

	CODE OF PRACTICE	Version:	11
	Meeting Procedures	Date Adopted:	12/05/2026
		Next Review Due:	May 2027

1. STATEMENT

This code of practice has been developed in accordance with Regulation 6 of the Local Government (Procedures at Meetings) Regulations 2013 (the Regulations), which permits Council to adopt a code of practice that varies non-mandatory regulations and substitutes its own meeting procedures.

2. DEFINITIONS

Definitions as defined in the *Local Government Act 1999* (the Act) and the Regulations.

3. PRINCIPLES

3.1 Guiding Principles

As required, Council has considered the following Guiding Principles set out in Regulation 4 of the Regulations in developing this code of practice:

- procedures should be fair and contribute to open, transparent and informed decision making;
- procedures should encourage appropriate community participation in the affairs of the Council;
- procedures should reflect levels of formality appropriate to the nature and scope of responsibilities exercised at the meeting; and
- procedures should be sufficiently certain to give the community and decision-makers confidence in the deliberations undertaken at the meeting.¹

3.2 Variation of Regulations

In addition to the mandatory procedures detailed in the *Local Government Act 1999* (the Act) and Regulations, Council has determined to vary the following regulations. Any other sub-regulation not referred to, but capable of being varied, remains as per the Regulations.

3.2.1 Motions

Regulation 12(11) states:

"A member who has spoken to a motion may not at a later stage of the debate move or second any amendments to the motion".

Council varies this to:

A member, other than the mover or a seconder, who has spoken to a motion may at a later stage of the debate move or second an amendment to the motion.

3.2.2 Amendments to Motions

Regulation 13(1) states:

"A member who has not spoken to a motion at an earlier stage of the debate may move or second an amendment to the motion."

Council varies this to:

A member, other than the mover or seconder, who has or has not spoken to a motion may at a later stage of the debate move or second an amendment to the motion.

¹ Regulation 4 of the Regulations.

CD:	Classification:	Department:	Position Responsible:	Review Frequency:
43	Public	Corporate Services	Chief Executive Officer	Annually
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.				

3.2.3 Addresses by Members

Regulation 15(1) states:

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

Council varies this to:

A member must not speak for longer than 5 minutes at any 1 time without leave of the meeting and may remain seated in their place to speak.

4. REVIEW

This code of practice should be reviewed at least once each financial year.²

The Council may, at any time, by resolution supported by at least two thirds of the members of the Council entitled to vote, alter, substitute or revoke this code of practice.³
Note: Regulation 12(4) would not apply in this circumstance.

5. AVAILABILITY

This code of practice is publicly available on Council's website: www.wattlerange.sa.gov.au.

A printed copy may be purchased from Council offices upon payment of the relevant fee in Council's Fees and Charges Schedule.

6. REFERENCES & FURTHER READING

Relevant Legislation:	• Local Government Act 1999 • Local Government (Procedures at Meetings) Regulations 2013
Relevant Policies /Procedures/ Guidelines	• Public Access to Council and Committee Meetings and Associated Documents Code of Conduct • Deputations to Council Procedure • Petitions to Council Procedure

7. ADOPTION & AMENDMENT HISTORY

The table below sets out the adoption, review and amendment history of this code of practice.

Version No:	Issue Date:	Authorised by:	Description of Change:	Minutes Reference:
1	8/11/2011	Council	Adopted	Folio 4660; Item 11.1.3
2	11/12/2012	Council	Reviewed	Folio 4848; Item 11.1.9
3	08/04/2014	Council	Reviewed and amended	Folio 5284; Item 12.2.8
4	27/11/2018	Council	Reviewed	Folio 7983; Item 13.1.2
5	12/11/2019	Council	Removed reference to regulations that have not been varied	Folio 8695; Item 15.2.5
6	14/04/2020	Council	Amended due to changes to the Local Government Act (COVID-19)	Folio 8948; Item 4.1.1
7	24/06/2022	Council	Amended due to change removal of Emergency Management Declaration	Folio 10207; Item 15.1.3
8	29/11/2022	Council	Reviewed and adopted	Folio 10384; Item 15.1.4
9	14/05/2024	Council	Reviewed and adopted without change	Folio 11019; Item 15.1.2
10	08/04/2025	Council	Reviewed and adopted as amended	Folio 11188; Item 15.2.4
11	12/05/2026	Council	Reviewed and adopted without change	Folio 11523; Item 15.2.2

² Regulation 6(2) of the Regulations.

³ Regulation 6(3) of the Regulations.

CD:	Classification:	Department:	Position Responsible:	Review Frequency:
43	Public	Corporate Services	Chief Executive Officer	Annually
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.				