



# **Blackall-Tambo**

## **Regional Council**

# **Meeting Procedures (Standing Orders)**

## **PURPOSE**

The purpose of this policy is to set out certain procedures to ensure the local government principles are reflected in the conduct of Council meetings, standing and advisory committee meetings as defined in the *Local Government Act 2009* (LGA) and *Local Government Regulation 2012* (LGR).

## **REFERENCE**

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- BTRC Councillor Code of Conduct Policy

## **MEETING PRINCIPLES**

Local government meetings must adhere to the following principles:

- Transparent and effective processes and decision making in the public interest
- Sustainable development management and delivery of effective services
- Democratic representation, social inclusion and community engagement
- Good governance of, and by the local government
- Ethical and legal behaviour of Councillors, local government employees and Councillor advisors.

## **STANDING ORDERS**

This policy applies to meetings of the Blackall-Tambo Regional Council, including standing committee meetings and represents the standing orders that Council will observe. This policy does not apply to meetings of the audit committee.

A provision of this policy is that standing orders may be suspended by resolution of any meeting of the Blackall-Tambo Regional Council, except those sections that are mandatory under the model meeting procedures. A separate resolution is required for any suspension and must specify the application and duration of each suspension.

Where a matter arises at any meeting of Blackall-Tambo Regional Council that is not provided for in this policy, the matters will be determined by resolution of the Council upon a motion which may be put without notice but otherwise conforms with the standing orders.

### **1. Presiding Officer**

- 1.1. The Mayor will preside at a meeting of Council.
- 1.2. If the Mayor is absent or unavailable to preside, the Deputy Mayor will preside.

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- 1.3. If both the Mayor and the Deputy Mayor, or the Mayors' delegate, are absent or unavailable to preside, a Councillor chosen by the Councillors present at the meeting will preside at the meeting.
- 1.4. Council will choose the Chairperson for a Committee meeting. This Chairperson will normally preside over meetings of the Committee.
- 1.5. If the Chairperson of a Committee is absent or unavailable to preside, a Councillor chosen by the Councillors present will preside over the Committee meeting.
- 1.6. Before proceeding with the business of the meeting the person presiding at the meeting will undertake the acknowledgement and/or greetings deemed appropriate by the local government.

## **2. Order of Business**

2.1. 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.

2.2. Unless otherwise altered, the order of business shall be as follows:

- Acknowledgement of Country
- Attendance
- Apologies and granting of leaves of absence
- Condolences
- Declaration of Conflicts of Interest
- Reception of Deputations
- Confirmation of Minutes of Previous Meeting
- Business Arising from the Minutes
- Petitions
- Mayor's Reports
- Councillor's Reports
- Chief Executive Officer's Reports
- Reports & Correspondence
  - Chief Financial Officer
  - Chief Operations Officer
  - Director of Lifestyle and Community
  - Director of Operational Performance
- Confidential Reports
- Close of Meeting

## **3. Agenda for Ordinary Meetings**

3.1. The Chief Executive Officer must ensure that each statutory notice of meeting includes an agenda listing the items to be discussed at the meeting.

3.2. The agenda may include –

- a) Notice of meeting
- b) Minutes of the previous meetings
- c) Business arising out of previous meetings



- d) Business which the Mayor wishes to have considered at that meeting without notice
- e) Matters of which notice has been given
- f) Committees' reports referred to the meeting by the chief executive officer (CEO)
- g) Officers' reports referred to the meeting by the CEO
- h) Deputations and delegations from the community that are approved to attend
- i) Any other business the Council determines by resolution to be included in the agenda.

- 3.3. The notice of the meeting and agenda must be given to each Councillor at least 2 days before the meeting.
- 3.4. A Councillor who wants an item of business included on the agenda for a particular meeting must give written notice of the nature of the business to the Chief Executive Officer at least seven days before the date of the meeting.
- 3.5. The Chief Executive Officer may include in the agenda a matter the Chief Executive Officer considers should be brought before the meeting.
- 3.6. The agenda for the local government must be made publicly available by 5pm on the business day after the notice of meeting is given to the Councillors. The related reports for the local government meeting must also be included and available to the public excluding confidential reports.
- 3.7. Matters on the agenda that will require the meeting to be in closed session will be clearly identified including the reasons why the session will be closed.
- 3.8. Business not on the Agenda or not fairly arising from the Agenda shall not be considered at any meeting unless permission for that purpose is given by Council at such meeting. Business must be in accordance with the adopted Terms of Reference for each Committee.
- 3.9. Business not on the agenda, or not fairly arising from the agenda, will not be considered at any Council meeting unless permission for that purpose is given by the local government at the meeting.
- 3.10. The order of business may be altered for a particular meeting where the Councillors at the meeting pass a motion to that effect.
- 3.11. A motion to alter the order of business may be moved without notice.
- 3.12. The minutes of a preceding meeting whether an ordinary or a special meeting, not previously confirmed shall be taken into consideration, at every ordinary 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. Amendments to the minutes may be made prior to confirming the minutes. This must be done by moving a motion to amend the minutes that must be voted on and carried. Once the resolution is passed the minutes can be amended. All Councillors present at the meeting can vote to confirm the minutes including those who were absent at the previous meeting and those who had a conflict of interest at the previous meeting. Once the minutes are confirmed by resolution of the meeting they cannot be changed.



#### 4. Quorum

- 4.1. A quorum at a Council meeting is a majority of the Councillors. If the number of Councillors is even then one half of the number is a quorum.
- 4.2. If a quorum is not present within 15 minutes after the time set for the meeting to begin, it may be adjourned to a late hour or a later day within 14 days after the day of the adjournment. The meeting may be adjourned by a majority of Councillors present, or if only one Councillor is present, then that Councillor, or if no Councillors are present then the Chief Executive Officer.
- 4.3. Loss of Quorum is dealt with in item 16 of Meeting Procedures.

#### 5. Petitions

- 5.1. Any petition presented to a meeting of Council shall:
  - be in legible writing or typewritten and contain a minimum of ten (10) signatures
  - include the name and contact details of the Principal Petitioner (i.e. the key contact for the issue)
  - include the postcode of all petitioners, and
  - have the details of the specific request/matter appear on each page of the petition.
- 5.2. 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 the petition be received;
  - that the petition be received and referred to a committee or CEO for consideration and a report to Council; or
  - not be received because it is deemed invalid.
- 5.3. Council will respond to the Principal Petitioner in relation to all petitions deemed valid.

#### 6. Deputations

- 6.1. A deputation wishing to attend and address a meeting of Council shall apply in writing to the CEO not less than seven (7) business days before the meeting.
- 6.2. The CEO, on receiving an application for a deputation shall notify the Chairperson who shall determine whether the deputation may be heard. The CEO 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 maximum of 15 minutes will be allowed.
- 6.3. For deputations comprising 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, consistent with 2 above.



- 6.4. If a member of the deputation other than the appointed speakers interjects or attempts to address the Council, the Chairperson may terminate the deputation.
- 6.5. The Chairperson may terminate an address by a person in a deputation at any time where:
- the Chairperson is satisfied that the purpose of the deputation has been sufficiently explained to the Councillors at the meeting
  - the time period allowed for a deputation has expired, or
  - the person uses insulting or offensive language or is derogatory towards Councillors or others.
- 6.6. The CEO is responsible for the deputation including that the appointed speaker/s are notified in writing of developments or future actions as appropriate.

## **7. Public Participation at Meetings**

- 7.1. An area shall be made available at the place where any meeting of Council is to take place for members of the public and representatives of the media 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.
- 7.2. A member of the public may take part in the proceeding of a meeting only when invited to do so by the Chairperson.
- 7.3. 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 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 meeting's Chairperson.
- 7.4. If any address or comment is irrelevant, offensive, or unduly long, the Chairperson may require the person to cease making the submission or comment.
- 7.5. For any matter arising from such an address, Council may take the following actions:
- refer the matter to a committee
  - deal with the matter immediately
  - place the matter on notice for discussion at a future meeting
  - note the matter and take no further action.
- 7.6. Any person addressing the Council shall stand and act and speak with decorum and frame any remarks in respectful and courteous language.
- 7.7. Any person who is considered by the Council or the Mayor to be inappropriately presented may be directed by the Mayor or Chairperson to immediately withdraw from the meeting. Failure to comply with such a request may be considered an act of disorder.



**8. Closed Session**

- 8.1. Closed sessions will be conducted in accordance with section 18 of the Meeting Procedures.
- 8.2. When the Council is sitting in Closed Session, the public and representatives of the media shall be excluded.

**9. Teleconferencing Of Meetings**

- 9.1. If a Councillor wishes to be absent from a Council meeting place during a meeting, the Councillor must apply to the Chairperson to participate by teleconference, at least three business days prior to the meeting or as soon as practicable once the Councillor becomes aware of their intended absence. The Council may allow a Councillor to participate in a Council or committee meeting by teleconference.
- 9.2. A Councillor taking part by teleconference is taken to be present at the meeting if the Councillor was simultaneously in audio contact with each other person at the meeting. The attendance of the Councillor must be recorded in the minutes as present at the meeting.
- 9.3. The Councillor taking part by teleconference should have any video link activated where possible when attending a meeting of Council or a committee meeting.

Note: Teleconferencing includes the use of a telephone, video conferencing equipment or other means of instant communication that allows a person to take part in a discussion as it happens.

**MEETING CONDUCT**

**10. Process for dealing with unsuitable meeting conduct by a Councillor in a meeting**

The conduct of a Councillor is unsuitable meeting conduct if the conduct happens during a Council meeting and contravenes a behavioural standard of the code of conduct for Councillors. When dealing with an instance of unsuitable conduct by a Councillor in a meeting, the following procedures must be followed:

- 10.1 The Chairperson must reasonably believe that unsuitable meeting conduct has been displayed by a Councillor at a meeting.
- 10.2 If the Chairperson decides the unsuitable meeting conduct has occurred, the Chairperson may consider the severity of the conduct and whether the Councillor has had any previous warnings for unsuitable meeting conduct issued. If the Chairperson decides the conduct is of serious nature or another warning is unwarranted, proceed to step 10.7.
- 10.3 If the Chairperson decides unsuitable meeting conduct has occurred but is of a less serious nature, the Chairperson may request the Councillor take remedial action such as:
  - 10.3.1 Cease the unsuitable meeting conduct and refraining from exhibiting the conduct
  - 10.3.2 Apologising for their conduct
  - 10.3.3 Withdrawing their comments.



- 10.4 If the Councillor complies with the Chairperson's request for remedial action, no further action is required.
- 10.5 If the Councillor fails to comply with the Chairperson's request for remedial action, the Chairperson may warn the Councillor that failing to comply with the request could result in an order being issued.
- 10.6 If the Councillor complies with the Chairperson's warning and request for remedial action, no further action is required.
- 10.7 If the Councillor continues to fail to comply with the Chairperson's request for remedial action or the Chairperson decides a warning was not appropriate under 10.5, the Chairperson may make one or more of the orders below:
  - 10.7.1 An order reprimanding the Councillor for the conduct
  - 10.7.2 An order requiring the Councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.
- 10.8 If the Councillor fails to comply with an order to leave and stay away from the meeting, the Chairperson can issue an order that the Councillor be removed from the meeting.
- 10.9 Any Councillor aggrieved with an order issued by the Chairperson can move a motion of dissent for section 10.1, 10.7 and 10.8 above.
- 10.10 Following the completion of the meeting, the Chairperson must ensure the minutes record the information about unsuitable meeting conduct (see note).

Note: Details of any order issued is recorded in the minutes of the meeting. If it is third or more order made within a 12-month period against a Councillor, or the Councillor has refused to comply with an order issued to leave the meeting, these matters are dealt with at the next Council meeting and treated as a suspected conduct breach. The Council is not required to notify the Independent Assessor (IA) about the conduct and may deal with the conduct under section 150AG of the LGA, as if an investigation has been conducted. The Council's chief executive officer is advised to ensure details of any order made is updated in the Council's Councillor conduct register.

## **11. Process for Dealing with Unsuitable Meeting Conduct by a Chairperson in a Meeting**

- 11.1 If a Councillor at the meeting reasonably believes that the conduct of the Chairperson during the meeting is unsuitable meeting conduct, the Councillor will raise the matter in the meeting by point of order.
- 11.2 The Chairperson may correct their unsuitable meeting conduct or if they do not properly correct their behaviour, the Councillor may move a motion that the Chairperson has engaged in unsuitable meeting conduct (a seconder for the motion is required). Councillors present, excluding the Chairperson, must decide by resolution if the conduct is unsuitable meeting conduct.



- 11.3 The Chairperson has a declarable conflict of interest in the matter and must leave the place where the meeting is being held, including any area set aside for the public, during the debate and vote on the matter. If the Chairperson wishes to remain in the meeting, the eligible Councillors must make a decision and follow the procedures set out in section 14.
- 11.4 For the debate and vote on the motion, a Councillor other than the Councillor that moved the motion, is to act as the Chairperson.
- 11.5 If the original Chairperson remains in the meeting, on the condition that they will not vote on the matter as determined by the eligible Councillors, they can put forward their reasoning about their conduct, and respond to questions, through the Chairperson from the eligible Councillors.
- 11.6 The acting Chairperson of the meeting will preside over the meeting while the Councillors present at the meeting vote on whether the Chairperson has engaged in unsuitable meeting conduct (the acting Chairperson will have a casting vote on the resolution if required).
- 11.7 If it is decided that the Chairperson has engaged in unsuitable meeting conduct the Councillors can make an order reprimanding the Chairperson for the conduct.
- 11.8 Once the Councillors make a decision, the Chairperson returns to the meeting (unless they have been permitted to remain in the meeting) and is informed of the decision by the acting Chairperson.
- 11.9 The Chairperson then resumes the role of Chairperson, and the meeting continues.

Note: Details of any reprimand order is recorded in the minutes of the meeting. The Council's chief executive officer is advised to ensure details of any order made is updated in the Councillor conduct register.

For conduct of a Chairperson, at Council meetings that is part of a course of conduct leading to a reprimand order for unsuitable meeting conduct being made against the Chairperson, on three occasions within a period of 12 months, the conduct that led to the orders being made, taken together, becomes a conduct breach.

If the conduct of a Councillor, including a Chairperson, at the meeting becomes a conduct breach; in accordance with section 150J of the LGA, and is a breach under section 150K(2)(b) and (3) of the LGA, the Council is not required to notify the Independent Assessor about the conduct; and may deal with the conduct under section 150AG as if an investigation had been conducted. It may be dealt with at the next Council meeting.

## **12. Meeting process for dealing with a suspected conduct breach which has been referred to the local government by the Independent Assessor**

- 12.1 Under chapter 5A, part 3, division 3A of the LGA, the Independent Assessor (IA) must make a preliminary assessment and consider dismissing a complaint, notice or information before taking any other action if satisfied that particular circumstances apply. If the IA assesses that a matter is a suspected conduct breach it must refer the matter to the local government.





The IA refers the Councillor's suspected conduct breach to the local government by giving a referral notice.

Note: Conduct breach is conduct that contravenes a behavioural standard of the code of conduct for Councillors, a policy, procedure or resolution of the local government; or the conduct contravenes an order of the Chairperson of a local government meeting for the Councillor to leave and stay away from the place at which the meeting is being held; or an instance of a suspected conduct breach that may arise from circumstances described in the Note above at end of clause 2. Process for Dealing with Unsuitable Meeting Conduct by a Chairperson in a Meeting, in this document.

- 12.2 In relation to matters referred by the IA to the local government, the local government may decide not to start or discontinue an investigation if the complainant withdraws the complaints, or consents to the investigation not starting or discontinuing, or the complainant does not provide extra information when requested, or there is insufficient information to investigate the complaint, or the Councillor vacates or has vacated their office as a Councillor.

Note: The Council investigation must be conducted in a way that is consistent with the local government's investigation policy. An investigation must be prepared to assist the Councillors in making a decision on the outcome under section 150AG of the LGA. Before debating a matter relating to making a decision, a summary investigation report (with redactions) must be prepared and made publicly available under section 150AFA of the LGA on or before the day and time prescribed by regulation.

- 12.3 The Council must decide in a Council meeting, whether the Councillor has engaged in inappropriate conduct, unless in accordance with section 150AG of the LGA it has delegated responsibility for this decision to the mayor under section 257 of the LGA.

- 12.4 When dealing with an instance of a suspected conduct breach which has been referred to a Council by the Independent Assessor:

12.4.1 The Council must be consistent with the local government principle of transparent and accountable decision making in the public interest by deciding the outcome of an investigation of a suspected conduct breach in an open meeting of the Council. However, where the matter requires a debate, a Council may close all or part of a meeting to the public, if considered necessary, to discuss an investigation report under the *Local Government Regulation (LGR)* section 254J.

12.4.2 No decision can be made in the closed session. The matter must be decided in an open session of the meeting or at a later meeting.

12.4.3 Where a Council makes a decision about a conduct breach matter at a Council meeting that is inconsistent with a recommendation made about that matter in an investigation report, a statement of the reasons for the inconsistency must be included in the minutes under the LGR section 254H.

12.4.4 The subject Councillor has a declarable conflict of interest in the matter must declare the conflict of interest. The eligible Councillors at the meeting can reside by resolution that the subject Council or may remain in the meeting (unless they decide otherwise), during the detail about the investigation report and may answer



questions put the subject Councillor through the Chairperson in relation to the evidence or written submission provided by the Councillor to the Council.

12.4.5 The subject Councillor who has a declarable conflict must leave the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have engaged in a conduct breach and what, if any, penalty to impose if the Councillor is found to have engaged in a conduct breach.

12.4.6 Should the complainant be a Councillor, that Councillor may have a declarable conflict of interest in the matter and if so, must follow the declarable conflict of interest procedures in section 14. If the complainant Councillor who has a conflict of interest, wishes to remain in the meeting during the debate and vote on the matter, the other eligible Councillors (who do not have a COI in the matter) must decide on how to deal with the conflict of interest under section 14. The complainant Councillor can be ordered to leave the meeting place or conditions may be applied to allow that Councillor to participate in either the debate, the vote or the decision on any disciplinary action to be applied.

12.4.7 After making a decision under section 150AG of the LGA, the Council must make the full investigation report, publicly available within 10 business days after the decision is made, with redactions of the name of the complainant and any witnesses but including the name of a Councillor or the CEO of the Council if they were the complainants, or any Councillor who declared a COI in the matter.

12.5 If the Council has lost quorum due to the number of conflicted Councillors or another reason, the matter must be delegated consistent with section 257 of the LGA to the mayor; or decide by resolution to defer the matter to another date; or decide by resolution not to decide the matter and take no further action in relation to the matter unless this Act or another Act provides that the Council must decide the matter.

Note: Council cannot decide to take no further action on a decision about a conduct matter because it is required under the LGA. In order to reach a decision when a loss of quorum has occurred, the matter can be deferred to a later meeting when a quorum can be maintained, or the conflicted Councillors may apply to the Minister for permission to participate in the decision.

12.6 If a decision is reached that the subject Councillor has engaged in a conduct breach, then the Councillors must decide what penalty or penalties from the orders detailed in 12.7, if any, to impose on the Councillor. In deciding what penalty to impose, the Council may consider any previous inappropriate conduct of the Councillor and any allegation made in the investigation that was admitted, or not challenged, and that the Council is reasonably satisfied is true.

12.7 The Council may order that no action be taken against the Councillor or make one or more of the following:

12.7.1 An order that the Councillor make a public apology, in the way decided by the Council

12.7.2 An order reprimanding the Councillor for the conduct breach



- 12.7.3 An order that the Councillor attend training or counselling to address the Councillor's conduct, including at the Councillor's expense
- 12.7.4 An order that the Councillor be excluded from a stated Council meeting
- 12.7.5 An order that the Councillor is removed, or must resign, from a position representing the local government, other than the office of Councillor, for example that the Councillor is ordered to resign from an appointment representing the local government on a state board or committee.
- 12.7.6 An order that if the Councillor engages in the same type of conduct again, it will be treated as misconduct
- 12.7.7 An order that the Councillor reimburse the Council for all or some of the costs arising from the Councillor's conduct breach.
- 12.8 A local government may not make an order under 12.7 in relation to a person who has vacated their office as a Councillor.
- 12.9 The subject Councillor, and where relevant, the complainant Councillor, must be invited back into the place where the meeting is being held once a decision has been made, and the Chairperson must advise them of the details of the decision made by Council and if relevant any orders made by resolution.
- 12.10 The Chairperson must ensure the meeting minutes reflect the decision and any orders made. A notice must be given to the IA as soon as practicable about the decision and the reasons for the decision and if an order is made under section 150AH of the LGA, the details of the order.

### **13. Prescribed conflict of interest**

Councillors are ultimately responsible for informing of any prescribed conflict of interest on matters to be discussed at a Council meeting, standing or advisory committee meeting (other than ordinary business matters prescribed in section 150EF of the LGA). When dealing with a prescribed conflict of interest, Councillors must abide by the following procedures:

- 13.1 A Councillor who has notified the chief executive officer of a prescribed conflict of interest in a matter to be discussed in a Council meeting must also give notice during the meeting at the time when the matter is to be discussed
- 13.2 A Councillor who first becomes aware of a prescribed conflict of interest in a matter during a Council meeting must immediately inform the meeting of the conflict of interest.
- 13.3 When notifying the meeting of a prescribed conflict of interest, the following details must, at a minimum, be provided:
  - 13.3.1 If it arises because of a gift, loan or contract, the value of the gift, loan or contract



- 13.3.2 If it arises because of an application or submission, the subject of the application or submission
- 13.3.3 The name of any entity, other than the Councillor, that has an interest in the matter
- 13.3.4 The nature of the Councillor’s relationship with the entity mentioned in 13.3.3 that has an interest in a matter
- 13.3.5 Details of the Councillor’s and any other entity’s interest in the matter.
- 13.4 The Councillor must then leave the place of the meeting, including any area set aside for the public, and stay away while the matter is being discussed and voted on, unless the subject Councillor has written notice from the Minister to participate in the matter.
- 13.5 Once the Councillor has left the area where the meeting is being conducted, the Council can continue discussing and deciding on the matter at hand.

**14. Declarable conflict of interest**

Councillors are ultimately responsible for informing any declarable conflict of interest on matters to be discussed at Council meetings, standing or advisory committee meetings that might lead to a decision that in contrary to the public interest (other than the interests prescribed under 150EO of the LGA, and ordinary business matters prescribed in 150EF of the LGA).

A Councillor may raise their personal interests in a matter at the meeting to canvas the view of the other Councillors prior to deciding to declare a conflict of interest. If the other Councillors suspect the personal interest might be a conflict of interest, the other Councillors may disclose their suspicion and the processes under section 150EW of the LGA apply.

When dealing with a declarable conflict of interest, Councillors must abide by the following procedure:

- 14.1 A Councillor who has notified the chief executive officer of a declarable conflict of interest in a matter to be discussed at a Council meeting must also give notice during the meeting.
- 14.2 A Councillor who first becomes aware of a declarable conflict of interest in a matter during a Council meeting must inform the meeting of the conflict of interest.
- 14.3 When notifying the meeting of a declarable conflict of interest, Councillor should provide sufficient detail to allow the other Councillors to make an informed decision about how best to manage the declarable conflict of interest in the public interest. The following minimum details must be provided:
  - 14.3.1 The nature of the declarable conflict of interest
  - 14.3.2 If it arises because of a Councillor’s relationship with a related party:
    - 14.3.2.1 The name of the related party to the Councillor, and
    - 14.3.2.2 The nature of the relationship of the related party to the Councillor, and



- 14.3.2.3 The nature of the related party's interest in the matter.
- 14.3.3 If it arises because of a gift or loan from another person to the Councillor or a related party:
  - 14.3.3.1 the name of the other person, and
  - 14.3.3.2 the nature of the relationship of the other person to the Councillor or related party, and
  - 14.3.3.3 the nature of the other person's interest in the matter, and
  - 14.3.3.4 the value of the gift or loan and the date the gift or loan was made.
- 14.4 After a Councillor has declared a conflict of interest, the Councillor should consider leaving the meeting while the matter is discussed unless they have reasons why their participation would improve making the decision in the public interest.
- 14.5 If the Councillor chooses not to leave the meeting, the Councillor may advise the other Councillors of their reasons for seeking permission to participate in making the decision.
- 14.6 The other Councillors at the meeting must then decide, by resolution, whether the Councillor can participate in the decision making in relation to the matter, including voting on the matter, or whether they should not participate in the decision and leave the place of the meeting while the matter is decided by the eligible Councillors.

The eligible Councillors may impose conditions on the Councillor under a decision to either participate or leave the meeting e.g. may stay for the debate but must leave for the vote. The Councillor must comply with any decision or condition imposed by the non-conflicted Councillors. The Councillor must not participate in the decision unless authorised in compliance with section 150ES of the LGA or under an approval by the Minister for local government under section 150EV of the LGA.
- 14.7 In deciding on whether a Councillor may participate in a decision about a matter in which the Councillor has a declarable conflict of interest, only Councillors who do not themselves have prescribed or declarable conflict of interest in the matter are eligible to participate in the decision making. The decision may be made even if the number of those Councillors is less than a majority or less than a quorum for the meeting consistent with section 150ET of the LGA.
- 14.8 The Councillor who is the subject of the decision may remain in the meeting while the debate is occurring and can participate by answering questions from the Chairperson to assist the other Councillors in making their decision. The subject Councillor must not vote or otherwise participate in making the decision but may remain in the meeting while the vote on the matter takes place and the decision is declared by the Chairperson, on whether the Councillor may remain and participate in deciding the matter in which the Councillor has a declarable conflict of interest.



- 14.9 When deciding whether a Councillor may participate in the decision making on a matter in which they have a declarable conflict of interest, the other Councillors should consider the circumstances of the matter including, but not limited to:
- 14.9.1 How does the inclusion of the Councillor in the deliberation affect the public trust
  - 14.9.2 How close or remote is the Councillor's relationship to the related party
  - 14.9.3 If the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received
  - 14.9.4 Will the benefit or detriment the subject Councillor or their related party stands to receive from the decision have major or minor impact on them
  - 14.9.5 How does the benefit or detriment the subject Councillor stands to receive compared to others in the community
  - 14.9.6 How does this compare with similar matters that Council has decided and have other Councillors with the same or similar interests decided to leave the meeting
  - 14.9.7 Whether the subject Councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest.
- 14.10 If the eligible Councillors cannot decide whether the subject Councillor has a declarable conflict of interest, then they are taken to have decided that the Councillor must leave and stay away from the meeting while the eligible Councillors discuss and vote on the matter.
- 14.11 A decision about a Councillor who has a declarable conflict of interest in a matter applies in relation to the Councillor for participating in the decision, and subsequent decisions, about the same matter unless there is change to the Councillor's personal interests and/or the nature of the matter being discussed. If the eligible Councillors decide that the Councillor can act in the public interest on the matter, then the Councillor may participate in the meeting and be involved in processes occurring outside of a Council meeting about the same matter e.g. briefing sessions or workshops.
- 14.12 In making the decision about the Councillor's conflict of interest, it is irrelevant how the subject Councillor intended to vote on the issue or any other issue (if known or suspected).
- 14.13 A Councillor does not contravene the above procedures if the Councillor participates in a decision under written approval from the Minister as prescribed in 150EV of the LGA.

## **15. Reporting a suspected conflict of interest**

- 15.1 If a Councillor at a meeting reasonably believes or suspects that another Councillor has a personal interest in a matter that may be a prescribed or declarable conflict of interest, and that Councillor is participating in a decision on that matter, the Councillor who believes or suspects this, must immediately inform the Chairperson of the meeting of their belief or suspicion, and the facts and circumstances that led to their belief or suspicion.



- 15.2 The Chairperson should ask the relevant Councillor with the suspected personal interest of whether they have any prescribed or declarable conflict of interest in the matter. If the Councillor agrees they have a conflict of interest, the Councillor must follow the relevant procedures above.
- 15.3 If the Councillor believes they do not have a conflict of interest, they must inform the meeting of that belief and their reasons for that belief.
- 15.4 The eligible Councillors must then decide whether the Councillor has a prescribed conflict of interest, a declarable conflict of interest or that the Councillor does not have a prescribed or declarable conflict of interest in the matter. If the meeting decides the Councillor has a conflict of interest, the Councillor must follow the relevant procedures above. If a Councillor with a declarable conflict of interest wants to participate in the decision despite the declarable conflict of interest, then the eligible Councillors must make a decision about the Councillor's participation.
- 15.5 If the Councillors cannot reach a majority decision about the conflict of interest, or the subject Councillor's participation in the matter despite a declarable conflict of interest, then they are taken to have determined that the Councillor must leave and stay away from the place where the meeting is being held while the eligible Councillors discuss and vote on the matter. This decision will continue to apply in relation to all subsequent decisions about the same matter, where the conflict of interest remains unchanged.
- 15.6 If the belief of a COI relates to more than one Councillor. Section 14 of these procedures must be complied with in relation to each Councillor separately.

## **16. Loss of quorum**

- 16.1 In the event where one or more Councillors leave a meeting due to a prescribed or declarable conflict of interest in a matter that results in a loss of quorum for deciding the matter, the Council must resolve to:
  - 16.1.1 Delegate the consideration and decision on the matter, pursuant to section 257 of the LGA unless the matter cannot be delegated; or
  - 16.1.2 Defer the matter to a later meeting
  - 16.1.3 Not to decide the matter and take no further action in relation to the matter unless the LGA or another Act provides that the local government must decide the matter.

All Councillors including the conflicted Councillors, may participate in deciding to delegate or defer a matter.

- 16.2 The Council must not delegate a decision to an entity if the entity, or a majority being at least half of its members, has a prescribed or declarable conflict of interest in the matter.
- 16.3 If the matter cannot be delegated under an Act says must be decided by resolution of the Council under section 257(3) of the LGA.



- 16.4 The Council may by resolution delegate a power under section 257 of the LGA to:
- 16.4.1 The mayor or chief executive officer; or
  - 16.4.2 A standing committee, or joint committee of Council; or
  - 16.4.3 The Chairperson of a standing committee or joint standing committee of Council.
- 16.5 The Council may only delegate a power to make a decision about a Councillor's conduct under section 150AE or 150AG of the LGA to pursuant to section 257(2) of the LGA:
- 16.5.1 The mayor; or
  - 16.5.2 A standing committee.
  - 16.5.3 If the decision about the conduct of the mayor, the decision must be delegated to a standing committee.
- 16.6 The Minister for Local Government may, by signed notice give approval for a conflicted Councillor to participate in deciding a matter in a meeting including being present for the discussion and vote on the matter, if there is a loss of quorum and deciding the matter cannot be delegated, subject to any conditions the Minister may impose.

## **17. Recording prescribed and declarable conflicts of interest**

- 17.1 When a Councillor informs a meeting that they or another Councillor have a prescribed or declarable conflict of interest in a matter, the minutes of the meeting must record all of the relevant details of how the conflict of interest was dealt with, being;
- The name of any Councillor and any other Councillor who may have a prescribed or declarable conflict of interest
  - The particulars of the prescribed or declarable conflict of interest provided by the Councillor
  - The actions taken by a Councillor after informing the meeting that they have, or they reasonably suspect another Councillor has a prescribed or declarable conflict of interest
  - Any decision then made by the eligible Councillors
  - Whether the Councillor with a prescribed or declarable conflict of interest participated in or was present for the decision under ministerial approval
  - The Council's decision on what actions the Councillor with a declarable conflict of interest must take and the reasons for the decision
  - The name of each eligible Councillor who voted on the matter and how each voted.





- 17.2 If the Councillor has a declarable conflict of interest the following additional information must be recorded in the minutes of the meeting when the meeting is informed of a Councillor's personal interest by someone other than the Councillor.
- a) the name of each Councillor who voted in relation to whether the Councillor has a declarable conflict of interest, and how each of the Councillors voted.
- 17.3 Where a decision has been made under section 13 – the minutes must include:
- a) the decision and reasons for the decision, and
  - b) the name of each eligible Councillor who voted and how each eligible Councillor voted.

## 18. Closed meetings

- 18.1 Council meetings, standing and advisory committee meetings may resolve that a meeting be closed to the public if its Councillors consider it necessary to discuss any of the following matters pursuant to section 254(3) of the LGR:
- Appointment, dismissal or discipline of the CEO
  - Industrial matters affecting employees
  - The Council's budget, which does not include the monthly financial statements
  - Rating concessions
  - Legal advice obtained by the Council, including legal proceedings that may be taken by or against the Council
  - Matters that may directly affect the health and safety of an individual or a group of individuals
  - Negotiations relating to a commercial matter involving the Council for which a public discussion could prejudice the interests of the Council
  - Negotiations relating to the taking of land by the Council under the *Acquisition of Land Act 1967*
  - A matter that the Council is required to keep confidential under a law of, or a formal agreement with, the Commonwealth or State
  - A matter relating to the consideration of an investigation report for an investigation of a conduct breach given to Council under the LGA chapter 5A, part 3, division 5.
- 18.2 A Council meeting, standing and advisory committee meeting cannot resolve that a meeting be closed where the meeting is informed of a Councillor's personal interest in the matter by



another person and the eligible Councillors at the meeting must decide whether the Councillor has a declarable conflict of interest in the matter.

18.3 Further, the meeting must not be closed if a quorum is lost due to the number of conflicted Councillors who leave the Council meeting and the Council must:

- Delegate the consideration and decision on the matter pursuant to section 257 of the LGA, unless the matter cannot be delegated
- Decide by resolution to defer to a later meeting when a quorum may be available
- Decide by resolution to take no further action on the matter unless the LGA or another Act provides that the local government must decide the matter.

None of the above will be considered, discussed, voted on or made during a closed session.

18.4 If a closed session includes attendance by teleconference, the Councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation while in a closed meeting (a failure to do so could be a contravention of section 171(3) of the LGA).

18.5 To take a matter into a closed session the Council must abide by the following:

- Pass a resolution to close the meeting.
- The resolution must state the matter to be discussed, an overview of what is to be discussed and why the meeting should be closed while the matter is considered.
- If the matter is known in advance, the agenda should clearly identify that the matter may be considered in closed session, and an explanation of why the Councillors at the meeting may consider it necessary to take the issue into closed session must be stated.
- Not make a resolution while in a closed meeting (other than a procedural resolution).

## **MOTIONS**

### **19. Motion to be Moved**

19.1 A Councillor is required to 'move' a motion and then another Councillor is required to 'second' the motion.

19.2 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.

19.3 Other Councillors can propose amendments to the motion which must be voted on before voting on the final motion.



- A motion brought before a meeting of Council in accordance with the *Local Government Act 2009* or these Standing Orders shall be received and put to the meeting by the Chairperson.
  - The Chairperson may require a motion or amendment to a motion to be stated in full or be in writing before permitting it to be received.
  - The Chairperson may refuse to accept a motion if it is not within the meeting's jurisdiction and rule a motion out of order if necessary. Any motion that is vague, proposes unlawful action, is outside the scope of the meeting, is defamatory, vexatious or is unnecessary, may be ruled out of order.
- 19.4 The Chairperson 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, and the motion is then seconded, the Chairperson may put the motion to the vote without discussion and the vote can occur.
- 19.5 Not more than one motion or one proposed amendment to a motion may be put before a meeting of Council at any one time.

## **20. Absence of Mover of Motion**

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:

- moved by another Councillor at the meeting, or
- deferred to the next meeting.

## **21. Motion to be Seconded**

A motion or an amendment to a motion shall not be debated at a meeting of Council unless or until the motion or the amendment is seconded, with the exception of procedural motions which do not need to be seconded.

## **22. Amendment of Motion**

- 22.1 An amendment to a motion shall be in terms which maintain or further clarify the intent of the original motion and do not contradict the motion.
- 22.2 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 voted on .
- 22.3 Where a motion is amended by another motion, the original motion cannot be reintroduced as a subsequent amendment for the first amended motion.



### 23. Speaking to Motions and Amendments

- 23.1 The mover of a motion or amendment shall read it and shall state that it is so moved but shall not speak to it until it is seconded.
- 23.2 The Chairperson will manage the debate by allowing the Councillor who proposed the motion the option of speaking first on the motion. The Chairperson will then call on any other Councillor who wishes to speak against the motion and then alternatively for and against the motion as available, until all Councillors who wish to speak have had the opportunity.
- 23.3 A Councillor may make a request to the Chairperson for further information before or after the motion or amendment is seconded.
- 23.4 The mover of a motion or amendment shall have the right to reply. Each Councillor shall speak no more than once to the same motion or same amendment except as a right of reply. Once the right of reply has been delivered the debate ends.
- 23.5 Each speaker shall be restricted to not more than five (5) minutes unless the Chairperson rules otherwise.
- 23.6 Where two or more Councillors indicate they may wish to speak at the same time, the Chairperson shall determine who is entitled to priority.
- 23.7 In accordance with Section 254H of the *Local Government Regulation 2012*, if a decision made at a meeting is inconsistent with a recommendation or advice given to Council by an advisor of the Council, the minutes of the meeting must include a statement of the reasons for not adopting the recommendation or advice.

Note: If a report contains distinct recommendations, the decision of the Council may be taken separately on each recommendation. If a decision by the meeting is contra to a recommendation in a report the minutes must give the reason for the decision.

### 24. Method of Taking Vote

- 24.1 The Chairperson will call for all Councillors in favour of the motion to indicate their support. The Chairperson will then call for all Councillors against the motion to indicate their objection.
- 24.2 A Councillor may call for a 'division' to ensure their objection to the motion is recorded in the minutes. If a division is taken, the minutes of the meeting shall record the names of Councillors voting in the affirmative and of those voting in the negative. The Chairperson shall declare the result of a vote or a division as soon as it has been determined.
- 24.3 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.
- 24.4 Except upon a motion to repeal or amend it, the resolution shall not be discussed after the vote has been declared.



## 25. Withdrawing A Motion

A motion or amendment may be withdrawn by the mover with the consent of the Council, which will be without debate, and a Councillor will not speak to the motion or amendment after the mover has been granted permission by the Council for its withdrawal.

## 26. Repealing or Amending Resolutions

- 26.1 A resolution of Council may not be amended or repealed unless notice of motion is given in accordance with the requirements of legislation.
- 26.2 Councillors present at the meeting at which a motion to repeal or amend a resolution is put, may defer consideration of that motion. Such deferral shall not be longer than three (3) months.

## 27. Procedural Motions

- 27.1 A Councillor at a meeting of Council may, during the debate of a matter at the meeting, move, as a procedural motion, without the need for a seconder the following motions:
- that the question/motion be now put before the meeting
  - that the motion or amendment now before the meeting be adjourned
  - that the meeting proceeds to the next item of business
  - that the question lie on the table
  - a point of order
  - a motion of dissent against the Chairperson's decision
  - that this report/document be tabled
  - to suspend the rule requiring that (insert requirement)
  - that the meeting stands adjourned.
- 27.2 A procedural motion, that the question be put, may be moved and where such a procedural motion is carried, the Chairperson will immediately put the question to the motion or amendment to that motion under consideration. Where such procedural motion is lost, debate on the motion or amendment to that motion shall resume.
- 27.3 The procedural motion, that the motion or amendment now before the meeting be adjourned, may specify a time or date, to which the debate shall be adjourned. Where no date or time is specified:
- a further motion may be moved to specify such a time or date, or
  - the matter about which the debate is to be adjourned, shall be included in the business paper for the next meeting.
- 27.4 Where a procedural motion that the meeting proceed to the next item is carried, debate on the matter that is the subject of the motion will cease and may be considered again by Council on the giving of notice in accordance with these standing orders.
- 27.5 A procedural motion, that the question lie on the table, shall only be moved where the Chairperson or a Councillor requires additional information on the matter before the meeting



(or the result of some other action of Council or person is required) before the matter may be concluded at the meeting. Where such a procedural motion is passed, the Council shall proceed with the next matter on the business paper. The motion, that the matter be taken from the table, may be moved at the meeting at which the procedural motion was carried or at any later meeting.

- 27.6 Any Councillor may ask the Chairperson to decide on a 'point of order' where it is believed that another Councillor:
- has failed to comply with proper procedures
  - is in contravention of the Local Government Act/Regulations, or
  - is beyond the jurisdiction power of Council.
- 27.7 Points of order cannot be used as a means of contradicting a statement made by the Councillor speaking. Where a 'point of order' is moved, consideration of the matter to which the motion was moved shall be suspended. The Chairperson shall determine whether the point of order is upheld.
- 27.8 Upon the question of order suddenly arising during the process of a debate, a Councillor may raise a point of order, and thereupon the Councillor against whom the point of order is raised, shall immediately cease speaking. Notwithstanding anything contained in these standing orders to the contrary, all questions or points of order at any time arising shall, until decided, suspend the consideration and decision of every other question.
- 27.9 A Councillor may move 'a motion of dissent' in relation to a ruling of the Chairperson on a point of order. Where such motion is moved, further consideration of any matter shall be suspended until after a ruling is made. Where a motion of dissent is carried, the matter to which the ruling of the Chairperson was made shall proceed as though that ruling had not been made. Where, as a result of that ruling the matter was discharged as out of order, it shall be restored to the business paper and be dealt with in the normal course of business.
- 27.10 The motion, 'that this report/document be tabled', may be used by a Councillor to introduce a report or other document to the meeting, only if the report or other document is not otherwise protected under confidentiality or information privacy laws. On tabling the document, it ceases to be a confidential document and is available for public scrutiny.
- 27.11 A procedural motion, "to suspend the rule requiring that ...", may be made by any Councillor in order to permit some action that otherwise would be prevented by a procedural rule. A motion to suspend a rule shall specify the duration of such a suspension.
- 27.12 A procedural motion, that the meeting stands adjourned, may be moved by a Councillor at the conclusion of debate on any matter on the business paper or at the conclusion of a Councillors time for speaking to the matter, and shall be put without debate. Such a procedural motion will specify a time for the resumption of the meeting and on resumption of the meeting the Council shall continue with the business before the meeting at the point where it was discontinued on the adjournment.



**28. Questions**

- 28.1 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.
- 28.2 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.
- 28.3 The Chairperson may disallow a question which is considered inconsistent with an acceptable request or good order, provided that a Councillor may move a motion that the Chairperson's ruling be disagreed with, and if such motion be carried the Chairperson shall allow such question.