

# Governance Rules

## Summary of Changes

June 2022



TIS: 131450 (Translating and Interpreting Service) المترجم الفوري 翻译 مترجم شفاهى བཅུ་ཤིག་གི་ བཅུ་ཤིག་གི་

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

Introduction Section	Proposed Change
Cover page	<ul style="list-style-type: none"> <li>Review date to be changed to 30 September 2026, to align with Council's four-year requirement.</li> <li>Included additional legislation under 'Relevant Legislation': <ul style="list-style-type: none"> <li>Local Government (Governance and Integrity) Regulations 2020</li> <li>Local Government (Casey City Council) Act 2020</li> </ul> </li> </ul>
2. Context	<ul style="list-style-type: none"> <li>Casey City Council's Good Governance Framework inserted.</li> <li>Casey City Council's Governance and Integrity Framework, and Governance Strategy has been superseded and removed from the Rules.</li> </ul>
3. Contents	<ul style="list-style-type: none"> <li>New Chapter inserted for Election of Mayor and Deputy Mayor.</li> </ul>
4. Definitions	<ul style="list-style-type: none"> <li>New definition inserted for Administrators, Electronic Means and Written.</li> <li>Committee Meeting definition removed.</li> <li>Definition for Foreshadowed Item amended.</li> </ul>

Chapter 1: Roles and Powers	Proposed Change
2. Roles and Working Relationships	<ul style="list-style-type: none"> <li>Inserted 2.2.6 – Councillors and Managers</li> </ul>
6. Role of a Council	<ul style="list-style-type: none"> <li>Administrative changes to reflect current arrangements i.e. Office of Council</li> </ul>
9. Role of the Audit and Risk Committee	<ul style="list-style-type: none"> <li>Removed Rules 9.3 and 9.4 that referenced the Governance Rules applying to Audit and Risk Committees as this is not a requirement under the 2020 Act.</li> </ul>

### Chapter 3: Election of Mayor and Deputy Mayor

13 to 15: Election of Mayor, Deputy Mayor and Acting Mayor	<ul style="list-style-type: none"> <li>Inserted Rules outlining the process for the election of the Mayor, Deputy Mayor and Acting Mayor</li> </ul>
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### Chapter 4: Council Meeting Procedure

19: Chair and Members	<ul style="list-style-type: none"> <li>Removed reference to members and inserted Councillors</li> <li>Removed reference to members of Delegated Committees, as any provisions in Chapter 5 applies to meetings of Delegated Committees</li> </ul>
21: Delegated Committee Chair	<ul style="list-style-type: none"> <li>Amendment Rule 21.1 to make provision for the Mayor to also appoint a Councillor to be the chair of a Delegated Committee, in accordance with the 2020 Act.</li> <li>Rule 21.3 added, which is consistent with the 2020 Act.</li> </ul>
24: Community Attendance	<ul style="list-style-type: none"> <li>Inserted a new Rule, 24.5, to allow for Council to adopt, from time to time, any policies, protocols or guidelines around how the community can participate via electronic means.</li> </ul>
25: Dates and Times Fixed by Council	<ul style="list-style-type: none"> <li>Remove reference to Delegated Committee meeting in Rule 25.1, as any provisions in Chapter 4 applies to meetings of Delegated Committees</li> <li>Included a new Rule, Rule 25.3 to reflect that the notice must specify how the Council Meeting will be conducted.</li> </ul>
28: Adjourned Meetings	<ul style="list-style-type: none"> <li>Removed reference to Advisory Committees in 28.1 as the Rules do not apply to Advisory Committees. Also removed reference to Delegated Committees, as any provisions in Chapter 4 applies to meetings of Delegated Committees</li> </ul>
34: Apologies and Absences	<ul style="list-style-type: none"> <li>Removed reference to Delegated Committees in Rule 34.1, as any provisions in Chapter 4 applies to meetings of Delegated Committees</li> </ul>

Chapter 4: Council Meeting Procedure	Proposed Change
35: Attendance by electronic means	<ul style="list-style-type: none"> <li>New Rules inserted outlining the process for attendance by Councillors via electronic means</li> </ul>
40: Notice of Motion	<ul style="list-style-type: none"> <li>Inserted a new Rule, 40.2, to limit the number of Notice of Motions that can be submitted at each Council Meeting</li> <li>Inserted a new Rule, 40.10, to confirm that a Notice of Motion cannot be amended once moved and seconded</li> <li>Inserted a new Rule, 40.11, to confirm that a Notice of Motion that is lost, cannot be resubmitted for 3 months, consistent with a Notice of Rescission that is lost</li> </ul>
43: Moving a Motion	<ul style="list-style-type: none"> <li>Amended Rule 43.6 which references abstention as this is no longer permitted under the 2020 Act. Reworded so if a Councillor does not vote, it will be recorded as having voted against the motion, in accordance with the 2020 Act.</li> </ul>
Previously 43: How many amendments may be proposed?	<ul style="list-style-type: none"> <li>Removed as this was a duplication of the Rules already covered under Rule 46.4.3.</li> </ul>
53: Debate must be relevant to the Motion	<ul style="list-style-type: none"> <li>Removed reference to a member of a Delegated Committee and replaced with Councillor, as any provisions in Chapter 4 applies to meetings of Delegated Committees</li> </ul>
54: Adequate and sufficient debate	<ul style="list-style-type: none"> <li>Removed reference to members in Rule 56.3</li> </ul>
56: Time limit for motions	<ul style="list-style-type: none"> <li>Removed reference to Advisory Committees as the Rules do not apply to Advisory Committees. Removed reference to Delegated Committees, as any provisions in Chapter 4 applies to meetings of Delegated Committees</li> <li>Removed a Rule (previously 53.6), as Rule 100 provides Council with the ability to resolve that any or all of the provisions in Chapter 4 do not apply and therefore could apply specific provisions for which Rules apply to Delegated Committees, as well as resolve for the Delegated Committee to set time limits for members.</li> </ul>

## Chapter 4: Council Meeting Procedure

## Proposed Change

- Removed a Rule (previously 53.9), as this is covered under Rule 55 which gives Councillors the right to ask any question. This also applies to members of a Delegated Committee unless Council resolves otherwise.
- Remove a Rule (previously) 53.8, as Points of Order is covered under Division 7

### 69: Requirements of a valid petition

- Additional wording inserted in Rule 69.1 for petitions that are submitted in writing.
- Rule 69.2 amended to reflect that a petition template will be made available on the Council website and that Council's Social Media Policy will also need to be considered for e-Petitions. In addition clarified e-petitions and what would be considered valid.

### 70: Submitting a Petition to Council

- Amended Rule 70.1 to highlight the three methods for submitting a petition
- Inserted the words "the next practicable" prior to "Council Meeting for consideration" in Rule 70.1.2
- Inserted the words "addressed to the Chief Executive Officer" in Rule 70.2 for petitions that are delivered in person to any Customer Service Centre
- Updated the email address to the Office of Council if petitions are emailed to City of Casey, under Rule 70.2

### 73: Petitions and Your Privacy

- Reworded Rule 73.1
- Minor grammatical changes made to Rule 73.2

### 81: Voting Method

- Remove a Rule (previously 78.4) as it related to the Chair exercising a second vote, which is already covered under Rule 78
- Replaced the word "members" with "Councillors" in Rules 81.1 and 81.2
- Reworded Rules 81.1 to also reflect the requirements for electronic means

Chapter 4: Council Meeting Procedure	Proposed Change
83: When a division is permitted	<ul style="list-style-type: none"> <li>Reworded Rule 83.3.3 as abstention is no longer permitted under the 2020 Act. If a Councillor does not vote, then it will be recorded in the Minutes that the Councillor has voted against the Motion.</li> </ul>
84: Written Records (Minutes)	<ul style="list-style-type: none"> <li>Removed reference to abstention in Rules 84.8 and 84.9</li> <li>Inserted additional wording under Rule 84.4 that the disclosure needs to be made in accordance with the Act and Chapter 8</li> </ul>
89: Public Addressing the Meeting	<ul style="list-style-type: none"> <li>Inserted a new Rule, 89.2, with a note that members of the public who address Council are to adhere to Council's policy, procedure or guideline, adopted from time to time</li> </ul>
92: Removal from Chamber	<ul style="list-style-type: none"> <li>Inserted the word Delegate, in Rule 92, in the event the Chief Executive Officer is not in the Chamber at the time</li> </ul>
94: Meetings Conducted Remotely	<ul style="list-style-type: none"> <li>Removed the word 'electronically' and replaced with the wording 'by electronic means'</li> <li>Reworded the Rule to reflect the changes to the virtual provisions.</li> </ul>
95: Voice recordings	<ul style="list-style-type: none"> <li>Removed a previous Rule, Rule 95.1 relating to a media representative being permitted to record part of the proceedings as the media are able to access the live stream footage for this purpose.</li> </ul>
Chapter 6: Community Asset Committee Meeting Conduct	Proposed Change
Chapter Title	<ul style="list-style-type: none"> <li>Added the word "Community" prior to Asset Committee Meeting Conduct, to so it is consistent with the 2020 Act</li> </ul>