7.4. STANDING ORDERS FOR COUNCIL MEETINGS POLICY

REPORT AUTHOR	Acting Manager Governance
EXECUTIVE	General Manager Corporate and Communities
DEPARTMENT	Corporate and Communities
TEAM	Governance
DATE	27 October 2026

RECOMMENDATION

That Council adopt the Standing Orders for Council Meetings General Policy to reflect the Best Practice Example Standing Orders and Model Meeting Procedures July 2026 for local government meetings issued by the Department of Local Government, Water and Volunteers.

EXECUTIVE SUMMARY

Council is required to adopt and comply with a statutory Standing Orders for Council Meetings Policy (the policy).

The Department of Local Government, Water and Volunteers (the Department) recently amended the mandatory Model Meeting Procedures (MMPs) issued under the *Local Government Act 2009*. The updated MMPs must be adopted by Council.

PREVIOUS COUNCIL CONSIDERATIONS / RESOLUTIONS

The Standing Orders for Council Meetings General Policy was last adopted by Council on 24 September 2024.

REPORT/BACKGROUND

The Standing Orders for Council Meetings General Policy has been developed in accordance with the obligations of Council as provided for in s150F of the *Local Government Act 2009* (the Act) and Part 2 of the *Local Government Regulation 2012* (the Regulation). S150F of *the Act* requires the Department's Chief Executive to make model procedures for the conduct of meetings of local governments and its committees.

The policy provides Council with written rules for the orderly conduct of council meetings.

Changes to the best practice standing orders and MMPs were made by the Department in July 2026. As the Model Meeting Procedures are mandatory as defined by s 150F of *the Act,* they must be adopted by Council in accordance with s150G of *the Act*. S150G of *the Act* also

requires a local government to prepare and adopt other procedures for the conduct of its meetings. These are known as our Standing Orders for Council meetings.

The Standing Orders for Council Meetings General Policy is a statutory policy that is subject to review and update from time to time. The current policy was due for review on 1 June 2026. The provision of a revised Best Practice Example by the Department provides the opportunity to review Councils current policy and make changes as necessary.

An overview of the amendments suggested to the current policy are as follows:

- The new Model Meeting Procedures July 2026 include:
    - Procedures for the Chairperson
    - Procedure for Dealing with Unsuitable Meeting Conduct by a Councillor in a Meeting
    - Procedure for Dealing with Unsuitable Meeting Conduct by a Chairperson in a Meeting
    - Procedure for Managing Material Personal Interest
    - Procedure for Managing Conflict of Interest
    - Procedure for loss of Quorum
    - Procedure for Closed Meetings
- The inclusion of the new Model Meeting Procedures headings into the body of the policy with a reference to the Procedures as Appendix 1.
- Section 4.3 - within the Order of Business section, the Best Practice Example Standing Orders provided by DLG does not use the term “Mayoral Minute” but rather “Business which the Mayor wishes to have considered at that meeting without notice”, so have included this.
- Sections 6.1 and 6.2 - within the Mayoral Minute section, the term “without notice” has been included to reflect what is included in the Order of Business as well as allowing for possibility for the Mayor to provide advance notice of the minute to allow consideration and debate.
- Section 7.3 in Special Meetings, – included reference to s254C(4) of *the Local Government Regulation 2012* which provides that only the business specified in the meeting notice can be conducted at a special meeting.
- Section 11 - moved Public Participation in Meetings section from the end of the standing orders to follow on from Petitions and Deputations as a better fit for the policy.

- Section 23 - Motions - Method of Taking Vote:
    - Section 23.1 - Council currently does not comply with the current Standing Orders relating to recording of names of councillors and how they voted within the minutes. Also, the current Standing Orders state “there is no abstaining from voting” which is not correct. This has been amended to reflect the Best Practice Example from Department of Local Government
    - Section 23.2 - relating to a motion of dissent -- suggested slight change in accordance with Best Practice Example
- Sections 26 and 27 Conduct during meetings and Disorder:
    - Deletions due to matters now being covered in the Model Meeting Procedures

FINANCIAL AND RESOURCE IMPLICATIONS

There are no financial or resource implications.

RISK MANAGEMENT IMPLICATIONS

Adoption and adherence to Policies and Procedures consistent with legislative requirements minimises the risk of non-compliance of decisions and actions of Council and its officers. If mandatory provisions of legislation are not adopted, Council will not be compliant with legislation.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications associated with this report.

SOCIAL IMPLICATIONS

There are no social implications associated with this report.

CORPORATE AND OPERATIONAL PLAN

This report has been prepared in accordance with the following:

Corporate Plan 2025-2030 Initiatives:

Theme 3 - Service Delivery
We deliver Council services effectively and efficiently to meet community expectations, focusing on the wellbeing of both the community and our employees.
3.6 - *Deliver Council services to meet community expectations.*

Operational Plan 2026-2027 Actions:

Legislative requirement.

LEGISLATION AND POLICY

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- Model Meeting Procedures July 2026 from the Department of Local Government Water and Volunteers
- Best Practice Example Standing Orders for Council Meetings from the Department of Local Government Water and Volunteers

CONSULTATION

Internal Consultation:

- Council workshop held on 6 October 2026

External Consultation:

- Department of Local Government Water and Volunteers

CONCLUSION

The Standing Orders for Council Meetings General Policy has been reviewed following the release of the Department of Local Government, Water and Volunteers' updated Model Meeting Procedures and Best Practice Example Standing Orders in July 2026.

The proposed amendments ensure Council remains compliant with its legislative obligations under the *Local Government Act 2009* and align Council's meeting procedures with current best practice requirements.

Adoption of the revised policy will provide a clear and contemporary framework for the conduct of Council meetings and support good governance and decision-making processes.

ATTACHMENTS

1. Standing Orders For Council Meetings General Policy [**7.4.1** - 28 pages]

10. STANDING ORDERS FOR COUNCIL MEETINGS GENERAL POLICY

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Purpose

The purpose of these Standing Orders is to provide written rules for the orderly conduct of Council meetings. Council is strongly committed to ensuring that local government principles are reflected in the conduct of Council meetings including:

- transparent and effective processes, and decision-making in the public interest; and
- sustainable development and management of assets and infrastructure, and delivery of effective services; and
- democratic representation, social inclusion and meaningful community engagement; and
- good governance of, and by, local government; and
- ethical and legal behaviour of Councillors and local government employees.

Reference in this document to LGA means the *Local Government Act 2009*.

Reference in this document to the LGR means the *Local Government Regulation 2012*.

Reference in this document to the CEO means the Chief Executive Officer of Douglas Shire Council appointed under s 194 of the LGA.

These Standing Orders are to be read in conjunction with the Model Meeting Procedures July 2026 made by the chief executive of the Department of Local Government and attached as Appendix 1 of these Standing Orders.

Roles and Responsibilities

The CEO is responsible for the implementation of this policy.

The Mayor and Councillors are responsible for ensuring that processes and behaviour are undertaken in accordance with this policy.

Standing Orders

1. Standing Orders

1.1. These Standing Orders apply to all meetings of Council.

1.2. These Standing Orders do not apply to meetings of the Audit Committee or informal briefing sessions.

1.3. 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 purpose and duration of each suspension.

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

Procedures for Meetings of Council

2. Procedures for the Chairperson

Refer to the Model Meeting Procedures July 2026 Appendix 1

3. Times of meetings

3.1. Council, by resolution, will fix the days and times for its ordinary meetings.

3.2. Council must, at least once in each year, publish a notice of the days and times for holding its formal meetings.

3.3. Council may, by resolution, amend the days and times for its formal meetings.

3.4. Council must notify any changes to formal meeting days and times in accordance with s 254B (4) of the LGR.

4. Order of business

4.1. Before proceeding with the business of the meeting, the Chair will undertake the acknowledgement and/or greetings deemed appropriate by the Council.

4.2. The order of business will 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.

4.3. Unless otherwise altered, the order of business for ordinary Council meetings will be as follows:

- Attendances
- Apologies and granting leaves of absence
- Notice of Conflict of Interest and/or Material Personal Interest
- Business which the mayor wishes to have considered at that meeting without notice (Mayoral Minute)
- Confirmation of Minutes of previous meeting/s
- Response to previous Questions on Notice
- Agenda Items as listed
- Notice of Motion
- Urgent Business
- Petitions
- Consideration of any closed session items
- Consideration of recommendations arising from discussions in a closed session.

4.4. The minutes of a preceding meeting whether an ordinary or a special meeting, not previously confirmed will be taken into consideration, at every ordinary meeting of Council, in order that the minutes may be confirmed. No discussion will be permitted with respect to the minutes except with respect to their accuracy as a record of the proceedings.

4.5. Amendments to the minutes to correct errors 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.

4.6. Once the minutes are confirmed by resolution of the meeting they cannot be changed.

5. Agendas

5.1. The Agenda may contain:

- Notice of meeting
- Minutes of the previous meetings
- Business arising out of previous meetings
- Business which the mayor wishes to have considered at that meeting without notice
- Matters of which notice has been given
- Officers reports to Council referred to the meeting by the CEO
- Deputations and delegations from the community that are approved to attend, and
- Any other business Council determines by resolution be included in the Agenda.

5.2. Business not on the Agenda, or not fairly arising from the Agenda, will not be considered at any meeting unless permission for that purpose is given by Council at such meeting.

5.3. The notice of the meeting and the agenda must be given to each Councillor at least two (2) business days before the meeting unless it is impracticable to give the notice before that time.

5.4. The agenda for the meeting must be made publicly available by 5pm on the business day after the notice of meeting is given to the Councillors. Any related reports for the meeting must also be included and available to the public when the agenda for the meeting is made publicly available, excluding confidential reports.

5.5. If the related report is made available to Councillors during the period starting immediately after notice of the meeting is given and ending immediately before the meeting is held, then these reports must be made available to the public as soon as practicable after it is made available to the Councillors.

5.6. Matters on the agenda that will require the meeting to be in a closed session consistent with the provisions under s 254J of the LGR, will be clearly identified on the agenda including the reasons why the session will be closed.

6. Mayoral minute

6.1. The Mayor, without notice, may direct the attention of the Council, at a meeting of the Council, to an emerging or urgent matter or subject not on the agenda by a Mayoral minute signed by the Mayor.

6.2. Preferably, to allow appropriate consideration and debate, the Mayor would deliver a copy of the Mayoral minute for a meeting of the Council to the CEO and Councillors in advance of the meeting.

6.3. The Mayoral minute shall, when introduced, take precedence over all business before, or to come before, the Council meeting.

6.4. The motion comprising the Mayoral minute may be put by the Mayor to the meeting of Council without being seconded; and at any stage of the meeting of Council considered appropriate by the Mayor.

6.5. If the motion comprising the Mayoral minute is passed by the Council, the Mayoral minute becomes a resolution of the Council.

6.6. Amendments or variations to Mayoral minutes, including foreshadowed motions or amendments, that are not inconsistent with the terms of the minute, are permitted.

7. Special Meetings

7.1. The CEO must call a special meeting of Council if:

a) the special meeting is required by a resolution of Council, or
b) the CEO considers a matter should be brought before the Council for discussion, or
c) a written request for the special meeting is given to the CEO in accordance with subsection 7.2 below.

7.2. A written request for a special meeting of Council must—

- be signed by the Mayor or two or more Councillors, and
- specify the purpose of the special meeting, and
- propose a date and time for the holding of the special meeting.

7.3. The CEO calls a special meeting by giving written notice of the date and time of the meeting and the business to be conducted at the meeting to each Councillor. Section 254C(4) of the LGR states, in part, that the only business that may be conducted at a special meeting is the business stated in the notice of the meeting.

7.4. The order of business for a special meeting of Council shall be as follows:

- Opening of meeting
- Acknowledgement
- Attendances including apologies and leave of absence
- Officer's Reports.

7.5. A Mayoral minute is allowed but it must only relate to the specific matter that has been notified in the request for special meeting.

8. Quorum

8.1 A quorum at a Council meeting is a majority of its Councillors. If the number of Councillors is even, then one half of the number is a quorum.

8.2 If a quorum is not present within 15 minutes after the time set for the meeting to begin, it may be adjourned to a later 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 CEO.

9. Petitions

9.1. Any petition presented to a meeting of Council will:

- be in relation to a specific local government matter (ie. a matter of which Douglas Shire Council has the power to act) within its jurisdiction
- be in legible writing or typewritten and contain a minimum of ten (10) signatures
- must include the name and contact details of the principal petitioner (i.e., one person who is the organiser and who will act as 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.

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

- the petition be received, or
- the petition be received and referred to a responsible officer for consideration and a report to Council, or

- the petition not be received because it is deemed invalid.

9.3. Council will respond to the principal petitioner in relation to all petitions deemed valid.

10. Deputations

10.1. A deputation wishing to attend and address a meeting of Council must apply in writing to the CEO not less than seven (7) business days before the meeting.

10.2. The CEO, on receiving an application for a deputation will notify the Chair who will determine whether the deputation may be heard. The CEO will inform the deputation of the determination in writing. Where it has been determined the deputation will be heard, a convenient time will be arranged for that purpose, and a time period allowed.

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

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

10.5. The Chair may terminate an address by a person in a deputation at any time where:

- the Chair is satisfied that the purpose of the deputation has been sufficiently explained to the Councillors at the meeting, or
- the time period allowed for a deputation has expired, or
- the person uses insulting or offensive language or is derogatory towards Councillors or staff members.

10.6. The CEO is responsible for the deputation including that the appointed speaker/s are notified in writing of developments or future actions as appropriate.

11. Public participation at meetings

11.1. A member of the public may take part in the proceeding of a meeting only when invited to do so by the Chair.

11.2. In a meeting, time may be required to permit members of the public to address the Council on matters of public interest related to Council. The time allotted will not exceed fifteen minutes and no more than three (3) speakers will be permitted to speak at any one meeting. The right of any individual to address the Council during this period will be at the absolute discretion of the Chair.

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

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

- refer the matter to the CEO, or
- deal with the matter immediately, or
- place the matter on notice for discussion at a future meeting, or
- note the matter and take no further action.

11.5. Any person addressing the Council will stand and act and speak with decorum and frame any remarks in respectful and courteous language.

11.6. Any person who is considered by the Council or the Chair to be inappropriately presenting may be directed by the Chair to immediately withdraw from the meeting. Failure to comply with such a request may be considered an act of disorder.

12. Procedure for Dealing with Unsuitable Meeting Conduct by a Councillor in a Meeting

Refer to Model Meeting Procedures July 2026 (Appendix 1)

13. Procedure for Dealing with Unsuitable Meeting Conduct by a Chairperson in a Meeting

Refer to Model Meeting Procedures July 2026 (Appendix1)

14. Procedure for Managing Material Personal Interest

Refer to Model Meeting Procedures July 2026 (Appendix 1)

15. Procedure for Managing Conflicts of Interest

Refer to Model Meeting Procedures July 2026 (Appendix 1).

16. Procedure for Loss of Quorum

Refer to Model Meeting Procedures July 2026 (Appendix1)

Motions

17. Notice of a matter for consideration at a Council meeting

17.1. Any Councillor proposing a matter be considered at a Council meeting must give notice in writing to the CEO at least five (5) business days before the relevant meeting.

17.2. Notice of motions must:

a) be framed as succinctly as possible, and

b) be relevant to the good order of the business of the Council.

18. Motion to be moved

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

18.2. When a motion has been moved and seconded, it will become subject to the control of Council and cannot be withdrawn without the consent of Council.

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

18.4. A motion brought before a meeting of Council in accordance with the LGA or these Standing Orders will be received and put to the meeting by the Chair.

18.5. The Chair 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 an unlawful action, is outside the scope of the meeting, is defamatory, vexatious or is unnecessary, may be ruled out of order.

18.6. The Chair may require an amendment to a motion to be stated in full or be in writing before permitting it to be received.

18.7. 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.

18.8. No more than one motion or one proposed amendment to a motion may be put before a meeting of Council at any one time.

19. Absence of mover of motion

19.1. 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:

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

20. Motion to be seconded

20.1. A motion or an amendment to a motion will not be debated at a meeting of Council unless or until the motion or the amendment is seconded, except for Mayoral minutes and Procedural Motions in item 25.

21. Amendment of motion

21.1. An amendment to a motion will be in terms which maintain or further clarify the intent of the original motion and do not contradict the motion.

21.2. Where an amendment to a motion is before a meeting of Council, no other amendment to the motion will be considered until after the first amendment has been voted on.

21.3. Where a motion has been successfully amended by majority vote of Council and has become the substantive motion, the original motion cannot be re-introduced as a subsequent amendment to the first amended motion.

22. Speaking to motions and amendments

22.1. The mover of a motion or amendment will read it and state that it is so moved but will not speak to it until it is seconded.

22.2. The Chair will manage the debate by allowing the Councillor who proposed the motion the option of speaking first on the motion. The Chair 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.

22.3. A Councillor may make a request to the Chair for further information before or after the motion or amendment is seconded.

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

22.5. The mover of a motion or amendment will have the right to reply. Each Councillor will 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.

22.6. Each speaker will be restricted to not more than five (5) minutes unless the Chair rules otherwise.

22.7. Where two or more Councillors indicate they may wish to speak at the same time, the Chair will determine who is entitled to priority.

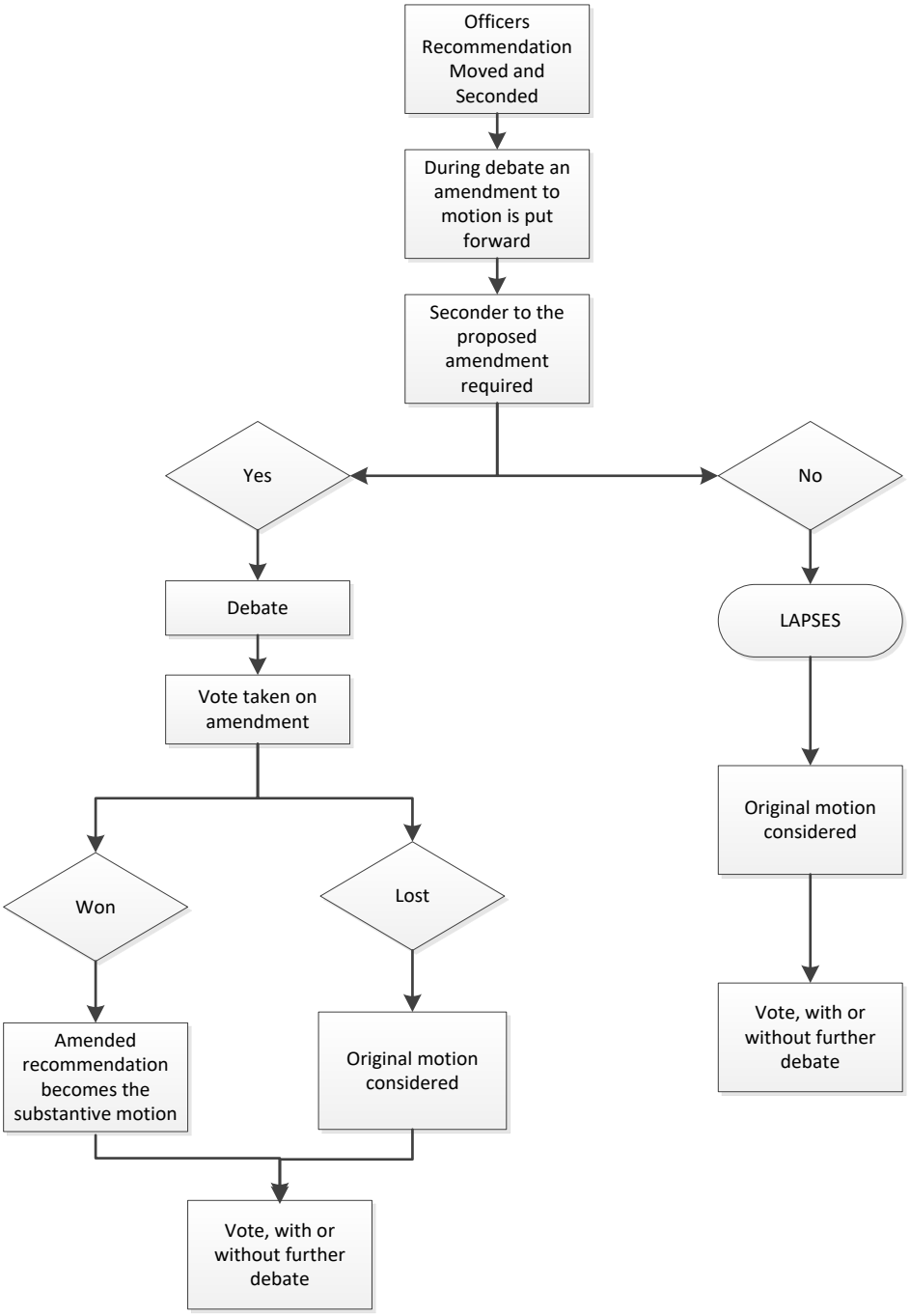
22.8. In accordance with s 254H of the LGR, if a decision made at a meeting is inconsistent with a recommendation or advice given to Council by an advisor of the Council, the minutes of the meeting must include a statement of the reasons for not adopting the recommendation or advice.

22.9. For clarity, the following provides a summary of the process when moving the original recommendation with an amendment:

- The motion is seconded.
- The amended motion becomes the substantive motion.
- The Chair opens the substantive motion to debate.
- Should amendments be proposed then follow the steps in item 22.10 below.
- The substantive motion is put to the vote.
- If the vote is lost the original recommendation is then considered.

22.10. The following provides a summary of the process when an amendment is proposed to a motion during the debate process:

- The proposed amendment is seconded.
- The Chair opens the proposed amendment to debate.
- The amended motion is put to the vote.
- If the vote is won, the amended motion becomes the substantive motion.
- The substantive motion is put to the vote with or without debate. During the debate of the substantive motion further amendments may be considered.
- If the vote is lost, the original motion is then considered.


Officers Recommendation Moved and Seconded
During debate an amendment to motion is put forward
Seconder to the proposed amendment required
Yes
No
Debate
LAPSES
Vote taken on amendment
Original motion considered
Won
Lost
Vote, with or without further debate
Amended recommendation becomes the substantive motion
Original motion considered
Vote, with or without further debate

23. Method of taking vote

23.1. The Chair will call for all Councillors in favour of the motion to indicate their support. The Chair will then call for all Councillors against the motion to indicate their objection. A councillor abstaining from the vote, will be recorded as voting against the motion. The Chair will declare the result of a vote as soon as it has been determined.

23.2. 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 will record the names of councillors voting in the affirmative and of those voting in the negative.

23.3. Councillors have the right to request that their names and how they voted be recorded in the minutes if they request it when voting other than by division.

23.4. Except upon a motion to repeal or amend it, the resolution will not be discussed after the vote has been declared.

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

24. Repealing or amending resolutions

24.1. A resolution of Council may not be amended or repealed unless a notice of motion is given in accordance with the requirements of s 262 of the LGR.

24.2. Councillors present at the meeting at which a motion to repeal or amend a resolution is put may defer consideration of that motion. Any deferral may not be longer than three (3) months.

25. Procedural motions

25.1. 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 and amendment now before the meeting be adjourned
- that the meeting proceed to the next item of business
- that the question lie on the table
- a point of order
- a motion of dissent against the Chairs decision
- that this report/document be tabled
- to suspend the rule required that (insert requirement)
- that the meeting stands adjourned.

25.2. A procedural motion that the "question/motion be put" may be moved and where such a procedural motion is carried, the Chair will immediately put the question to the motion or amendment to that motion under consideration. Where such a procedural motion is lost, debate on the motion or amendment to that motion will continue.

25.3. A procedural motion that the motion or amendment now before the meeting be adjourned, may specify a time or date, to which the debate will 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 will be included in the agenda for the next ordinary meeting.

25.4. 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 the Standing Orders.

25.5. A procedural motion that the "question lie on the table" will only be moved where the Chair 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 will proceed with the next matter on the agenda.

25.6. 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.

25.7. Any Councillor may ask the Chair to decide on a point of order where it is believed that another Councillor has:

- failed to comply with proper procedures, or
- is in contravention of the LGA or LGR, or
- is beyond the jurisdiction power of Council.

Note: 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 will be suspended. The Chair will determine whether the point of order is upheld.

- 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, will immediately cease speaking. Notwithstanding anything contained in these Standing Orders to the contrary, all questions or points of order at any time arising will, until decided, suspend the consideration and decision of every other question.

25.8. A Councillor may move a motion of dissent in relation to a ruling of the Chair on a point of order. Where such motion is moved, further consideration of any matter will be suspended until after a ruling is made. Where a motion of dissent is carried, the matter to which the ruling of the Chair was made will proceed as though that ruling had not been made. Where, the opposite ruling is made, that the matter was discharged as out of order, it will be restored to the agenda and be dealt with in the normal course of business.

25.9. 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, legal professional privilege, or information privacy laws. On tabling the document, it ceases to be a confidential document and is available for public scrutiny.

25.10. A procedural motion "to suspend the rule requiring that …", may be made by any Councillor to permit some action that otherwise would be prevented by a procedural rule. A motion to suspend a rule will specify the duration of such a suspension.

25.11. A procedural motion that "the meeting stands adjourned", may be moved by a Councillor at the conclusion of debate on any matter on the agenda or at the conclusion of a Councillor's time for speaking to the matter, and will 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 will continue with the business before the meeting at the point where it was discontinued on the adjournment.

Conduct During Meetings

26. General conduct during meetings

26.1. Councillors will conduct themselves in accordance with the principles of LGA and the standards of behaviour set out in the Code of Conduct. If there is suspected unsuitable meeting conduct, refer to Model Meeting Procedures *(Appendix 1).*

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

26.3. Councillors will speak of each other during the Council meeting by their respective titles, "Mayor" or "Councillor", and in speaking of or addressing officers will designate them by their respective official or departmental title and will confine their remarks to the matter under consideration.

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

26.5. When the Chair speaks during the process of a debate, the Councillor then speaking or offering to speak will immediately cease speaking, and each Councillor present will preserve strict silence so that the Chair may be heard without interruption.

27. Disorder

27.1. The Chair may adjourn the meeting of Council where disorder arises at a meeting other than by a Councillor.

27.2. On resumption of the meeting, the Chair will move a motion, to be put without debate, to determine whether the meeting will proceed. Where the motion is lost, the Chair will declare the meeting closed, and any outstanding matters referred to a future meeting.

28. Matters of objectionable nature

28.1. If at a meeting, the Chair or a Councillor considers that a matter or motion before a meeting is of an objectionable nature or outside the powers of the local government, the Chair may, on the Chair's own volition or at the request of another Councillor, declare that the matter not be considered further.

29. Questions

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

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

29.3. The Chair 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 Chair's ruling be disagreed with, and if such motion be carried the Chair will allow such question.

Attendance and Non-Attendance

30. Attendance of public and the media at meeting

30.1. An area will 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 will be permitted to attend the meeting.

30.2. If at a meeting the Chair or a Councillor considers that a matter raised or behaviour of a member of the public or the media is of an objectionable nature or outside the powers of the local government, the Chair may, on the Chair's own volition or at the request of another Councillor, declare that the matter not be considered further.

30.3. When Council is sitting in closed session, the public and representatives of the media will be excluded from the meeting.

31. Closed Session

Refer to Model Meeting Procedures July 2026 (Appendix 1)

32. Teleconferencing or audio-visual participation in meetings

31.1. If a Councillor wishes to be absent from a Council meeting place during a meeting, the Councillor must apply to the Chair to participate by teleconference or audio-visual link, at least three (3) business days prior to the meeting or as soon as practicable once the Councillor becomes aware of their intended absence. The Chair may allow a Councillor to participate in a Council or committee meeting by teleconference or audio-visual link.

31.2. The Councillor taking part by teleconference or audio-visual link 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.

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.*

Policy Review

This policy is to be reviewed whenever legislation changes, or every 2 years if no changes have been required to be enacted, at the direction of the Chief Executive Officer.

Policy Details

Policy Name	**Standing Orders for Council Meetings General Policy**
Policy Number	10
Policy Version	7
Document Number	815050
Endorsed by	Chief Executive Officer
Policy Type	Statutory
Approval Authority	Council
Date Adopted	27 October 2026
Time Period	2 Years, or when the Department make new Model Meeting Procedures and/or amends the Best Practice Standing Orders

Review Date	27 October 2028
Policy Department	Governance
Link to Corporate Plan	Robust Governance and Efficient Service Delivery
Revoked/Superseded	

This policy is to remain in force until otherwise determined by Council.

APPENDIX 1 –

MODEL MEETING PROCEDURES - JULY 2026

(refer below)

Model Meeting Procedures

Conduct of local government and committee meetings

July 2026

Date	Version Number	Name	Approved
13 March 2024	005	P Cameron	M Cridland (DG)
23 August 2024	006	P Cameron	M Cridland (DG)
10 December 2024	007	P Cameron	M Nye (A/DG)
March 2026	008	P Cameron	B Blagoev (DG)
July 2026	009	P Cameron	B Blagoev (DG)

Acknowledgement of Country

The Department of Local Government, Water and Volunteers respectfully acknowledges the Traditional Custodians of Country. We recognise the ongoing spiritual and cultural connection Aboriginal Peoples and Torres Strait Islander Peoples have with land, water, sea and sky. We pay our deep respects to their Elders past and present, support future leaders and acknowledge First Nations People's right to self-determination.

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Purpose of the Model Meeting Procedures

The purpose of the model meeting procedures is to set out certain procedures to ensure all the local government principles are reflected in the conduct of local government meetings, standing and advisory committee meetings as defined in the *Local Government Act 2009* (LGA), Local Government Regulation 2012 (LGR), *City of Brisbane Act 2010* (COBA) and City of Brisbane Regulation 2012 (COBR). However, model meeting procedures do not apply to meetings of a local government's audit committee.

It is not intended that the model meeting procedures deal with all aspects of meeting conduct but only those required to strengthen public confidence in local government.

Principles Applied to Meetings

Local government meetings must adhere to the following local government principles:

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

Background

Under section 150F of the LGA, the chief executive of the department of local government (the Department) must make model procedures for local government and committee meetings. These procedures must be adopted and if the local government adopts other procedures, they must be consistent with the model meeting procedures.

The model meeting procedures include the following:

- the procedure for the mayor as chairperson, to lead and manage local government meetings including any committee meetings for which the mayor is appointed as chairperson, except Brisbane City Council who have an elected chair of council who presides over their meetings.
- the procedure for how the chairperson of a local government meeting may deal with unsuitable meeting conduct by a councillor, including contravening an order to leave the meeting.
- the procedure for how the councillors at a local government meeting may deal with unsuitable meeting conduct by the chairperson
- the procedure for managing a material personal interest during a local government meeting and recording the details of the material personal interest, as provided by the councillor, in the meeting minutes.
- the procedure for managing a conflict of interest (real or perceived) arising during a local government meeting and recording details of the conflict of interest as provided by the councillor in the meeting minutes.
- the procedure for dealing with a loss of quorum.
- procedures for closing local government meetings to the public.

Application

A local government must either adopt the model meeting procedures or prepare and adopt other procedures for the conduct of its local government meetings, standing and advisory committee meetings.

A local government's meeting procedures and standing orders must be consistent with the model meeting procedures. If there is any inconsistency with the documents, then the local government is taken to have adopted the model meeting procedures to the extent of the inconsistency.

To assist local governments the Department has published best practice example **standing orders** that incorporate the model meeting procedures which local governments can choose to adopt. These are published on the Department's website.

A local government must conduct its meetings in a manner that is consistent with either the model meeting procedures, or its own standing orders provided they are consistent with these model meeting procedures.

Procedures

1. Procedures for the Chairperson

This clause applies to ordinary and special local government meetings, and local government committee meetings under the LGA. This section does not apply to Brisbane City Council where the Chair of Council, elected by councillors, presides over each Brisbane City Council meeting.

Under section 12(4) of the LGA the mayor has extra responsibilities in addition to those which all councillors have, this includes being the chairperson of council meetings, and any committee meetings for which the mayor is appointed as chairperson. This involves leading and managing local government meetings, including managing the conduct of participants at the meeting. The mayor may delegate another councillor to perform the mayor's extra responsibilities including acting as chairperson.

1.1. The mayor is the chairperson at all local government meeting and any committee meeting for which the mayor is appointed as the chairperson, including managing the conduct of the meeting participants, provided the mayor is present at the meeting.

1.2. If the mayor is absent or unavailable to chair a meeting, the meeting will be chaired by the councillor to whom the mayor has delegated their responsibility.

1.3. If the mayor is absent or unavailable to chair a meeting, and has not delegated another councillor to do so, the deputy mayor will be the chairperson.

1.4. If the office of mayor becomes vacant the deputy mayor acts as mayor and chairperson of the local government meetings

1.5. If the mayor and the deputy mayor are both absent or unavailable to chair a meeting, and no other councillor has been delegated the responsibility to act as chairperson, the local government may by resolution appoint one of the councillors present at the meeting to act as chairperson for the duration of the meeting.

1.6. If the chairperson of a committee is absent or unavailable to chair a meeting, another councillor who is chosen by the councillors present, will be chairperson of the committee meeting for the duration of the meeting.

Note: *Section 12 of the LGA prescribes that other councillors cannot assume the chairperson role. The provision for the mayor to delegate the responsibility to be chairperson to another councillor caters for the possibility that the mayor will not be the chairperson of some or all of a particular local government meeting because the mayor has, for example, a conflict of interest or a material personal interest in a matter requiring them to leave the meeting, or will be absent or unavailable for that meeting.*

2. Procedure 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 local government meeting and contravenes a behavioural standard of the **Code of Conduct for Councillors** in Queensland. When dealing with an instance of unsuitable meeting conduct by a councillor, the following procedures must be followed:

2.1. The chairperson must reasonably believe that the conduct of a councillor during a meeting is unsuitable meeting conduct.

2.2. If the chairperson decides the unsuitable meeting conduct has occurred, the chairperson may consider the seriousness of the conduct and whether the councillor has had any previous warnings for unsuitable meeting conduct issued.

2.3. If the chairperson decides the conduct is of a serious nature or another warning is unwarranted, the chairperson can make an order in relation to the conduct under 2.8 below.

2.4. 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:

2.4.1. Ceasing and refraining from exhibiting unsuitable meeting conduct

2.4.2. Apologising for their conduct

2.4.3. Withdrawing their comments.

2.5. If the councillor complies with the chairperson's request for remedial action, the Chairperson may take no further action.

2.6. 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.

2.7. If the councillor complies with the chairperson's warning and request for remedial action, no further action is required.

2.8. If the councillor fails to comply with the chairperson's request for remedial action or the chairperson decided a warning was not appropriate under 2.6, the chairperson may make one or more of the orders below:

2.8.1. An order reprimanding the councillor for the conduct

2.8.2. 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.

2.9. 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

2.10. Any councillor aggrieved with an order issued by the chairperson can move a motion of dissent.

***Note**: Contravention of an order to leave the meeting is misconduct and a notice must be given to the Independent Assessor (the Assessor) by a local government official (councillor/mayor or chief executive officer) providing all the information about the matter for a preliminary assessment to be undertaken. This may attract disciplinary action under 150L(1)(c)(v) of the LGA. Following the completion of the meeting the chairperson must ensure the minutes of the meeting record the information about the unsuitable meeting conduct and be recorded in the councillor conduct register with any order made against the councillor including the name of the councillor.*

3. Procedure for Dealing with Unsuitable Meeting Conduct by a Chairperson in a Meeting

The conduct of the chairperson is unsuitable meeting conduct if the conduct happens during a local government meeting and contravenes a behavioural standard of the Code of Conduct for Councillors in Queensland.

When dealing with an instance of unsuitable meeting conduct by the chairperson, the following procedures must be followed:

3.1. If a councillor at the meeting reasonably believes that the conduct of the chairperson during the meeting is unsuitable meeting conduct, the councillor may raise the matter in the meeting by point of order.

3.2. The chairperson may take remedial action such as:

3.2.1. ceasing and refraining from exhibiting unsuitable meeting conduct, or

3.2.2. apologising for their conduct, or

3.2.3. withdrawing their comments.

3.3. If the chairperson does not take remedial action, the councillor may move a procedural motion that the chairperson has engaged in unsuitable meeting conduct (a seconder for the motion is not required).

3.4. The councillors present at the meeting, excluding the chairperson, must decide by voting on the resolution if the conduct is unsuitable meeting conduct.

3.5. The chairperson may remain at the meeting as chairperson but must not vote on the motion as prescribed in section 150IA the LGA. If the votes are equal, the motion is resolved in the negative.

3.6. If it is decided that the chairperson has engaged in unsuitable meeting conduct the councillors will make an order reprimanding the chairperson for the unsuitable meeting conduct.

3.7. Following an order being made the chairperson returns to the business in the agenda and the meeting continues.

***Note**: Details of any reprimand order is recorded in the minutes of the meeting. The local government's chief executive officer is responsible to ensure details of any order made is updated in the local government's councillor conduct register including the name of the chairperson engaging in unsuitable meeting conduct.*

4. Procedure for Managing Material Personal Interest

Councillors are ultimately responsible for managing and declaring any material personal interest in matters to be discussed at a local government meeting, standing or advisory committee meeting.

A councillor or their associate has a material personal interest if they stand to gain a benefit or suffer a loss, either directly or indirectly depending on the outcome of a consideration of a matter at a meeting, Section 150ED of the LGA and 177A of the COBA outline several exceptions in relation to which personal interests of councillors do not apply.

4.1. If a councillor has a material personal interest in a matter to be discussed at a meeting the councillor must:

4.1.1. inform the meeting of the details of the material personal interest.

4.1.2. leave the place where the meeting is being held, including any area set aside for the public to view the meeting, and stay away from the place while the matter is discussed and voted on

4.2. A councillor who has a material personal interest in a matter may ask the chairperson to defer the matter to allow the councillor the opportunity to apply for ministerial approval to participate in deciding the matter.

4.3. In these circumstances, the matter may be deferred by resolution to a later meeting date.

4.4. The following information must be recorded in the minutes of the meeting or, if minutes are not required for the meeting, in another way prescribed by Regulation:

4.4.1. the name of the councillor who has the material personal interest in a matter

4.4.2. the nature of the material personal interest, as described by the councillor

4.4.3. whether the councillor took part in the meeting, or was at the place during the meeting, under ministerial approval.

Note*: Contravention of the requirements at 4.1 is misconduct that could result in disciplinary action being taken against a councillor—see section 150L(1)(c)(iii) LGA. In addition, contravention of these requirements, including voting on a matter, with an intention to gain a benefit or avoid a loss for the councillor or someone else is an offence attracting a maximum penalty of 200 penalty units or 2 years imprisonment.*

If a councillor becomes aware that another councillor is engaging in possible misconduct e.g. has a material personal interest in a matter and is participating in a decision at a meeting about that matter, the councillor or chief executive officer, must notify the Assessor of the information about the councillor's conduct. —see section 150R LGA.

5. Procedure for Managing Conflict of Interest

Councillors are ultimately responsible for informing of any conflict of interest (real or perceived), on matters to be discussed at local government meetings and standing or advisory committee meetings.

A councillor has a conflict of interest (real or perceived) where a councillor or their related party's interests might lead to a decision that is contrary to the public interest (other than the interests prescribed under section 150ED and section 150EF(2) of the LGA and section 177A and 177C(2) of the COBA).

5.1 If a councillor has a conflict of interest (real or perceived) in a matter to be discussed at a meeting, the councillor must deal with the conflict of interest in a transparent and accountable way. The councillor must:

5.1.1 inform the meeting of the councillor's personal interests in the matter, and

5.1.2 if the councillor participates in the meeting in relation to the matter, advise how the councillor intends to deal with the real or perceived conflict.

5.2 If a quorum at the meeting cannot be formed because the councillor proposes to exclude themselves from the meeting to manage their conflict of interest, the councillor does not contravene these provisions merely by participating and voting in the meeting in relation to the matter.

5.3 If a councillor has a conflict of interest in a matter, and proposes to exclude themself from the meeting, the chairperson may ask the councillor if the councillor has considered another way to manage their conflict of interest.

5.4 If the councillor who was proposing to be excluded from the meeting is reconsidering their decision on whether to remain in the meeting, the councillor may consider the following in determining how they will manage the conflict of interest:

5.4.1 how their participation in the meeting may affect the public trust?

5.4.2 how close is their relationship to the related party if the conflict arises because of a related party?

5.4.3 how will the benefit or loss, the councillor or the related party stand to receive from the decision compare to that of others in the community?

5.4.4 does the councillor have skills, knowledge or expertise that might help make the best decision in the public interest?

5.5 If the councillor decides to participate in the discussion, the councillor must comply with 5.1 by informing the meeting of their personal interests and the steps they will take in managing the conflict of interest in the public interest.

5.6 The following information must be recorded in the minutes of the meeting or, if minutes are not required for the meeting, in another way prescribed by Regulation:

5.6.1 the name of the councillor who has the real or perceived conflict of interest in a matter

5.6.2 the nature of personal interests as described by the councillor

5.6.3 how the councillor dealt with the real or perceived conflict of interest

5.6.4 if the councillor voted on the matter, how the councillor voted

5.6.5 how the majority of councillors at the meeting voted on the matter.

Note: *Non-participation in a meeting is not the only way to appropriately deal with a real or perceived conflict of interest in a transparent and accountable way.*

Contravention of this section is misconduct that could result in disciplinary action being taken against a councillor, see section 150L(1)(c)(iii) of the LGA and section 150L(1)(c)(iv) of the COBA.

If a councillor becomes aware of information that another councillor has a conflict of interest in a matter and that councillor is participating in a decision at a meeting on the matter, the councillor or the chief executive officer must notify the Assessor of the information about the councillor's conduct—see section 150R LGA.

6. Procedure for loss of Quorum

6.1. In the event where one or more councillors leave a meeting that results in a loss of a quorum for deciding the matter, councillors may resolve to deal with the matter in the following ways:

6.1.1. delegate the consideration and decision on the matter, pursuant to section 257 of the LGA or section 238 of the COBA unless the matter cannot be delegated

6.1.2. defer the matter to a later meeting when a quorum can be formed

6.1.3. 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.

6.2. The local government may by resolution delegate a power to:

6.2.1. the mayor or chief executive officer, or

6.2.2. a standing committee, or joint committee of the local government, or

6.2.3. the chairperson of a standing committee or joint standing committee of the local government or the Establishment and Coordination Committee of the Brisbane City Council

6.2.4. another local government for a joint government activity.

7. Procedures for Closed Meetings

7.1. A local government meeting, standing committee meeting and advisory committee meeting may resolve that all, or part, of a meeting be closed to the public if it considers it necessary to discuss any of the following matters pursuant to section 254J(3) of the LGR or section s242J(3) of the COBR:

7.1.1. Appointment, dismissal, or discipline of the CEO or, in the case of Brisbane City Council only, also for senior executive employees and the appointment of a senior contract employee

7.1.2. Industrial matters affecting employees

7.1.3. The local government's budget, which does not include the monthly financial statements

7.1.4. Rating concessions

7.1.5. Legal advice obtained by the local government or legal proceedings involving the local government, including for example, legal proceedings that may be taken by or against the local government

7.1.6. Matters that may directly affect the health and safety of an individual or a group of individuals

7.1.7. Negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government

7.1.8. Negotiations relating to the taking of land by the local government under the *Acquisition of Land Act 1967*

7.1.9. A matter that the local government is required to keep confidential under a law of, or a formal agreement with, the Commonwealth or State.

7.2. A resolution to close the meeting to the public cannot be made if a quorum is lost.

7.3. If a closed session includes attendance by audio or audio visual link, the councillor/s attending must maintain confidentiality by ensuring no other person can hear their conversation while in the closed meeting (a failure to do so could be a contravention of section 171(3) of the LGA or section 173(3) of the COBA).

7.4. To take a matter into a closed session the local government must abide by the following:

7.4.1. Pass a resolution to close all or part of the meeting

7.4.2. 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

7.4.3. Not make a resolution while in a closed meeting (other than a procedural resolution).

7.4.4. Provide Brisbane City Council's Establishment and Coordination Committee (Civic Cabinet) with confidentiality provisions to promote sound deliberative and decision-making processes.