



Shire of Derby /
West Kimberley



SHIRE OF
COCOS
ISLANDS

Kimberley Regional Group Meeting

MINUTES

10.30am Friday 1 September 2017

Beingthere Video Conference

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Kimberley Regional Group

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The chairperson opened the meeting at 10.30am

2. RECORD OF ATTENDANCE / APOLOGIES

ATTENDANCE:

Stephen Gash	Shire of Derby/West Kimberley
Cr Elsia Archer	Shire of Derby/West Kimberley
Sam Mastrolembo	Shire of Broome
James Watt	Shire of Broome
Cr Chris Mitchel	Shire of Broome
Cr Harold Tracey	Shire of Broome
Carl Askew	Shire of Wyndham East Kimberley
Commissioner Ron Yuryevich	Shire of Wyndham East Kimberley
Rodger Kerr-Newell	Shire of Halls Creek
Cr Malcolm Edwards	Shire of Halls Creek
Cr Virginia O'Neil	Shire of Halls Creek
Aaron Bowman	Shire of Cocos (Keeling) Islands
Cr Balmut Pirus	Shire of Cocos (Keeling) Islands
Cr Yakin Capstan	Shire of Cocos (Keeling) Islands
David Price	Shire of Christmas Island
Cr Gordon Thomson	Shire of Christmas Island
Cr Kee Heng Foo	Shire of Christmas Island
Tim Bray	Kimberley Development Commission
Greg Hayes	WALGA Roadwise
Ken Parker	DLGC
Mark Batty	WALGA
Jo Burges	WALGA
Jodie Holbrook	Department of Communities

APOLOGIES:

Glen Chidlow	Australia's North-West Tourism
Cr Paul White	Shire of Derby/West Kimberley
Rebecca Herbert	Kimberley Regional Group

3. DECLARATION OF INTEREST

- **Financial Interest**
Nil.
- **Impartiality Interest**
Nil.
- **Proximity Interest**
Nil.

4. CONFIRMATION OF MINUTES**RESOLUTION/OFFICER RECOMMENDATION**

That the Minutes of the combined Kimberley Regional Group Meeting held on 31 July 2017 be confirmed as a true and accurate record of that meeting.

Moved: Cr M Edwards

Seconded: Cr C Mitchell

For:11

Against: 0

5. BUSINESS ARISING FROM PREVIOUS MEETING

Nil.

6. PRESENTATIONS FROM REPRESENTATIVES

- 6.1 Jodie Holbrook**
Department of Communities
Municipal services reform update

7. REPORTS FROM REPRESENTATIVES

- 7.1 KIMBERLEY DEVELOPMENT COMMISSION**
Tim Bray
- 7.2 AUSTRALIA'S NORTH WEST**
Apology
- 7.3 REGIONAL DEVELOPMENT AUSTRALIA**
Chris Mitchell
- RDA Review
 - Funded until December 2020 but no extra funds
 - Chairs advertised in place until January 2018
 - New charter introduced
 - Executive officer may change to Director
 - Aged Strategy to be launched on October/November
 - Defence Strategy – opportunities to maximise local spend – small business
 - Building Better Regions – another round at the end of 2017
- 7.4 DEPARTMENT OF LOCAL GOVERNMENT AND COMMUNITIES**
Ken Parker
- February next year RSRU – 20 staff all regional, now 41 people
 - Part of broader Department of Communities under Tracey Gillet
 - Essential and Municipal Audit – draft to Local governments
 - Another audit essential including power/water
 - 10 communities out for tender
 - DOH – MUNS (roads) and RASP

- Tenders being developed, still being defined in Commonwealth program
- Feedback on Public Health Plan
- Aboriginal Health Plan

7.5 WALGA ROADWISE

Greg Hayes

- 250 students design own seatbelt. Resources to school next week. 2016 finalist in Community Safety award
- I Slow Down in Halls Creek promotion launched
- Data gathering, enforcement, community awareness great feedback from Minister, Road Safety Council
- Derby Tigers good promotion road safety/promotion in Grand Final
- WACHS – policy, checking child restraints. Policy and audited
- Kimberley Industry Road Alliance update of planning stage. Greg will represent Roadwise Committee

7.6 WALGA

Mark Batty and Jo Burges

Attachment 7.6 Kimberley Country Zone Status Report August 2017

- Discussion paper on container deposits submission due 23 October and WALGA by 20 October. Key areas of focus
 - Indigenous communities
 - Reasonable access to collection point.
- Rebecca Brown will attend next Zone meeting to talk waste management. Progress on tyre stewardship Australia

8. REPORTS FROM KIMBERLEY COUNTRY ZONE

8.1 SECRETARIAT NOMINATION

LOCATION/ADDRESS:	Kimberley Region
APPLICANT:	Nil
FILE:	KRG01
AUTHOR:	Project Manager, Kimberley Regional Group
CONTRIBUTOR/S	Nil
RESPONSIBLE OFFICER:	Project Manager, Kimberley Regional Group
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	18 August 2017

SUMMARY: This report recommends that the Shire of Broome be endorsed as the Secretariat for the Kimberley Zone of WALGA and Kimberley Regional Group.

BACKGROUND

Previous Considerations

Nil

COMMENT

The Shire of Derby West Kimberley currently holds the position as Secretariat for the Kimberley Zone of WALGA and Kimberley Regional Group until the October 2017 Ordinary Council elections. It has held this position since 15 February 2016. Prior to this the Shire of Broome was appointed Secretariat.

CONSULTATION/STAKEHOLDERS

Chief Executive Officers of the Kimberley Zone

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The role of Secretariat has financial implications. Where financial implications are relevant these will be presented to the zone meetings for approval.

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

RESOLUTION/REPORT RECOMMENDATION:

That the Kimberley Zone of WALGA endorse the Shire of Broome as the nominated Secretariat for the Kimberley Zone of WALGA and Kimberley Regional Group to take effect after the 2017 Ordinary Local Government Elections for a tenure until the 2019 Ordinary Local Government Elections.

Moved: Cr C Mitchell

Seconded: Cr V O'Neil

***FOR: 11
AGAINST: 0***

Attachment: Nil

8.2 STATE COUNCIL MEETING AGENDA AND PRESIDENTS REPORT

LOCATION/ADDRESS:	Kimberley Region
APPLICANT:	Nil
FILE:	KRG01
AUTHOR:	Project Manager, Kimberley Regional Group
CONTRIBUTOR/S	Nil
RESPONSIBLE OFFICER:	Project Manager, Kimberley Regional Group
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	17 August 2017

SUMMARY: The State Council Agenda and Presidents Report has been received on the 17 August 2017 and are attached for member consideration. It is important to note that member Councils should consider this item and provide instruction to the Chairperson as delegate to the State Council on matters that have regional significance.

BACKGROUND

Previous Considerations

Nil

COMMENT

For Member consideration

CONSULTATION/STAKEHOLDERS

Nil

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

RESOLUTION/REPORT RECOMMENDATION:

That the Kimberley Zone of WALGA notes the State Council Meeting Agenda and Presidents Report.

Moved: Com R Yuryevich

Seconded: Cr H Tracey

***FOR: 11
AGAINST: 0***

Attachment 1: 207 pages
Attachment 2: 3 pages

9. REPORTS FROM KIMBERLEY REGIONAL GROUP

9.1 KIMBERLEY REGIONAL GROUP MEETING RESOLUTION STATUS REPORT

LOCATION/ADDRESS: Kimberley Region
APPLICANT: Nil
FILE: KRG01
AUTHOR: Project Manager, Kimberley Regional Group
CONTRIBUTOR/S Nil
RESPONSIBLE OFFICER: Project Manager, Kimberley Regional Group
DISCLOSURE OF INTEREST: Nil
DATE OF REPORT: x August 2017

SUMMARY: This report provides the outstanding resolution status report from the Kimberley Regional Group meetings held.

BACKGROUND

Previous Considerations

Kimberley Regional Group Meeting 2 September 2016	Item 9.1
Kimberley Regional Group Meeting 1 December 2016	Item 9.1
Kimberley Regional Group Meeting 24 February 2017	Item 9.1
Kimberley Regional Group Meeting 28 April 2017	Item 9.1
Kimberley Regional Group Meeting 30 June 2017	Item 9.1
Kimberley Regional Group Meeting 31 July 2017	Item 9.1

COMMENT

This report has been established to ensure proactive completion of meeting resolution items in a timely manner. The following meeting resolutions are outstanding.

KRG - 24 February 2017 – Halls Creek					
Item	Zone/RCG	Title	Resolution	Action Items	Status
9.3	KRG	TAKEAWAY ALCOHOL MANAGEMENT SYSTEM UPDATE	That the Kimberley Regional Group; 1. Notes the MOU extension period regarding the Kununurra Wyndham Takeaway Alcohol Management System use, 2. Refer the matter back to the CEO group to scope up a proposal for a regional solution and seek external funding opportunities.	1. Noted. 2. Prepare a project scope for the CEO group.	1. Complete 2. In progress

KRG - 30 June 2017 – Broome					
Item	Zone/RCG	Title	Resolution	Action Items	Status
11.2	General Business	Liquid Waste	The CEO group are to investigate a liquid waste partnership with the Water Corporation.	Matter to be discussed at the next Waste TAG	In progress

CONSULTATION/STAKEHOLDERS

Nil

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The Resolution Status Report contains financial implications however they do not record discussion on funding applications which may lead to further financial implications in the future. Where financial implications are relevant these will be presented to the Kimberley Regional Group meetings for approval.

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

RESOLUTION/REPORT RECOMMENDATION:

That the Kimberley Regional Group:

- 1. Notes the outstanding Resolution Status Report;***
- 2. Authorises the Secretariat to proceed with co-ordinating the finalisation of outstanding action items arising from meeting resolutions.***

Moved: Cr C Mitchell

Seconded: Cr M Edwards

***FOR: 11
AGAINST: 0***

Attachment: Nil

9.2 KIMBERLEY REGIONAL GROUP 16/17 FINANCIAL ACTIVITY REPORT

LOCATION/ADDRESS: Kimberley Region
APPLICANT: Nil
FILE: KRG01
AUTHOR: Project Manager, Kimberley Regional Group
CONTRIBUTOR/S Nil
RESPONSIBLE OFFICER: Project Manager, Kimberley Regional Group
DISCLOSURE OF INTEREST: Nil
DATE OF REPORT: 24 August 2017

SUMMARY: This report recommends that the Kimberley Regional Group adopt the Financial Activity Report for the period ended 24 August 2017.

BACKGROUNDPrevious Considerations

Nil

COMMENT

As at the 24 August 2017, the Kimberley Regional Group have a surplus of \$186,261.

Kimberley Regional Group	Budget Income	Budget Expenditure	Actual Income	Actual Expenditure
Opening Surplus Carry Forward	151,274	0	151,274	0
\$55,000 contribution from each of the 4 Shires	220,000	0	0	0
Regional Project Manager	0	-142,000	0	23,758
Vehicle Expenses	0	-18,244	0	1,445
Forums & Conferences	0	-2,500	0	0
Kimberley Zone & RCG Meeting Expenses	0	-52,000	0	2,872
Reimbursement of Kimberley Zone & RCG Meeting Expenses	48,000	0	8,702	0
Meeting Expenses	0	-7,000	0	0
Reimbursement of Meetings	3,000	0	0	0
Legal advice	0	-5,000	0	0
Audit Fees	0	-5,000	0	0
Office Expenses	0	-10,569	0	0
IT Support	0	-1,000	0	0
Sundry Expenses	0	-1,000	0	0
Training & Development	0	-11,700	0	39
Kimberley Waste Management Plan	0	-14,710	0	0
Savannah Way Membership	0	-5,000	0	0
AWARE Emergency Management Training	20,000	-36,890	20,000	0
Interest on Reserve	10,000	0	0	0
OPERATING TOTAL	301,000	-312,613	28,702	-28,075
Surplus / Deficit Carry Forward		-11,613		627
TOTAL Surplus Carry Forward with Carryover		139,661		186,261

CONSULTATION/STAKEHOLDERS

Nil

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulation 1996

34. Financial activity statement required each month (Act s. 6.4)

- (1A) In this regulation —
 - committed assets** means revenue unspent but set aside under the annual budget for a specific purpose.
- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —
 - (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
 - (b) budget estimates to the end of the month to which the statement relates; and
 - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and
 - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
 - (e) the net current assets at the end of the month to which the statement relates.
- (2) Each statement of financial activity is to be accompanied by documents containing —
 - (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and
 - (b) an explanation of each of the material variances referred to in subregulation (1)(d); and
 - (c) such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity may be shown —
 - (a) according to nature and type classification; or
 - (b) by program; or
 - (c) by business unit.
- (4) A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —
 - (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
 - (b) recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

These are detailed above.

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

RESOLUTION/REPORT RECOMMENDATION:

That the Kimberley Regional Group adopts the Financial Activity Report for the period ended 24 August 2017.

Moved: Cr C Mitchell

Seconded: Cr M Edwards

***FOR: 11
AGAINST: 0***

Attachment: Nil

9.3 REGIONAL WASTE TECHNICAL ADVISORY GROUP (TAG) – MINUTES OF MEETING

LOCATION/ADDRESS:	Kimberley Region
APPLICANT:	Nil
FILE:	KRG01
AUTHOR:	Project Manager, Kimberley Regional Group
CONTRIBUTOR/S	Nil
RESPONSIBLE OFFICER:	Project Manager, Kimberley Regional Group
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	17 August 2017

SUMMARY: This agenda item provides the minutes from the Regional Waste Technical Advisory Group (TAG) meeting held 14 August 2017.

BACKGROUNDPrevious Considerations

Waste TAG Meeting 6 June 2017
Waste TAG Meeting 30 June 2017
Waste TAG Meeting 14 August 2017

COMMENT

The Kimberley Region Waste TAG held its first meeting on the 6 June 2017.

The next scheduled meeting of the group is 2 October 2017 to be held via Beingthere Video Conference.

CONSULTATION/STAKEHOLDERS

All members of the group have been provided with the minutes of the meeting held.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

REPORT RECOMMENDATION:

That the Kimberley Regional Group receives the minutes from the Regional Waste TAG meeting held 14 August 2017.

Moved:

Seconded:

FOR:

AGAINST:

Attachment: 2 pages

RESOLUTION:

That the Kimberley Regional Group

- 1. receives the minutes from the Regional Waste TAG meeting held 14 August 2017.***
- 2. Strengthens the relationship between the Waste TAG and WALGA***

Moved: Cr C Mitchell

Seconded: Cr V O'Neil

FOR:11

AGAINST:0

Reason for amendment: To facilitate better alignment with State and Regional strategies.

10. CORRESPONDENCE

The following incoming and outgoing correspondence was tabled at the Meeting.

Date	Type of Correspondence	To/From	Subject Matter
31/7/17	Incoming Letter	Shire of Plantagenet	GST Distribution
25/7/17	Outgoing Letter	SOB	Cashless Welfare Card Trial
25/7/17	Outgoing Letter	Michael Harvey	Sydney to Broome transcontinental highway
25/7/17	Outgoing Letter	Rangelands NRM	Nomination for Zone representative on the NRM Bio-security group
18/8/17	Outgoing Letter	Minister Tudge	Cashless Debit Card Trial

11. GENERAL BUSINESS

11.1 GST Distribution

The Shire of Plantagenet is seeking the support from all WA Local Governments to send a letter to Prime Minister Turnbull to recognise the damaging impacts of the low GST share and seek a greater share of the GST revenue.

11.2 MOTION OF THANKS

Cr C Mitchell on behalf of the Zone moved a motion of thanks to the Zone Chair for the leadership provided over the past 2 years.

12. MEETING CLOSURE

The Chair closed the meeting at 11.10am.



Western Australian Local Government Association Zone Standing Orders

1. INTERPRETATIONS

For the purposes of these Standing Orders, if not inconsistent with the context, the following words shall have the following meanings:

- 1.1 **"Absolute Majority"** means:
a total majority of delegates for the time being of the Zone whether present and voting or not.
- 1.2 **"Association"** means:
the Western Australian Local Government Association.
- 1.3 **"Constitution"** means:
the Constitution of the Western Australian Local Government Association.
- 1.4 **"Delegate or Deputy Delegate"** means:
those persons duly elected, from time to time, for a fixed term to represent a Council at a Zone of the Western Australia Local Government Association.
- 1.5 **"Deputy President or Chairman"** means:
the Deputy President or Chairman for the time being of the Zone.
- 1.6 **"Meeting"** means:
a meeting of a Zone of the Western Australia Local Government Association.
- 1.7 **"President or Chairman"** means:
the President or Chairman for the time being of the Zone.
- 1.8 **"Simple Majority"** means:
a majority comprising enough of the delegates for the time being of the Zone for their number greater than 50% of the number of voting delegates that are present
- 1.9 **"State Council"** means:
the Executive of the Western Australian Local Government Association.
- 1.10 **"Zone"** means:
a geographically based subdivision containing Councils and incorporated within a country and metropolitan constituency as listed in Schedule three of the Constitution.
- 1.11 **"Zone Secretary"** means:
a person or persons nominated or appointed by the Zone or the Association to undertake Zone secretarial functions as required.

2. ORDINARY AND SPECIAL MEETINGS

Meetings of the Zone shall be of two kinds: "ordinary" and "special". No business shall be transacted at a special meeting other than for which the meeting was called.

3. CONDUCT OF MEETINGS

The proceedings and business of meetings of the Zone shall be conducted according to these Standing Orders.

4. NOTICE OF MEETING

- 4.2 The Zone Secretary shall give at least 7 days notice of a meeting to all delegates of the Zone unless all of the delegates have agreed in writing to shorter notice.
- 4.2 Notice shall be given at the destinations appearing in the records of the Zone Secretary. Notice shall include the agenda for the meeting and will be deemed to have been delivered immediately if transmitted electronically or on the second working date after posting.

4.2 Ordinary Meetings of the Zone shall be called by the Zone Secretary pursuant to sub-clause 4.1.

4.2 Special Meetings of the Zone shall be called by the Zone Secretary on the written request of the President or Chairman or at least one quarter of the delegates.

5. QUORUM

5.1 The Zone shall not conduct business at a meeting unless a quorum is present.

5.2 At any meeting of the Zone, greater than 50% of delegates present and entitled to vote shall form a quorum.

5.3 If a quorum has not been established within the 30 minutes after a meeting is due to begin then the meeting can be adjourned –

- (a) by the President or Chairman of the meeting;
- (b) if the President or Chairman is not present, by the Deputy President or Deputy Chairman of the meeting;
- (c) if the President or Chairman or Deputy President or Deputy Chairman is not present, by a majority of delegates present;
- (d) if only one delegate is present, by that delegate; or
- (e) if no delegate is present by the Zone Secretary.

The business that could have been transacted had there been a quorum at the meeting may be transacted at the resumption of the adjourned meeting.

5.4 If at any time during a meeting a quorum is not present, the President or Chairman shall suspend proceedings for five (5) minutes and if a quorum is not present after that period, the meeting shall be deemed to have been adjourned and the person presiding is to reschedule it to some future time.

5.5 Notice of a meeting adjourned because of the absence of a quorum shall be given to all delegates.

6. MEETINGS OPEN TO THE PUBLIC

The business of the Zone shall be open to the public except upon such occasions as the Zone may by resolution otherwise decide.

7. ORDER OF BUSINESS

Unless the meeting should decide otherwise, the order of business at Zone meetings, with the exception of special meetings or an adjourned meeting, shall be as follows:

- (a) Recording of attendance and apologies;
- (b) Announcements;
- (c) Adjourned business (if any);
- (d) Confirmation of minutes of previous meetings;
- (e) Matters for decision;
- (f) Reports – President or Chairman and Zone Representative to State Council;
- (g) State Council agenda items;
- (h) General business.

8. SPECIAL URGENT BUSINESS

At any time during a meeting a delegate may, with the approval of an absolute majority, introduce a motion relating to special urgent business that calls for an expression of opinion from the meeting.

In presenting an item of special urgent business, a delegate shall have sufficient copies of the motion in writing for distribution to all delegates present at the meeting and, where practicable, give prior notice to the President or Chairman of such intention.

9. PRESIDENT OR CHAIRMAN

In the construction of these Standing Orders unless the context requires otherwise, the word "*President or Chairman*" shall in the absence of the Chairman or President include the Deputy President or Deputy Chairman or the delegate chosen by resolution to preside at any meeting.

10. DELEGATE AND DEPUTY DELEGATE

- 10.1** In the construction of these Standing Orders unless the context requires otherwise, the word “delegate” shall in the absence of the delegate include the deputy delegate.
- 10.2** A deputy delegate elected to act in the capacity of a delegate unable to attend a meeting shall exercise all rights of that delegate.
- 11. PRESIDENT OR CHAIRMAN TO PRESIDE**
- 11.1** The Chairman or President shall preside at all meetings of the Zone but in absence of the President or Chairman, the Deputy President or Deputy Chair shall preside.
- 11.1.1** In the absence of the President or Chairman and the Deputy President or Deputy Chairman, the Zone shall choose by resolution a delegate present to preside at the meeting.
- 12. DEBATE PROCEDURES**
- 12.1** A delegate moving a substantive motion may speak for –
(a) 10 minutes in his or her opening address; and
(b) 5 minutes in exercising the right to reply.
- 12.2** Other speeches for or against motions are to be limited to 5 minutes.
- 12.3** No delegate, except the mover of a motion in reply, is to speak more than once on the same motion except by way of personal explanation.
- 12.4** As soon as the right of reply has been exercised, the motion is to be forthwith put to the vote without further comment.
- 12.5** No discussion shall take place on any motion unless it is moved and seconded. Only one amendment on any one motion shall be received at a time, and such amendment shall be disposed of before any further amendment can be received. Any number of amendments may be proposed.
- 12.6** The provisions of these Standing Orders applicable to motions apply mutatis mutandis to amendments, except that the mover of an amendment shall have no right of reply.
- 12.7** When a motion has been moved and seconded, the person presiding shall at once proceed to take a vote thereon unless a delegate opposes it or an amendment is proposed.
- 12.8** No more than two delegates shall speak in succession on one side, either for or against the question before the Zone, and if at the conclusion of the second speaker’s remarks, no delegate speaks on the other side, the motion or amendment shall at once be put to the Zone.
- 12.9** Notwithstanding clause 12.7, where a composite motion is moved which embodies the core aspects of subsequent motions listed on the agenda, a delegate whose motion has been superseded shall have the opportunity to speak on the question of the composite motion before it is put. Once a composite motion has been carried, no further debate shall be permitted in respect of the superseded motions.
- 12.10** At any time during a debate, but after the conclusion of a delegate’s comments, a delegate who has not spoken during the debate may move, without discussion, “that the question be now put”. If that motion is seconded and carried by a majority, the question shall be submitted at once to the Conference, after the mover has replied.
- 13. QUESTIONS**
Any delegate seeking to ask a question at any meeting of the Zone shall direct the question to the President or Chairman.
- 14. DELEGATES TO ADDRESS THE PRESIDENT OR CHAIRMAN**
A delegate moving or seconding a motion or amendment or taking part in a discussion thereon shall address the President or Chairman.
- 15. POINT OF ORDER**
A delegate who is addressing the President or Chairman shall not be interrupted except on a point of order, in which event the delegate shall wait until the delegate raising the point of order has been heard

and the question of order has been disposed of, whereupon the delegate so interrupted may, if permitted, continue.

16. MOTION - SUBSTANCE TO BE STATED

A delegate seeking to propose an original motion or amendment shall state its substance before addressing the meeting thereon and, if so required by the President or Chairman, shall put the motion or amendment in writing.

17. PRIORITY OF SPEAKERS

If two or more delegates wish to speak at the same time the President or Chairman shall decide who is entitled to priority.

18. PRESIDENT OR CHAIRMAN TO BE HEARD

Whenever the President or Chairman signifies a desire to speak during a debate, any delegate speaking or offering to speak is to be silent, so that the President or Chairman may be heard without interruption.

19. PRESIDENT OR CHAIRMAN MAY CALL TO ORDER

The President or Chairman shall preserve order, and may call any delegate to order when holding an opinion that there shall be cause for so doing.

20. RULING BY PRESIDENT OR CHAIRMAN

The President or Chairman shall decide all questions of order or practice, whose decision shall be final and be accepted by the Zone without argument or comment unless in any particular case the Zone resolves that a different ruling shall be substituted for the ruling given by the President or Chairman. Discussions shall be permitted on any such motion.

21. LIMITATION OF SPEECHES

21.1 A delegate shall not speak upon any motion or amendment or in reply for a longer period than five (5) minutes without consent of the Zone which shall be signified without debate.

21.2 No delegate shall speak more than once on any motion unless in exercising a right to speak in closing the debate on a motion which the delegate has moved.

22. RESOLUTIONS

22.1 Except as otherwise provided in these Standing Orders, all motions concerning the affairs of the Zone shall be passed by a simple majority.

22.2 Any matter considered by the Zone at a Special Meeting shall not be passed unless having received an absolute majority.

23. NO DISCUSSION

Where there is no discussion on a motion, the President or Chairman may deem the motion to be passed unless the meeting resolves otherwise.

24. PERMISSIBLE MOTIONS DURING DEBATE

24.1 When a motion is under debate, no further motion shall be moved except the following:

- (a) that the motion be amended;
- (b) that the meeting be adjourned;
- (c) that the debate be adjourned;
- (d) that the question be now put;
- (e) that the meeting proceed with the next business;
- (f) that the meeting sits behind closed doors.

24.2 Any delegate who has not already spoken on the subject of a motion at the close of the speech of any other delegate may move without notice any one of the motions listed in clause 23.1 (b)-(f) and, if the motion is seconded, it shall be put forthwith.

24.3 When a debate is adjourned, the delegate who moves the adjournment shall be the first to speak on the motion when the debate is resumed unless the delegate advises of no desire to speak on the motion. Where this occurs, the President or Chairman shall then call for further speakers.

25. METHOD OF TAKING VOTES

The President or Chairman shall, in taking a vote on any motion or amendment, put the question first in the affirmative, and then in the negative and may do so as often as is necessary to enable formation and declaration of an opinion as to whether the affirmative or the negative has the majority on the voices or by a show of hands.

26. DIVISION

The result of voting openly is determined on the voices or by a show of hands and, immediately upon a vote being taken, a delegate may call for a division.

27. WITHDRAWAL OF MOTION

A motion or amendment may be withdrawn by the mover, with the consent of the meeting, which shall be signified without debate. No delegate may speak upon it after the mover has asked permission for its withdrawal, unless such permission shall have been refused.

28. ALL DELEGATES TO VOTE

28.1 At meetings of the Zone, a delegate present at the meeting when a question is put shall vote on the question.

28.2 Each delegate shall be entitled to exercise one deliberative vote on any matter considered by the Zone.

28.3 The President or Chairman shall exercise a deliberative vote in respect of a matter considered by the Zone. In the event of there being an equality of votes in respect of a matter, the President or Chairman shall exercise a second vote.

28.4 Where the Deputy President or Deputy Chairman is required to preside at a meeting, the Deputy President or Deputy Chairman shall exercise a deliberative vote in respect of a matter considered by the Zone. In the event of there being an equality of votes in respect of a matter, the Deputy President or Deputy Chairman shall exercise a second vote.

28.5 In the absence of the President or Chairman and Deputy President or Chairman, the delegate chosen by resolution to preside over the meeting shall exercise a deliberative vote in respect of a matter considered by the Zone. In the event of there being an equality of votes in respect of a matter, the presiding delegate shall exercise a second vote.

29. RESCISSION OF RESOLUTION**29.1 At the same meeting**

Unless a greater majority is required for a particular kind of decision under the Standing Orders (in which event that shall be the majority required), the Zone may, by simple majority at the same meeting at which it is passed, rescind or alter a resolution if all the delegates who were present at the time the original resolution was passed are present in their seats when the rescission or alteration is proposed.

29.2 At a Future Meeting

Unless a greater majority is required for a particular kind of decision under the Standing Orders (in which event that shall be the majority required), the Zone may rescind or alter a resolution made at an earlier meeting:

(a) by simple majority, where the delegate intending to move the motion has, through the Zone Secretary, given written notice of the intended motion to each of the other delegates at least seven (7) days before the meeting; or

(b) by absolute majority, in any other case.

30. SUSPENSION OF STANDING ORDERS

30.1 In cases of urgent necessity or whilst the Zone is sitting behind closed doors, any of these Standing Orders may be suspended on a motion duly made and seconded, but that motion shall not be declared carried unless a simple majority of the delegates voting on the question have voted in favour of the motion.

30.2 Any delegates moving the suspension of a Standing Order shall state the object of the motion, but discussion shall not otherwise take place.

31. NO ADVERSE REFLECTION ON ZONE

A delegate of the Zone shall not reflect adversely upon a resolution of the Zone, except on a motion that the resolution be rescinded.

32. NO ADVERSE REFLECTION ON DELEGATE

A delegate of the Zone shall not reflect adversely upon the character or actions of another delegate nor impute any motive to a delegate unless the Zone resolves, without debate, that the question then before the Zone cannot otherwise be adequately considered.

33. MINUTES

Minutes of meetings shall be permanently recorded and copies supplied to all delegates.

34. CONFIRMATION OF MINUTES

The minutes of any preceding meeting, whether ordinary or special, not previously confirmed shall be submitted at the next Ordinary Meeting of the Zone and no discussion thereon shall be permitted except as to their accuracy as a record of the proceedings.

35. GENERAL BUSINESS

A delegate may under general business introduce a motion relating to any item of interest to Local Government, but not otherwise.

36. AMENDMENTS

These Standing Orders may be altered, added to or repealed subject to a resolution passed by not less than 75% of delegates present at a meeting of the Zone. Copies of proposed alterations, additions or amendments shall be forwarded to all delegates by the Zone Secretary prior to the meeting.