

Statutory and Non-Statutory Meetings of Council Policy

Policy Identifier:	GOV-017-P
Approved by:	Acting Group Manager Corporate Governance (admin approval only)
Date of Approval:	27 August 2024
Effective Date:	27 August 2024
Review Date:	27 August 2027
Version:	7

Head of Power

This policy supports Council's responsibilities for the conduct and procedures of meetings of Council under the *Local Government Act 2009* and *Local Government Regulation 2012*.

Policy Objective

To support the meeting provisions of the *Local Government Act 2009* and *Local Government Regulation 2012* and provide a framework to ensure that all statutory and non-statutory meetings of Council are conducted in a professional, efficient, effective, fair and transparent manner to facilitate appropriate contributions from elected members, staff and the community in a way that supports the highest standards of democratic governance.

Policy Statement

Redland City Council, through its Corporate Plan, is committed to providing services that deliver our community's shared vision and collective aspirations; *Naturally wonderful lifestyle. Connected community. Embracing opportunities.* We are a values led organisation and our organisational values encapsulate what we care about, influence how we operate and support our mission: Make a difference, make it count.

Council is committed to:

- Conducting its meetings in accordance with the principles of the *Local Government Act 2009* to ensure an accountable, effective, efficient and sustainable system of local government.
- Councillors performing their responsibilities as required under the *Local Government Act 2009*.
- Providing meeting processes that support effective contributions from elected members, staff and residents in the best interest of the community.
- Conducting its meetings in accordance with Council's Standing Orders and legislated meeting procedures.

Definitions

Nil

Statutory and Non-Statutory Meetings of Council Policy

Associated Documents

[Council Meeting Standing Orders](#)

GOV-017-002-G Councillor Briefing Sessions and Workshops Guideline

Local Government Act 2009

Local Government Regulation 2012

Document Control

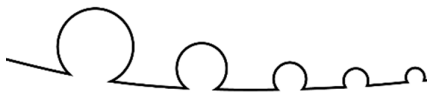
Only Council can approve amendments to this document by resolution of a Council Meeting, with the exception of administrative amendments which can be approved by the relevant ELT member. Refer to *Policy Instrument Development Manual* for an explanation on administrative amendments ([A4063988](#)).

Any requests to change the content of this document must be forwarded to relevant Service Manager(s).

Approved documents must be submitted to the Corporate Meetings and Registers Team for registration.

Version Information

Version number	Date	Key Changes
1	May 2013	<ul style="list-style-type: none"> New Policy
2	June 2015	<ul style="list-style-type: none"> Review of policy to remove duplication, unnecessary provisions and all statutory references that are already covered in the <i>Local Government Act 2009</i> and the <i>Local Government Regulation 2012</i>. Changes to: <ul style="list-style-type: none"> Agenda approval and timings; removal of items from the agenda; amendment of motions; right of reply for mover of amended motion; recording of votes; simplification of procedural motions to adjourn debate; put motions; motion that a report be tabled; motion to suspend rules; mayoral minutes; disorder; attendance of Councillors at meetings; public participation; public behaviour; urgent business; and the recording of meetings.
3	May 2019	<ul style="list-style-type: none"> New meeting standing orders pages 2 to 33.
4	November 2019	<ul style="list-style-type: none"> Renamed Policy from 'Council Meeting Standing Orders' to 'Statutory Meetings of Council' Changed Heading from 'Council Meeting Standing Orders' to 'Statutory Meetings of Council'. Included 'Standing Orders' as an Appendix to this policy. Administrative changes resulting from policy framework review.
5	October 2020	<ul style="list-style-type: none"> Change of title to include non-statutory meetings New associated Guideline
6	March 2022	<ul style="list-style-type: none"> Administrative update included to reference the new Corporate Plan
7	August 2024	<ul style="list-style-type: none"> Reviewed with no changes. Updates to Supporting document GOV-017-SD Council Meeting Standing Orders were approved by Council 21 August 2024.

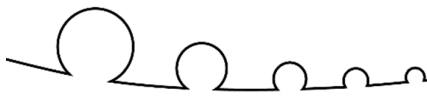


Redland City Council Meeting Standing Orders

Supporting Document Identifier: GOV-017-SD
 Approved by: Council
 Date of Approval: 21 August 2024
 Effective Date: 21 August 2024
 Review Date: 21 August 2027
 Version: 5

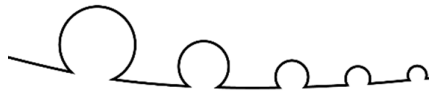
Contents

1	Preliminary	4
1.1	Purpose.....	4
1.2	Applicable Legislation	4
1.3	Principles.....	4
2	Meetings of the Local Government	5
2.1	Time of General Meetings.....	5
2.2	Time of Special Meetings.....	5
2.3	Agenda and Notice of Meetings.....	5
2.4	Post-Election Meetings	6
2.5	Committees.....	7
3	Conduct of Statutory Meetings	7
3.1	Presiding Officer	7
3.2	Quorum	7
3.3	Adjournment of Meetings	7
3.4	Procedure at Meetings.....	8
3.5	Admission of Non-Members to Debate/Discussion.....	8
4	Maintenance of Good Order	8
4.1	Acts of Disorder by Non-Members.....	8
5	Record of Meetings	9
5.1	Minutes of Meetings	9
5.2	Recording of Meetings	9
6	Standing Orders and Procedures for Statutory Meetings	10
6.1	Application of Meeting Standing Orders	10
6.2	Order of Business	10
6.3	Declaration of Opening	11
6.4	Record of Attendance and Leave of Absence	11
6.5	Devotional Segment.....	12



Redland City Council Meeting Standing Orders

6.6	Recognition of Achievement	12
6.7	Receipt and Confirmation of Minutes	12
6.8	Matters Outstanding from Previous Council Meeting Minutes	12
6.9	Mayoral Minute.....	12
6.10	Public Participation	13
6.11	Petitions/Presentations	13
6.12	Motion to Alter the Order of Business	14
6.13	Declarations of Interest	15
6.14	Reports to Council	16
6.15	Notice of Intention to Repeal or Amend Resolutions	16
6.16	Notices of Motion	17
6.17	Urgent Business Without Notice	17
6.18	Confidential Items/Closed Meetings	18
6.19	Meeting Closure	19
7	Motions and Process	19
7.1	Motions to be Moved.....	19
7.2	Absence of Mover of Motion	19
7.3	Motion to be Seconded	20
7.4	Amendment of Motion	20
7.5	Speaking to Motions and Amendments	20
7.6	Procedural Motions	21
7.7	Method of Taking Vote	24
8	Conduct During Meetings	24
8.1	Councillor Conduct During Meetings	24
8.2	Questions.....	25
8.3	Attendance of Public and Media at Meetings.....	25
8.4	Public Conduct During Meetings.....	26
9	Other matters prescribed by the Model Meeting Procedures.....	26
Appendix 1	Unsuitable Meeting Conduct by a Councillor	27
Appendix 2	Unsuitable Meeting Conduct by a Chairperson	29
Appendix 3	Referred Suspected Conduct Breach	30
Appendix 4	Prescribed Conflict of Interest.....	32
Appendix 5	Declarable Conflict of Interest.....	33
Appendix 6	Reporting a Suspected Conflict of Interest.....	36
Appendix 7	Recording Prescribed and Declarable Conflicts of Interest	37



Redland City Council Meeting Standing Orders

Appendix 8	Closed Meetings	38
Appendix 9	Process of Motions.....	40

Redland City Council Meeting Standing Orders

1 Preliminary

1.1 Purpose

- 1.1.1 These meeting standing orders provide a framework to ensure that all statutory meetings of the local government are conducted in an efficient, effective, fair and transparent manner to facilitate appropriate contributions from elected members, staff and the community in a way that supports the highest standards of democratic governance.
- 1.1.2 These meeting standing orders apply to General, Special and Standing Committee Meetings. These standing orders do not apply to meetings of the Audit and Risk Management Committee.
- 1.1.3 This document should be read in conjunction with its appendices which specify particular requirements for a local government meeting.

1.2 Applicable Legislation

- 1.2.1 The State Government administers the following legislation to provide for the good governance of all Queensland local governments. It ensures local governments are accountable, effective, efficient and sustainable:
- (a) *Queensland Local Government Act 2009*
 - (b) *Queensland Local Government Regulation 2012*
 - (c) *Queensland Public Sector Ethics Act 1994*
 - (d) *Queensland Local Government Electoral Act 2011*

1.3 Principles

- 1.3.1 The *Local Government Act 2009* creates clear obligations for Councillors in carrying out their responsibilities. Section 4(2) of the *Local Government Act 2009* provides five (5) core principles:
- (a) transparent and effective processes and decision making in the public interest;
 - (b) sustainable development and management of assets and infrastructure and delivery of effective services;
 - (c) democratic representation, social inclusion and meaningful community engagement;
 - (d) good governance of, and by, local government;
 - (e) ethical and legal behaviour of Councillors, local government employees and Councillor advisors.

Redland City Council Meeting Standing Orders

2 Meetings of the Local Government

2.1 Time of General Meetings

- 2.1.1 The local government may, by resolution, fix dates, times and locations for general meetings (the local government must meet at least once in each month (see section 257(1) of the *Local Government Regulation 2012*)).
- 2.1.2 If there is no resolution fixing the date and time for a general meeting, the Chief Executive Officer must fix the date and the time for the meeting.
- 2.1.3 Before the Chief Executive Officer fixes the date and time for a general meeting, the Chief Executive Officer must, if practicable, consult with the Mayor about the proposed date and time for the meeting.
- 2.1.4 The local government must, at least once in each year, publish a notice of the days and times when its general meetings will be held.

2.2 Time of Special Meetings

- 2.2.1 The Chief Executive Officer must call a special meeting of the local government if:
- (a) the special meeting is required by a resolution of the local government; or
 - (b) a written request for the special meeting is received by the Chief Executive Officer which:
 - (i) is made by either the Mayor or three or more Councillors;
 - (ii) proposes a day and time for the holding of the special meeting; and
 - (iii) specifies the business to be conducted at the special meeting and includes a brief explanation of why this business cannot wait until the next available general meeting.
- 2.2.2 To remove any doubt, it is confirmed that a “written request” for a special meeting includes a request received electronically.

2.3 Agenda and Notice of Meetings

- 2.3.1 The agenda for a meeting must include:
- (a) items required under these meeting standing orders to be included on the agenda;
 - (b) items that are by resolution of The local government to be included on the agenda; and
 - (c) any other items approved by the Chief Executive Officer to be included on the agenda.
- 2.3.2 The Chief Executive Officer may approve for inclusion on the agenda:
- (a) any reports from local government employees that are approved by a member of the Executive Leadership Team;

Redland City Council Meeting Standing Orders

- (b) notices of motion from Councillors; and
- (c) any other matter the Chief Executive Officer so decides in their discretion.

2.3.3 The Chief Executive Officer may exercise discretion not to approve any report or notice of motion which if adopted would:

- (a) be unlawful;
- (b) be outside the scope of a local government to implement; or
- (c) unilaterally change an agreement or understanding between the local government and another party.

2.3.4 Notice of each local government meeting or adjourned the government meeting must be given to each Councillor or Committee member at least two (2) days before the day of the meeting, unless it is impracticable to give the notice before that time.

2.3.5 The notice must:

- (a) state the day and time of the local government meeting;
- (b) for a special meeting – state the business to be conducted at the meeting; and
- (c) include the agenda for the local government meeting.

2.3.6 The notice may be given to a Councillor or Committee member by sending the notice to the Councillor or member electronically.

2.3.7 Agendas for statutory meetings, where possible, are to be provided to all Councillors at least two (2) business days prior to the meeting.

2.3.8 Once the meeting agenda has been distributed to Councillors and published, it cannot be changed unless by resolution at the meeting to which it relates.

2.3.9 The local government must make the agenda for the meeting publicly available by 5pm on the next business day after the Notice of Meeting is given.

2.3.10 The local government may by resolution accept a late Item onto the agenda at the commencement of the meeting. This will generally occur when there is some urgency to deal with the matter rather than holding it until the next General Meeting. Any such item must be distributed to all Councillors as soon as possible prior to the meeting and be available for public inspection as soon as practicable after it is made available to Councillors or Committee members, with the exception of confidential reports.

2.4 Post-Election Meetings

2.4.1 The Chief Executive Officer will ensure the post-election meeting is conducted as soon as practically possible, and not more than 14 days after the declaration of the last poll.

2.4.2 The appointment of the Deputy Mayor and other relevant matters are to be included on the post-election meeting Agenda.

Redland City Council Meeting Standing Orders

2.5 Committees

- 2.5.1 Committee meetings will be held at the times and places decided by the committee.
- 2.5.2 Any reports to committees must be submitted to a meeting of the local government under the approval of the Chief Executive Officer.
- 2.5.3 Any Councillor is entitled to attend a committee meeting irrespective of their membership of that committee. Only those Councillors who are members of the committee may vote on a matter before the committee. The Chairperson may allow a non-member Councillor to address the meeting and ask questions subject to the committee's procedures.

3 Conduct of Statutory Meetings

3.1 Presiding Officer

- 3.1.1 The Mayor will preside at a meeting of the local government.
- 3.1.2 Councillors will be seated in their designated seats as determined by the person presiding over the meeting.
- 3.1.3 If the Mayor is absent or unavailable to preside, the Deputy Mayor will preside.
- 3.1.4 If both the Mayor and the Deputy Mayor are absent or unavailable to preside, another Councillor chosen by the Councillors present at the meeting will preside at the meeting.
- 3.1.5 The local government will choose the Chairperson for a committee meeting. This Chairperson will normally preside over meetings of the committee.
- 3.1.6 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.

3.2 Quorum

- 3.2.1 A quorum must be present to conduct a meeting of the local government.
- 3.2.2 A quorum of a statutory meeting is a majority of its Councillors.
- 3.2.3 If the number of Councillors is an even number (including the Mayor) one half of the number is a quorum.

3.3 Adjournment of Meetings

- 3.3.1 The majority of Councillors present at a meeting of a local government may adjourn the meeting to a later hour of the same day or to a later day.
- 3.3.2 If a quorum is not present within 15 minutes after the time appointed for the meeting, the meeting may be adjourned to a later hour or another day within 14 days after the day of adjournment, by:

Redland City Council Meeting Standing Orders

- (a) a majority of the Councillors present; or
- (b) if only one Councillor is present – the Councillor; or
- (c) if no Councillors are present – the Chief Executive Officer.

3.4 Procedure at Meetings

- 3.4.1 The procedure for dealing with business must be in accordance with these meeting standing orders or, in the absence of a standing order governing a particular matter, as decided by the Chairperson of the meeting.
- 3.4.2 At a local government meeting:
 - (a) A question is decided by a majority of the votes of the Councillors or Committee members present; and
 - (b) Subject to conflicts of interest, each Councillor or Committee member present has a vote on each question to be decided and if the votes are equal, the person presiding at the meeting has a casting vote.
- 3.4.3 If a Councillor or Committee member present and entitled to vote fails to vote, the Councillor or Committee member is taken to have voted in the negative.
- 3.4.4 The local government may, by resolution:
 - (a) suspend a standing order; or
 - (b) overrule a decision, by motion of dissent, on a procedural decision made by the Chairperson.

3.5 Admission of Non-Members to Debate/Discussion

- 3.5.1 The local government may, at its sole discretion, allow a non-member to participate on the discussion of a particular item of business before the meeting, on conditions decided by the local government.
- 3.5.2 The local government may, as a mark of distinction, admit a non-member to be a part of Council chamber normally reserved for Councillors during the conduct of local government business.

4 Maintenance of Good Order

4.1 Acts of Disorder by Non-Members

- 4.1.1 A person who is not a member of the local government must not interrupt or obstruct the proper conduct of a meeting of the local government.
- 4.1.2 If a person (other than a member) interrupts or obstructs the proper conduct of a meeting of the local government, the Chairperson may ask the person to withdraw from the meeting place.

Redland City Council Meeting Standing Orders

- 4.1.3 A person asked to withdraw from a meeting place under section 4.1.2 of these meeting standing orders must immediately withdraw from the place and must remain away until the end of the meeting or for a lesser period fixed by the Chairperson.
- 4.1.4 If a person contravenes section 4.1.3 of these meeting standing orders an authorised person may, at the request of the Chairperson, exercise reasonable force to remove the person, and keep the person away from the meeting place.
- 4.1.5 Where disorder occurs at a meeting, the meeting may be adjourned by the Chairperson for a period not exceeding 30 minutes; or by resolution for a longer period. On resumption of the meeting, the Chairperson must move a motion, which shall be put without debate, to determine whether the meeting shall proceed.

5 Record of Meetings

5.1 Minutes of Meetings

- 5.1.1 The Chief Executive Officer must ensure minutes of each local government meeting are taken under the supervision of the person presiding at the meeting.
- 5.1.2 Minutes of each meeting must include:
 - (a) the names of the Councillors or Committee members present at the meeting;
 - (b) if a division is called on a question, the names of all persons voting on the question and how they voted;
 - (c) each relevant report for the meeting, other than to the extent the relevant report contains information that is confidential to the local government. However, the minutes of a local government meeting need not include a relevant report if the relevant report has been made publicly available with the Agenda.
 - (d) declarations of interest being:
 - (i) a prescribed conflict of interest; and
 - (ii) a declarable conflict of interest.
- 5.1.3 At each local government meeting, the minutes of the previous meeting must be confirmed by the Councillors or Committee members present.
- 5.1.4 A copy of the minutes of each local government meeting must be made publicly available by 5pm on the tenth day after the meeting is held, unless the minutes are sooner confirmed.

5.2 Recording of Meetings

- 5.2.1 The local government will record in audio and/or visual its statutory meetings for the periods that they are open to the public. The recordings will be made available to the public online at the earliest opportunity after the meeting has concluded.

Redland City Council Meeting Standing Orders

- 5.2.2 All participants at meetings are reminded that parliamentary privilege does not apply to local government. Individuals must take responsibility for their own words and actions. The Chief Executive Officer may remove any part of a recording for publication only where there is real concern that not to do so would expose the local government to risk of an action for publishing defamatory material or releasing personal information contrary to legislation.
- 5.2.3 Any person publishing part or all of a recording of a meeting assumes full responsibility for the release of that information, including the risks associated with the publication of potentially defamatory material or personal information.
- 5.2.4 Recordings will be retained for a period no shorter than the statutory minimum for the retention of official records.

6 Standing Orders and Procedures for Statutory Meetings

6.1 Application of Meeting Standing Orders

- 6.1.1 These meeting standing orders provide rules for conduct and shall apply to all statutory meetings including the post-election meeting of the local government.
- 6.1.2 Any provision of these meeting standing orders may be suspended, for a specified time or purpose, by resolution of a meeting of the local government and must specify the duration and purpose of each suspension.
- 6.1.3 If an appropriate or adequate method of dealing with a matter is not provided for in these meeting standing orders, the method of dealing with the matter may be determined by resolution of the local government upon a motion which may be put without notice, but otherwise dealt within conformity with the standing orders.

6.2 Order of Business

- 6.2.1 The local government must proceed with its business at a meeting in the order indicated in the agenda, unless amended by resolution.
- 6.2.2 Unless otherwise altered, the general order of business shall be as follows:
 - (a) Declaration of Opening
 - (b) Record of Attendance and Leave of Absence
 - (c) Devotional Segment
 - (d) Recognition of Achievement
 - (e) Receipt and Confirmation of Minutes
 - (f) Declarations of Interest
 - (g) Matters Outstanding from Previous Council Meeting Minutes
 - (h) Mayoral Minute
 - (i) Public Participation
 - (j) Petitions and Presentations

Redland City Council Meeting Standing Orders

- (k) Motion to Alter the Order of Business
- (l) Reports to Council
- (m) Notices of Intention to Repeal or Amend Resolutions
- (n) Notices of Motion
- (o) Urgent Business without Notice
- (p) Confidential Items
- (q) Meeting Closure

6.2.3 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 the local government at such meeting.

6.3 Declaration of Opening

6.3.1 The Chairperson opens the meeting by welcoming Councillors and members of the Public to the Meeting. The Chairperson acknowledges the traditional custodians of the land.

6.4 Record of Attendance and Leave of Absence

6.4.1 Each Councillor present at a meeting will be recorded in the minutes as in attendance.

6.4.2 A Councillor who has a valid reason for being absent from a meeting must seek the leave of the local government.

6.4.3 Section 162(1)(e)(ii) of the *Local Government Act 2009* provides that a Councillor's office becomes vacant if the Councillor is absent from two (2) or more consecutive ordinary meetings of the local government over a period of at least two (2) months, unless the Councillor is absent with the local government's leave.

6.4.4 For the purpose of these meeting standing orders if a Councillor advises the Chairperson of an impending absence from a meeting, the Chairperson advises the local government of the Councillor's absence and the local government grants the leave, section 162(1)(e)(ii) of the *Local Government Act 2009* will be satisfied.

6.4.5 For the purposes of section 254K(3) of the *Local Government Regulation 2012*, a Councillor taking part in a meeting by audio or visual link is taken to be present at the meeting if:

- (a) the Councillor was simultaneously in audio contact with each other person at the meeting; and
- (b) the local government approved the teleconferencing arrangement Councillor's participation by this arrangement.

6.4.6 A Councillor using a teleconferencing facility must be able to maintain confidentiality throughout any part of a meeting where the public is excluded.

Redland City Council Meeting Standing Orders

6.5 Devotional Segment

- 6.5.1 An invited person leads the local government in a brief devotional segment.
- 6.5.2 The Chairperson and the local government acknowledge the passing of “significant” members of the Redland City community.

6.6 Recognition of Achievement

- 6.6.1 Acknowledgement of members of the Redland City community who contribute to the advancement of the City.

6.7 Receipt and Confirmation of Minutes

- 6.7.1 When confirming the minutes of a meeting the Chairperson initially calls for a mover and seconder.
- 6.7.2 No discussion shall be permitted except in respect to the accuracy of the minutes as a record of the proceedings.
- 6.7.3 A Councillor or Committee member present at a local government meeting may vote to confirm the minutes of the previous meeting if:
 - (a) the Councillor or Committee member was not present at the previous meeting; or
 - (b) for a Councillor – the Councillor had a prescribed conflict of interest or declarable conflict of interest in a matter considered, discussed or voted on at the previous meeting.

6.8 Matters Outstanding from Previous Council Meeting Minutes

- 6.8.1 The Chief Executive Officer will provide an update on any matters outstanding from previous general meetings of the local government.

6.9 Mayoral Minute

- 6.9.1 The Mayor, may, by a signed minute (a Mayoral Minute), introduce a matter within the jurisdiction or official cognisance of the local government which is not on the agenda.
- 6.9.2 A Mayoral Minute may be moved by the Mayor from the chair without being seconded.
- 6.9.3 Where practical, the Mayor shall distribute the Mayoral Minute to the Chief Executive Officer and Councillors prior to the meeting.
- 6.9.4 A Mayoral Minute may be introduced by the Mayor at any time during the meeting (although usually at the place in the agenda where specified.)
- 6.9.5 A motion proposed by the Mayoral Minute, if adopted by the local government, becomes a resolution of the local government.

6.9.6 If the Mayor is absent from the meeting, the person presiding at the meeting may present a Mayoral Minute on behalf of the Mayor, in the Mayor’s absence.

Redland City Council Meeting Standing Orders

6.10 Public Participation

- 6.10.1 An individual or deputation wishing to attend and address a meeting of the local government shall apply in writing to the Chief Executive Officer by midday on the Monday preceding the meeting. The Chairperson of a meeting may, at their discretion, invite public participation at the meeting.
- 6.10.2 The Chief Executive Officer, on receiving an application to attend and address a meeting shall notify the Chairperson who shall determine whether the individual or deputation may be heard. The Chief Executive Officer shall inform the applicant of the determination in writing. Where it has been determined the individual or deputation will be heard, a convenient time shall be arranged for that purpose.
- 6.10.3 For deputations comprising three or more persons, only three persons shall be at liberty to address the local government unless the local government at the meeting determines otherwise by resolution. A deputation shall be given adequate opportunity to explain the purpose of the deputation.
- 6.10.4 Public participation/deputations will be for a period of 15 minutes. This period may be extended by resolution. In any event each individual shall speak for no longer than five (5) minutes.
- 6.10.5 If a member of the deputation, other than the appointed speaker/s, interjects or attempts to address the local government, the Chairperson may finalise the deputation.
- 6.10.6 Any person addressing the meeting must:
- (a) stand (unless unable to do so);
 - (b) act and speak with decorum;
 - (c) be respectful and courteous; and
 - (d) make no comments directed at any individual local government employee, Councillor or member of the public, ensuring that all comments relate to local government as a whole.
- 6.10.7 The Chairperson may terminate an address by a person at any time where:
- (a) the Chairperson is satisfied that the purpose has been sufficiently explained to the Councillors at the meeting;
 - (b) the time period allowed has expired; or
 - (c) the person uses insulting or offensive language or is derogatory towards Councillors or staff members.

6.11 Petitions/Presentations

- 6.11.1 Any petition presented to a meeting shall meet the following eligibility criteria:
- (a) is a subject within which the local government has the power to act.
 - (b) be in legible writing or typewritten and contain a minimum of ten (10) signatures;

Redland City Council Meeting Standing Orders

- (c) 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);
 - (d) include the postcode of all petitioners; and
 - (e) have the details of the specific request/matter (word limit 250 words) appear on each page of the petition.
- 6.11.2 Petitions that do not meet the eligibility criteria and general standards will be received as an item of correspondence and will be dealt with in accordance with the relevant local government policy, directive, procedure or guideline.
- 6.11.3 Any petition presented to a meeting of the local government must be received by the Chief Executive Officer seven (7) days prior to the meeting at which it is to be presented.
- 6.11.4 Where a Councillor presents a petition to a meeting of the local government no debate on or in relation to it shall be allowed and the only motion which may be moved is that the petition:
- (a) be received;
 - (b) be received and referred to the Chief Executive Officer for consideration and report to the local government;
 - (c) is of an operational nature and be received and referred to the Chief Executive Officer for consideration; or
 - (d) not be received because it is deemed invalid.
- 6.11.5 A petition may be presented to a meeting by a Councillor who, before presenting the petition, must, as far as practicable, become acquainted with the subject matter.
- 6.11.6 On presenting a petition to a meeting, a Councillor must:
- (a) state the nature of the petition;
 - (b) read the petition; and
 - (c) move the relevant motion.
- 6.11.7 The local government will respond to the Principal Petitioner regarding the outcome of the petition.
- 6.11.8 Presentations are provided by Councillors to inform the local government of an event or conference that they had been in attendance.

6.12 Motion to Alter the Order of Business

- 6.12.1 The Chairperson will request any motions to alter the order of business.

Redland City Council Meeting Standing Orders

6.13 Declarations of Interest

Prescribed Conflict of Interest

6.13.1 Councillors are ultimately responsible for informing of a prescribed conflict of interest on matters to be discussed at a local government or committee meeting (other than ordinary business matters as prescribed under section 150F of the *Local Government Act 2009*).

Refer to Appendix 4 for the Prescribed Conflict of Interest Process, as prescribed by the Model Meeting Procedures made by the Department's Chief Executive, pursuant to section 150F of the Local Government Act 2009

6.13.2 In the event that the majority of Councillors have a prescribed conflict of interest regarding a matter, the local government must:

- (a) resolve to delegate the consideration and decision on the matter, pursuant to section 257 of the *Local Government Act 2009*; or
- (b) if the matter cannot be delegated under section 257 of the *Local Government Act 2009*, :-
 - (i) resolve to defer the matter to a later meeting;
 - (ii) resolve to not decide the matter and take no further action in relation to it; or
 - (iii) resolve to defer the matter to a later meeting and instruct the Chief Executive Officer to seek, on behalf of the conflicted Councillors, Ministerial approval for the Councillors to be able to consider and vote on the matter, subject to any conditions the Minister may impose.

6.13.3 Where a Councillor has a prescribed conflict of interest in a matter, the Chairperson must ensure the minutes of the meeting (to be posted on the local government's website) record the applicable matters detailed in section 150FA of the *Local Government Act 2009*.

Declarable Conflict of Interest

6.13.4 Councillors are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at local government or committee meetings (other than the interests prescribed under section 150EO of the *Local Government Act 2009*, and ordinary business matters prescribed in section 150EF of the *Local Government Act 2009*.)

Refer Appendix 5 for the Declarable Conflict of Interest Process, as prescribed by the Model Meeting Procedures made by the Department's Chief Executive, pursuant to section 150F of the Local Government Act 2009

6.13.5 Section 6.13.6 applies in the event that a majority of Councillors: -

- (a) have a declarable conflict of interest regarding a matter; and

Redland City Council Meeting Standing Orders

- (b) have decided not to participate in a decision relating to the matter or are the subject of a determination of eligible Councillors not to participate in a decision in relation to the matter.

6.13.6 The local government must:

- (a) resolve to delegate the consideration and decision on the matter, pursuant to section 257 of the *Local Government Act 2009*; or
- (b) if the matter cannot be delegated under section 257 of the *Local Government Act 2009*: -
 - (i) resolve to defer the matter to a later meeting; or
 - (ii) resolve to not decide the matter and take no further action in relation to it; or
 - (iii) resolve to defer the matter to a later meeting and instruct the Chief Executive Officer to seek, on behalf of the conflicted Councillors, Ministerial approval for the Councillors to be able to consider and vote on the matter, subject to any conditions the Minister may impose.

6.13.7 Where a Councillor has a declarable conflict of interest in a matter, the Chairperson must ensure the minutes of the meeting (to be posted on the local government's website) record the applicable matters detailed in section 150FA of the *Local Government Act 2009*.

Reporting another Councillor's Suspected Conflict of Interest

6.13.8 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.

Refer Appendix 6 for Reporting a Suspected Conflict of Interest Process, as prescribed by the Model Meeting Procedures made by the Department's Chief Executive, pursuant to section 150F of the Local Government Act 2009

6.14 Reports to Council

6.14.1 Reports are presented by the Chief Executive Officer and General Managers for consideration by the local government.

6.15 Notice of Intention to Repeal or Amend Resolutions

6.15.1 Section 262 of the *Local Government Regulation 2012* provides that "A resolution of a local government may be repealed or amended only if notice of intention to propose the repeal or amendment is given to each Councillor at least 5 days before the meeting at which the proposal is to be made".

Redland City Council Meeting Standing Orders

- 6.15.2 Motions to repeal or amend a resolution are to be made by a Notice of Intention signed by a Councillor and lodged with the Chief Executive Officer at least eight (8) days before the meeting (no later than 5pm on the Monday of the week preceding the General Meeting on a Wednesday).
- 6.15.3 Notice of intention may also be submitted by local government officers by preparing a report to a meeting that repeals or amends a previous motion. Legislative notification provisions apply.
- 6.15.4 Where a motion (a relevant motion) to repeal or amend a resolution is defeated, a motion to the same, or like effect, must not be moved until at least three (3) months after the date on which the relevant motion was defeated.
- 6.15.5 To remove any doubt, where a motion (a relevant motion) to repeal or amend a resolution is defeated, a motion that would have the effect of repealing particular aspects or parts of the previous resolution must not be moved until at least three (3) months after the date on which the relevant motion was defeated.
- 6.15.6 To facilitate the lodgement of a Notice of Intention by a Councillor in accordance with section 6.15.1 and 6.15.2 of these meeting standing orders, the Chief Executive Officer shall not implement a resolution of the local government for at least one (1) business day following the making of the resolution unless:
- (a) the resolution specifically directs the Chief Executive Officer to implement the resolution immediately; or
 - (b) the Chief Executive Officer is of the view that the public interest requires the resolution to be implemented immediately.

6.16 Notices of Motion

- 6.16.1 Reports and requests for a notice of motion to be included on the agenda for general meetings must be submitted to the Chief Executive Officer 12 clear days prior to the meeting date. A properly made notice of motion must be submitted to the Chief Executive Officer seven clear days prior to the General Meeting.
- 6.16.2 A Notice of Motion with the same information and intent as a previous Notice of Motion, cannot be submitted until at least three (3) months following the previous Notice of Motion.

6.17 Urgent Business Without Notice

- 6.17.1 A Councillor may seek to propose a motion as an urgent item of business at a meeting. The Councillor must explain the nature of the urgency and answer questions about the urgency, after which the Chairperson will seek a resolution to allow the matter to proceed.
- 6.17.2 If that motion is lost, the matter will not proceed at that meeting. If the motion is carried, the motion will require another Councillor to second it before it is presented and debated.

Redland City Council Meeting Standing Orders

6.17.3 Wherever possible, a Councillor must provide a copy of a proposed motion under urgent business to all other Councillors as soon as practical before the meeting.

6.18 Confidential Items/Closed Meetings

6.18.1 Local government and standing committees meetings may resolve that a meeting be closed to the public if its Councillors or members consider it necessary to discuss any of the following matters:

- (a) the appointment, discipline or dismissal the Chief Executive Officer;
- (b) industrial matters affecting employees;
- (c) The Local government's budget;
- (d) rating concessions;
- (e) 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;
- (f) matters that may directly affect the health and safety of an individual or a group of individuals;
- (g) 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;
- (h) negotiations relating to the taking of land by the local government under the *Acquisition of Land Act 1967*;
- (i) a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State; and
- (j) an investigation report given to The Local Government under Chapter 5a, Part 3, Division 5 of the *Local Government Act 2009*.

6.18.2 A resolution that a local government meeting be closed must:

- (a) state the matter mentioned in 6.18.1 above, that is to be discussed; and
- (b) include an overview of what is to be discussed while the meeting is closed.

6.18.3 The Local Government or a committee of the Local Government must not make a resolution (other than a procedural resolution) in a Local Government meeting, or a part of a Local Government meeting that is closed.

6.18.4 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.

6.18.5 To take a matter into a closed session, the local government must first pass a resolution to do so.

6.18.6 In the interests of accountability and transparency, the local government must specify the nature of the matter to be discussed and the reasoning of the Councillors for going

Redland City Council Meeting Standing Orders

into closed session.

- 6.18.7 If the matter is known in advance, the agenda should clearly identify that the matter will be considered in closed session and name the topic to be discussed and a brief explanation of why it is deemed necessary to take the issue into closed session.
- 6.18.8 The minutes of a local government meeting must detail the matter discussed and reasoning for discussing the matter in closed session. The local government must also ensure that it complies with the statutory obligations associated with recording of resolutions.

Refer Appendix 8 for more information on Closed Meetings, as prescribed by the Model Meeting Procedures made by the Department's Chief Executive, pursuant to section 150F of the Local Government Act 2009

6.19 Meeting Closure

- 6.19.1 The Chairperson will close the meeting after all items of business have been completed. The time of closure is to be recorded in the minutes.

7 Motions and Process

7.1 Motions to be Moved

- 7.1.1 A Councillor is required to 'move' a motion and then another Councillor is required to 'second' the motion. Refer to Process of Motions in Appendix 9.
- 7.1.2 When a motion has been moved and seconded, it shall become subject to the control of the local government and shall not be withdrawn without the consent of the local government.
- 7.1.3 Other Councillors can propose amendments to the motion which must be voted on before voting on the final motion.
- 7.1.4 A motion brought before a meeting of the local government in accordance with the *Local Government Act 2009* or these meeting 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.
- 7.1.5 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, the Chairperson may put the motion to the vote without discussion.

7.2 Absence of Mover of Motion

- 7.2.1 Where a Councillor who has given notice of a motion is absent from the meeting at which the motion is to be considered, the motion may be moved by another Councillor at the meeting or deferred to the next meeting.

Redland City Council Meeting Standing Orders

7.3 Motion to be Seconded

- 7.3.1 A motion or an amendment to a motion must not be debated at a meeting of the local government until the motion or the amendment is seconded, with the exception of a procedural motion.
- 7.3.2 A motion or an amendment to a motion (other than a procedural motion) that is not seconded, lapses for want of a seconder.
- 7.3.3 Notwithstanding sections 7.3.1 and 7.3.2 of these meeting standing orders, a Councillor who moves a motion or an amendment to a motion may, with the permission of the Chairperson, speak in support of the motion or amendment before it is seconded.

7.4 Amendment of Motion

- 7.4.1 An amendment to a motion shall maintain or further clarify the intent of the original motion and not contradict the motion.
- 7.4.2 Where an amendment to a motion is before a meeting, no other amendment to the motion can be considered until after the first amendment has been decided. The amended motion, with the proposer's approval, may have some minor changes to words to ensure that its intent is better understood without changing the meaning of the amended motion.
- 7.4.3 Where a motion is amended, the original motion cannot be reintroduced as a subsequent amendment to the first amended motion.
- 7.4.4 A Councillor who proposes or seconds a motion must not propose or second an amendment to the motion.

7.5 Speaking to Motions and Amendments

- 7.5.1 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, unless approval is provided by the Chairperson.
- 7.5.2 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.
- 7.5.3 A Councillor may make a request to the Chairperson for further information before or after the motion or amendment is seconded.
- 7.5.4 A motion or amendment may be withdrawn by the mover thereof with the consent of the local government, which shall be withdrawn without debate, and a Councillor shall not speak upon such motion or amendment thereof after the mover has been granted permission by the local government for its withdrawal.

Redland City Council Meeting Standing Orders

- 7.5.5 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.
- 7.5.6 Each speaker shall be restricted to not more than five (5) minutes unless the Chairperson rules otherwise. Each speaker will be timed. The timer will stop if another Councillor raises a question or point of order. The timer will resume once the process of the question or point of order is complete and the speaker is allowed to continue.
- 7.5.7 Where two or more Councillors indicate they may wish to speak at the same time, the Chairperson shall determine who is entitled to priority.
- 7.5.8 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 the local government by an advisor of the local government, the Chief Executive Officer must ensure the minutes of the meeting include a statement of the reasons for not adopting the recommendation or advice where either or both of the following apply to the decision:
- (a) the decision is about entering into a contract the total value of which is more than the greater of the following:
 - (i) \$200,000 exclusive of GST;
 - (ii) 1% of the local government's net rate and utility charges as stated in the local government's audited financial statements included in the local government's most recently adopted annual report;
 - (b) the decision is inconsistent with:
 - (i) the policy or approach ordinarily followed by the local government for the type of decision; or
 - (ii) a policy previously adopted by the local government by resolution, whether or not as required by the *Local Government Act 2009*, and still in force.

7.6 Procedural Motions

- 7.6.1 A Councillor may, during the debate of a matter at a meeting, move, as a procedural motion, without the need for a seconder the following motions:
- (a) that the question/motion be now put
 - (b) that the motion or amendment now before the meeting be adjourned
 - (c) that the meeting proceed to the next item of business
 - (d) that the question/motion lie on the table
 - (e) a point of order
 - (f) a motion of dissent against the Chairperson's decision
 - (g) that this report/document be tabled

Redland City Council Meeting Standing Orders

- (h) to suspend the rule requiring that (insert requirement)
- (i) that the meeting stand adjourned

7.6.2 A procedural motion, that the question be put, may be moved and where such a procedural motion is carried, the Chairperson shall 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 continue.

7.6.3 A procedural motion, that the motion or amendment now before the meeting be adjourned, may specify a time or date, to which the debate shall be adjourned. Where no date or time is specified:

- (a) a further motion may be moved to specify such a time or date; or
- (b) the matter about which the debate is to be adjourned, shall be included in the business paper for the next meeting.

7.6.4 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 shall cease and may be considered again by the local government on the giving of notice in accordance with these meeting standing orders.

7.6.5 A procedural motion, that a matter 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 the local government or person is required) before the matter may be concluded at the meeting. Where such a procedural motion is carried, the local government shall proceed with the next matter on the agenda.

7.6.6 A procedural motion, that a matter be taken from the table, may be moved at the meeting at which the procedural motion was carried or at any later meeting.

7.6.7 Any Councillor may ask the Chairperson to decide on a 'point of order' where it is believed that another Councillor:

- (a) has failed to comply with proper procedures;
- (b) is in contravention of a legislative requirement; or
- (c) is beyond the jurisdiction power of the local government.

7.6.8 Examples of what is deemed a point of order:

- (a) not speaking to a motion
- (b) contravening these meeting standing orders
- (c) repeating the same points already made
- (d) contravening local laws
- (e) time limit has expired
- (f) language and tone is offensive
- (g) no quorum

Redland City Council Meeting Standing Orders

7.6.9 Examples of what is not deemed a point of order:

(a) Disagreeing with what is being discussed/point of view.

7.6.10 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 Councillor raising the point of order may speak to it prior to the Chairperson making the ruling. The Chairperson shall determine whether the point of order is upheld.

7.6.11 A Councillor may move a motion of dissent in relation to a ruling of the Chairperson on a point of order, or any other matter, except a decision made by the Chairperson in relation to a conduct breach under section 150K of the *Local Government Act 2009*. The mover of the motion may speak to it and the Chairperson may respond prior to taking a vote. If the vote overturns the Chairperson's decision, the meeting will proceed as if the Chairperson's decision had not been made.

7.6.12 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 meeting 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.

7.6.13 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.

7.6.14 A procedural motion, to seek to table a report or document, 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.

7.6.15 A procedural motion to suspend one or more rules 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.

7.6.16 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 Councillor's 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 local government shall continue with the business before the meeting at the point where it was discontinued on the adjournment.

Redland City Council Meeting Standing Orders

7.7 Method of Taking Vote

- 7.7.1 Before any matter is put to the vote, the Chairperson may direct that the motion or amendment be read again by the mover.
- 7.7.2 The Chairperson will call for all Councillors in favour to indicate their support. The Chairperson will then call for all Councillors against the motion to indicate their objection.
- 7.7.3 The vote must be by a show of hands or as otherwise directed by the Chairperson.
- 7.7.4 The Chairperson shall, in taking the vote on a motion or an amendment, put the question, first in the affirmative and then in the negative and may do so as often as necessary to form and declare an opinion as to whether the affirmative or the negative has the majority vote.
- 7.7.5 The Chief Executive Officer records the number and names of Councillors voting in the affirmative and in the negative.
- 7.7.6 The Chairperson must declare the result of a vote or a division as soon as it has been determined.

8 Conduct During Meetings

8.1 Councillor Conduct During Meetings

- 8.1.1 Councillors will conduct themselves during meetings in accordance with the principles of the *Local Government Act 2009* and the standards of behaviour set out in the Code of Conduct for Councillors in Queensland. The Chairperson may observe or be made aware of instances of possible unsuitable meeting conduct and follow the adopted Unsuitable Meeting Conduct Process to manage the conduct (see Appendix 1).
- 8.1.2 After a meeting of the local government has been formally constituted and the business commenced, a Councillor must not enter or leave the meeting without first notifying the Chairperson.
- 8.1.3 After a meeting of the local government has been formally constituted and the business has commenced, a Councillor must turn their mobile to silent mode and must leave the meeting to take or make any calls.
- 8.1.4 Councillors must address the Chairperson when:
 - (a) moving any motion or amendment;
 - (b) seconding a motion;
 - (c) taking part in debate or discussion;
 - (d) asking or responding to questions; or
 - (e) addressing the meeting for any other purpose.

Redland City Council Meeting Standing Orders

- 8.1.5 Councillors must address each other and local government officers respectfully at all times. Councillors shall speak of each other during the local government meeting by their respective titles, “Mayor” or “Councillor”, and in speaking of or addressing officers shall designate them by their respective official or departmental title and shall confine their remarks to the matter then under consideration.
- 8.1.6 Only one Councillor should speak at a time, as directed or invited by the Chairperson. A Councillor must not interrupt another Councillor who is speaking except upon a point of order.
- 8.1.7 When the Chairperson speaks during the process of a debate, the Councillor then speaking or offering to speak shall immediately cease speaking, and each Councillor present shall preserve strict silence so that the Chairperson may be heard without interruption.
- 8.1.8 A Councillor must not make personal reflections on or impute improper motives to another Councillor or local government employee.

Refer Appendix 1 and Appendix 2, as prescribed by the Model Meeting Procedures made by the Department’s Chief Executive, pursuant to section 150F of the Local Government Act 2009, for further information regarding Councillor conduct during meetings.

8.2 Questions

- 8.2.1 A Councillor may at a local government meeting, through the Chairperson, 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 the local government 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. Councillors should not ask questions, the answers for which have already been provided to the Councillor.
- 8.2.2 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.
- 8.2.3 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.

8.3 Attendance of Public and Media at Meetings

- 8.3.1 An area shall be made available at the place where any meeting of the local government 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.
- 8.3.2 When the local government is sitting in closed session, the public and representatives of the media must be excluded.

Redland City Council Meeting Standing Orders

8.3.3 The resolution that the local government proceed into Closed Session must specify the nature of the matters to be considered and these matters must be in accordance with section 254J of the *Local Government Regulation 2012*. The Chairperson may direct any persons improperly present to withdraw immediately. The local government must not make a resolution (other than a procedural resolution) in a closed session. The local government must resolve to move out of closed session so that a resolution can be passed on the matters considered in closed session.

8.4 Public Conduct During Meetings

8.4.1 All members of the public present at a meeting must:

- (a) not, without the prior approval of the Chairperson, make any audio or video recording, or take any photographs;
- (b) remain quiet and not disrupt the meeting in any way;
- (c) not bring into the meeting any signs, placards or items that may cause a hazard, or interfere with any person present;
- (d) be suitably dressed; and
- (e) turn all mobile devices to silent mode and leave the meeting to take any calls.

8.4.2 The Chairperson may warn a member of the public present at a meeting who is not complying with a of requirement in section 8.4.1 of these meeting standing orders and may, with or without such warning, require the person to leave the meeting and not return for such period as the Chairperson decides. This period may include future meetings.

9 Other matters prescribed by the Model Meeting Procedures

9.1.1 The *Model Meeting Procedures* made by the Department’s Chief Executive, pursuant to section 150F of the *Local Government Act 2009*, prescribe certain matters that the local government must comply with in relation to the conduct of its meetings.

9.1.2 Those parts of the Model Meeting Procedures, not already specifically referenced in these standing orders, that nevertheless apply to the conduct of the local government’s meetings are as follows: -

- (a) Dealing with a Suspected Conduct Breach including that which has been Referred to the local government by the Independent Assessor – see Appendix 3; and
- (b) Recording Prescribed and Declarable Conflicts of Interest – see Appendix 7.

Redland City Council Meeting Standing Orders

Appendix 1 Unsuitable Meeting Conduct by a Councillor

- 1. When dealing with an instance of unsuitable conduct by a Councillor in a meeting, the following procedures must be followed:**
 - 1.1** The chairperson must reasonably believe that the conduct of a Councillor during a meeting is unsuitable meeting conduct.
 - 1.2** If the chairperson decides the unsuitable meeting conduct has occurred, the chairperson may consider the severity of the conduct and whether the Councillor has been issued with any previous warnings for unsuitable meeting conduct. 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 paragraph (1.6.1) below.
 - 1.3** If the Chairperson decides unsuitable meeting conduct has occurred but is of a less serious nature, the Chairperson may request the Councillor take remedial actions such as:
 - 1.3.1 ceasing the unsuitable meeting conduct and refraining from exhibiting the conduct;
 - 1.3.2 apologising for their conduct; and
 - 1.3.3 withdrawing their comments.
 - 1.4** If the Councillor complies with the Chairperson’s request for remedial action, no further action is required.
 - 1.5** 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 for unsuitable meeting conduct being issued.
 - 1.6** If the Councillor complies with the Chairperson’s warning and request for remedial action, no further action is required.
 - 1.6.1 If the Councillor continues to fail to comply with the chairperson’s request for remedial action or the chairperson decided a warning was not appropriate under paragraph (1.2) above the chairperson may make one or more of the orders below:
 - (i) an order reprimanding the Councillor for the conduct
 - (ii) 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.
 - 1.7** 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 by an appropriate officer. The meeting must be adjourned whilst the Councillor is being removed.

Redland City Council Meeting Standing Orders

- 1.8** Following the completion of the meeting, the Chairperson must ensure:
- 1.8.1 details of any order issued are recorded in the minutes of the meeting;
 - 1.8.2 if it is the third (3rd) or more order within a 12-month period made against a Councillor or the Councillor has refused to leave following an order issued to leave the meeting, these matters are to be dealt with at the next meeting of the local government and treated as a conduct breach pursuant to the *Local Government Act 2009*.
 - 1.8.3 The local government's Chief Executive Officer is advised to ensure details of any order made must be updated in the local government's Councillor Conduct Register pursuant to the *Local Government Act 2009*.
 - 1.8.4 If the conduct of a Councillor at the meeting becomes a conduct breach; in accordance with section 150J of the *Local Government Act 2009*, it is not required to be notified to the independent assessor and may be dealt with under section 150AG of the *Local Government Act 2009* at the next local government meeting.
- 1.9** Any Councillor aggrieved with an order issued by the Chairperson can move a motion of dissent for paragraphs 1.2, 1.3, 1.6.1 and 1.7 above.
- 1.10** Following the completion of the meeting, the Chairperson must ensure the minutes of the meeting 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 the 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 local government meeting as a conduct breach. The local government's Chief Executive Officer (CEO) is advised to ensure details of any order made is updated in the local government's Councillor Conduct Register.*

Redland City Council Meeting Standing Orders

Appendix 2 Unsuitable Meeting Conduct by a Chairperson

- 2.1 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.
- 2.2 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.
- 2.3 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 Part 5 below.
- 2.4 For the debate and vote on the motion, a Councillor other than the Councillor that moved the motion, is to act as the Chairperson.
- 2.5 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, the Chairperson can put forward their reasoning about their conduct and respond to questions through the Chairperson from the eligible Councillors.
- 2.6 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).
- 2.7 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.
- 2.8 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.
- 2.9 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 local government's Chief Executive Officer (CEO) is advised to ensure details of any order made is updated in the local government's Councillor Conduct Register.

For conduct of a Chairperson, at local government 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 Local Government Act 2009, and is a Conduct Breach under 150K(2)(b) and (3) of the Local Government Act 2009, the local government is not required to notify the 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 local government meeting.

Redland City Council Meeting Standing Orders

Appendix 3 Referred Suspected Conduct Breach

3 Procedures for Dealing with a Suspected Conduct Breach Including that which has been Referred to the Local Government by an Independent Assessor (IA)

Under chapter 5A, part 3, division 3A of the *Local Government Act 2009*, the IA must make a preliminary assessment and consider dismissing a complaint, notice or information before taking 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.

3.1 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 complaint, 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: *Conduct Breach is conduct that contravenes a behavioural standard of the Code of Conduct for Councillors, or a policy, procedure or resolution of local government; or the conduct contravenes 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 at the end of Appendix 2 of this document – 2. Process for Dealing with Unsuitable Meeting Conduct by a Chairperson in a Meeting.*

3.2 The local government must decide in a local government meeting, whether the Councillor has engaged in a Conduct Breach. Unless, in accordance with section 150AG of the *Local Government Act 2009*, it has delegated responsibility for this decision to the Mayor under section 257(2)(a), or to a standing committee section 257(2)(b) of the *Local Government Act 2009*.

3.3 When dealing with an instance of a suspected conduct breach which has been referred to a local government by the IA:

3.3.1 The local government 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 local government. However, where the matter requires debate a local government may close all or part of the meeting to the public, if considered necessary, to discuss an investigation report under the CBR section 242j, or the *Local Government Regulation 2012* section 254J.

3.3.2 No resolution for a 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.

3.3.3 Where a local government makes a decision about a conduct breach matter at a local government 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 of the meeting under the *Local Government Regulation 2012* section 254H.

Redland City Council Meeting Standing Orders

- 3.3.4 The subject Councillor has a declarable conflict of interest in the matter and must declare the conflict of interest. The eligible Councillors at the meeting can decide, by resolution that the subject Councillor may remain in the meeting (unless they decide otherwise), during the debate about the investigation report and may answer questions put to the subject Councillor through the Chairperson in relation to the evidence or written submission provided by the Councillor to the local government.
- 3.3.5 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.
- 3.3.6 If the complainant is a Councillor, that Councillor has a declarable conflict of interest in the matter and if so, must follow the declarable conflict of interest procedure. If the complainant Councillor who has the 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 how to deal with the conflict of interest. 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.
- 3.3.7 After making a decision under section 150AG of the *Local Government Act 2009*, the local government 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 the Councillor or the CEO of the local government if they were complainants, and any Councillor who declared a COI in the matter.

Redland City Council Meeting Standing Orders

Appendix 4 Prescribed Conflict of Interest

- 4 When dealing a Prescribed Conflict of Interest, Councillors must abide by the following procedures:**
- 4.1** A Councillor who has notified the CEO in writing of a Prescribed Conflict of Interest in a matter to be discussed in the local government meeting must also give notice during the meeting at the time when the matter is to be discussed.
- 4.2** A Councillor who first becomes aware of a Prescribed Conflict of Interest in a matter during a local government meeting must immediately inform the meeting of the conflict of interest.
- 4.3** When notifying the meeting of a Prescribed Conflict of Interest, the following particulars must, at a minimum, be provided:
- 4.3.1 If it arises because of a gift, loan or contract, the value of the gift, loan or contract
 - 4.3.2 If it arises because of an application for which a submission has been made, the matters the subject of the application and submission.
 - 4.3.3 The name and any entity, other than the Councillor, that has an interest in the matter.
 - 4.3.4 The nature of the Councillor’s relationship with the entity mentioned in 4.3.3 that has an interest in the matter.
 - 4.3.5 Details of the Councillor’s and any other entity’s interest in the matter.
- 4.4** 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 of approval from the Minister to participate in the matter.
- 4.5** Once the Councillor has left the area where the meeting is being conducted, the local government can continue discussing and deciding on the matter at hand.

Redland City Council Meeting Standing Orders

Appendix 5 Declarable Conflict of Interest

5 When dealing with a Declarable Conflict of Interest, Councillors must abide by the following procedures:

5.1 Where practicable, all interests are to be declared to the Chief Executive Officer prior to the local government meeting by completing the appropriate declaration of interest form for statutory meetings.

5.2 A Councillor who has notified the CEO in writing of a Declarable Conflict of Interest in a matter to be discussed at a local government meeting must also give notice during the meeting at the time when the matter is to be discussed.

5.3 A Councillor who first becomes aware of a Declarable Conflict of Interest in a matter during a local government meeting must inform the meeting of the conflict of interest.

5.4 When notifying the meeting of a Declarable Conflict of Interest, a 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:

5.4.1 The nature of the Declarable Conflict of Interest

5.4.2 If it arises because of the Councillor's relationship with the related party:

- (i) The name of the party and
- (ii) The nature of the relationship of the related party to the Councillor and
- (iii) The nature of the related party's interest in the matter.

5.4.3 If it arises because of a gift or a loan from another person to the Councillor or the related party:

- (i) The name of the person and
- (ii) The nature of the relationship of the other person to the Councilor or related party and
- (iii) The nature of the other person's interest in the matter and

5.5 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.

5.5.1 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.

5.5.2 The other eligible 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 the Councillor 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 Councilor under a decision to either participate or leave the meeting, e.g., may stay for the debate but must leave for the vote.

Redland City Council Meeting Standing Orders

- 5.5.3 The Councillor must comply with any decision or condition imposed by the eligible Councillors. The Councillor must not participate in the decision unless authorised in compliance with section 150ES of the *Local Government Act 2009* or under an approval by the minister for local government under section 150EV of the *Local Government Act 2009*.
- 5.5.4 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 a 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 do not form a quorum for the meeting consistent with section 150ET of the *Local Government Act 2009*.
- 5.6** 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 eligible Councillors in making their decision. The subject Councillor must not vote 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 in the meeting and participate in deciding the matter in which the Councillor has a Declarable Conflict of Interest.
- 5.7** When deciding whether a Councillor may participate in the decision making on a matter in which the Councillor has a Declarable Conflict of Interest, the eligible Councillors should consider the circumstances on the matter including, but not limited to:
- 5.7.1 How does the inclusion of the Councillor in the deliberation affect the public trust.
 - 5.7.2 How close or remote is the Councillor's relationship to the related party.
 - 5.7.3 If the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received.
 - 5.7.4 Will the benefit or detriment the subject Councillor or their related party stands to receive from the decision have a major or minor impact on them?
 - 5.7.5 Does the benefit or detriment the subject Councillor stands to receive compare to others in the community.
 - 5.7.6 How does this compare with similar matters that the local government has decided and have other Councillors with the same or similar interests decided to leave the meeting?
 - 5.7.7 Whether the subject Councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest.
- 5.8** 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.

Redland City Council Meeting Standing Orders

- 5.9** 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 a change to the Councillor's personal interests and/or 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 local government meeting about the same matter e.g., workshops.
- 5.10** In making the decision about the Councillor's conflict of interest in a matter, it is irrelevant how the subject Councillor intended to vote on the issue or any other issue (if known or suspected).
- 5.11** A Councillor does not contravene the above procedures if the Councillor participates in a decision under written approval from the Minister as prescribed in section 150EV of the Local Government Act 2009.

Redland City Council Meeting Standing Orders

Appendix 6 Reporting a Suspected Conflict of Interest

6 Process for a Councillor Reporting a Suspected Conflict of Interest for Another Councillor

- 6.1 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.
- 6.2 The Chairperson should ask the relevant Councillor with the suspected personal interest 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 conflict of interest procedure.
- 6.3 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.
- 6.4 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 conflict of interest procedures. 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.
- 6.5 If the Councillors cannot reach a 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.
- 6.6 If the belief or suspicion of a conflict of interest relates to more than one Councillor, these procedures must be complied with in relation to each Councillor separately.

Redland City Council Meeting Standing Orders

Appendix 7 Recording Prescribed and Declarable Conflicts of Interest

7 Process for Recording Conflicts of Interest

7.1 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 the relevant details of how the conflict of interest was dealt with, being (see section 150FA of the *Local Government Act 2009*).

7.2 The name of any Councillor and any other Councillor who may have Prescribed or Declarable Conflict of Interest.

7.2.1 The particulars of the Prescribed or Declarable Conflict of Interest provided by the Councillor.

7.2.2 The actions taken by the Councillor after informing the meeting that they have, or they reasonably suspect another Councillor has a Prescribed or Declarable Conflict of Interest.

7.2.3 Any decision then made by the eligible Councillors

7.2.4 Whether the Councillor with a Prescribed or Declarable Conflict of Interest participated in or was present for the decision under ministerial approval.

7.2.5 The local government's decision on what actions the Councillor with a Declarable Conflict of Interest must take and the reasons for the decision.

7.2.6 The name of each eligible Councillor who voted on the matter and how each voted.

7.3 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.

7.3.1 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.

7.4 Where a decision has been made under section 5 above – the minutes must include:

7.4.1 The decision and reasons for the decision and

7.4.2 The name of each eligible Councillor who voted, and how each eligible Councillor voted.

Redland City Council Meeting Standing Orders

Appendix 8 Closed Meetings

8 Process for Dealing with Closed Meetings

8.1 A local government meeting, standing committee meeting and advisory committee meeting may resolve that a meeting be closed to the public if its Councillors and members consider it necessary to discuss any of the following matters pursuant to section 254(3) of *Local Government Regulation 2012*.

8.1.1 *Appointment, dismissal, or discipline of the CEO.*

8.1.2 Industrial matters affecting employees.

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

8.1.4 Rating concessions.

8.1.5 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.

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

8.1.7 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.

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

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

8.1.10 A matter relating to the consideration of an investigation report for an investigation of a Conduct Breach given to the local government under the *Local Government Act 2009* chapter 5A, part 3, division 5.

8.2 A local government meeting, standing and advisory committee meetings 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 by resolution whether the Councillor has a Prescribed or Declarable Conflict of Interest in the matter.

8.3 Further, the meeting must not be closed if a quorum is lost due to the number of conflicted Councillors who leave the local government meeting, and the local government must resolve to:

8.3.1 Delegate the consideration and decision on the matter, pursuant to section 257 of the *Local Government Act 2009* unless the matter cannot be delegated.

Redland City Council Meeting Standing Orders

- 8.3.2 Defer the matter to a later meeting when a quorum may be available.
- 8.3.3 Not to decide the matter and take no further action in relation to the matter unless the *Local Government Act 2009* or another Act provides that the local government must decide the matter.
- 8.4** None of the above will be considered, discussed, voted on or made during a closed session.
- 8.5** 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 the closed meeting (a failure to do so could be a contravention of section 171(3) of the *Local Government Act 2009*).
- 8.6** To take a matter into a closed session the local government must abide by the following:
- 8.6.1 Pass a resolution to close all or part of the meeting
- 8.6.2 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 (see section 9.1).
- 8.6.3 If it 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.
- 8.6.4 Not make a resolution while in a closed meeting (other than a procedural resolution).

Redland City Council Meeting Standing Orders

Appendix 9 Process of Motions

9 Moving Motions for Reports

9.1 The following process is to be followed to move a motion:

9.1.1 The Chairperson calls for a motion to be moved.

9.1.2 A Mover may move a motion that:

- (i) is the same as the Officer's Recommendation; or
- (ii) includes the Officer's Recommendation with amendments/additions; or
- (iii) is different from the Officer's Recommendation.

9.1.3 If a motion in paragraphs 2(b) or (c) above is not seconded or is lost, the Chairperson may call for a motion to move the Officer's Recommendation or call for any other motions.

9.1.4 If a motion in paragraph 2(a) above is not seconded or is lost, the Chairperson calls for any other motions.

9.1.5 If a motion is not moved and seconded, the Officer's Recommendation is deemed to have lapsed and the Chairperson moves on to the next item of business.

9.2 Amendment Motions

9.2.1 Amendment motions can only be made once there is a motion open for debate.

9.2.2 The following process is to be followed when a motion is moved, seconded and open for debate:

- (i) The Chairperson calls for a motion to be moved.
- (ii) If the motion is moved and seconded, the Chairperson opens up debate on the motion.
- (iii) Once debate is opened, amendment motions can be raised.
- (iv) The motion or amendment motion is put and voted on.
- (v) If a vote on an amendment motion is lost, the original motion stands and may be debated and put to the vote.
- (vi) If the original motion is lost, the Chairperson calls for any counter motion (i.e. a motion opposite to the original motion or a motion that otherwise more drastically alters the original motion than is permitted by amendment).

9.2.3 If a counter motion is not moved and seconded, the Chairperson moves to the next item of business.

Redland City Council Meeting Standing Orders

9.3 Foreshadowed Motion

- 9.3.1 A Councillor, without speaking to it, may propose a foreshadowed motion in relation to a matter, without a seconder during debate on the live motion.
- 9.3.2 The foreshadowed motion is only to be considered if the live motion is lost or withdrawn and the foreshadowed motion is then moved and seconded. If the live motion is carried, the foreshadowed motion lapses.