

**COUNCIL MEETINGS**

**Notified Motions**

# **Overview**

This template is to provide guidance for notified motions by councillors.

Councils may choose their own procedures and formats; however the following is an option to support good meeting protocols in the development of agendas, introducing motions for debate which then lead to sound decision making.

# **Mayoral and Councillor Motions**

On occasion, a Mayor or Councillor may need to present a matter/topic for consideration by council. It would be preferrable that these are managed through officer reports through the course of facilitating operational processes and/or information requests.

However, on rare occasions a mayor or councillor may prefer, or it is more appropriate, to submit a notified motion.

It is recommended that a guide be formalised for reference or include information in the Standing Orders.

For the purposes of this template/guide, mayoral minutes are not the focus, however it is acknowledged that the Mayor, as the chairperson at a Council meeting or chairperson of a committee of the whole, is entitled to put to the meeting without notice any matter or topic that is within the jurisdiction of the Council provided it is done so within the terms of the Council’s Standing Orders.

# **References/acknowledgements:**

This template have been developed referencing the *Local Government Act 2009, Best practice example standing orders for local government and standing orders* and other available reports/documentation.

Other research and reference material sourced from council websites), which the following list acknowledges:

* Rockhampton City Council’s Standing Orders and Meeting Procedures.

*This resource has been prepared in partnership between LGMA and the Department of Housing, Local Government, Planning and Public Works through the Governance Advisory Service.*

# **GUIDELINE – NOTICE OF MOTION**

Timelines and requirements can be formally documented in a local governments Standing Orders and are subject to individual local government preferences.

A best practice notified motion is:

1. framed as succinctly as possible;
2. does not include argument or discussion but does include sufficient background information to enable other Councillors to make an informed decision;
3. relevant to the good order of the business of the Council; and
4. not be an action that could be dealt with in operational procedure.

The following are procedural consideration:

* A Notified motion should be completed on a formalised/approved report template and forwarded to the CEO for consideration to include on the agenda (example in following pages).
* Submission of a notice of motion must be given at least seven days before the meeting at which the proposal is to be made.
* Councillors may advise whether the notice of motion is to go to the next Council meeting or next appropriate committee meeting. However, the CEO, in setting the agendas, may determine that the notice of motion is best dealt with by another Council or committee meeting.
* The Councillor must provide the preferred recommendation (this may be refined in consultation with the CEO).
* If an officer prepares the report for the Councillor, the Councillor must confirm and agree with the content before inclusion on the agenda.
* Preferably the report is from the Office of the CEO.
* Keep the report simple, with the Summary, Councillors recommendation and brief background, with the attachment being the content from the Councillor for discussion/debate.

## Moving a notified motion

As per the State Government’s *Best practice example standing orders for local government and standing orders, w*here a Councillor who has given notice of a motion is absent from the meeting at which the motion is to be considered, the motion may be:

(a) Moved by another Councillor at the meeting; or

(b) Deferred to the next appropriate meeting.

# REPORT TEMPLATE

**10.1 NOTICE OF MOTION - COUNCILLOR xxxx - <topic>**

**PORTFOLIO**: NA

**DIRECTORATE**: CEO’s office

RESPONSIBLE OFFICER: ceo???

**DOC ID**:

**EXECUTIVE SUMMARY**

Councillor XXX has submitted a ‘Notice of Motion’ to the CEO, dated xxx, in relation to XXXXXX

**COUNCILLOR RECOMMENDATION**

THAT XXXXX

**BACKGROUND**

Details of the Notice of Motion are contained within Attachment One xxx

OR…. Copy and paste their notice of motion reasons/information

<Consider whether there should be a heading – Additional Information from Staff>

<This could enable any missing information to be added (e.g. budget implications) so that the Councillors can make an informed decision)>

**ATTACHMENTS**