Responsible Officer	Adopted
Director Corporate and Community Services	November 2013
Local Government Act 1999 Reference	**Reviewed**
s86 – Procedure at Meetings s89 – Procedures of Council Meetings Local Government (Procedures at Meetings) Regulations 2013	March 2025
	Next Review*
	January 2027

OBJECTIVE

Introduction
The Renmark Paringa Council is committed to the principle of honest, open and accountable government and encourages community participation in the business of Council.
Sections 86(8) and 89(1) of the *Local Government Act 1999* (the Act) provides that meetings of Council or a Council Committee will be conducted according to the procedures:

- Prescribed by the Act;
- Prescribed by Regulation; and
- Insofar as the procedure is not prescribed by either the Act or Regulations – as determined by the Council; and
- In relation to Committee meetings, insofar as the procedure is not prescribed by the Act or Regulations, or determined by the Council – as determined by the Council Committee itself.

Part 2 of the *Local Government (Procedures at Meetings) Regulations 2013* (the Regulations) specifies certain procedures to be followed during the operation of Council and certain Council Committee meetings. These meetings include:

- Ordinary meetings of Council;
- Informal gatherings of Council;
- Meetings of a Council Committee performing regulatory activities; and
- Meetings of any other Council Committee to which the Council has resolved Part 2 will apply.

The Regulations provide that Council may develop and adopt a Code of Practice (The Code) for its own meetings of Council and its Committees that varies certain of these provisions.

Procedures adopted by Council that are variations of the Act and Regulations, or concern matters on which the Act and Regulations are silent, have been inserted in ***italics and bold*** like this, in this Code of Practice to enable them to be read in conjunction with the formal

requirements of the Act and Regulations. Further, the terms 'regulation' and 'sub regulation' appearing in the Regulations have been substituted with 'clause' and 'sub-clause' respectively for the purposes of this Code of Practice.

This Code of Practice will be available to the public to assist their understanding of the procedures associated with the operation of both Council and Council Committee meetings of the Renmark Paringa Council.

POLICY

Part 1 – Preliminary

1. **Citation**
   This Code will be cited as the Renmark Paringa Council – Code of Practice for Meeting Procedures.

2. **Commencement**
   This Code of Practice came into operation 1 September 2013.

3. **Interpretation**

   (1) In this Code, unless the contrary intention appears:
   'Act' means the Local Government Act 1999;
   'clear days' see sub-clause (2) and (3);
   'deputation' means a person or group of persons who wish to appear personally before a council or council committee in order to address the council or committee (as the case may be) on a particular matter;
   'formal motion' means a motion:
   a. that the meeting proceed to the next business; or
   b. that the question be put; or
   c. that the question lie on the table; or
   d. that the question be adjourned; or
   e. that the meeting be adjourned (see clause 13 for specific provisions about formal motions).
   'guiding principles' see Clause 5;
   'member' means a member of the council or council committee (as the case may be);
   'point of order' means a point raised to draw attention to an alleged breach of the Act or these procedures in relation to the proceedings of a meeting;
   'presiding member' means the person who is the presiding member of a council or council committee (as the case may be) and includes any person who is presiding at a particular meeting;
   '**written notice**' includes a notice given in a manner or form determined by the council which includes either legibly hand written or typed and either in paper or electronic form.

   (2) In the calculation of clear days in relation to the giving of notice before a meeting:
   a. the day on which the notice is given, and the day on which the meeting occurs, will not be taken into account; and
   b. Saturdays, Sundays and public holidays will be taken into account.

   (3) For the purposes of the calculation of clear days under sub-clause (2), if a notice is given after 5p.m. on a day, the notice will be taken to have been given on the next day.

(4) For the purposes of this code, a vote on whether leave of the meeting is granted may be conducted by a show of hands (but nothing in this code prevents a division form being called in relation to the vote).

4. Guiding Principles

The following principles (the **Guiding Principles**) should be applied with respect to the procedures to be observed at a meeting of a Council or a Council committee:

a. procedures should be fair and contribute to open, transparent and informed decision- making;
b. procedures should encourage appropriate community participation in the affairs of the council;
c. procedures should reflect levels of formality appropriate to the nature and scope of responsibilities exercised at the meeting;
d. procedures should be sufficiently certain to give the community and decision-makers confidence in the deliberations undertaken at the meeting.

Part 2 – Meetings of Council and Key Committees

Division 1 – Preliminary

5. Application of Part

The provisions of this Part apply to, or in relation to:

a. meetings of the Council;
b. meetings of a Council Committee performing regulatory activities;
c. the meetings of any other council committee if the council has, by resolution, determined that this Part should apply to that committee.

6. Discretionary Procedures

(1) Subject to the requirements of the Act, if a provision of Part 2 of the Regulations is expressed to be capable of being varied at the discretion of the council pursuant to this clause, then a council may, by a resolution supported by at least two-thirds of the members of the council as a whole, determine that a code of practice prepared or adopted by the council that establishes its own procedures for the relevant matter or matters will apply in substitution for the relevant provision (and such a determination will have effect according to its terms).

(2) the council should, at least once in every financial year, review the operation of its code of practice under this clause.

(3) the council may at any time, by resolution supported by at least two-thirds of the members of the council as a whole, alter the code of practice, or substitute or revoke the code of practice.

(4) the council must, in considering the exercise of a power under this clause, take into account the Guiding Principles.

(7) Clause 13(4) does not apply to a motion under sub-clause (3).

(8) This clause does not limit or derogate from the operation of clause 21.

Division 2 – Prescribed Procedures

7. Commencement of Meetings and Quorums

(1) A meeting will commence as soon after the time specified in the notice of meeting as a quorum is present.

(2) If the number of apologies received by the CEO indicates that a quorum will not be present at a meeting, the CEO may adjourn the meeting to a specified day and time.

(3) If at the expiration of 30 minutes from the time specified in the notice of meeting as the time of commencement and a quorum is not present, the presiding member or, in the absence of a presiding member, the CEO, will adjourn the meeting to a specified day and time.

(4) If a meeting is adjourned for want of a quorum, the CEO will record in the minutes the reason for the adjournment, the names of any members present, and the date and time to which the meeting is adjourned.

(5) If a meeting is adjourned to another day, the CEO must:
   a. give notice of the adjourned meeting to each member setting out the date, time and place of the meeting; and
   b. give notice of the adjourned meeting to the public by causing a notice setting out the date, time and place of the meeting to be placed on display at the principal office of the council; and

8. Minutes

(1) The minutes of the proceedings at a meeting must be submitted for confirmation at the next meeting or, if that is omitted, at a subsequent meeting.

(2) No discussion on the minutes may occur before confirmation, except as to the accuracy of the minutes as a record of proceedings.

(3) On the confirmation of the minutes, the presiding member will:
   a. initial each page of the minutes, which pages are to be consecutively numbered; and
   b. place his or her signature and the date of confirmation at the foot of the last page of the minutes.

(4) The minutes of the proceedings of a meeting must include:
   a. the names of the members present at the meeting; and
   b. in relation to each member present:
      i. the time at which the person entered or left the meeting; and

ii. unless the person is present for the whole meeting, the point in the proceedings at which the person entered or left the meeting; and

c. each motion or amendment, and the names of the mover and seconder; and
d. any variation, alteration or withdrawal of a motion or amendment; and
e. whether a motion or amendment is carried or lost; and
f. any disclosure of interest made by a member; and
g. an account of any personal explanation given by a member; and
h. details of the making of an order under subsection (2) of section 90 of the Act (see subsection (7) of that section); and
i. a note of the making of an order under subsection (7) of section 91 of the Act in accordance with the requirements of subsection (9) of that section; and
j. details of any adjournment of business; and
k. a record of any request for documents to be tabled at the meeting; and
l. a record of any documents tabled at the meeting; and
m. a description of any oral briefing given to the meeting on a matter of council business; and
n. any points of order raised at the meeting an details of each point of order; and
o. any other matter required to be included in the minutes by or under the Act or any regulation.

9. Questions

(1) A member may ask a question on notice by giving the CEO written notice of the question at least seven (7) clear days before the date of the meeting at which the question is to be asked.

(2) If notice of a question is given under sub-clause (1):
a. the CEO must ensure that the question is placed on the agenda for the meeting at which the question is to be asked;
b. the question and the reply must be entered in the minutes of the relevant meeting.

(3) A member may ask a question without notice at a meeting.

(4) The presiding member may allow the reply to a question without notice to be given at the next meeting.

(5) A question without notice and the reply will not be entered in the minutes of the relevant meeting unless the members present at the meeting resolve that an entry should be made.

(6) The presiding member may rule that a question with or without notice not be answered if the presiding member considers that the question is vague, irrelevant, insulting or improper.

10. Petitions

(1) A petition to the council must:
   a. be legibly written or typed or printed; and
   b. clearly set out the request or submission of the petitioners; and
   c. include the name and address of each person who signed or endorsed the petition; and
   d. be addressed to the council and delivered to the principal office of the council.

(2) ***If a petition is received under sub-clause (1), the Chief Executive Officer must ensure that a statement as to the nature of the request or submission and the number of signatures or persons endorsing the petition, is placed on the agenda for the next ordinary meeting of the council.***

(3) ***The Chief Executive Officer is required to ensure that any petition is made available to Elected Members upon request.***

11. Deputations

(1) A person or persons wishing to appear as a deputation at a meeting must deliver (to the principal office of the council) a written request to the council.

(2) The CEO must transmit a request received under sub-clause (1) to the presiding member.

(3) The presiding member may refuse to allow the deputation to appear at a meeting.

(4) The CEO must take reasonable steps to ensure that the person or persons who requested a deputation are informed of the outcome of the request.

(5) If the presiding member refuses to allow a deputation to appear at a meeting, the presiding member must report the decision to the next meeting of the council or council committee (as the case may be).

(6) The council or council committee may resolve to allow a deputation to appear despite a contrary ruling by the presiding member.

(7) The council may refer the hearing of a deputation to a council committee.

12. Motions

(1) A member may bring forward any business in the form of a written notice of motion.

(2) The notice of motion must be given to the CEO at least seven (7) clear days before the date of the meeting at which the motion is to be moved.

(3) A motion to the effect of which, if carried, would be to revoke or amend a resolution passed since the last periodic election of the council must be brought

by written notice of motion.

(4) If a motion under sub-clause (3) is lost, a motion to the same effect cannot be brought:
   a. until after the expiration of twelve (12) months; or
   b. until after the next periodic election,

   whichever is the sooner.

(5) Subject to the Act and this code, a member may also bring forward any business by way of a motion without notice.

(6) The presiding member may refuse to accept a motion without notice if, after taking into account the Guiding Principles, he or she considers that the motion should be dealt with by way of a written notice of motion.

(7) The presiding member may refuse to accept a motion if the subject matter is, in his or her opinion, beyond the power of the council or council committee (as the case may be).

(8) A motion will lapse if it is not seconded at the appropriate time.

(9) ***A member moving or seconding a motion is not required to speak to the motion at the time of moving or seconding the motion but may choose to do so at any time during the debate. A member is not restricted from speaking to a motion on more than one occasion***

(10) A member who has spoken to a motion may at a later stage of the debate move or second an amendment to the motion.

(11) A member who has not spoken in the debate on a question may move a formal motion.

(12) A formal motion must be in the form of a motion set out in sub-clause (14) (and no other formal motion to a different effect will be recognised).

(13) If the formal motion is:
   a. that the meeting proceed to the next business, then the effect of the motion, if successful, is, in the case of an amendment, that the amendment lapses and the meeting proceeds with the consideration of the motion before the meeting without further reference to the amendment and, in the case of a motion, that the motion lapses and the meeting proceeds to the next item of business; or
   b. that the question be put, then the effect of the motion, if successful, is that debate is terminated and the question put to the vote by the presiding member without further debate; or
   c. that the question lie on the table, then the effect of the motion, if successful, is that the meeting immediately moves to the next item of business and the question can then only be retrieved at a later time by resolution (and, if so retrieved, debate is then resumed at the point of

interruption); or

d. that the question be adjourned, then the effect of the motion, if successful, is that the question is disposed of for the time being but debate can be resumed at the later time (at the point of interruption); or
e. that the meeting be adjourned, then the effect of the motion, if successful, is that the meeting is brought to an end immediately without the consideration of further business.

(14) If seconded, a formal motion takes precedence and will be put by the presiding member without discussion unless the motion is for an adjournment (in which case discussion may occur (but only occur) on the details for resumption).

(15) A formal motion does not constitute an amendment to a substantive motion.

(16) If a formal motion is lost:

a. the meeting will be resumed at the point at which it was interrupted; and
b. if the formal motion was put during debate (and not at the end of debate) on a question, then a similar formal motion (i.e. a motion to the same effect) cannot be put until at least one (1) member has spoken on the question.

(17) A formal motion for adjournment must include the reason for the adjournment and the details for resumption.

(18) Any question that lies on the table as a result of a successful formal motion under sub- clause (13)(c) lapses at the next general election.

(19) The CEO must report on each question that lapses under sub-clause (18) to the council at the first ordinary meeting of the council after the general election.

13. Amendments to Motions

(1) A member who has spoken to a motion at an earlier stage of the debate may move or second an amendment to the motion.

(2) An amendment will lapse if it is not seconded at the appropriate time

(3) If an amendment is lost, only one (1) further amendment may be moved to the original motion.

(4) If an amendment is carried, only one (1) further amendment may be moved to the original motion.

14. Variations, etc.

(1) The mover of a motion or amendment may, with the consent of the seconder, request leave of the meeting to vary, alter or withdraw the motion or amendment.

(2) The presiding member must immediately put the question for leave to be

granted and no debate will be allowed on that question.

15. Addresses by Members, etc.

(1) A member must not speak for longer than five (5) minutes at any one time without leave of the meeting.

(2) A member, may, with the leave of the meeting, raise a matter of urgency.

(3) A member may, with leave of the meeting, make a personal explanation.

(4) The subject matter of a personal explanation may not be debated.

(5) The contribution of a member must be relevant to the subject matter of the debate.

16. Voting

(1) The presiding member, or any other member, may ask the CEO to read out a motion before a vote is taken.

(2) The presiding member will, in taking a vote, ask for the votes of those members in favour of the question and then for the votes of those members against the question (and may do so as often as is necessary to enable him or her to determine the result of the voting), and will then declare the outcome.

(3) A person who is not in his or her seat is not permitted to vote.

17. Divisions

(1) A division will be taken at the request of a member.

(2) If a division is called for, it must be taken immediately and the previous decision of the presiding member as to whether the motion was carried or lost is set aside.

(3) The division will be taken as follows:

a. the members voting in the affirmative will, until the vote is recorded, stand in their places; and
b. the members voting in the negative will, until the vote is recorded, sit in their seats and
c. the presiding member will count the number of votes and then declare the outcome.

(4) The CEO will record in the minutes the names of members who voted in the affirmative and the names of the members who voted in the negative (in addition to the result of the vote).

18. Tabling of information

(1) A member may require the CEO to table any documents of the council relating to a motion that is before a meeting (and the CEO must then table the documents within a reasonable time, or at a time determined by the presiding member after taking into account the wishes of the meeting, and if the member

who has required the tabling indicates that he or she is unwilling to vote on the motion until the documents are tabled, then the matter must not be put to the vote until the documents are tabled).

(2) The CEO may, in tabling a document, indicate that in his or her opinion consideration should be given to dealing with the document on a confidential basis under section 90 or 91 of the Act.

19. Adjourned Business

(1) If a formal motion for a substantive motion to be adjourned is carried:

a. the adjournment may either be to a later hour of the same day, to another day, or to another place; and
b. the debate will, on resumption, continue from the point at which it was adjourned.

(2) If debate is interrupted for want of a quorum and the meeting is then adjourned, the debate will, on resumption, continue from the point at which it was interrupted.

(3) Business adjourned from a previous meeting will be dealt with in the relevant portfolio of the meeting agenda.

20. Short-term Suspension of Proceedings

(1) If the presiding member considers that the conduct of a meeting would benefit from suspending the operation of all or some of the provisions of this Division for a period of time in order to allow or facilitate informal discussions, the presiding member may, with the approval of at least two-thirds of the members present at the meeting, suspend the operation of this Division (or any part of this Division) for a period determined by the presiding member.

(2) The Guiding Principles must be taken into account when considering whether to act under sub-clause (1).

(3) If a suspension occurs under sub-clause (1):

a. a note of the suspension, including the reasons for and period of suspension, must be entered in the minutes; and
b. the meeting may proceed provided that a quorum is maintained but, during the period of suspension:
    i. the provisions of the Act must continue to be observed and
    ii. no act or discussion will have any status or significance under the provisions which have been suspended; and
    iii. no motion may be moved, seconded, amended or voted on, other than a motion that the period of suspension should be brought to an end; and
c. the period of suspension should be limited to achieving the purpose for which it was declared; and
d. the period of suspension will come to an end if:
    i. the presiding member determines that the period should be brought to an end; or
    ii. at least two-thirds of the members present at the meeting resolve

that the period should be brought to an end.

see particularly Part 4 of Chapter 5, and Chapter 6 of the Act);

21. CEO may Submit Report Recommending Revocation or Amendment of Council Decision

(1) The CEO may submit a report to the council recommending the revocation or amendment of a resolution passed since the last general election of the council.

(2) The CEO must ensure that the report is placed on the agenda for the meeting at which the report is to be considered.

Part 3 – Meetings of Other Committees

22. Application of Part

The provisions of this Part apply to or in relation to the meetings of any Council committee that is not subject to the operation of Part 2.

23. Notice of Meetings for Members

Pursuant to section 87(15) of the Act, section 87 is modified in its application in relation to the meetings of a committee to which this Part applies as if subsections (4) and (7) to (10) of that section provided as follows:

a. that notice of a meeting of the committee may be given in a form determined by the committee after taking into account the nature and purpose of the committee; and
b. that notice need not be given for each meeting separately;
c. that if ordinary meetings of the committee have a set agenda then notice of such a meeting need not contain, or be accompanied by, the agenda for the meeting;
d. that it is not necessary for the CEO to ensure that each member of the committee at the time that notice of a meeting is given is supplied with a copy of any documents or reports that are to be considered at the meeting.

24. Public Notice of Committee Meetings

Pursuant to section 88(7) of the Act, section 88 is modified in its application in relation to the meetings of a committee to which this Part applies as if sub-sections (2), (3) and (4) provided as follows:

a. that public notice need not be given for each meeting separately; and
b. that public notice may be given by displaying a notice and agenda in a place or places determined by the CEO after taking into account the nature and purpose of the committee.

25. Minutes

(1) The minutes of the proceedings of a meeting must include:

a. the names of the members present at the meeting; and
b. each motion carried at the meeting; and
c. any disclosure of interest made by a member; and

d. details of the making of an order under subsection (2) of section 90 of the Act (see subsection (7) of that section); and
e. a note of the making of an order under subsection (7) of section 91 of the Act in accordance with the requirements of subsection (9) of that section.

(2) The minutes of the proceedings at a meeting must be submitted for confirmation at the next meeting or, if that is omitted, at a subsequent meeting.

Part 4 – Miscellaneous

26. Quorum for Committees

(1) The prescribed number of members of a council committee constitutes a quorum of the committee and no business can be transacted at a meeting unless a quorum is present.

(2) The **prescribed number** of members of a council committee is:
a. unless paragraph (b) applies, a number ascertained by dividing the total number of members of the committee by two (2), ignoring any fraction resulting from the division, and adding one (1); or
b. a number determined by the council.

(See also section 41(6) of the Act.)

27. Voting at Committee Meetings

(1) Subject to the Act and these procedures, a question arising for decision at a meeting of a council committee will be decided by a majority of the votes cast by the members present at the meeting and entitled to vote on the question.

(2) Each member of a council who is a member of a council committee and who is present at a meeting of the committee must, subject to a provision of the Act to the contrary, vote on a question arising for decision at that meeting.

(3) The presiding member of a council committee has a deliberative vote on a question arising for decision at the meeting but does not, in the event of an equality of votes, have a casting vote.

28. Points of Order

(1) The presiding member may call to order a member who is in breach of the Act or this code.

(2) A member may draw to the attention of the presiding member a breach of the Act or these procedures, and must state briefly the nature of the alleged breach .

(3) A point of order takes precedence over all other business until determined.

(4) The presiding member will rule on a point of order.

(5) If an objection is taken to the ruling of the presiding member, a motion that the ruling not be agreed with must be moved immediately.

(6) The presiding member is entitled to make a statement in support of the ruling before a motion under sub-clause (5) is put.

(7) A resolution under sub-clause (5) binds the meeting and, if a ruling is not agreed with:
   a. the ruling has no effect; and
   b. the point of order is annulled.

28A. Exclusion of Member from Meeting by presiding member

(1) For the purposes of section 86(6b) of the Act, before giving a direction under that subsection, the presiding member must allow the member to make a personal explanation

(2) If a member is excluded from a meeting for a contravention of section 86(6a) of the Act, action cannot be taken under regulation 29 in respect of the contravention.

(3) A member will not be taken to contravene section 86(6a) of the Act merely because the member is—
   a. Objecting to words used by a member who is speaking; or
   b. Calling attention to a point of order; or
   c. Calling attention to want of a quorum.

(4) For the purpose of section 86(6c) of the Act, if a member the subject of a direction excluding them from a meeting under section 86(6b) of the Act refuses to comply with the direction or enters the meeting in contravention of the direction, the remaining members at the meeting may, by resolution—
   a. Censure the member; or
   b. Suspend the member for a part, or for the remainder, of the meeting.

29. Interruption of Meetings by Members

(1) A member of a council or council committee must not, while at a meeting:
   a. behave in an improper or disorderly manner; or
   b. cause an interruption or interrupt another member who is speaking;

(2) Sub-clause (1)(b) does not apply to a member who is:
   a. objecting to words used by a member who is speaking; or
   b. calling attention to a point of order; or
   c. calling attention to want of a quorum.

(3) If the presiding member considers that a member may have acted in contravention of sub- clause (1), the member must be allowed to make a personal explanation.

(4) Subject to complying with sub-clause (3), the relevant member must leave the meeting while the matter is considered by the meeting.

(5) If the remaining members resolve that a contravention of sub-clause (1) has occurred, those members may, by resolution:
   a. censure the member; or

b. suspend the member for a part, or for the remainder, of the meeting.

(6) member who:

a. refuses to leave a meeting in contravention of sub-clause (4); or
b. enters a meeting in contravention of a suspension under sub-clause (5),

is guilty of an offence.
Maximum penalty: $1,250.

30. Interruption of Meetings by Others

A member of the public who is present at a meeting of a council or council committee must not:

a. behave in a disorderly manner; or
b. cause an interruption.

Maximum penalty $500.

Part 5 – Council Determined Procedures

Part 5 has been added to the Code of Practice and is an addition of the Local Government (Procedures at Meetings) regulations 2013.

31. Agenda Distribution

When possible, the agenda of a regularly scheduled Council or committee meeting will be provided five (5) clear days before the date of the meeting

32. Leaving a Meeting

If a member or officer wishes to leave a meeting (temporarily or permanently), during the course of the meeting, they do so only after seeking and obtaining, permission of the Mayor or Chair of that meeting

Upon returning to a meeting, the Chair will acknowledge the member or officer prior to resuming their seat

33. Attending a Meeting

(1) Persons attending Council and Committee meetings shall switch all electronic devices to silent/vibrate mode during meetings.

(2) To maintain the formality of Council meetings, Members and staff are encouraged to dress in a business-like manner.

(3) The Chief Executive Officer, Director - Corporate and Community Services and Director – Infrastructure and Environmental Services will attend all Meetings of Council unless precluded pursuant to Section 90 of the Local Government Act 1999.

(4) Staff other than the Chief Executive Officer will attend committee meetings of Council as directed by the Chief Executive Officer.

(5) Other staff will attend Meetings of Council, in an official capacity, if directed to do so by the Chief Executive Officer.

34. Questions from the Gallery

(1) The Agenda for each ordinary meeting of Council will provide a "Questions from the Gallery" segment.

(2) A period of no more than 15 minutes will be allowed for "Questions from the Gallery" Individuals will be permitted to ask only one question, relating to Council business, of the Mayor.

(3) Statements will not be permitted

(4) In the event that the Mayor is unable to answer the question he will seek advice from Council officers.

(5) In the event that questions cannot be answered at the time of being asked they will be taken on notice and a written response will be provided.

(6) The Mayor may rule that a question not be answered if he/she considers that the question is vague, irrelevant, insulting or improper.

(7) The Mayor will require that the question be provided in writing at the meeting to ensure an accurate interpretation is made.

(8) Questions from the Gallery and any answer given will not be recorded in the minutes of the relevant meeting unless the members present at the meeting resolve that an entry should be made.

35. Elected Member Reports

(1) Elected Members are encouraged to provide a report to Council meetings on their official activities for the previous month.

(2) Elected Member reports must be in writing and submitted to the Chief Executive Officer prior to the closure of the Agenda being 5pm the Monday of the week prior to the ordinary meeting. (Refer "Council Meeting – Protocols" policy.)

(3) Written reports will be included in the Agenda for the next subsequent meeting of Council. Only reports submitted in writing will be put forward for formal receipt by a resolution of Council.

(4) All written reports formally received by Council will be summarised in the Minutes for that meeting

36. Use of Recording Devices

(1) The use of audio and/or visual recording devices is not permitted during Council and Council Committee meetings without the approval of the Council, with the exception of security devices for the security of Council and personnel.

Related Documents
Local Government Act 1999
Local Government (Procedures at Meetings) Regulations 2000
Local Government (Procedures at Meetings) Regulations 2013
Code of Conduct – Elected Members
Code of Practice – Access to Council Meetings, Council Committees and Council Documents

Availability
Members of the public may inspect this Code of Practice free of charge on Council's website at www.renmarkparinga.sa.gov.au or at Council's Principal Office at:
61 Eighteenth St, Renmark SA 5341

Review
This Code of Practice will be reviewed annually to ensure legislative compliance and that it continues to meet the requirements of Council its activities and programs. The Council may, at any time, by resolution supported by at least two-thirds of the members of Council as a whole, alter, substitute or revoke this Code of Practice.

DOCUMENT CONTROL

Version #	Approval Date	Approved by	Amendment
	April 2020	**Special Council Meeting**	Re formatted to reflect Local Government (Procedures at Meetings) Regulations 2013 The Local Government Act 1999 (Notice No 1) amendments
	March 2025	**Ordinary Council Meeting**	Removal of provisions implemented during Public Health Emergency declaration. Removal of sub-clauses 6(5) and 6(6) in alignment with the Regulations. Under sub-clauses 9(1) and 12(2) amend “five (5) clear days” to “seven(7) clear days”. Addition of clause 28A in full, to align with Regulations.