Standing Orders for Council Meetings

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1. **POLICY INTENT**

To provide written rules for the orderly and legal conduct of Council Meetings and Standing Committees.

2. **SCOPE**

This policy applies to all ordinary, standing committee and special meetings of Tablelands Regional Council, other than a post-election meeting. The word meeting as used throughout this policy is to be taken to refer to ordinary, standing committee and special meetings unless otherwise specified.

3. **BACKGROUND / SUPPORTING INFORMATION**

This policy is based on the requirements of the *Local Government Act 2009*, the *Local Government Regulation 2012*, Councils Local Law Number 1 *Administration*, best practice standing orders for meetings and the publication *Making the Most of Council Meetings*, distributed by the Department of Infrastructure, Local Government and Planning.

4. **POLICY STATEMENT**

**PROVISIONS**

4.8 **APPLICATION OF STANDING ORDERS**

4.8.1 These Standing Orders provide rules for the conduct of meetings other than a post-election meeting of Tablelands Regional Council.

4.8.2 Any provision of these Standing Orders may be suspended by resolution of any meeting of Council. A separate resolution is required for any such suspension and must specify the application and duration of each suspension.

4.8.3 Where at a meeting a matter arises which is not provided for in these Standing Orders, such matter shall be determined by resolution of Council upon a motion which may be put without notice but otherwise in conformity with these Standing Orders.

**PART 1: PROCEDURES FOR MEETINGS OF COUNCIL**

4.9 **PRESIDING COUNCILLOR**

4.9.1 Unless otherwise resolved by Council, the Mayor will preside at a meeting of the Council.

4.9.2 At those meetings at which the Mayor normally presides, if the Mayor is absent or unavailable to preside, the Deputy Mayor will preside.

4.9.3 If both the Mayor and the Deputy Mayor are absent or unavailable to preside, the Acting Mayor will preside at the meeting or if no Acting Mayor has been assigned a Councillor chosen by resolution of the Councillors present at the meeting.
4.10 ATTENDANCE AT MEETINGS

Councillors are requested to attend meetings in person. Should a Councillor have a personal medical condition, or other extenuating circumstance that prohibits them from attending a meeting in person, then with the approval of Council, a Councillor may be able to attend a meeting or meetings remotely via a suitable means that complies with the provisions of the local government legislation.

A Councillor may request a leave of absence for one or more meetings if they are unable to attend in person or remotely.

4.11 ORDER OF BUSINESS

4.4.1 The order of business shall be determined by resolution of Council from time to time. The order of business may be altered for a particular meeting where the Councillors at that meeting pass a motion to that effect. A motion to alter the order of business may be moved without notice.

4.4.2 The minutes of a preceding meeting, (whether an ordinary, standing committee or a special meeting), not previously confirmed shall be taken into consideration, as the first business at every meeting of Council, in order that such minutes may be confirmed and no discussion shall be permitted with respect to such minutes except with respect to their accuracy as a record of the proceedings.

4.12 COUNCIL REPORTS

4.5.1 The CEO shall within such time as Council determines by resolution, prepare or have prepared a Council Report. Council Reports shall be made available to Councillors if practical two (2) days prior to such meetings.

4.5.2 The Agenda may contain (in order of business):

- Apologies / leave of absence
- Opening prayer
- Bereavements / condolences
- Declaration of any material personal interests / conflicts of interest by Councillors and senior Council officers
- Confirmation of the minutes of the previous meeting(s)
- Deputations and delegations
- Business arising out of minutes of the previous meeting(s)
- Business which the Mayor wishes to have considered at the meeting without notice
- Consideration of a Councillors notice of motion
- Consideration of officers reports to Council
  - Community and Regional Planning Department
  - Office of the CEO
  - Organisational Services Department
  - Infrastructure Services Department
- General business including any other business Council permits to be included in the agenda
- Consideration of Confidential agenda in closed session
- Confidential agenda resolutions in open session
- Notice of next meeting
4.13 BUSINESS CONFINED TO AGENDA

Business not on the Agenda or fairly arising from the Agenda shall not be considered at any meeting unless:

- The item of business is introduced by Mayoral Minute (see clause 4.7)
- The item of business is introduced by way of General Business which shall include any matter which may be dealt with by Council.

Business must be in accordance with the adopted Terms of Reference for each Committee (if applicable).

4.14 MAYORAL MINUTE

The Mayor may move that a matter be introduced to the Agenda for consideration at a meeting. This motion is not required to be seconded, but requires a majority vote.

4.15 PETITIONS

4.8.1 Any petition presented to a meeting of Council shall:

- be in legible writing or typewritten and contain a minimum of ten (10) signatures;
- must include the name, contact details of the Principal Petitioner (ie, one person who is the organiser and who will act as the key contact for the issue); and
- have the details of the specific request/matter appear on each page of the petition.

4.8.2 A petition may be presented to a meeting of Council by a Councillor who before presenting the petition, shall, as far as practicable, become acquainted with the subject matter of the petition. A Councillor, on presenting a petition to a meeting shall:

(a) state the nature of the petition; and

(b) read the petition.

4.8.3 A petition may be forwarded or handed to the CEO who shall take reasonable steps to check the validity of the petition and present it at the first ordinary meeting of Council.

4.8.4 Where a Councillor presents a petition to a meeting of Council no debate on or in relation to it shall be allowed and the only motion which may be moved is that:

(a) the petition be received; or

(b) the petition be received and referred to a committee or officer for consideration and a report to Council; or

(c) the petition not be received as it was deemed invalid.

4.8.5 Matters related to a valid petition may be introduced to a meeting as per other items of business.

4.8.6 Council will respond to the Principal Petitioner in relation to all petitions deemed valid.

4.16 DEPUTATIONS

4.9.1 A deputation wishing to attend and address a meeting of Council shall apply in writing to the Mayor not less than three (3) clear days prior to the meeting and all Councillors will be advised by the Mayor of the deputation application.

4.9.2 The Mayor shall inform the deputation of the determination in writing. Where it has been determined the deputation will be heard, a convenient time shall be arranged for that purpose, and a time period
allowed. The Mayor shall inform the Councillors of the decision to hear the deputation and shall advise the CEO to amend the Agenda to include the deputation.

4.9.3 For deputations comprised of three or more persons, only three persons shall be at liberty to address Council unless the Councillors at the meeting determine otherwise by resolution. A deputation shall be given adequate opportunity to explain the purpose of the deputation.

4.9.4 If a member of the deputation other than the appointed speakers interjects or attempts to address the Council, the Chair may finalise the deputation.

4.9.5 The Chair may terminate an address by a person in a deputation at any time where:
(a) the Chair is satisfied that the purpose of the deputation has been sufficiently explained to the Councillors at the meeting; or
(b) the person is insulting or offensive.

4.9.6 A suitable designated officer will be identified and will assume responsibility for the deputation including that the appointed speaker/s is notified in writing of developments or future actions as appropriate.

PART 2: MOTIONS

4.17 MOTIONS

4.10.1 A motion is a statement of a position on an issue that has been formally proposed for debate by Councillors. A motion must be moved, seconded and voted on to become a resolution of Council.

4.10.2 If the majority vote is in the affirmative the motion is considered to be "carried". If the majority vote is in the negative, the motion is considered to be "lost". For methods of voting see section 4.16.

4.10.3 A motion brought before a meeting of Council in accordance with the Act or these Standing Orders shall be received and put to the meeting by the Chair. The Chair may require a motion or amendment to a motion to be stated in full or be in writing before permitting it to be received.

4.10.4 The Chair may call the notices of motion in the order in which they appear on the Agenda, and where no objection is taken to a motion being taken as a formal motion, the Chair may put the motion to the vote without discussion.

4.10.5 When a motion has been moved and seconded, it shall become subject to the control of Council and shall not be withdrawn without the consent of Council.

4.10.6 When a motion is voted upon, it becomes a resolution of Council, except where the motion is lost and no action is implied. For example; a motion is proposed, "That Council agrees to support a community group to lobby against an issue". The motion is voted upon and lost. No action is implied by this result. Therefore the rules that apply to rescinding or altering a resolution do not apply. In order to avoid lost motions where the matter remains unresolved, the matter can be raised again at the same meeting.

4.10.7 Individual comments are not recorded as part of Council's minutes.

4.18 ABSENCE OF MOVER OF MOTION

4.11.1 Where a Councillor who has given notice of a motion is absent from the meeting of Council at which the motion is to be considered, the motion may be:
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4.19 AMENDMENT OF MOTION

4.12.1 An amendment to a motion shall be in terms which retain the identity of the original motion and does not contradict the motion.

4.12.2 Not more than one motion or one proposed amendment to a motion may be put before a meeting of Council at any one time, notwithstanding a foreshadowed amendment. A foreshadowed amendment is a notification that if the amendment on the table does not get carried (by a majority vote), the Councillor intends to propose a new amendment. The foreshadowed amendment is proposed before the standing amendment is voted upon. If the vote is in the negative, the foreshadowed amendment automatically becomes the next standing amendment. For example; the original motion is to "accept the recommendation as per the report". An amendment to the motion is proposed to "accept recommendations A to D but not E and F". Item D is controversial and the amendment debated at length. To move the meeting forward, a Councillor proposes a foreshadowed amendment to "accept recommendations A to C, with D being held over to the next meeting as the subject of a special report".

4.12.3 Where an amendment to a motion is before a meeting of Council, no other amendment to the motion shall be considered until after the first amendment has been put to the vote.

4.12.4 Where a motion is amended by another motion, the original motion shall not be put as a subsequent motion to amend that other motion.

4.20 OTHER ISSUES REGARDING MOTIONS AND AMENDMENTS

4.13.1 A motion or amendment may be withdrawn by the mover thereof with the consent of Council, which shall be signified without debate, and a Councillor shall not speak upon such motion or amendment thereafter the mover has been granted permission by Council for its withdrawal.

4.13.2 The mover of a motion may not move an amendment to the motion unless permitted by Council.

4.13.3 The mover of a motion shall have the right to reply. The mover of any amendment shall have no right of reply.

4.13.4 Each speaker shall be restricted to not more than five (5) minutes unless permitted by the Chair.

4.13.5 Where two or more Councillors rise to speak at the same time, the Chair shall determine who is entitled to priority.

4.13.6 In accordance with section 273 of the Local Government Regulation 2012, if a decision as defined below is inconsistent with a recommendation or advice given to Council by officers, the minutes of the meeting must include a statement of the reasons for not adopting the recommendation or advice.

This applies when a decision is made at a meeting involving either or both of the following:

(a) entering into a contract the total value of which is more than the greater of:

- $200,000 (ex GST) or;
- 1% of the net rate and utility charges.

and / or
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(b) is inconsistent with the policy or approach:

- ordinarily followed by the local government for that type of decision or;
- previously adopted by the local government which is still in force.

4.21 METHOD OF TAKING VOTE

4.14.1 A resolution is determined by a vote on a motion. A resolution is the formal adoption by Council of a position or an action.

4.14.2 Before any matter is put to the vote, the Chair may direct the motion or amendment to be read again. The Chair may, in taking the vote on a motion or amendment put the question, first in the affirmative and then in the negative and may so as often as necessary to form and declare an opinion as to whether the affirmative or the negative has the majority vote.

4.14.3 Abstaining from voting is considered a negative vote.

4.14.4 The Chair has a vote in their own right and can exercise this right as a member of Council. If the votes on a matter are equal, Section 2602(c) of the Local Government Regulation 2012 confers on the Chair a 'casting vote'. Before the Chair can exercise their casting vote, they must have exercised the vote they have in their own right. The Chair's casting vote is available for use to break a deadlock and bring resolution on a matter before Council.

4.14.5 Council shall vote by a show of hands as directed by the Chair. Any Councillor may call for a division on a question. If a division is taken, the minute secretary shall record the names of Councillors voting in the affirmative and of those voting in the negative. The Chair shall declare the result of a vote or a division as soon as it has been determined. The number of votes for and against a motion shall be recorded whether the motion is carried or lost.

4.14.6 Councillors have the right to request that their names and how they voted be recorded in the minutes if they so request, for voting other than by Division.

4.14.7 Except upon a motion to rescind or alter it, the resolution shall not be discussed after the vote has been declared.

4.14.8 If a report contains distinct recommendations, the decision of Council may be taken separately on each recommendation.

4.22 RESCINDING OR ALTERING RESOLUTIONS

4.15.1 Section 262 of the Local Government Regulation 2012 provides that a resolution of local government may be repealed or amended only if written notice of intention to propose the repeal or amendment is given to each Councillor at least five days before the meeting at which the proposal is to be made.

4.15.2 Where a motion to rescind or alter a resolution is lost, a motion of the same or like effect shall not be moved until at least three months after the date on which the proposal to rescind or alter the motion was lost.

4.15.3 Councillors present at the meeting at which a motion to rescind or alter a resolution is put, may defer consideration of that motion. Such deferral shall not be longer than three months.
4.23 PROCEDURAL RESOLUTIONS

A procedural motion is a proposal by a Councillor to control the conduct of the meeting at a particular point. A procedural motion may be made during debate on a matter.

Procedural motions for the purpose of these Standing Orders are required to be seconded. However, the motion must still be put to the vote and carried for it to come into effect.

Procedural resolutions fall into two categories: permanent and temporary. Permanent procedural resolutions dispose of the matter permanently. Temporary procedural resolutions set the unresolved matter aside under certain conditions.

A "point of order" may also be proposed to control the meeting, including the conduct of a specific participant. Points of order are addressed in section 4.18.

4.23.1 Temporary procedural resolutions

4.16.1.1 "That the debate be adjourned"

- **Purpose:** the motion (and related amendments) is temporarily set aside so that it might be revived at a later stage. Useful in cases where more information or time is needed; when upcoming events may change the situation or; when other urgent matters need to take precedence.
- This procedural motion should also specify details such as time and date regarding the resumption of the debate on the motion.
- If carried this procedural motion has the effect of temporarily stopping the debate on the original motion. The Chair moves the meeting onto the next item on the agenda.
- When the debate resumes it as it is as if there was no break. Therefore Councillors who have already participated in the debate are subject to the normal rules of debate upon resumption.

4.16.1.2 "That the meeting stand adjourned"

- **Purpose:** allows for immediate adjournment of the meeting
- The same rules apply as for the procedural motion "that the debate be adjourned".

4.16.1.3 "That the meeting suspend the rule requiring that (specify rule) until (specify time / conditions)"

- **Purpose:** to temporarily suspend a procedural rule to permit some action that would otherwise be prevented by the rule.
- A motion to suspend a rule shall specify the reason for and duration of such a suspension.

4.23.2 Permanent procedural resolutions

4.16.2.1 "That the question now be put"

- **Purpose:** debate is concluded by putting the motion/amendment on the table immediately to the vote
- The procedural motion, "that the question be put", may only be made if all Councillors have had an opportunity to speak.
- Where such a procedural motion is carried, the Chair shall immediately put the motion on the table (or amendment to that motion) to the vote.

4.16.2.2 "That the meeting proceed to the next item of business"

- **Purpose:** stops debate on a motion without resolving it and proceeds to the next item of business. The following alternative wording can be used to achieve the same outcome: “That the question lie on the table”.
- Where such a procedural motion is carried, debate on the motion ceases. The meeting moves to the next item of business and no vote is taken on the original motion.
- The effect of this procedural motion is to put aside the original motion without resolving it.
4.16.2.3 "That this report/document be tabled ".

- **Purpose:** allows for introduction and consideration at the meeting of a document not provided as part of the Agenda
- If carried, this motion requires the document to be tabled.
- If the document is confidential this resolution makes the document available for public scrutiny unless the document is tabled in closed session.
- If the document is tabled in open session and it contains confidential or personal information the CEO shall determine if all or part of the document can be made public.

### 4.24 POINTS OF ORDER

#### 4.17.1 Any Councillor may ask the Chair to decide on a 'point of order' where it is believed that:

(a) A meeting participant (including a Councillor) has failed to comply with proper procedures,

(b) The person or issue is in contravention of the Local Laws or Local Government Act, or

(c) The matter is beyond the jurisdictional power of Council.

A point of order is not a motion and does not require seconding or voting on. The Chair shall determine whether the point of order is upheld.

A motion of dissent against the Chair’s ruling on a point of order can be moved by a Councillor. A motion of dissent does not require seconding however it must be voted upon.

Upon the question of order suddenly arising during the process of a debate, a Councillor may rise to submit a point of order. Thereupon the Councillor against whom the point of order is raised shall immediately be seated and so shall the Councillor who rose to submit the point of order.

Where a ‘point of order’ is called, consideration and decision of every other question shall be suspended until the questions of order are decided.

Points of order cannot be used as a means of contradicting a statement made by the Councillor speaking.

#### 4.17.2 "That the point of order ......(details of point of order) be considered".

- **Purpose:** a Councillor believes there is an irregularity in the conduct of the meeting.
- No vote is taken on this motion - immediately this is called, the Chair should rule on the point of order.
- The Chair’s ruling on a point of order, including the response to manage the point of order is noted in the minutes.

#### 4.17.3 "That the Chair’s ruling on the point of order ....... is incorrect (or should be reconsidered) because......."

- **Purpose:** if a Councillor disagrees with the Chair’s ruling on a point of order the Councillor may propose a motion of dissent against the ruling.
- Once proposed this motion must be dealt with immediately by the Chair.
- A motion of dissent against a ruling on a point of order by the Chair does not require seconding but must be put to the vote.
• Where a motion of dissent is lost, the chair would usually choose to respond with the motion "that the Chair's ruling be upheld"
• Where a motion of dissent is carried, the matter to which the ruling of the Chair was made shall proceed as though that ruling had not been made. The matter shall be restored to the business paper and be dealt with as per the normal course of business.

4.17.4 "That the Chair's ruling be upheld."

• Purpose: used by the Chair in responding to a lost dissent resolution about a point of order ruling.

4.17.5 "That the principles of the Local Government Act / the standing orders (specify if another policy or code) have been breached"

• Purpose: allows for consideration of a complaint by a Councillor about another Councillor's misbehaviour at the meeting;
• the complaint must be made at the meeting at which the alleged breach occurred by another Councillor present at the meeting;
• if there is a quorum, Council must deal with the complaint at that meeting. If this is not possible, at the next meeting;
• if upheld by the Chair, the meeting may impose penalties by resolution upon the subject Councillor.

4.25 CONDUCT DURING MEETINGS

4.18.1 After a meeting of Council has been formally constituted and the business commenced, a Councillor shall not enter or leave from such meeting without first notifying the Chair.

4.18.2 Councillors shall ensure there is no audible noise from mobile devices during a formally constituted meeting save and except with permission of the Chair

4.18.3 Councillors may sit or stand and address the Chair while moving any motion or amendment, seconding any motion or amendment, or taking part in any discussion, placing or replying to any question, or addressing the Council for any other purpose.

4.18.4 Councillors may address each other during the Council meeting by their respective titles, “Mayor” or “Councillor”, and in speaking of or addressing officers shall confine their remarks to the matter then under consideration.

4.18.5 Councillors shall remain seated and silent while a vote is being taken except when demanding a division.

4.18.6 No Councillor shall make personal reflections on or impute improper motives to any other Councillor.

4.18.7 No Councillor who is speaking shall be interrupted except upon a point of order being raised either by the Chair or by a Councillor.

4.18.8 When the Chair rises during the process of a debate, the Councillor then speaking or offering to speak, shall immediately be seated, and each Councillor present shall preserve strict silence so that the Chair may be heard without interruption.

4.18.9 A Councillor commits an act of disorder at a meeting of the local government if the Councillor:

• obstructs or interrupts the proper conduct of the meeting or;
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• uses indecent or offensive language or;
• refuses or wilfully fails to comply with the direction given by the Chair

4.18.10 If the Councillor has in the Chair's opinion committed an act of disorder, the Chair may direct the Councillor to make a retraction or apology.

4.18.11 If the Councillor does not comply immediately with the direction of the Chair, the Chair may immediately move a suspension motion, “that the Councillor be suspended for the remainder of the meeting (or lesser time fixed by the chair)”. The motion does not require seconding but must be put to the vote immediately without discussion. If the motion is carried, the Councillor must immediately leave the meeting place and must remain away for the period of the suspension defined by the motion.

PART 3: QUESTIONS

4.26 QUESTIONS

4.19.1 A Councillor may at a Council meeting ask a question for reply by another Councillor or an officer regarding any matter under consideration at the meeting. A question shall be asked categorically and without argument and no discussion shall be permitted at the meeting of Council in relation to a reply or a refusal to reply to the question. A Councillor or officer to whom a question is asked without notice may request that the question be taken on notice for the next meeting.

4.19.2 A Councillor who asks a question at a meeting, whether or not upon notice, shall be deemed not to have spoken to the debate of the motion to which the question relates.

4.19.3 The Chair may disallow a question which is considered inconsistent with good order, provided that a Councillor may move a motion that the Chair’s ruling be disagreed with, and if such motion be carried the Chair shall allow such question.

PART 4: MAINTENANCE OF GOOD ORDER

4.27 DISORDER

4.20.1 The Chair may, where disorder arises at a meeting of Council, adjourn the meeting. On resumption of the meeting, the Chair shall move a motion, which shall be put without debate, to determine whether the meeting shall proceed. Where such a motion is lost, the Chair shall declare the meeting closed, and any outstanding matters referred to a future meeting.

4.28 BUSINESS OF OBJECTIONABLE NATURE

4.21.1 If at a meeting of Council the Chair or a Councillor considers that a matter or motion before a meeting is of an objectionable nature or outside the powers of Council, the Chair or another Councillor may raise a point of order that the matter not be considered further.

PART 5: ATTENDANCE AND NON-ATTENDANCE

4.29 ATTENDANCE OF PUBLIC AND MEDIA AT MEETING

4.22.1 An area shall be made available at the place where any meeting of Council is to take place for members of the public to attend the meeting and as many members of the public as reasonably can be accommodated in that area shall be permitted to attend the meeting.
4.22.2 When the Council is sitting in closed session, the public, representatives of the media, and officers shall be excluded. Officers and advisors may remain in attendance by express invitation of the Mayor.

4.30 **PUBLIC PARTICIPATION AT MEETINGS**

4.23.1 Except when invited to do so by the Chair, a member of the public shall not take or attempt to take part in the proceeding of a meeting.

4.23.2 In each meeting, time may be required to permit members of the public to address the Council on matters of public interest related to local government. The time allotted shall not exceed fifteen minutes per deputation and no more than three speakers shall be permitted to speak at any one meeting. The right of any individual to address the Council during this period shall be at the absolute discretion of the Chair.

4.23.3 If any address or comment is irrelevant, offensive, or unduly long, the Chair may require the person to cease making the submission or comment.

4.23.4 For any matter arising from such an address, Council may take the following actions:

(a) refer the matter to a committee;
(b) deal with the matter immediately;
(c) place the matter on notice for discussion at a future meeting;
(d) note the matter and take no further action.

4.23.5 During a debate on a motion, the Chair may invite submission, comments or questions from members of the public prior to resolution.

4.23.6 Any person addressing the Council shall stand and act and speak with decorum and frame any remarks respectfully and courteously.

4.23.7 Any person who is considered by the Council or the Mayor to be conducting themselves in an unsuitable manner, may be directed by the Mayor or Chair to immediately withdraw from the meeting.

4.23.8 **Meeting in closed session**

In accordance with Section 274 of the *Local Government Regulation 2012*, a meeting is open to the public unless the local government or committee has resolved that the meeting is to be closed under Section 275 which states:

*A local government or committee may resolve that a meeting be closed to the public if its councillors or members consider it necessary to close the meeting to discuss:*

a) The appointment dismissal or discipline of employees.
b) Industrial matters affecting employees.
c) The local government's budget.
d) Rating concessions.
e) Contracts proposed to be made.
f) Starting or defending legal proceedings involving the local government.
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g) Action taken by the local government under the planning act, including deciding applications made to it.

h) Business for which a public discussion would prejudice the interests of the local government or somebody else, or enable a person to gain financial advantage.

The following motion is required to formalise movements into closed sessions: "That the meeting be closed to discuss (state time and nature of the matters to be discussed in closed session)"

- This is not a procedural motion and therefore requires to be seconded and carried by majority vote.
- If the motion is carried the Chair must direct any persons improperly present to withdraw from the meeting.
- Council must not make a resolution (other than a procedural resolution) in a closed session.
- Council must move out of closed session if it wishes to consider making a resolution on the matters considered in closed session. Council can formalise the movement out of a closed session using a procedural motion.

The following motion may be used to formalise movement out of closed sessions: "That the Council open the meeting to the public at (state time)". This motion requires seconding and must be carried by majority vote.

PART 6: COMMITTEES

4.31 REPORTS BY COMMITTEES

4.24.1 All committee reports shall be submitted to the Council under the signature of the CEO or delegate of the CEO and must be in accordance with the adopted Terms of Reference for that Committee.

4.24.2 If in a report of a Committee distinct recommendations are made, the decision of Council may be taken separately on each recommendation.

4.32 ATTENDANCE OF COMMITTEE MEETINGS BY PUBLIC AND MEDIA

4.25.1 An area shall be made available at the place where any committee meeting of Council is to take place for members of the public and representatives of the media to attend the meeting and as many people as reasonable can be accommodated in that area shall be permitted to attend the meeting.

4.33 PUBLIC IN COMMITTEE MEETINGS

4.26.1 Any person not being a Councillor of Council shall only take part in a committee debate if so invited by the Chair.

4.26.2 Any person or persons wishing to attend and address a committee meeting, must make written application to the CEO not less than seven (7) clear days before the meeting. The matter must be in accordance with the Terms of Reference for that committee. The Committee Chair in consultation with the Mayor shall determine whether such matter shall be heard. A deputation or personal address shall not exceed ten minutes unless otherwise agreed by the Chair. No more than two members of a deputation shall address the committee except in reply to questions from members of the committee.
4.34 PROCEDURE NOT PROVIDED FOR

4.27.1 If an appropriate or adequate method of dealing with any matter is not provided for in the Standing Orders, the method of dealing with the matter may be determined by resolution upon a motion which may be put without notice in conformity with the local law and Standing Orders.

4.35 STANDING COMMITTEE TERMS OF REFERENCE

Pursuant to Council’s resolution of 8 December 2016, the Terms of Reference for the Regional Land Use Planning Standing Committee are included as Appendix 1 to these Standing Orders.

1. REVIEW

It is the responsibility of the Deputy CEO to monitor the adequacy of this policy and recommend appropriate changes. This policy will be formally reviewed every three years or as required by Council.

This policy is to remain in force until otherwise determined by Council.
APPENDIX 1: Terms of Reference for the Regional Land Use Planning Standing Committee
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Standing Orders for Council Meetings

Regional Land Use Planning Standing Committee Terms of Reference

- Develop and contribute to the agendas for Council and other (standing) Committee meetings;
- Engage with key stakeholders on matters of significance to Council;
- Represent Council as required;
- Receive reports from the Chief Executive Officer, Managers and/or appropriately delegated officers relating to the areas of interest;
- Adopt reports from the Chief Executive Officer, Managers and/or appropriately delegated officers relating to the areas of interest;
- Make decisions in line with the delegated authority

3.2 MATTERS OUTSIDE SCOPE OF COMMITTEE

The following matters are outside the scope of the delegated authority for the Committee:

- Awarding of contracts over the value of $500,000;
- Adoption and / or amendment of Council Policies;
- Local Law and Subordinate Local law making process;
- Adoption of the Operational Plan and receipt of Quarterly Reports on the Operational Plan;
- Adoption of and / or amendments to the Corporate Plan;
- Adoption of and / or amendments to Council’s Strategic Documents and Plans;
- Adoption of and / or amendments to Council’s Planning Scheme;
- the amending, revoking or repealing of Council decisions;
- the making of decisions regarding controversial community issues;
- the making of decisions that require a Council resolution (in accordance with section 257(12) LGA);
- the adoption of the Budget and / or amendments to the Budget.

4. COMMITTEE CONDUCT

4.1 COMMITTEE MEMBERSHIP

The Committee, being a standing committee of council has no external members
Council resolved at its Ordinary meeting of 8 December 2016, and pursuant to section 264(1)(e) of the Local Government Regulations 2012 that the membership of the Committee be appointed as follows:

Chairperson: Mayor
Deputy Chairperson: Deputy Mayor
Committee Members: All Councillors

Non-voting attendees include the Chief Executive Officer, General Manager Community and Regional Planning and the Manager Regional Planning by standing invitation.

Other Council officers will be invited by the Committee to attend committee meetings as and when required to assist the Committee.

4.2 CONDUCT OF MEETINGS

The Committee will at all times conduct meetings in accordance with section 270 of the LGR and the requirements of Council’s Standing Orders for Council Meetings.

Version 1: 08/12/2016
4.3 COMMITTEE MEETINGS

The Committee will meet monthly on the second Thursday of every month, commencing at 9.00 am.

4.4 AGENDA DISTRIBUTION

The Agenda for the Committee meetings will be distributed not less than two (2) clear days prior to the meeting (pursuant to section 258 LGR).

The agenda will be distributed to all Councillors. A list of items for consideration by the Committee will be available for viewing on Council’s website at the same time agendas are delivered to Councillors (pursuant to sections 277(9)&(10) of the LGR).

4.5 COMMUNICATION OF DECISIONS

Where any decision made by the Committee affects a particular Division of the local government area, the relevant divisional Councillor (if absent from the relevant Committee meeting) will be notified of the decision in writing, within one (1) week of the meeting.

Pursuant to section 736(1) & (2) of the Sustainable Planning Act 2009, Council will publish on its website inter alia the date the development application was decided, and whether it was approved, approved subject to conditions or refused.

5. COMMITTEE WORKING PRINCIPLES

- Apply local government principles in all matters;
- Work to transparent and clear priorities;
- Have a bias towards action;
- Be an inclusive team, working to exploit each other’s strengths, demonstrating strong organisational commitment and trust;
- Maintain clear and consistent communication with each other;
- Cascade unified information from Committee meetings to the wider organisation as appropriate, respecting the need to maintain confidentiality when required;
- Provide papers and presentation for the meeting in accordance with the agreed deadlines and in the required format;
- Have frank and fearless conversations;
- Be responsive to whole-of-organisation challenges and issues; and
- Consult with Councillors and staff as appropriate prior to final decision-making.

6. SELF-DEVELOPMENT AND REVIEW OF COMMITTEE OPERATION

- At least annually the Committee shall conduct a self-evaluation of its performance and achievements for the previous period and ensure that it is meeting its objectives.
- At least annually the Committee will also seek an evaluation by Council and the Chief Executive Officer on the Committee’s performance.
- The Terms of Reference be reviewed on an annual basis.

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7. RELEVANT LEGISLATION AND ASSOCIATED DOCUMENTS

This document should be read in conjunction with the following:

- Local Government Act 2009
- Local Government Regulation 2012
- Building Act 1975
- Sustainable Planning Act 2009
- Sustainable Planning Regulation 2012
- Queensland Building Code
- TRC Planning Scheme
- TRC Planning Policies
- Adopted Infrastructure Charges Resolution
- TRC Standing Orders for Council Meetings