

Amendment Table

No.	Heading	Description of Change or Addition
	Table of Contents	Amended to reflect new order
	Authorisation	Removed as it is unnecessary, the authorisation is evidenced by Council Resolution when adopted by Council.
	Introduction	
	Nature of Rules	Included in 1.1 "Introduction"
	Content	Removed as it is a duplication of table of contents.
	Abbreviations	Removed as it only referred to 2 abbreviations which can be adequately explained in definitions.
	Definitions	Updated and moved to 1.2 so it is now within the actual document. Updates include additional definitions to reflect changes in document and so that the document is more easily read by the public, for example, defining resolution
1. Governance Overview and Decision Making		
1.1	Context	Included in 1.1 "Introduction" and updated to include 9(3) of the Act
		Additional provision "Purpose" at 1.3 to explain section 60 of the Act. This is a standard provision, there are similar provisions in governance rules for other councils (such as Hobson Bay and Mornington Peninsula).
1.2	Decision Making	1.4 in proposed Rules, changed 1.2(1) to include those required by section 60(2)(a) the Act first and have included the balance as in the current document in (b) and (c). Also, simplified 1.2(2) in relation to natural justice so it is more readable. Reworded 1.2(3) to be more readable, this is now 1.2(2).
2. Meeting Procedure for Council Meeting		
2.1	Purpose	Removed as unnecessary.
2.2	Notices and Agendas	Heading changed to 2.1 Council Meetings and Agendas.
2.2.1	Date, Time and Place of Meetings	2.1.1 – Wording changed to entire section so that it is simple and clear. Removed requirement in 2.2.1(2) for minimum of 12 Council Meetings per calendar year to not restrict Councillors on the number of Council Meetings that would be necessary to conduct the business of Council. 2.1.1(4) to include that the CEO must consult with the Mayor. Also included how notice of meetings can be provided in 2.1.1(5) of revised Rules for clarification.
2.2.2	Unscheduled Meetings	2.1.2 – There has been wording and format changes to this whole section to make the provision more readable and avoid confusion. 2.2.2(4) removed as this will be unnecessary as the representors (called submitters in the revised Rules) will not be restricted to six. 2.2.2(10) removed as this is allowed in later provision for election of Mayor and Deputy Mayor.

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		2.2.2(11) changed to remove council's ability to admit a further item, this is because it is better practice not to allow this for better public transparency.
2.2.3	Notice of Meetings	<p>2.1.3 – reworded entire section for simplicity and subheadings removed as unnecessary.</p> <p>2.2.3(1) deleted as it is referred to in 2.1.6 in revised Rules and to keep this section to “Notice of Meeting” only.</p> <p>2.2.3(6) amended so that Councillor does not receive Reports unless approved by Mayor and CEO.</p>
2.2.4	Meetings Open to the Public	<p>2.1.4 - Amended to include specific provisions of the Act and to include provisions around live streaming and recording.</p> <p>2.2.4(3) removed as we have included such provisions in the Rules.</p> <p>Live streaming provisions from below are included here to similar provisions in the same sections and avoid having to jump throughout the document.</p> <p>Further provisions added to include a provision to confirm that ownership of material produced by Council belongs to Council, material cannot be edited and that minutes are the official record to avoid any confusion.</p>
2.2.5	Meetings Closed to the Public	2.1.5 - Slight amendment to wording to ensure it is simple to read and additional statement to clarify that if Council Meeting is closed for reasons in subrules (b) and (c) that the Council Meeting will be livestreamed as required by section 66(3) the Act.
		2.1.6 – Additional provision added to the revised Rules for the Format of Council Meetings, to explain electronic meetings and so that the attendance by electronic means can then flows on from this.
2.2.6	Attendance by Councillors	<p>2.1.7 - Heading changed to state “Attendance via electronic means” as it now caters to all attendees by electronic means not just Councillors.</p> <p>Provision amended to include section of the Act that allowed Councillors to attend electronically.</p> <p>2.2.6(4) and (5) have been removed as requiring Councillors to request to attend electronically not in line with the Act. Councillors are required to notify Mayor and CEO by noon on the day of Council Meeting still so that governance can make any necessary arrangements (including IT arrangements with new rotating camera set up).</p> <p>Provision also now includes further provisions to address council staff etc attending electronically.</p>

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		<p>Also clarifies how Councillors vote when attending electronically and clarifies how Councillors will be considered as in attendance or having left the Council Meeting (by being seen and head).</p> <p>Includes further provisions to ensure environment is suitable when addressing confidential items.</p>
2.2.7	Technical difficulties – loss of connection of Chair or Councillors	<p>2.1.8 – heading changed to “Technical difficulties”, to fully set out how the main foreseeable technical difficulties are to be addressed.</p> <p>Provision in revised Rules prescribes the procedure for how technical difficulties should be dealt with which ensures Councillors, public and staff are aware of how this will be handled and avoid any confusion and ensure the smooth flow of a Council Meeting.</p>
2.3	Quorum	2.2
2.3.1	Quorum – Council Meeting	2.2.1 - Amended to take away the overuse of headings and to ensure a clearer flow of the document. Wording change to ensure the requirements are clear
2.3.2	Failure to Raise a Quorum	2.2.1
2.3.3	Inability to Maintain a Quorum	2.2.1
2.3.4	Inability to Maintain a Quorum due to Declarations of Conflict of Interests	2.2.2 - Wording changed for simplicity.
2.3.5	Inability to Maintain a Quorum due to abstaining from voting	2.2.3 - Wording changed for simplicity.
2.4	Business of a Meeting	2.3
2.4.1	Order of Business Listed on the Agenda	2.3.1 - Wording changed to make it simple, order of business changed to reflect what practically occurs and to keep public involvement together.
		<p>2.3.2 Changes to the Order of Business included as it should be addressed after Order of Business for continuity.</p> <p>Additional provisions to enable business to be addressed where it is needed, allows CEO to change order of business with consultation with the Mayor after agenda has been published on website. Also allows the Chair to change order of business during Council meeting.</p>
		2.3.3 Additional Items – included here for continuity of the documents, this is in place of supplementary reports (2.4.7 in current Rules).
2.4.2	Apologies (including leave of absence)	2.3.4 – changed wording to make rules clearer, amendments and additions to clearly distinguish between

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		leave of absence, apology and absence and to ensure it is recorded in the minutes accurately.
2.4.3	Councillor Acknowledgements	2.3.5 - includes Councillor reports from rule 2.4.13 of the current rules (delegates is not referred to so is removed). These are dealt with at the same time in Order of Business now so are mentioned together. Acknowledgements and reports similar enough to be considered together. Adds additional point to clarify that Councillors can report on matters of any Delegated Committee they are part of also.
2.4.4	Change to the Order of Business	Moved to rule 2.3.2 in new Rules with amendments (as stated above).
2.4.5	Representations	Removed – see new rule 3 below.
2.4.6	Presentation of Officer Reports	2.3.6 - in new Rules for continuity.
2.4.7	Supplementary Reports	Removed and included as additional items 2.3.3 in new Rules.
2.4.8	Petitions/Joint Letters	2.3.7 in new Rules – reworded for simplicity, includes that we would need petition for at least three days to have the time and resources for us to check it over before being tabled at a Council Meeting (if it wasn't received in time it would be tabled at next Council Meeting). Note: all compliant petitions/joint letters should be tabled at a Council Meeting as a recording/reporting mechanism and for public transparency.
2.4.9	Public Question Time	2.3.8 - reworded for simplicity and to make submission of a question easier to understand and avoid confusion. Time for submitting a question changed from 12 noon the day of the Council Meeting to 12 noon the day before the Council Meeting. This is to allow the CEO and officers time to investigate and provide a response (where possible) as the current timeframe is too restrictive.
2.4.10	Notice of Motion	2.3.9 - reworded for simplicity and includes additional provision to require CEO provides a copy of that Notice of Motion to the Councillors.
		2.3.10 – new provision added for Lost Motion (2.4.10(11) in current Rules).
		2.3.11 – new provision added for Lapsed Motion to adequately explain a Lapsed Motion
2.4.11	Notice of Recission Motion	2.3.12 reworded for simplicity and removes alteration as this should be recission. Also requires CEO to provide notice in writing at subsection (6) in the revised Rules.
2.4.12	When a resolution has been acted on	Moved to 2.5.22 for continuity.
2.4.13	Reports from Councillors/Delegates	Included in 2.3.5 of revised Rules.
2.4.14	Urgent Business	2.3.13 – reworded and reformatted to make it clearer.
2.4.15	Time Limit for Meetings	2.3.14 – some parts reworded for simplicity
2.5	Addressing the Meeting	2.4 – removal of gender references
2.6	Meeting Procedures	2.5 – heading change to Council Meeting Procedures

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2.6.1	Role of the Chair	2.5.1
2.6.2	Mayor to take the chair	2.5.2 – rewording for simplicity and to include election process for substitute chair
2.6.3	The Chair’s Duties and Discretions	2.5.3
2.6.4	Voting – How determined	2.5.4 – removal of unnecessary subheadings - includes 2.6.4 and 2.6.5 of current rules
2.6.5	Voting – by show of hands	2.5.4
		2.5.5 – Abstaining from a Vote – new provisions to clarify abstaining from a vote and to confirm the vote is taken in the negative in accordance with the Act.
		2.5.6 – 2.6.12 from current Rules (casting vote) moved to here for continuity.
		2.5.7 – Recording of Opposition of Motion, 2.6.13 from current Rules moved here.
		2.5.8 – Motion to be Read Again, 2.6.14 from current Rules moved here.
2.6.6	Call for a Division	2.5.9 - heading changed to Division, rewording and formatted for simplicity and continuity. Changed so that if a Councillor has abstained from the vote they do not get the option to change their “vote” – they have already abstained and they’re vote would be counted in the negative pursuant to the Act.
2.6.7	Procedure for a Division	Included in 2.5.9
2.6.8	Between the original vote and the division	Included in 2.5.9
2.6.9	Vote to be Taken in Silence	2.5.4(3)
2.6.10	Recount of Vote	2.5.4(6)
2.6.11	Declaration of Vote	2.5.4(5)
2.6.12	Casting Vote	2.5.6
2.6.13	Recording of Opposing Motion	2.5.7
2.6.14	Motion to be Read again	2.5.8
	Motions and Amendments	Subheading removed and part included in 2.5.10 about them needing to stand alone.
2.6.15	Motions in Writing	2.5.10 – inclusion of portion above at (2).
2.6.16	Moving a Motion	2.5.11 – reworded for simplicity and to include if seconder has reserved their right to speak that Chair goes back to them to see if they want to exercise that right. Also includes ability for Councillor to speak to the motion in addition to for and against.
2.6.17	Right of Reply	2.5.12 – changed to Closing the debate to reflect wording used in Council Meetings. Removed 2.6.17(3) so that there is a right of reply where a Councillor has not spoken against the motion.
2.6.18	Moving an Amendment	2.5.13 – reworded to include reference in Rules and simplicity

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2.6.19	Second or Subsequent Amendments	2.5.14 - reworded to include reference in Rules and simplicity
2.6.20	An Amendment Once Carried	2.5.15
2.6.21	Foreshadowing a Motion	2.5.16 – additional subsection (5) added to revised Rules to clarify that Foreshadowed Motions cannot be made in relation to Notices of Motion.
2.6.22	Withdrawal of a Motion	2.5.17 – slightly amended for clarification and to include ability to separate the motion when voting (this is done other Councils)
2.6.23	Debating a Motion	2.5.18
2.6.24	Deferring or Pausing Debate	2.5.19
2.6.25	Procedural Motion Table	2.5.21 – included as an appendix but rule remains for clarification
2.6.26	Moving a Procedural Motion	2.5.20 – moved up for continuity
		2.5.23 – Speaking times moved here for continuity
2.6.27	Who can Move a Procedural Motion	(1) Removed, (2) moved to 2.5.20(3) for continuity
2.6.28	Procedural Motion may be Rejected	Moved to 2.5.20(4) for continuity
2.6.29	Consideration of Procedural Motions	Moved to 2.5.21
2.6.30	Debate and Amendments to Procedural Motions Not Allowed	Moved to 2.5.20(5) and (6)
2.6.31	Speaking Times	Moved to 2.5.23 - additional heading “Speaking to the meeting” removed – provisions reworded to include changes in Rules
2.6.32	Interruptions and Interjections	2.5.24
2.6.33	Priority of Address	2.5.25
2.6.34	Councillors Not to Speak Twice to the Same Motion or Amendment	2.5.26
2.6.35	Points of Order	2.5.27 - Additional heading “points of order” removed. Point of order to include addition at (3)(h) in place of “personal explanation”. Personal explanation removed and used within point of order (so point of order can be called for personal explanation).
2.6.36	Consideration of Point of Order	Moved to 2.5.28(1).
2.6.37	Chair to Decide Point of Order	2.5.28(2) and (3).
2.6.38	Disagreeing with Chair’s Ruling	Moved to 2.5.28(4).
2.6.39	Motion of Dissent	2.5.29 – amendments made to address changes in the revised Rules.
2.6.40	Personal Explanation	Removed as now included in point of order.

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2.6.41	Disorderly Conduct	2.5.30.
2.6.42	Suspension of Standing Orders	2.5.31 - Additional heading "suspension of standing orders" removed.
2.6.43	Adjourning the Meeting	2.5.32 - Additional heading "Adjournments" removed
2.6.44	Notice of Adjournment of Meeting	2.5.33
2.6.45	Lapsed meeting	2.5.34
2.6.46	Undisposed Business of a Lapsed Meeting	2.5.34
2.6.47	Compliance with Governance Rules	2.5.35
2.7	Behavioural Conduct During Council Meetings	2.6 - heading changed to "Conduct During Council Meetings"
2.7.1	Electronic Devices	2.6.1 – changes to allow media to record with permission of CEO, so if they want to tweet progress of a meeting or take a photo they would be able to. Also amended for further clarification around recording devices.
2.7.2	Behaviour during Council Meetings	2.6.2
2.7.3	Criticism of Council Staff	2.6.3
2.7.4	Gallery to be Silent	2.6.4
2.7.5	Display of Posters, Banners and Placards	2.6.5
2.7.6	Ejection of Disorderly Visitors	2.6.6
2.7.7	Chair May Adjourn Disorderly Meeting	2.6.7
2.8	Provisions to Record Council Meetings	Moved to 2.1.4.
2.9	Joint Council Meetings	2.7
2.10	Submissions and Submission Hearing	Removed – see new rule at 3.
2.11	Procedure Not Provided for in These Rules	2.8
		3. Public Submissions – a rule added instead of 2.4.5 and 2.10.
3. Meeting Procedure for Delegated Committees (4 in revised Rules)		
3.1	Overview	4.1(1)
3.1.1	Governance Rules Apply	4.1(2), (3) and (4) amended to be less restrictive
4. Meeting Procedure for Community Asset Committees		
4.1	Overview	4.2- amended to be less restrictive
4.2	Operation of Community Asset Committee	4.2- amended to be less restrictive

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5. Meeting Records		
5.1.1	Keeping Minutes	5.1(1) and (2)
5.1.2	Content of Minutes	5.1(3) – amended to include recording of time a Councillor leaves and returns (if applicable) to a meeting
5.1.3	Confirmation of Minutes	5.2 – amended to remove 5.1.3 (5) so that no requirement for a hard copy minute book, minute books are rarely used, all minutes are kept and easily accessed electronically and this saves Council cost
6. Mayor and Deputy Mayor Appointment Processes		
6.1	Eligibility	6.1
6.2	When Required	6.2 – amended for simplicity
6.3	Agenda Content	6.3
6.4	Temporary Chair	Included in 6.4(1)
6.5	Returning Officer	6.2(6)
6.6	Nomination for the Officer of the Mayor	6.4
6.7	Nominations for the Office of Deputy Mayor	6.5
6.8	Determining the Election of the Mayor and Deputy Mayor	6.6
6.9	Determining by Lot	Removed to ensure rules comply with new Local Government Act 2020.
6.10	Acting Mayor	6.7
6.11	Mayor to Take Chair	6.2(6)
6.12	Ceremonial Mayoral Speech	6.8
7. Election Period Policy		
7.1	Election Period Policy	7.1
8. Disclosure of Conflict of Interests		
8.1	Obligations	8.1
8.2	Councillors and members of Delegated Committees	8.2
8.3	Council Staff	8.3
9. Miscellaneous		
9.1	Change of Council Policy	Removed as not necessary
		Appendix 1 – Election Period Policy
		Appendix 2 – Procedural Motion Table
		Appendix 3 – Flow Chart of Motions