

# A GUIDE TO COUNCIL MEETINGS







## ■ Who attends Council Meetings?

Council Meetings are attended by:

- the Mayor who chairs the meeting
- all Councillors (the elected representatives responsible for making decisions)
- the Chief Executive Officer and Directors, who provide advice to the Councillors when called upon
- other Council officers who may attend meetings from time to time to assist in providing relevant information, and
- an officer from the Governance Unit who records the minutes.

See page 7 for a 'Who's Who' map of the Chamber.

## ■ What role do the public play in meetings?

Members of the public who attend Council Meetings sit in the gallery and must, under our Local Law, remain quiet during the meeting.

Councillors and Council staff will answer questions members of the public submit in writing, as long as they comply with our Local Law. If you would like to ask a question, forms and instructions are provided at each Council Meeting. Questions will be answered during 'Question Time – Public' held towards the end of the meeting.

After the meeting, everyone who observed the meeting from the gallery is invited to meet informally with the councillors if there are any issues they wish to raise in person.



## ■ How is debate conducted?

The Agenda, which is available at each meeting, outlines all the matters which will be dealt with on the night. The items listed on the Agenda are dealt with in the order in which they appear unless a majority (6 out of 11) of the Councillors agree to change it.

The Mayor will read out the title of each report.

All recommendations must be moved (proposed) by one councillor and then must be seconded (supported) by another councillor.

Councillors have an opportunity to ask questions about the recommendations that relate to each report before they make a decision to support or object to it.

The Mayor will ask if there is any opposition to the recommendations which have been moved and seconded. If there is no opposition, the recommendations are adopted and each councillor has the opportunity to speak in support of the decision.

If a councillor indicates that they are opposed to a recommendation then the item must be debated and then put to a vote (see page 3).

Councillors can:

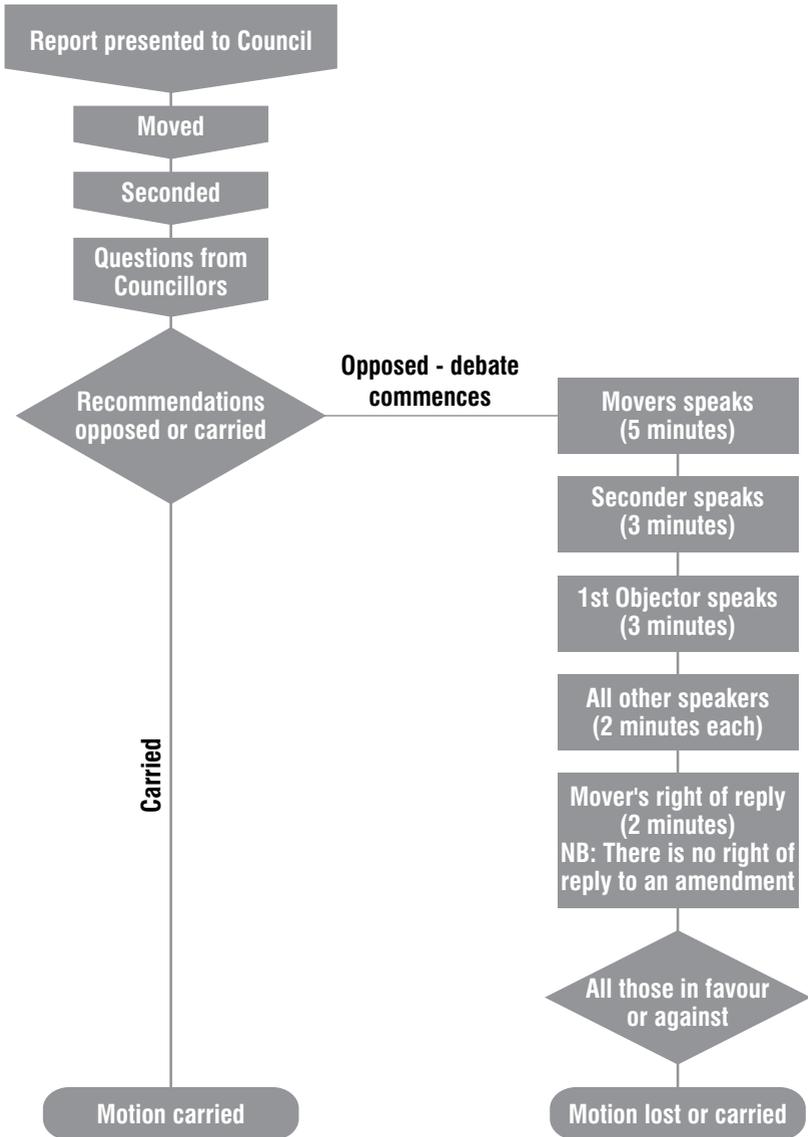
- adopt recommendations exactly as they appear on the agenda
- amend some or all of the recommendations (which means they are adopted but changed in part)
- propose an alternative recommendation (an alternative course of action), or
- defer the decision.

as long as a majority (6 out of 11) Councillors agree.

Debate is conducted according to Council's current Meeting Procedure Local Law. If a Councillor believes that another Councillor is not abiding by that law, they may stand in their place and call a Point of Order. The Mayor will then be required to determine whether the rules of debate are being properly followed. The process of conducting a debate is detailed in the following diagram.



■ The process of conducting a debate





## ■ What will happen at the meeting?

The Agenda follows a similar format every meeting.

- **Attendance (Apologies)**

The names of any Councillors who are not at the meeting are officially recorded.

- **Offering of Prayer**

A prayer is offered by a Greater Dandenong spiritual or religious leader.

- **Confirmation of Minutes**

The minutes of the previous meeting (which detail what occurred and what was decided at the previous meeting) are confirmed and any amendments are noted.

- **Disclosures of Interest**

If any councillor has a Conflict of Interest in any of the reports on the Agenda, they must report that matter to the meeting and will be required to leave the Chamber while a vote is taken on that report. Further details on Disclosures of Interest are provided in each Meeting Agenda.

- **City Update (optional)**

The Mayor may provide a short update on current issues in our city.

- **Officers Reports**

Most of the Agenda consists of reports written by Council officers who recommend that Council take a particular course of action. The report will provide background information on the issue and explain why the recommendation is being made.



- **Notices of Motion**

Notices of Motion are generated by Councillors and can relate to any matter within Council's power. At some Council meetings, there will be no notices of motion whereas others will have several.

- **Reports from Councillors/Delegates and Councillors' Questions**

Councillors have the opportunity to update Council on their activities since the last meeting.

- **Question Time – Public**

Members of the public can address questions to Council in writing as outlined on page 1 under 'What role do the public play in meetings?'

- **Urgent Business**

Some matters arise urgently and can not safely or conveniently be deferred until the next meeting. These matters are dealt with under Urgent Business.

The Mayor then closes the meeting.



## ■ How do I get access to Council minutes?

The minutes of each meeting are made available to the public within one week of the meeting being held.

A copy of the minutes can be viewed at each of our Customer Services Centres, Libraries, on [www.greaterdandenong.com](http://www.greaterdandenong.com) or by contacting the Governance Unit on telephone 8571 5235.

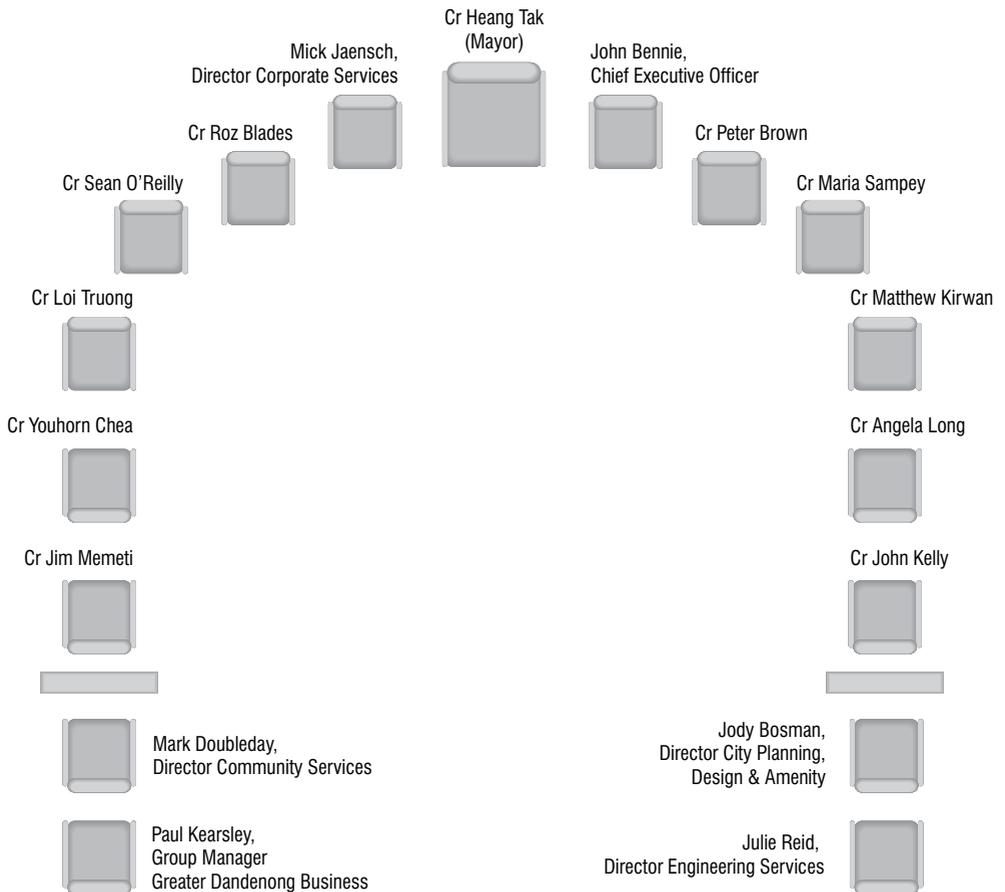
Ordinary Meetings can also be viewed live or after the meeting has completed on [www.greaterdandenong.com](http://www.greaterdandenong.com). A copy of the previous meeting's minutes are available at each Council Meeting.

## ■ Further information

If you would like further information about Council meeting procedures please contact the Governance Unit on 8571 5235 or speak to a Councillor or Council officer after the meeting.



## ■ Who's who in the Council Chamber?





Ward	Councillor	Contact No.
Lightwood	Youhorn Chea	0417 320 645
Lightwood	Sean O'Reilly	0422 523 258
Lightwood	Loi Truong	0466 004 618
Paperbark	Roz Blades	0417 053 612
Paperbark	Peter Brown	0408 138 939
Paperbark	Heang Tak	0403 072 291
Red Gum	Matthew Kirwan	0403 072 295
Red Gum	Angela Long	0466 004 616
Red Gum	Jim Memeti	0434 560 239
Silverleaf	John Kelly	0418 350 743
Silverleaf	Maria Sampey	0438 800 027

 Phone 8571 1000  Fax 8571 5196  council@cgd.vic.gov.au	 TTY: 133 677 Speak and listen: 1300 555 727 Internet: www.iprelay.com.au  TIS: 13 14 50
Find us online  <a href="http://www.greaterdandenong.com">www.greaterdandenong.com</a>	
 <a href="http://www.facebook.com/greaterdandenong">www.facebook.com/greaterdandenong</a>  <a href="http://www.twitter.com/greaterdandy">www.twitter.com/greaterdandy</a>  <a href="http://www.youtube.com/citygreaterdandenong">www.youtube.com/citygreaterdandenong</a>	





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