reason must be recorded in the minutes
- recording of the meeting must cease.

21. Community Question Time

21.1 Purpose

Council will provide an opportunity for members of the public to ask questions through Community Question Time.

21.2 Timing

Community Question Time will normally occur 30 minutes prior to the start of each Ordinary Council Meeting.

21.3 Questions

Questions must relate to matters within Council's responsibilities.

Questions may be directed to:

- the Mayor
- Elected Members
- the Chief Executive Officer.

21.4 Management

Community Question Time will be managed by the Mayor (or Presiding Member).

The Mayor may determine:

- order of speakers
- time allowed for questions
- whether a question is appropriate.

21.5 Questions Taken on Notice

Where a question cannot be answered at the meeting, it may be taken on notice.

21.6 Questions That May Be Refused

The Mayor may refuse questions that are:

- offensive or defamatory
- unrelated to Council business
- repetitive
- relating to confidential matters.

21.7 Suspension or Cancellation

The Mayor has the authority to suspend, defer or cancel Community Question Time where appropriate.

Circumstances may include:

- absence of key staff required to provide accurate responses
- governance considerations
- safety or operational issues.

21.8 Status

Community Question Time does not form part of the formal meeting proceedings and will not be recorded.

22. Recording of Meetings

22.1 Recording

Where reasonably practicable, Council meetings will be audio recorded.

22.2 Publication

Recordings may be made available on the Council website.

22.3 Official Record

The confirmed minutes remain the official record of the meeting.

22.4 Question Time Not Recorded

Community Question Time will not be audio or video recorded.

22.5 Confidential Sessions

Recording must cease during confidential sessions.

22.6 Technical Issues

Recording may cease where technical difficulties occur.

23. Review

This Code of Practice will be reviewed at least once per financial year.

Council may amend this Code by resolution supported by two-thirds of the Council Members.

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13. Document administration and control

Policy title:	Code of Practice – Meeting Procedures
Policy number:	120326
Policy type:	Statutory Policy / Code of Practice
Responsible officer:	Chief Executive Officer
Committee Review:	Council
First issued / adopted:	09/2020
Review period:	Once per financial year
Last reviewed:	03/2026
Current Version:	2.0
Date revoked:	N/A
Applicable legislation:	Local Government Act 1999 (SA) Local Government (Procedures at Meetings) Regulations 2013
Related documents:	Code of Conduct for Council Members Code of Conduct for Employees Council Member Training and Development Policy
Public consultation required / undertaken:	No
Availability	This Policy is available for inspection at the Council office, and any person may obtain a copy of this Policy upon payment of the fee fixed by Council in accordance with Council's Fees and Charges adopted each financial year. It is also available on Council's website www.Peterborough.sa.gov.au. Any grievance in relation to this policy or its application should be forwarded in writing to the Chief Executive Officer of the Council.

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File reference:	To be confirmed
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