

Brisbane City Council

Meetings Local Law 2001

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Dedicated to a better Brisbane

Brisbane City Council

Meetings Local Law 2001

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Chapter 1 Preliminary

1 Short title

This local law may be cited as the *Meetings Local Law 2001*.

2 Object

The object of this local law is to provide for the orderly and proper conduct of council and committee meetings.

3 Definitions

The dictionary in Schedule 1 defines particular words used in this local law.

Chapter 2 Council meetings of the council

Part 1 Council meetings

Division 1 Time of meetings

4 Ordinary meetings

- (1) Council may, by resolution, fix dates and times for its ordinary meetings.
- (2) If there is no resolution fixing the date and time for an ordinary meeting, the chief executive officer must fix the date and time for the meeting.
- (3) Before the chief executive officer fixes the date and time for an ordinary meeting, the chief executive officer must, if practicable, consult with the lord mayor about the proposed date and time for the meeting.

5 Extraordinary council meetings and special meetings

- (1) The chief executive officer must fix the time and date of any extraordinary council meeting or any special council meeting upon—
 - (a) notification of a resolution requiring that meeting; or
 - (b) upon receipt of a request to hold that meeting as set out in subsection (2).
- (2) A request for an extraordinary council meeting or a special meeting must be –
 - (a) in writing; and
 - (b) signed by the lord mayor or 9 or more councillors; and
 - (c) lodged with the chief executive officer; and
 - (d) in the case of a special meeting, state the business of that meeting; and
 - (e) propose a day and time for the holding of the meeting.
- (3) The chief executive officer may set a date other than that proposed under subsection (2)(e) in consultation with the lord mayor.

6 Notice of meetings

- (1) In cases where the chief executive officer has fixed the date and time for an ordinary meeting, extraordinary council meeting or a special meeting, then the chief executive officer shall give written notice of the meeting.
- (2) The written notice shall—
 - (a) specify the date, time, place and, if a special meeting, the business to be conducted at the meeting; and
 - (b) be given at least 2 clear business days prior to the date of the meeting; and
 - (c) be directed to the lord mayor and each councillor at his or her ward office.
- (3) If an extraordinary council meeting or special meeting is called and, in the opinion of the chief executive officer it is impractical to give written notice, then the chief executive officer is not required to comply with subsections (1) and (2) of this section.
- (4) The chief executive officer is however to make every attempt possible to ensure that councillors are informed of the date, time, and business of the meeting.

7 Meeting place

- (1) Unless council resolves to the contrary, every meeting of the Brisbane City Council will occur in the council chamber.
- (2) Should a situation arise where the council chamber is unsafe or otherwise unable to be used, council may meet at such other place as determined by the chief executive officer.

7A Electronic meeting attendance

- (1) If a councillor wishes to participate remotely at a council meeting, the councillor must apply to the Chair to participate by electronic means, at least 1 business day prior to the meeting.
- (2) The Chair may allow a councillor to participate in a council meeting by electronic means.
- (3) A councillor taking part by electronic means is taken to be present at the meeting if the councillor was simultaneously in audio contact with each other person at the meeting. The attendance of the councillor must be recorded in the minutes as present at the meeting.

8 Post-election meeting

- (1) At the post-election meeting the council must elect a Chair, a deputy Chair and a deputy mayor.
- (2) The post-election meeting shall be held within 14 days of the conclusion of the quadrennial elections.

Division 2 Agenda for meetings

9 Agenda for meetings

- (1) An agenda listing the items to be discussed at the meeting must be made available to all councillors at least 2 days before the day of the meeting, unless it is impracticable to give the notice before that time.
- (2) The agenda must include—
 - (a) items required under an act or Standing Rules to be included on the agenda; and
 - (b) items that are by resolution of the council to be included on the agenda; and
 - (c) motions of condolence (which may be requested by 1 councillor); and
 - (d) subject to subsection (c), motions where inclusion on the agenda is requested by at least 2 councillors.
- (3) Councillors who want a motion included on the agenda for a particular meeting must give written notice of the motion (a “notice of motion”) to the chief executive officer by 1:00pm on the business day prior to the meeting.
- (4) The agenda will not include any matter ruled out of order under this local law.

Division 3 Conduct of meetings

10 Presiding at council meetings

- (1) The Chair must preside at a meeting of council.
- (2) If the Chair is absent or unavailable to preside, the deputy Chair must preside.
- (3) If both the Chair and the deputy Chair are absent or unavailable to preside, the deputy mayor presides until a councillor is chosen by motion of the majority of the councillors present and eligible to vote at the meeting.
- (4) This section must be read in conjunction with section 51.

11 Order of business

- (1) Council must proceed with its business at a meeting in the order indicated on the agenda for the meeting.
- (2) However, the order in which council proceeds with the business for a particular meeting may be altered by—
 - (a) the lord mayor; or
 - (b) resolution of council; or
 - (c) the Chair, if it relates to an apology or a leave of absence for a councillor.

- (3) If the agenda is sought to be amended by motion in accordance with subsection (2)(b), the motion may be moved without notice.

12 Procedure at meetings

- (1) The procedure for dealing with business must be in accordance with the Standing Rules, or, in the absence of a Standing Rule governing a particular matter, as decided by the Chair.
- (2) However, council may, by resolution passed by the majority of councillors—
 - (a) suspend a Standing Rule to move a motion without notice about a matter that is not listed on the agenda, pursuant to section 42(l); or
 - (b) overrule a decision on a procedural question made by the Chair.

Division 4 Conflicts of interest at council meetings

13 Prescribed conflicts of interest

- (1) Councillors are ultimately responsible for informing of any prescribed conflict of interest on matters to be discussed at a council meeting (other than ordinary business matters).
- (2) A councillor who has notified the chief executive officer in writing of a prescribed conflict of interest in a matter to be discussed in a council meeting must also give notice during the meeting.
- (3) A councillor who first becomes aware of a prescribed conflict of interest in a matter during a council meeting must immediately inform the Chair of the conflict of interest.
- (4) In notifying the Chair of a prescribed conflict of interest, the following details must be provided:
 - (a) if it arises because of a gift, loan or contract, the value of the gift, loan or contract;
 - (b) if it arises because of an application or submission, the subject of the application or submission;
 - (c) the name of any entity, other than the councillor, that has an interest in the matter;
 - (d) the nature of the councillor's relationship with the entity that has an interest in a matter; and
 - (e) details of the councillor's and any other entity's interest in the matter.
- (5) The councillor must then leave the place of the meeting, including any area set aside for the public, and stay away while the matter is being discussed and voted on, unless the subject councillor has written notice from the Minister to participate in the matter.
- (6) Once the councillor has left the area where the meeting is being conducted, the council can continue discussing and deciding on the matter at hand.

14 Declarable conflict of interest

- (1) Councillors are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at council meetings that might lead to a decision that is contrary to the public interest (other than the interests prescribed under section 177L of the *City of Brisbane Act 2010*, and ordinary business matters).
- (1A) A councillor may raise their personal interests in a matter at the council meeting to canvas the views of the other councillors prior to deciding to declare a conflict of interest. If the other councillors suspect the personal interest might be a conflict of interest, the other councillors may disclose their suspicion and the processes under section 177T of the *City of Brisbane Act 2010* apply.
- (2) A councillor who has notified the chief executive officer in writing of a declarable conflict of interest in a matter to be discussed at a council meeting must also give notice during the meeting.
- (3) A councillor who first becomes aware of a declarable conflict of interest in a matter during a council meeting must inform the Chair of the conflict of interest.
- (4) When notifying the Chair of a declarable conflict of interest, councillors 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 sufficient detail must provide the following:
 - (a) the nature of the declarable conflict of interest;
 - (b) if it arises because of the councillor's relationship with a related party:
 - (i) the name of the related party to the councillor;
 - (ii) the nature of the relationship of the related party to the councillor;
 - (iii) the nature of the related party's interest in the matter;
 - (c) if it arises because of a gift or loan from another person to the councillor or a related party:
 - (i) the name of the other person;
 - (ii) the nature of the relationship of the other person to the councillor or related party;
 - (iii) the nature of the other person's interest in the matter; and
 - (iv) the value of the gift or loan and the date the gift or loan was made.
- (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.

- (6) 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.
- (7) The other councillors at the meeting must then debate and vote as to whether the councillor can participate in the decision making in relation to the matter, including voting on the matter, or whether they should not participate in the decision and leave the place of the meeting, including any area set aside for the public, while the matter is decided by the non-conflicted councillors. The non-conflicted councillors may impose conditions on the councillor if the councillor is to remain in the meeting.
- (8) The councillor must comply with any decision or condition imposed by the non-conflicted councillors.
- (9) In deciding 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 less than a quorum for the meeting consistent with *City of Brisbane Act 2010*.
- (10) 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 Chair to assist the non-conflicted councillors in making their decision. The subject councillor must not vote or otherwise participate in making the decision but may remain in the meeting while the vote on the matter takes place and the decision is declared by the Chair, 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.
- (11) When deciding whether a councillor may participate in the decision making on a matter in which they have a declarable conflict of interest, the non-conflicted councillors should consider the circumstances of the matter including, but not limited to:
 - (a) how does the inclusion of the councillor in the deliberation affect the public trust;
 - (b) how close or remote is the councillor's relationship to the related party;
 - (c) if the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received;
 - (d) 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;
 - (e) how does the benefit or detriment the subject councillor stands to receive compare to others in the community;
 - (f) how does this compare with similar matters that council has decided

and have other councillors with the same or similar interests decided to leave the meeting; and

- (g) whether the subject councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest.
- (12) If the non-conflicted councillors cannot decide about the declarable conflict of interest of a councillor, they are taken to have decided that the councillor must leave and stay away from the meeting while the non-conflicted councillors discuss and vote on the matter.
- (13) 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 the nature of the matter being discussed.
- (14) If the non-conflicted councillors decide that the councillor can act in the public interest on the matter, then the councillor may participate in the meeting and be involved in processes occurring outside of a council meeting about the same matter.
- (15) In making the decision, it is irrelevant how the subject councillor intended to vote on the matter or any other matter (if known or suspected).
- (16) A councillor does not contravene this section if the councillor participates in a decision under written approval from the Minister.

15 Reporting a suspected conflict of interest

- (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 must immediately inform the Chair of their belief or suspicion, and the facts and circumstances that led to their belief or suspicion.
- (2) The Chair 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 requirements in section 13 or 14.
- (3) If the councillor believes they do not have a conflict of interest, they must inform the Chair of that belief and their reasons for that belief.
- (4) The non-conflicted councillors must then vote 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 non-conflicted councillors decide the councillor has a conflict of interest, the councillor must follow the relevant requirements in section 13 or 14. If a councillor with a declarable conflict of interest wants to participate in the decision despite the declarable conflict of interest, then the non-conflicted councillors must make a decision about

the councillor's participation.

- (5) If the non-conflicted 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 non-conflicted 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.

16 Loss of quorum because of a conflict of interest

- (1) In the event where 1 or more councillors leave a meeting due to a prescribed or declarable conflict of interest in a matter that results in a loss of a quorum for deciding the matter, the council must resolve to:
 - (a) delegate the consideration and decision on the matter, pursuant to section 238 of the *City of Brisbane Act 2010*;
 - (b) defer the matter to a later meeting; or
 - (c) not decide the matter and take no further action in relation to the matter.
- (2) All councillors including the conflicted councillors, may participate in deciding to delegate or defer a matter.
- (3) The council must not delegate a decision to an individual or a committee if the individual or a committee, or a majority being at least half of its members, has a prescribed or declarable conflict of interest in the matter.
- (4) If the matter cannot be delegated under an Act, the council should seek ministerial approval for the councillors to be able to consider and vote on the matter, subject to any conditions the Minister may impose.

Division 5 Closed meeting

17 Closing a council meeting

- (1) The council may resolve that a meeting be closed to the public if its councillors consider it necessary to discuss any of the following matters:
 - (a) appointment, dismissal or discipline of the Chief Executive Officer or a senior executive employee;
 - (b) industrial matters affecting employees;
 - (c) the council's budget;
 - (d) rating concessions;
 - (e) legal advice obtained by the council, including legal proceedings that may be taken by or against the council;
 - (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 council for

- which a public discussion could prejudice the interests of the council;
- (h) negotiations relating to the taking of land by the council under the *Acquisition of Land Act 1967*; and
 - (i) a matter that the council is required to keep confidential under a law of, or a formal agreement with, the Commonwealth or state.
- (2) The council 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 other councillors at the meeting must decide whether the councillor has a prescribed or declarable conflict of interest in the matter.
- (3) A meeting must not be closed if a quorum is lost due to the number of conflicted councillors who leave the meeting and the council must:
- (a) delegate the matter;
 - (b) decide by resolution to defer to a later meeting;
 - (c) decide by resolution to take no further action on the matter.
- (3A) None of the resolutions set out in section 17(3) will be considered, discussed, voted on or made during a closed meeting.
- (3B) If a closed meeting includes attendance by teleconference, the councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear the conversation while in the closed meeting (a failure to do so could be a contravention of section 173(3) of the *City of Brisbane Act 2010*).
- (4) To close a meeting the council must undertake the following:
- (a) pass a procedural motion to close the meeting; and
 - (b) the procedural motion 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.
- (5) If the matter is known in advance, the agenda should clearly identify that the matter will be considered in a closed meeting, and an explanation of why it is deemed necessary to take the issue into a closed meeting must be stated.
- (6) The council must not make a resolution while in a closed meeting (other than a procedural motion).

18 Intentionally deleted

19 Intentionally deleted

20 Intentionally deleted

Division 6 Maintenance of good order

21 Chair may deal with unsuitable meeting conduct

- (1) The Chair must reasonably believe that the conduct of a councillor during

a meeting is unsuitable meeting conduct.

- (2) If the Chair decides that unsuitable meeting conduct has occurred, the Chair may consider the severity of the conduct and whether the councillor has had any previous warnings for unsuitable meeting conduct issued in a meeting.
- (3) If the Chair decides the conduct is of a serious nature, or another warning is unwarranted, the Chair may make an order under section 21(8) directly.
- (4) If the Chair decides unsuitable meeting conduct has occurred but is of a less serious nature, the Chair may give a councillor a warning or request the Councillor take 1 or more of the following remedial actions—
 - (a) ceasing the unsuitable meeting conduct and refraining from exhibiting the conduct;
 - (b) apologising for their conduct; or
 - (c) withdrawing their comments.
- (5) If the councillor complies with the Chair's request for remedial action, no further action is required.
- (6) If the councillor fails to comply with the Chair's request for remedial action, the Chair may warn the Councillor that failing to comply with the request may result in an order being issued.
- (7) If the councillor complies with the Chair's warning and request for remedial action, no further action is required.
- (8) If the councillor continues to fail to comply with the Chair's request for remedial actions, or the Chair decided a warning was not appropriate under section 21(6), the Chair may make 1 or more of the following orders—
 - (a) an order reprimanding the councillor for the conduct;
 - (b) 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.
- (9) If the councillor fails to comply with an order to leave and stay away from the meeting, the Chair can issue an order that the Councillor be removed from the meeting by the Chair's representative or the Queensland Police Service. The meeting must be adjourned whilst the councillor is being removed.
- (10) Following the completion of the meeting, the Chair must ensure—
 - (a) details of any order issued is recorded in the minutes of the meeting;
 - (b) if it is the third 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, that these matters are dealt with at the next meeting of the council and treated as a suspected conduct breach pursuant to the *Local Government Act 2009*; and

- (c) the council's chief executive officer records details of any order made pursuant to this section in the council's Councillor Conduct Register pursuant to the *Local Government Act 2009*.
- (11) A councillor aggrieved by a decision under subsection (1) or an order under subsection (8) or (9) issued by the Chair may move a motion of dissent.
- (12) If the conduct of a councillor, including the Chair, 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 council meeting.

21A Unsuitable meeting conduct of Chair

- (1) A councillor must reasonably believe that the conduct of the Chair during a meeting is unsuitable meeting conduct.
- (2) The councillors at the meeting, other than the Chair, may, by resolution, decide whether unsuitable meeting conduct has occurred, and, if the conduct is unsuitable meeting conduct, make an order reprimanding the Chair for the conduct.

21B Dealing with suspected conduct breach referred to council by the Independent Assessor

- (1) The council must complete an investigation into the alleged conduct in accordance with council's investigation policy, including the preparation of a report about the conduct.
- (2) If the council is given an investigation report, the council must:
 - (a) make a summary of the investigation report publicly available in accordance with section 150AFA of the *Local Government Act 2009*;
 - (b) consider the investigation report; and
 - (c) decide whether the councillor has engaged in a conduct breach, unless this decision has been delegated to an appropriate delegate.
- (3) When dealing with an instance of a suspected conduct breach which has been referred to council by the Independent Assessor:
 - (a) the council may decide not to start, or to discontinue, an investigation about a councillor's conduct after receiving a referral notice from the Independent Assessor if:
 - (i) the complainant withdraws the complaint or consents to the investigation not being started or to the discontinuation of it;
 - (ii) the complainant does not comply with a request from the council for further information; or
 - (iii) there is insufficient information to investigate the conduct.
 - (b) the council must discontinue an investigation if the office of the

councillor is vacated during the investigation.

- (c) if the council discontinues an investigation under subsection (3)(a) or (3)(b), then it must not make a decision under section 150AG of the *Local Government Act 2009*.
 - (d) the council must deal with a suspected conduct breach in an open meeting of council. However, where the matter may directly affect the health and safety of the complainant due to the nature of the complaint, the council may resolve to go into closed meeting under section 242J(3)(f) of the *City of Brisbane Regulation 2012* to discuss the allegation. No resolution for a decision can be made in closed meeting.
 - (e) the subject councillor has a declarable conflict of interest in the matter but may remain in the meeting (unless council decides otherwise), during the debate about whether the councillor engaged in a conduct breach and answer questions put to the subject councillor through the Chair to assist other councillors in making a decision. The permission to remain in the meeting for the debate is on the condition that the subject councillor 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.
 - (f) 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 in section 14. If the complainant councillor who has a conflict of interest wishes to remain in the meeting during the debate and vote on the matter, the other councillors must decide how to deal with the conflict of interest under section 14. The complainant councillor can be ordered to leave the meeting place or conditions may be applied to allow the councillor to participate in either the debate, the vote or the decision on any disciplinary action to be applied.
- (4) The subject councillor, and where relevant, the complainant councillor must be invited back into the place where the meeting is being held once a decision has been made, and the Chair must advise them of the decision made by council and if relevant any orders they have made.
- (5) The council must make the investigation report publicly available in accordance with section 150AGA of the *Local Government Act 2009* the earlier of:
- (a) when the minutes are made publicly available; or
 - (b) before 5pm on the tenth day after the meeting at which the decision is made.

22 Acts of disorder by a member of the public

- (1) A member of the public must not interrupt or obstruct the proper conduct of a meeting of council.
- (2) If a member of the public interrupts or obstructs the proper conduct of a meeting of council, the Chair may direct that person to withdraw from the meeting place.
- (3) A person directed to withdraw from a meeting place under subsection (2) must immediately withdraw from the place and must remain away until the end of the meeting or for a lesser period fixed by the Chair.
- (4) If a person contravenes subsection (3), a Chair's representative may, at the request of the Chair, direct the person to leave and to keep away from the meeting place.
- (5) Either the Chair or the Chair's representative may ask officers from the Queensland Police Service to assist if a person obstructs the Chair or Chair's representative by failing to comply with a direction to leave a meeting place made under this section.

Division 7 Record of meetings

23 Minutes of meetings

- (1) Minutes of a meeting of the council must include:
 - (a) the names of the councillors present at the meeting; and
 - (b) if a division is called, the names of all councillors voting and how they voted; and
 - (c) each relevant report for the meeting, other than to the extent the relevant report contains information that is confidential to council; and
 - (d) all decisions made in relation to unsuitable meeting conduct in accordance with section 21 and 21A and a conduct breach in accordance with section 21B; and
 - (e) all relevant details required under section 177X of the *City of Brisbane Act 2010* in relation to how prescribed or declarable conflicts of interests by councillors were dealt with in the council meeting.
- (2) Minutes of a meeting may include other material necessary for proper understanding of the proceedings of the meeting.
- (3) Minutes of a meeting of council may be edited by the chief executive officer in accordance with council policy.

24 Recording of meetings

- (1) The council will direct that an audio or video recording of a meeting of the council be made.
- (2) An audio or video recording made under this section may only be used

for purposes specified in section 24C.

24A Attendance book

- (1) The councillors physically present at each meeting of the council shall sign their names in a book to be kept for that purpose.
- (2) In the case of the budget meeting or a meeting that is adjourned to a following day, councillors shall sign their names in the book every day that they attend the chamber for that purpose.
- (3) The attendance book for council meetings is available for perusal upon giving reasonable notice to the Chair.

24B Presence of councillors

A councillor shall not be said to be present at any meeting of council unless the councillor is within the bars of the chamber or is participating by electronic means in accordance with section 7A.

24C Audio or video recording of council meetings

- (1) An audio or video recording of council meetings will be made by council officers on the following conditions—
 - (a) request for copies only as authorised by the Chair and the chief executive officer;
 - (b) a permanent copy of the recordings will be retained by the chief executive officer; and
 - (c) a copy of each recording will be made available on the council website.
- (2) Council meetings shall not be recorded by any device whatsoever, unless pursuant to this section or to section 24.
- (3) Accredited media may record council meetings provided that the recording is made strictly in accordance with the guidelines for the recording of meetings of the council issued by the Chair from time to time.
- (4) The Chair may revoke any accreditation if—
 - (a) subsection (3) is contravened; or
 - (b) the accredited media behaves in a manner that the Chair considers gives good cause to revoke it.
- (5) The revocation may be made orally and will take effect at the time stated by the Chair.
- (6) For the purpose of this section, “accredited media” means the proprietor of any newspaper, magazine, radio or television station or other media outlet who registers for accreditation with the Chair and includes any employee or representative of that proprietor sent to cover any council meeting.
- (7) Audio or video must:

- (a) only be used for the purposes of fair and accurate reports of proceedings and must not in any circumstances be used for:
 - (i) political advertising, election campaigning or any advertising campaign that would normally require at law a broadcaster to announce who has authorised the material;
 - (ii) satire or ridicule;
 - (iii) commercial sponsorship or commercial advertising;
- (b) be placed in context so as to avoid any misrepresentation.

Part 2 Standing Rules

Division 1 Post-election meetings

25 Agenda—Post-election meetings

- (1) At the post-election meeting the agenda shall be:
 - (a) tabling of the declaration of the polls and the names of the elected councillors; and
 - (b) the making of declarations of office; and
 - (c) apologies; and
 - (d) election of Chair, deputy Chair, and deputy mayor; and
 - (e) address by the lord mayor; and
 - (f) address by the leader of the opposition, excepting in the case where the lord mayor is not the majority leader, when the majority leader shall make the address; and
 - (g) fixing of the day and time for the first ordinary council meeting; and
 - (h) naming council standing committees, assigning their responsibilities and fixing the date and time of their first meetings; and
 - (i) appointment of Civic Cabinet Chairs of standing committees, members of standing committees and determination of the membership tenure of the standing committees; and
 - (j) such other business as the lord mayor may direct.
- (2) The chief executive officer is to conduct the post-election meeting until such time as a Chair is appointed.

26 Elections of Chair, deputy Chair and deputy mayor

- (1) The chief executive officer will call for nominations for the position of Chair.
- (2) If only one person is nominated to this position, then the person is elected unopposed.
- (3) If more than one person is nominated to this position, then the councillors shall vote by voices on this position.

- (4) Any 2 councillors may call for a division on the vote for this position, and the provisions of section 43, with necessary adaptations, shall apply.
- (5) Counting of the vote will be by the chief executive officer, whose count shall be final.
- (6) Where equal votes are cast for the candidates for Chair, the lord mayor will have the determining vote.
- (7) The Chair will then take the chair and preside over the balance of the meeting.
- (8) The Chair shall then call for nominations for the positions of deputy Chair and deputy mayor.
- (9) If only one person is nominated to each position, then the person is elected unopposed.
- (10) If more than one person is nominated to any of the positions, then the councillors shall vote by voices on those positions.
- (11) Any 2 councillors may call for a division on the vote for this position, and the provisions of section 43, with necessary adaptations, shall apply.
- (12) Counting of the vote will be by the Chair, whose count shall be final.
- (13) Where equal votes are cast for the candidates for any position, the Chair will have the determining vote.

Division 2 Business of the council

27 Commencement of business

A meeting commences when the Chair declares the meeting open.

28 Agenda for ordinary and extraordinary meetings

- (1) The agenda at an ordinary meeting or extraordinary meeting (that is not a special meeting) shall be:
 - (a) opening of meeting; and
 - (b) leave of absence; and
 - (c) motions of condolence or special appreciation; and
 - (d) confirmation of minutes of previous meeting; and
 - (e) business arising out of minutes of the previous meeting; and
 - (f) addresses by members of the public; and
 - (g) question time; and
 - (h) reception and consideration of committee reports; and
 - (i) presentation of petitions; and
 - (j) general business; and
 - (k) consideration of notified motions.
- (2) The agenda may be amended by motion.

- (3) This motion may be moved without notice.

29 Agenda for special meetings

The agenda for a special meeting will be set out in the notice of that meeting.

Division 3 Attendance

30 Quorum

- (1) The quorum for a meeting of council shall be a majority of councillors.
- (2) The Chair is to be counted in the calculation of the quorum.
- (3) A majority of councillors is assessed as follows—
 - (a) if member numbers are an even number, half of that number; or
 - (b) if the members are an odd number, then half of the next highest number.

31 Lack of quorum

- (1) If a quorum is not present 15 minutes after any council meeting is due to commence, the meeting shall not take place.
- (2) If the meeting referred to in subsection (1) is an ordinary meeting, the meeting shall stand adjourned until the next ordinary meeting of council.
- (3) If the meeting referred to in subsection (1) is a special meeting or an extraordinary meeting, the meeting shall stand adjourned until the chief executive officer fixes the date and time of the next special meeting or extraordinary meeting.

32 Lapse of a quorum

- (1) If the Chair becomes aware during a meeting that a quorum is no longer present, then the Chair shall direct that the divisional bells be rung for no longer than 5 minutes.
- (2) If a quorum is still not present after the divisional bells have ceased ringing, the meeting shall not proceed.
- (3) If the meeting referred to in subsection (2) is an ordinary meeting, the meeting shall stand adjourned until the next ordinary meeting of council.
- (4) If the meeting referred to in subsection (2) is a special meeting or an extraordinary meeting, the meeting shall stand adjourned until the chief executive officer fixes the date and time of the next special meeting or extraordinary meeting.
- (5) When the conduct of a meeting is interrupted by reason of the loss of a quorum, the business of the resumed meeting shall commence at the point in the meeting agenda at which the interruption occurred.

Division 4 Public Participants

32A Public address at meetings

- (1) Any public address made in council meetings is on the basis that—

- (a) written application is to be made for permission to address the council; and
- (b) each individual address shall occupy no more than 5 minutes; and
- (c) a microphone will be provided; and
- (d) the address will be recorded; and
- (e) no debate or interjections or points of order will be permitted during any public address or any response to such public address, but the lord mayor or relevant Civic Cabinet Chair may respond on the day if appropriate; and
- (f) if a written response is necessary, it will be forwarded as soon as convenient.

Division 5 Questions

33 Question time

- (1) During the part of the meeting set aside for question time, questions may be put to the—
 - (a) lord mayor; or
 - (b) a Civic Cabinet Chair of any of council's committees; relating to matters within their jurisdiction.
- (2) The time allowed for questions without notice asked at a meeting shall not exceed 45 minutes.
- (3) The Chair must allocate questions alternatively first to majority councillors and then to minority councillors.
- (4) Questions allocated to minority councillors will be allocated pro rata.
- (5) If no further questions are forthcoming from majority councillors, questions may be asked for the unused portion of the allocated time by the minority councillors and vice versa.
- (6) Questions shall be—
 - (a) confined to 1 issue; and
 - (b) asked as succinctly as possible; and
 - (c) asked without argument or discussion; and
 - (d) asked in less than 2 minutes.
- (7) If a question is too long or of a complicated nature, the Chair may direct the person asking the question to submit the question in writing prior to the end of that meeting.
- (8) In answering a question the following general rules shall apply—
 - (a) neither the lord mayor nor a Civic Cabinet Chair shall debate the subject of the question; and
 - (b) the answer will be relevant and succinct; and

- (c) no answer will occupy more than 5 minutes; and
 - (d) neither the lord mayor or the relevant Civic Cabinet Chair will be obliged to answer a question where to do so would disclose one of the matters referred to in section 37(1).
- (9) If an answer is too long or of a complicated nature, the Chair may direct the person answering the question to submit the answer in writing for inclusion in the official minutes of that meeting.
- (10) If the lord mayor or a Civic Cabinet Chair is asked a question without notice, the lord mayor or Civic Cabinet Chair may elect to provide the answer either verbally or in writing before the commencement of question time at the next ordinary council meeting.
- (11) If in the circumstances of subsection (10) above, a question cannot be answered immediately, then a response must be provided at the next ordinary council meeting.
- (12) In exceptional circumstances in relation to the requirement in subsection (11), the Chair may extend the period for reply.

34 Questions on notice

- (1) Questions on notice shall be provided in writing to the chief executive officer at least 2 clear business days prior to a meeting.
- (2) Questions on notice will be allocated to the relevant Civic Cabinet Chair to answer.
- (3) Questions on notice will be formally incorporated into the agenda and minutes of a council meeting.
- (4) Answers are to be incorporated into the agenda of the next meeting of council.
- (5) Any information provided in an answer to a question on notice need only contain information that was current at the time of the lodgement of the question on notice.
- (6) Once a question on notice has been answered, there can be no further obligation on the answerer of that question to revisit or provide additional information relevant to that question.
- (7) Nothing in subsections (5) or (6) prevents a councillor from seeking that additional information by way of a fresh question on notice.

Division 6 Consideration of standing committee reports

35 Committee reports

- (1) When an Establishment and Coordination Committee Report is presented, a motion for the adoption of the report shall be moved by the lord mayor, or in the absence of the lord mayor, by any member of the Establishment and Coordination Committee.
- (2) The lord mayor (or in the absence of the lord mayor, deputy mayor) may speak to any relevant matters after the adoption motion has been moved

for no more than 10 minutes unless the council otherwise resolves.

- (3) When a committee report (other than the Establishment and Coordination Committee Report) is presented, a motion for the adoption of the report shall be moved by the Civic Cabinet Chair or other member of the respective committee as nominated by the Civic Cabinet Chair.
- (4) The mover of the motion referred to in subsection (3) may speak to matters within the responsibilities of that committee after the adoption motion has been moved.
- (5) When the lord mayor is not the leader of the majority councillors, the leader of the majority councillors may speak to matters within the responsibilities of the Establishment and Co-ordination Committee—
 - (a) after the lord mayor has spoken to the report of the Establishment and Coordination Committee; and
 - (b) only during debate on a report of the Establishment and Coordination Committee; and
 - (c) for a period of no more than 10 minutes unless the council otherwise resolves.
- (5A) When the lord mayor is the leader of the majority councillors, the leader of the opposition may speak to matters within the Establishment and Co-ordination Committee report—
 - (a) after the lord mayor has spoken to the report of the Establishment and Coordination Committee; and
 - (b) only during debate on a report of the Establishment and Coordination Committee; and
 - (c) for a period of no more than 10 minutes unless the council otherwise resolves.
- (6) The Chair shall then call for debate on the motion to adopt the report.
- (7) During debate on the motion, the Chair may rule out of order any aspects of the debate which do not relate to the specific subject matter under debate and may direct that the issue may be raised during general business.
- (8) Any councillor may move that a clause of the report be withdrawn.
- (9) A councillor requesting withdrawal pursuant to subsection (8) shall provide a reason for the withdrawal.
- (10) Debate on the motion to adopt the report shall be suspended whilst the motion to withdraw is debated.
- (11) Once the motion to withdraw has been decided, debate on the motion to adopt the report with or without the relevant clause shall recommence.
- (12) At the conclusion of debate, a motion to adopt the report shall be put to the vote.
- (13) A period of 3 hours shall be allowed for debate on all committee reports.

- (14) On the expiration of the period allowed for debate of all committee reports, unless council resolves otherwise, the Chair shall put a motion to the meeting for the adoption of the following without further debate:
- (a) every committee report not yet debated; and
 - (b) every committee report debated but not yet voted upon; and
 - (c) every committee report partially debated and voted upon.

Division 7 Motions

36 Notice of motion

- (1) A notice of motion can only be submitted by a Minority Councillor.
- (2) The Chair may call the notices of motion in the order in which they appear on the agenda. However, the Chair must allocate motions to the Minority Councillors on a pro-rata basis.
- (3) A motion on the agenda may only be removed by a separate motion approved by the meeting.
- (4) When a motion referred to in subsection (1) has been moved and seconded, it shall become subject to the control of council and shall not be withdrawn without a separate motion approved by the meeting.

37 Motions and matters to be rejected

- (1) Whenever the Chair decides that any motion, or other matter before the meeting is one of the following—
 - (a) possibly defamatory;
 - (b) likely to prejudice the outcome of a current or proposed investigation process into that matter;
 - (c) required to be kept confidential;
 - (d) subject to legal professional privilege;
 - (e) subject to existing legal impediment;it shall be ruled out of order.
- (2) The mere fact a document is marked “confidential” does not mean that it is automatically ruled out of order pursuant to subsection (1)(c).
- (3) It shall be the duty of the Chair to determine whether a document marked “confidential” contains any matter which falls within the definition of “confidential” contained in Schedule 1.
- (4) A motion, other than an amendment to the substantive motion or procedural motion, shall be ruled out of order if proposed during the course of the debate on a substantive motion.

38 Absence of mover of motion

- (1) Where a councillor who has given notice of a motion is absent from

the meeting of the council or declines to move the motion at that meeting, the motion may be—

- (a) moved by another councillor at the meeting; or
 - (b) deferred by the Chair to the next meeting.
- (2) If no action is taken under subsection (1), the motion lapses and is of no further force or effect.

39 Motion to be seconded

Unless otherwise stated, a motion or an amendment to a motion shall not be debated at a meeting of the council until the motion or the amendment is seconded.

40 Amendment of motion

- (1) An amendment to a motion—
- (a) shall be in terms which retain the identity of the original motion; and
 - (b) where practicable, should be in writing; and
 - (c) must be in writing if the amendment is complex or lengthy.
- (2) Where an amendment to a motion is before a meeting of council, no other amendment to the motion shall be considered until after the first amendment has been debated and voted upon.
- (3) The Chair may permit a councillor to foreshadow a further amendment before or during the debate.
- (4) If an amendment has been carried, the motion as amended shall become itself the motion before the council.
- (5) If an amendment to a motion is defeated, any further motion to amend will be ruled out of order if that motion is the same or substantially the same as the defeated amendment motion.
- (6) Where a motion is amended by another motion or motions, the original motion shall not again be put.
- (7) The mover or seconder of the original motion or an amendment motion shall be at liberty to propose or second further amendments.
- (8) Subsection (1) shall not apply to any motion to amend the budget under section 74.

41 Speaking to original motions and amendment motions

- (1) A councillor may, through the Chair, request further information before or immediately after the motion or amendment is seconded.
- (2) Following the seconding of an original or an amendment motion, the mover of that motion or amendment shall have the option of speaking first to that motion or amendment.
- (3) The mover of the original motion shall have the right of reply to the original motion, only where another councillor has debated the motion.

- (4) The mover of any amendment motion shall have the right of reply to that amendment motion for a period of no more than 5 minutes.
- (5) Each councillor shall speak not more than once to the same motion except as a right of reply.
- (6) There shall be no right of reply by the mover of the original motion if the motion is amended.
- (7) If a councillor speaks on a motion and then moves an amendment to that motion during that speech, and that amendment motion is lost, that councillor may no longer speak in the debate on the original motion.
- (8) Where 2 or more councillors signify, at the same time, that they wish to speak on a motion, the Chair shall determine who is entitled to priority.
- (9) The Chair must as far as possible allocate speaking time on any motion first to majority councillors and then pro rata to minority councillors.
- (10) During any speech in a debate, (but not while the Chair is speaking) any councillor may request the Chair for permission to ask the speaking councillor a question by way of a point of order.
- (11) If the Chair receives a request under subsection (10)-
 - (a) the Chair may refuse that permission; or
 - (b) the Chair may ask the speaking councillor if they wish to take the question.
- (12) The speaking councillor may elect to-
 - (a) answer the question; or
 - (b) refuse to answer the question.
- (13) A period of 1 hour shall be allowed for debate on all notified motions, unless council resolves otherwise.
- (14) On the expiration of the period for the debate of all notified motions:
 - (a) the Chair shall put the current motion, or the current amended motion (if applicable) to the meeting for the adoption of the motion (or amended motion) without any further debate; and
 - (b) any notified motions not voted upon (whether or not they have been debated) will subject to subsection 15 be moved to the agenda of the following council meeting.
- (15) Notices of motion appearing on the agenda of a council meeting shall be deleted after the expiration of 30 calendar days from the day on which the notice was lodged.

42 Procedural motions

- (1) No councillor may move a procedural motion while the Chair is speaking.
- (2) A councillor may, during the debate on a matter at a council meeting, move any of the following procedural motions—

- (a) "that the motion be now put"—
 - (i) this motion may be moved at the conclusion of a speech by a councillor and it shall be put by the Chair without debate if the Chair is of the opinion that the matter has been sufficiently debated;
 - (ii) where this motion is carried, the mover of the motion has the right of reply for a period not exceeding 5 minutes;
 - (iii) the Chair shall then put the question under consideration;
 - (iv) where such motion is lost, debate on the motion shall continue, and the Chair shall not accept a similar motion until the expiration of 20 minutes after the time the motion was lost;
- (b) "that the debate on the motion (and amendment, if applicable) now before the meeting be adjourned"—
 - (i) the motion shall specify a time or date to which the debate shall be adjourned;
 - (ii) a motion shall not adjourn debate on the subject of a motion or amendment for a period of more than 2 months after the date of that initial motion;
 - (iii) council may, by resolution, extend that period;
- (c) "that the motion lie on the table"—
 - (i) this motion may be moved at the conclusion of a speech on the matter by a councillor;
 - (ii) if the motion is carried, the debate is deferred, and the meeting proceeds;
 - (iii) if the motion is lost, the debate continues and the motion "that the motion lie on the table" cannot again be moved in respect to that substantive motion;
 - (iv) if the motion is moved and carried whilst an amendment motion is before the Chair, both the substantive motion and the amendment motion lie on the table;
- (d) "that the motion be taken off the table"—
 - (i) if this motion is passed, debate of the original matter resumes at the point where it was resolved that it lie on the table;
 - (ii) persons who have already spoken, other than the mover in reply to earlier speakers on the motion, have no further right to speak;
- (e) a "motion of dissent" against a ruling on a point of order—
 - (i) a councillor may move a "motion of dissent" in relation to a ruling of the Chair on a point of order;

- (ii) where such motion is moved, further consideration of any matter shall be suspended until after the motion is resolved;
- (iii) where a motion of dissent is carried, the matter about which the ruling of the Chair was made shall proceed as though that ruling had not been made;
- (iv) where as a result of that ruling the matter was discharged as out of order, it shall be restored to the agenda and be dealt with in the normal course of business;
- (f) "that the meeting adjourn for a specified period";
- (g) "that the Chair leave the chair"—
 - (i) this motion may be moved by a councillor at any time;
 - (ii) the Chair is obliged to accept the motion;
 - (iii) if the motion is passed, then the Chair must leave the chair for the remainder of the meeting;
 - (iv) if such motion is lost, no further motion on this topic shall occur during the course of the meeting;
 - (v) a Chair may be removed permanently from the chair at any time by notice of motion;
- (h) "withdrawal"—
 - (i) a motion or amendment may be withdrawn by the councillor who moved that motion or amendment;
 - (ii) the councillor requesting the withdrawal shall provide a reason for the withdrawal;
- (i) "that a councillor be granted leave of absence";
- (j) "that the meeting now be closed";
- (k) "that the meeting now be open";
- (l) "that the Standing Rules be suspended to allow for a motion without notice about a matter that is not listed on the agenda".

43 Method of taking vote

- (1) Prior to a motion being put to a vote, any councillor may request that the motion under discussion be read or stated.
- (2) Council shall vote by voices as directed by the Chair.
- (3) The Chair shall, in taking the vote on a motion, put the motion first in the affirmative and then in the negative and may do so as often as necessary to form an opinion as to whether the affirmative or the negative has the majority.
- (4) The Chair is entitled to vote.
- (5) Should the result of the count of the voting be that there are equal numbers of affirmative votes as there are negative votes, then the vote

is deemed to have been decided in the negative.

- (6) Unless specified elsewhere in these Standing Rules, a vote on a motion shall be passed by a majority of those councillors present and voting.
- (7) The following provisions relate to divisions—
 - (a) any 2 councillors may call for a division on a motion or amendment motion;
 - (b) once a division is taken, the divisional bells will be rung for a period of no longer than 2 minutes;
 - (c) at the expiration of 2 minutes access to the chamber shall be barred and no councillor will be permitted entry until after the voting has been taken on the division;
 - (d) if a division is taken, the names of the councillors voting in the affirmative and those voting in the negative and those abstaining shall be recorded into the minutes of the meeting.
- (8) The Chair shall put to the meeting all motions on which a vote must be taken.
- (9) The Chair shall declare the decision.

44 Seriatim

- (1) When a motion consists of more than one statement, action, or concept, such statements, actions, or concepts shall be put seriatim if any councillor so requests.
- (2) If it is intended to debate a motion seriatim, then the request must be made immediately after the motion has been put and seconded.
- (3) If it is intended only to vote on a motion seriatim, then the request must be made prior to the mover of the motion exercising a right of reply.
- (4) The Chair's decision on whether a motion is capable of being put seriatim is final.

45 Rescinding or altering resolutions

- (1) No resolution shall be rescinded or altered except—
 - (a) upon a notice of motion given in writing at the ordinary meeting of council preceding the one where it is intended to discuss the issue of rescission or alteration; or
 - (b) subsequent to the approval of a statutory or standing committee report which recommends that the motion be rescinded or altered.
- (2) No notice of motion proposed under subsection (1)(a) to rescind or alter any resolution passed during the previous 6 months shall be considered unless such notice of motion is supported by 6 councillors.
- (3) If the notice of motion is defeated, then it will not be possible for any councillor to propose a motion with similar effect within a 3 month period from date of defeat.

Division 8 Petitions, general business

46 Petitions

- (1) Any petition presented to council will comply with council policy.
- (2) A petition may be presented to a meeting of the council by a councillor who shall state the nature of the petition.
- (3) Where a councillor presents a petition to a meeting of council, no debate in relation to it shall be allowed.
- (4) At the conclusion of the presentation of petitions, the only motions which may be moved are that—
 - (a) the petitions be received and referred to a committee for consideration and a report to the council; or
 - (b) in dealing with the petitions seriatim, nominated petitions be received and the remainder not be received.

47 General business

- (1) At the commencement of general business, the Chair will call for councillors to make any statements required of them as a result of a decision of the Office of Independent Assessor or the Councillor Ethics Committee.
- (2) The councillor may make the required statement but must not debate the issue the subject of the order.
- (3) Where notice of motion has not been given in accordance with this local law, that motion may be considered during general business provided that a motion to suspend the Standing Rules under section 12 to allow the motion to proceed has been passed.
- (4) Any matters directed by the Chair under section 35(7) to be discussed as part of general business may now be considered.
- (5) Apart from moving a motion in accordance with subsection (3) above, the time allocated for general business permits councillors to speak only once for a maximum period of 5 minutes during general business on any topics, which must be defined prior to speaking.
- (6) No extensions to the period of 5 minutes allowed for a speech on a defined topic will be permitted.
- (7) The Chair must allocate speaking time alternatively first to majority councillors and then to minority councillors.
- (8) Speaking time allocated to minority councillors will be allocated pro rata.
- (9) Any opportunities to speak not exercised by majority councillors are able to be used by minority councillors and vice versa.
- (10) The Chair may direct a councillor to cease speaking if the councillor's speech is no longer relevant to the defined topic.

Division 9 Special provisions

48 Time limits

- (1) A councillor shall speak for no more than 5 minutes unless the council otherwise resolves.
- (2) Subsection (1) does not apply if—
 - (a) a different time limit is specified in these Standing Rules;
 - (b) a councillor is delivering their maiden speech or valedictory speech in which case the councillor may speak for 10 minutes.

Division 10 Adjournment

49 Intentionally deleted

Division 11 Procedures for good order

50 Digression

- (1) Councillors shall confine their remarks at all times to the matters immediately under consideration.
- (2) Subsection (1) does not apply to those matters specifically allowed for under sections 33 and 35 of these Standing Rules.

51 Precedence of Chair

- (1) When the Chair speaks during the progress of a debate, any councillor then speaking or offering to speak shall immediately be seated.
- (2) Every councillor present shall preserve strict silence, so that the Chair may be heard without interruption.

52 Personal explanation

- (1) A councillor may, with the permission of the Chair, make a personal explanation in relation to some material part of the councillor's former speech made during the course of the current meeting which the councillor considers may have been misunderstood or misrepresented.
- (2) A councillor wanting to make such personal explanation of matters referred to by any councillor who is speaking shall be entitled to be heard immediately if the councillor then speaking consents.
- (3) If the councillor who is speaking declines, the explanation may be offered at the conclusion of the speech.
- (4) Any councillor making a personal explanation shall speak briefly and to the point.

53 Points of order—how raised by councillors

- (1) Except during any public address or a response to such public address by the lord mayor or relevant Civic Cabinet Chair, a councillor who—
 - (a) considers that the Chair or a councillor has breached the requirements of any Act, council policy or this local law;

- (b) considers that the Chair has engaged in unsuitable meeting conduct;
 - (c) considers that a councillor has engaged in unsuitable meeting conduct;
 - (d) desires a ruling by the Chair in relation to a matter upon which the Chair is required or entitled to make a ruling under any Act, this local law or Standing Rules;
 - (e) raises a matter related to a conflict of interest under sections 13, 14 and 15;
 - (f) seeks a question of another councillor under section 41(10);
 - (g) wishes to move a procedural motion under section 42;
 - (h) wishes to suspend the Standing Rules to move a motion under section 12;
 - (i) wishes to call for a division under section 43(7); or
 - (j) wishes to provide a personal explanation under section 52,
- may, subject to subsection (2), only raise one of the above proper points of order at any time during the meeting, by directing the attention of the Chair to it by stating the matter complained of ("point of order") and except for subsection (1)(b), requesting a ruling thereon by the Chair.
- (2) If the Chair is speaking, a councillor who wishes to raise a point of order shall wait until the Chair has finished speaking.
 - (3) If a point of order raised under subsection (1) is accepted by the Chair, then—
 - (a) any councillor who was speaking at the time shall immediately cease speaking; and
 - (b) any councillor who was speaking at the time and the councillor who raised the point of order shall be seated.
 - (4) Only 1 point of order shall be placed by a councillor before the meeting at any one time.
 - (5) No debate is to occur on a point of order.
 - (6) Once a point of order is properly disposed of, a further point of order may be raised, provided it is not the same or a repetition of a point of order already disposed of earlier in the meeting (an "improperly raised point of order").
 - (7) Once the point or points of order have been disposed of, the Chair shall determine how the meeting shall be resumed.
 - (8) It is not a valid point of order for a councillor to object to an answer merely because that answer is not to that councillor's satisfaction.
 - (9) If the Chair forms the view that a councillor is obstructing the meeting by making excessive points of order during another councillor's speech,

then the Chair may rule that no further points of order be made by the offending councillor during the remainder of the other councillor's speech.

54 Points of order—how dealt with

- (1) The Chair shall immediately deal with a request in respect to a point of order properly raised by a councillor under section 53 as soon as possible.
- (1A) Where a councillor raises a point of order in relation to section 53(1)(b), then the councillors at the meeting may consider the point of order in accordance with section 21A.
- (2) The Chair shall not be obliged to deal with an improperly raised point of order.
- (3) If a councillor called to order seeks permission to explain, retract or apologise, the Chair may grant or refuse such a request.
- (4) Where an explanation, retraction or apology has been made, the Chair shall rule on whether such explanation, retraction or apology is sufficient.

55 Conduct during council meetings

- (1) Unless unable to do so due to a physical disability, councillors must stand and address the Chair while—
 - (a) moving any motion or amendment; or
 - (b) seconding any motion or amendment; or
 - (c) taking part in any discussion, placing or replying to any point, or addressing the council for any other purpose.
- (2) Councillors shall refer to each other during a council meeting by their respective titles, "lord mayor", "mister Chair", "madam Chair" or "councillor", and in speaking of or addressing officers shall designate them by their respective official or divisional title.
- (3) Despite subsection (2), if councillors wish to compliment a council officer, they may refer to that council officer by name.
- (4) Councillors shall remain seated and silent while—
 - (a) a petition is being read; and
 - (b) the first speech of a new councillor is made; and
 - (c) a vote is being taken, except—
 - (i) when requesting a division; or
 - (ii) whilst actually voting by voice.
- (5) No councillor who is speaking shall be interrupted except as provided for by these Standing Rules.
- (6) Electronic devices shall be turned off or operated in silent mode in the chamber and in the public gallery.

- (7) Computer notebooks or similar devices may be used in the chamber unless the Chair prohibits them to be used in the chamber.

Chapter 3 Committee meetings of the council

Part 1 Committees

Division 1 Establishment and Coordination Committee

56 Establishment and Coordination Committee

- (1) Under section 24 of the *City of Brisbane Act 2010*, the Establishment and Coordination Committee is a statutory committee.
- (2) The Establishment and Coordination Committee is also a standing committee.
- (3) The Establishment and Coordination Committee membership and chair are as set out in section 24 of the *City of Brisbane Act 2010*.
- (4) Where a member of the Establishment and Coordination Committee, other than the lord mayor, is absent or unavailable to attend an Establishment and Coordination Committee meeting:
 - (a) the deputy Civic Cabinet Chair of the relevant standing committee may attend;
 - (b) if the deputy Civic Cabinet Chair is also absent or unavailable to attend, then the councillors present at the Establishment and Coordination Committee meeting may nominate another councillor of that standing committee to attend,and that person will have all the powers of the Civic Cabinet Chair as a member of the Establishment and Coordination Committee.
- (5) Each committee member has 1 vote.
- (6) All decisions are made by a majority of members.
- (7) The person presiding has a second or casting vote in the event of a tied vote.
- (8) The Establishment and Coordination Committee becomes officially constituted at the post-election meeting of the council and remains so constituted until the conclusion of the next quadrennial elections.
- (9) Establishment and Coordination Committee meetings are not open to the public.

Division 2 Other standing committees

56A Other standing committees

- (1) The council may by resolution at any time create additional standing committees as committees of the council.
- (2) The membership of any standing committee consists of –

- (a) the lord mayor;
 - (b) a Civic Cabinet Chair and deputy Civic Cabinet Chair as appointed by council resolution;
 - (c) not less than 4 or more than 7 additional councillors as appointed by council resolution.
- (3) All decisions are made by a majority of members.
- (4) The person presiding has a second or casting vote in the event of a tied vote.
- (5) A standing committee becomes constituted upon the appointment of all members of the committee and remains so constituted until the conclusion of the next quadrennial elections.
- (6) Subject to section 56(9) of this local law and section 242J of the *City of Brisbane Regulation 2012*, standing committee meetings are open to the public in accordance with the requirements of section 75.

Division 3 Time of committee meetings

56B Times and places of ordinary committee meetings

- (1) The council or a committee may, by resolution, fix dates, times and places for committee meetings.
- (2) If there is no resolution fixing the date, time and place for a committee meeting, the chief executive officer may fix the date, time and place for the meeting.
- (3) Before the chief executive officer fixes the date, time and place for a committee meeting, the chief executive officer must, if practicable, consult with the relevant Civic Cabinet Chair.

56C Special or extraordinary committee meetings

- (1) The chief executive officer must fix the date, time and place of any extraordinary committee meeting or any special committee meeting upon—
 - (a) notification of a resolution requiring that meeting; or
 - (b) receipt of a request to hold that meeting as set out in subsection (2).
- (2) A request for an extraordinary committee meeting or a special committee meeting will comply with the following conditions—
 - (a) it must be in writing; and
 - (b) it must be signed by the Civic Cabinet Chair or 3 or more members of the committee; and
 - (c) it must be lodged with the chief executive officer; and
 - (d) it must specify the business of the meeting in the case of a special meeting; and
 - (e) it must propose a date, time and place for the holding of the meeting.

- (3) The chief executive officer may set a date other than that proposed under subsection (2) in consultation with the relevant Civic Cabinet Chair.

56D Notice of meetings

In cases where the chief executive officer has fixed the date, time and place for an ordinary committee meeting, extraordinary committee meeting or a special committee meeting, then the chief executive officer shall give notice as follows—

- (a) in writing; and
- (b) at least 2 clear business days prior to the date of the meeting; and
- (c) directed to the lord mayor and each councillor appointed to that committee.

56E Agenda for meetings

An agenda listing the items to be discussed at the meeting must be made available to all councillors at least 2 days before the day of the meeting, unless it is impracticable to give the notice before that time.

Division 4 Conduct of committee meetings

56F Civic Cabinet Chair

- (1) The relevant Civic Cabinet Chair must preside at a meeting of a council committee.
- (2) If the Civic Cabinet Chair is absent or unavailable to preside, the deputy Civic Cabinet Chair must preside.
- (3) If both the Civic Cabinet Chair and the deputy Civic Cabinet Chair are absent or unavailable to preside, the councillors present at the committee meeting may elect a councillor to preside at the committee meeting and that elected councillor will have all the powers of the Civic Cabinet Chair.
- (4) If the lord mayor for any reason is absent or unavailable to attend a committee meeting, the lord mayor may nominate any councillor who is not already a member of that standing committee to attend at that committee meeting and the councillor will have all the powers of the lord mayor as a member of that committee in place of the lord mayor.

56G Digression

Councillors must confine their remarks at all times to the matters immediately under consideration.

56H Precedence of Civic Cabinet Chair

- (1) When the Civic Cabinet Chair speaks during the progress of the meeting, any councillor then speaking or offering to speak shall immediately cease.
- (2) Every councillor present shall preserve strict silence, so that the Civic Cabinet Chair may be heard without interruption.

56I Procedure at committee meetings

- (1) The procedure of a committee for dealing with business must be in accordance with—
 - (a) the agenda; or
 - (b) if there is no procedural direction governing a particular matter, the Civic Cabinet Chair's decision.
- (2) However, a committee may, by resolution, overrule a decision on a procedural question made by the Civic Cabinet Chair.

56J Electronic meeting attendance

- (1) If a councillor wishes to participate remotely at a committee meeting place during a meeting, the councillor must apply to the Civic Cabinet Chair to participate by electronic means, at least 1 business day prior to the meeting.
- (2) The Civic Cabinet Chair may allow a councillor to participate in a committee meeting by electronic means.
- (3) A councillor taking part by electronic means is taken to be present at the meeting if the councillor was simultaneously in audio contact with each other person at the meeting. The attendance of the councillor must be recorded in the minutes as present at the meeting.

Division 5 Conflicts of interest at committee meetings

56K Prescribed conflicts of interest

- (1) Councillors are ultimately responsible for informing of any prescribed conflict of interest on matters to be discussed at a committee meeting (other than ordinary business matters).
- (2) A councillor who has notified the chief executive officer in writing of a prescribed conflict of interest in a matter to be discussed in a committee meeting must also give notice during the meeting.
- (3) A councillor who first becomes aware of a prescribed conflict of interest in a matter during a committee meeting must immediately inform the Civic Cabinet Chair of the conflict of interest.
- (4) In notifying the Civic Cabinet Chair of a prescribed conflict of interest, the following details must be provided:
 - (a) if it arises because of a gift, loan or contract, the value of the gift, loan or contract;
 - (b) if it arises because of an application or submission, the subject of the application or submission;
 - (c) the name of any entity, other than the councillor, that has an interest in the matter;
 - (d) the nature of the councillor's relationship with the entity that has an interest in a matter; and

- (e) details of the councillor's and any other entity's interest in the matter.
- (5) The councillor must then leave the place of the meeting, including any area set aside for the public, and stay away while the matter is being discussed and voted on, unless the subject councillor has written notice from the Minister to participate in the matter.
- (6) Once the councillor has left the area where the meeting is being conducted, the committee can continue discussing and deciding on the matter at hand.

56L Declarable conflict of interest

- (1) Councillors are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at committee meetings that might lead to a decision that is contrary to the public interest (other than the interests prescribed under section 177L of the *City of Brisbane Act 2010* and ordinary business matters).
- (1A) A councillor may raise their personal interest in a matter at the committee meeting to canvas the view of the other councillors prior to deciding to declare a conflict of interest. If the other councillors suspect the personal interest might be a conflict of interest, the other councillors may disclose their suspicion and the processes under section 177T of the *City of Brisbane Act 2010* apply.
- (2) A councillor who has notified the chief executive officer in writing of a declarable conflict of interest in a matter to be discussed at a committee meeting must also give notice during the meeting.
- (3) A councillor who first becomes aware of a declarable conflict of interest in a matter during a committee meeting must inform the Civic Cabinet Chair of the conflict of interest.
- (4) When notifying the Civic Cabinet Chair of a declarable conflict of interest, councillors 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 sufficient detail must provide the following:
 - (a) the nature of the declarable conflict of interest;
 - (b) if it arises because of the councillor's relationship with a related party;
 - (i) the name of the related party to the councillor;
 - (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;
 - (c) if it arises because of a gift or loan from another person to the councillor or a related party;
 - (i) the name of the other person;
 - (ii) the nature of the relationship of the other person to the

- councillor or related party;
- (iii) the nature of the other person's interest in the matter; and
 - (iv) the value of the gift or loan and the date the gift or loan was made.
- (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.
 - (6) 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.
 - (7) The other councillors at the meeting must then debate and vote as to whether the councillor can participate in the decision making in relation to the matter, including voting on the matter, or whether they should not participate in the decision and leave the place of the meeting, including any area set aside for the public, while the matter is decided by the non-conflicted councillors. The non-conflicted councillors may impose conditions on the councillor.
 - (8) The councillor must comply with any decision or condition imposed by the non-conflicted councillors.
 - (9) 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 less than a quorum for the meeting consistent with the *City of Brisbane Act 2010*.
 - (10) 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 Civic Cabinet Chair to assist the non-conflicted councillors in making their decision. The subject councillor must not vote or otherwise participate in making the decision but may remain in the meeting while the vote on the matter takes place and the decision is declared by the Civic Cabinet Chair, 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.
 - (11) When deciding whether a councillor may participate in the decision making on a matter in which they have a declarable conflict of interest, the non-conflicted councillors should consider the circumstances of the matter including, but not limited to:
 - (a) how does the inclusion of the councillor in the deliberation affect the public trust;
 - (b) how close or remote is the councillor's relationship to the related party;

- (c) if the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received;
 - (d) 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;
 - (e) how does the benefit or detriment the subject councillor stands to receive compare to others in the community;
 - (f) how does this compare with similar matters that council has decided and have other councillors with the same or similar interests decided to leave the meeting; and
 - (g) whether the subject councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest.
- (12) If the non-conflicted councillors cannot decide about the declarable conflict of interest of a councillor, they are taken to have decided that the councillor must leave and stay away from the meeting while the non-conflicted councillors discuss and vote on the matter.
- (13) 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 the nature of the matter being discussed.
- (14) If the non-conflicted 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 committee meeting about the same matter.
- (15) In making the decision, it is irrelevant how the subject councillor intended to vote on the matter or any other matter (if known or suspected).
- (16) A councillor does not contravene this section if the councillor participates in a decision under written approval from the Minister.

56M Reporting a suspected conflict of interest

- (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 must immediately inform the Civic Cabinet Chair of their belief or suspicion, and the facts and circumstances that led to their belief or suspicion.
- (2) The Civic Cabinet Chair 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 requirements in section 56K or 56L.
- (3) If the councillor believes they do not have a conflict of interest, they must

inform the Civic Cabinet Chair of that belief and their reasons for that belief.

- (4) The non-conflicted councillors must then vote 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 non-conflicted councillors decide the councillor has a conflict of interest, the councillor must follow the relevant requirements in section 56K or 56L. If a councillor with a declarable conflict of interest wants to participate in the decision despite the declarable conflict of interest, then the non-conflicted councillors must make a decision about the councillor's participation.
- (5) If the non-conflicted councillors cannot reach a decision about the conflict of interest, or the subject councillor's participation in the matters despite the declarable conflict of interest, then they are taken to have determined that the councillor must leave and stay away from the place where the committee meeting is being held while the non-conflicted 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.

56N Loss of quorum because of a conflict of interest

- (1) In the event where 1 or more councillors leave a meeting due to a prescribed or declarable conflict of interest in a matter that results in a loss of a quorum for deciding the matter, the committee must decide to:
 - (a) place the matter on the next available council agenda; or
 - (b) defer the matter to a later meeting; or
 - (c) not to decide the matter and take no further action in relation to the matter.
- (2) All councillors including the conflicted councillors, may participate in deciding to defer a matter.

Division 6 Closed meeting

56O Closing a committee meeting

- (1) The committee may decide that a meeting be closed to the public if its councillors consider it necessary to discuss any of the following matters:
 - (a) appointment, dismissal or discipline of the chief executive officer or a senior executive employee;
 - (b) industrial matters affecting employees;
 - (c) the council's budget;
 - (d) rating concessions;
 - (e) legal advice obtained by the council, including legal proceedings that may be taken by or against the council;
 - (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 council for which a public discussion could prejudice the interests of the council;
 - (h) negotiations relating to the taking of land by the council under the *Acquisition of Land Act 1967*; and
 - (i) a matter that the council is required to keep confidential under a law of, or a formal agreement with, the Commonwealth or state.
- (2) The committee cannot decide that a meeting be closed where the meeting is informed of a councillor's personal interest in the matter by another person and the other councillors at the meeting must decide whether the councillor has a prescribed or declarable conflict of interest in the matter.
- (3) A meeting must not be closed if a quorum is lost due to the number of conflicted councillors who leave the meeting and the committee must decide by resolution to:
- (a) defer to a later meeting; or
 - (b) take no further action on the matter.
- (3A) None of the resolutions set out in subsection (3) will be considered, discussed, voted on or made during a closed meeting.
- (3B) If a closed meeting includes attendance by teleconference, the councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear the conversation while in the closed meeting (a failure to do so could be a contravention of section 173(3) of the *City of Brisbane Act 2010*).
- (4) To close a meeting the committee must undertake the following:
- (a) pass a procedural motion to close the meeting;
 - (b) the procedural motion 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.
- (5) If the matter is known in advance, the agenda should clearly identify that the matter will be considered in a closed meeting, and an explanation of why it is deemed necessary to take the issue into a closed meeting must be stated.
- (6) A committee must not make a decision while in a closed meeting (other than a procedural matter).

Division 7 Maintenance of good order

56P Unsuitable meeting conduct

- (1) The Civic Cabinet Chair must reasonably believe that the conduct of a councillor during a meeting is unsuitable meeting conduct.

- (2) If the Civic Cabinet Chair decides that unsuitable meeting conduct has occurred, the Civic Cabinet Chair may consider the severity of the conduct and whether the councillor has had any previous warnings for unsuitable meeting conduct issued in the meeting.
- (3) If the Civic Cabinet Chair decides the conduct is of such a serious nature or another warning is unwarranted, the Civic Cabinet Chair may make any order under section 56P(8) directly.
- (4) If the Civic Cabinet Chair decides unsuitable meeting conduct has occurred but is of a less serious nature, the Civic Cabinet Chair may give a councillor a warning or request the councillor take 1 or more of the following remedial actions—
 - (a) cease the unsuitable meeting conduct and refraining from exhibiting the conduct;
 - (b) apologise for their conduct;
 - (c) withdraw their comments.
- (5) If the councillor complies with the Civic Cabinet Chair's request for remedial action, no further action is required.
- (6) If the councillor fails to comply with the Civic Cabinet Chair's request for remedial action, the Civic Cabinet Chair may warn the councillor that failing to comply with the request may result in an order being issued.
- (7) If the councillor complies with the Civic Cabinet Chair's warning and request for remedial action, no further action is required.
- (8) If the councillor continues to fail to comply with the Civic Cabinet Chair's request for remedial actions, or the Civic Cabinet Chair decided a warning was not appropriate under subsection (6), the Civic Cabinet Chair may make 1 or more of the following orders—
 - (a) an order reprimanding the councillor for the conduct;
 - (b) 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.
- (9) If the councillor fails to comply with an order to leave and stay away from the meeting, the Civic Cabinet Chair can issue an order that the councillor be removed from the meeting by the Civic Cabinet Chair's representative or the Queensland Police Service. The meeting must be adjourned whilst the councillor is being removed.
- (10) Following the completion of the meeting, the Civic Cabinet Chair must ensure—
 - (a) details of any order issued is recorded in the minutes of the meeting;
 - (b) if it is the third 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, that these matters are dealt with at the

next meeting of the council and treated as a suspected conduct breach pursuant to the *Local Government Act 2009*;

- (c) the council's chief executive officer records details of any order made pursuant to this section in the council's Councillor Conduct Register pursuant to the *Local Government Act 2009*.
- (11) A councillor aggrieved by a decision under subsection (1) or an order under subsection (8) issued by the Civic Cabinet Chair may move a motion of dissent.
- (12) 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 council meeting.

56Q Acts of disorder by a member of the public

- (1) A member of the public must not interrupt or obstruct the proper conduct of a committee meeting.
- (2) If a member of the public interrupts or obstructs the proper conduct of a committee meeting, the Civic Cabinet Chair may direct that person to withdraw from the meeting place.
- (3) A person directed to withdraw from a meeting place under subsection (2) must immediately withdraw from the meeting place and must remain away until the end of the meeting or for a lesser period fixed by the Civic Cabinet Chair.
- (4) If a person contravenes subsection (3), a Civic Cabinet Chair's representative may, at the request of the Civic Cabinet Chair, direct the person to leave and to keep away from the meeting place.
- (5) Either the Civic Cabinet Chair or the Civic Cabinet Chair's representative may ask officers from the Queensland Police Service to assist if a person obstructs the Civic Cabinet Chair or Civic Cabinet Chair's representative by failing to comply with a direction to leave a meeting place made under this section.

Part 2 Functions

Division 1 Committees generally

57 Function of committees

- (1) The function of a committee is to consider, report upon and make recommendations to the council in respect of matters comprised within or related to the business with which that committee is charged by the council.
- (2) The reports and recommendations of every committee must, except where power has been delegated to the committee to implement its decisions, be submitted to the council for consideration.

- (3) This section does not limit the power of the council itself to deal with any matter which has been referred to or delegated to a committee.

58 Committees generally

To avoid doubt, the council's power to appoint committees includes power to from time to time—

- (a) alter the designation, purpose and powers and authorities of a committee; and
- (b) alter the constitution of a committee by removing, adding or substituting members; and
- (c) appoint, for a fixed or indefinite time, a councillor to act as temporary member of a committee in place of a regular member of the committee who is absent or unable to attend meetings of the committee; and
- (d) abolish a committee.

59 Delegation of business

- (1) The council may, by resolution, from time to time change any business with which any standing committee is charged, transferring such business to another of the standing committees.
- (2) The council may, from time to time, refer any matter to any of the standing committees or to any special advisory committee constituted for the purpose; and may at any time withdraw, extend or modify any reference to a committee or transfer any reference from one standing committee to another.

Division 2 Memberships

60 Tenure of committee membership

- (1) Subject to any resolution to the contrary, if a committee is appointed for a particular purpose or for a limited time, the committee is abolished and appointment of members to the committee is terminated upon the fulfilment of that purpose or the expiration of that time.
- (2) If any member of a committee is absent from 3 consecutive meetings without having obtained leave of absence from the council or the committee, the member's appointment to the committee is terminated.
- (3) The appointment of a member to any committee of the council terminates at the conclusion of each election of the whole number of its members.

61 Resignation from a committee

A member of a committee may resign by tendering a written resignation to the chief executive officer.

62 Vacancies on committees

- (1) The council may fill a vacancy in a committee at its first meeting after such vacancy has arisen.

- (2) Subject to any law prescribing a quorum, the existence of a vacancy or vacancies upon a committee does not affect the validity of any of the acts or proceedings of the committee.

Division 3 Quorum

63 Quorum

- (1) A committee quorum shall be a majority of the committee membership.
- (2) A majority is assessed as follows—
 - (a) if committee member numbers are an even number, half of that number; or
 - (b) if the committee members are an odd number, then half of the next highest number.

64 Lack of a quorum

- (1) If a quorum is not present 15 minutes after the time any committee meeting is appointed to be held, the meeting shall not take place and shall stand adjourned until the day and the time fixed for the next ordinary meeting of the committee.
- (2) The Civic Cabinet Chair may convene a special meeting of the committee for the transaction of the business standing adjourned.

Division 4 Other matters

65 Voting at committees

- (1) Any motion proposed does not require seconding.
- (2) Each committee member has one vote.
- (3) Where equal votes are cast on a motion, the Civic Cabinet Chair shall have the determining vote.

66 Intentionally deleted

Division 5 Records of meetings

67 Attendance book

- (1) The councillors physically present at each meeting of a committee shall sign their names in a book to be kept for that purpose.
- (2) In the case of a meeting that is adjourned to a following day, councillors shall sign their names in the book every day that they attend the meeting for that purpose.
- (3) The attendance book for committee meetings is available for perusal upon giving reasonable notice to the Civic Cabinet Chair.

68 Presence of councillors

A councillor shall not be said to be present at any meeting of a committee unless the councillor is within the meeting room or is participating by electronic

means in accordance with section 56J.

68A Minutes of meetings

- (1) Minutes of a committee (other than the Establishment and Coordination Committee) must include each report for the meeting, unless the report has already been made publicly available.
- (1A) Minutes of a committee meeting must also include all relevant details required under section 177X of the *City of Brisbane Act 2010* in relation to how prescribed or declarable conflicts of interests by councillors were dealt with in the committee meeting.
- (1B) Minutes of a committee meeting must also include all decisions made in relation to unsuitable meeting conduct in accordance with section 56P.
- (2) Minutes of a committee meeting may include other material necessary for proper understanding of the proceedings of the meeting.
- (3) Minutes of a committee meeting may be edited by the chief executive officer in accordance with the council policy.
- (4) Minutes of the previous committee meeting shall be put to the members of that relevant committee for endorsement at the beginning of the committee meeting.

68B Recording of meetings

- (1) The council may direct that an audio or video recording of a meeting of a committee be made.
- (2) An audio or video recording made under this section may only be used for purposes specified in section 70.

69 Minutes—confirmation

No discussion shall be permitted with respect to the minutes of a preceding meeting except with respect of their accuracy as a record of the proceedings.

70 Audio or video recording of committee meetings

- (1) Committee meetings shall not be recorded by any device whatsoever, unless pursuant to this section or to section 68B.
- (2) Accredited media may record committee meetings provided that the recording is made strictly in accordance with the guidelines for the recording of meetings of the council issued by the Chair from time to time.
- (3) The Chair may revoke any accreditation if—
 - (a) subsection (2) is contravened; or
 - (b) the accredited media behaves in a manner that the Chair considers gives good cause to revoke it.
- (4) The revocation may be made orally and will take effect at the time stated by the Chair.
- (5) For the purpose of this section, “accredited media” means the proprietor

of any newspaper, magazine, radio or television station or other media outlet who registers for accreditation with the Chair and includes any employee or representative of that proprietor sent to cover any committee meeting.

(6) Audio or video must:

- (a) only be used for the purposes of fair and accurate reports of proceedings and must not in any circumstances be used for:
 - (i) political advertising, election campaigning or any advertising campaign that would normally require at law a broadcaster to announce who has authorised the material;
 - (ii) satire or ridicule;
 - (iii) commercial sponsorship or commercial advertising;
- (b) be placed in context so as to avoid any misrepresentation.

Chapter 4 Budget

70A Maintenance of good order at a budget meeting

The provisions in Chapter 2, Part 1, Division 6 apply to a meeting under this chapter.

71 Budget presentation

- (1) The lord mayor or Civic Cabinet Chair charged with oversight of the finances of council shall present the budget to the budget meeting of council during the month of June each year in sufficient time to allow council to appropriately consider it and to allow for adoption of the budget no later than 30 June in that year.
- (2) The budget meeting will be held each year at the time, dates, and places, specified by council resolution.
- (3) At the commencement of the first day of the budget meeting, the lord mayor or the Civic Cabinet Chair charged with oversight of the finances of council shall initially speak to the budget for not more than 2 hours.
- (4) The meeting will then adjourn for the remainder of that day and at least one other day.

72 Budget response

- (1) Subject to subsection (2), the leader of the opposition shall, on resumption of the budget meeting after the adjournment pursuant to section 71(4), respond to the budget for a period no longer than 45 minutes.
- (2) If the lord mayor is not the leader of the majority councillors, the leader of the majority councillors shall respond to the budget in place of the leader of the opposition.
- (3) The lord mayor or the Civic Cabinet Chair charged with oversight of the finances of council may reply for a period of no longer than 30 minutes.

- (4) The meeting shall then adjourn to a specified time.

73 Information sessions

- (1) For the remainder of the day on which the responses mentioned in subsections 72(1) and 72(3) were made and for the 2 days following, each Civic Cabinet Chair, save for the Councillor Ethics Committee (if applicable), will conduct program information sessions on each program to councillors.
- (2) These information sessions may occur concurrently, but no more than 2 information sessions may be conducted at the same time.
- (3) Each information session will commence at a time, date, and place as specified by the lord mayor.
- (4) Each information session will relate to a specific budget program or programs.
- (5) Each councillor is entitled to attend any information sessions and ask questions.
- (6) Intentionally deleted
- (7) The following provisions relate to the duration of information sessions—
 - (a) these information sessions will last for no longer than 3 hours; and
 - (b) if no councillor is present at the conclusion of 15 minutes after the session is due to commence apart from the Civic Cabinet Chair or secondary Civic Cabinet Chair, the session is deemed unnecessary and may be concluded by the Civic Cabinet Chair or secondary Civic Cabinet Chair.
- (8) The following provisions apply to each information session—
 - (a) a Civic Cabinet Chair and the secondary Civic Cabinet Chair may speak about the program for no longer than 1 hour in total; and
 - (b) the remainder of the session will last no longer than 2 hours after conclusion of the speech in subsection 8(a); and
 - (c) the remainder period in subsection 8(b) will be occupied with questions by councillors and answers through the Civic Cabinet Chair; and
 - (d) the Civic Cabinet Chair may conclude the information session earlier than the 2 hours allowed under subsection 8(b) if councillors indicate that there are no further questions; and
 - (e) the Civic Cabinet Chair may authorise officers to be present at sessions to assist the Civic Cabinet Chair with answers to any questions; and
 - (f) all councillors present at the session will be provided an opportunity to put questions to the Civic Cabinet Chair; and
 - (g) councillors must indicate to the Civic Cabinet Chair if they wish to ask a question, which must be asked as succinctly as possible; and

- (h) questions must not—
 - (i) canvass more than one issue; or
 - (ii) contain sub-parts; or
 - (iii) place unreasonable requirements on officers present; or
 - (iv) be unreasonably complex.
- (i) all questions are to be confined to the information contained within the program under discussion including the relevant fees and charges relevant to that program; and
- (j) the Civic Cabinet Chair must allocate questions alternatively first to majority councillors and then to minority councillors; and
- (k) questions allocated to minority councillors will be allocated pro rata; and
- (l) if no further questions are forthcoming from majority councillors, questions may be asked for the unused portion of the allocated time by the minority councillors and vice versa; and
- (m) the Civic Cabinet Chair is not required to but may table written or printed information or documents at the information session; and
- (n) if the Civic Cabinet Chair or the officers present are unable to answer any question or are unable to answer any question concisely, then the Civic Cabinet Chair may provide the answer at the commencement of the debate on the relevant program either verbally or in writing; and
- (o) the Civic Cabinet Chair of the information session is responsible for the orderly conduct of the information session, and may, after warning, order any person whose conduct is disorderly or disruptive to withdraw from the information session; and
- (p) any person ordered to withdraw by the Civic Cabinet Chair shall immediately withdraw from the information session; and
- (q) members of the public may attend the information sessions but must remain silent throughout.

74 Budget debate

- (1) At the conclusion of the information sessions, the budget meeting shall resume and—
 - (a) a period of 2 days shall be allowed for debate on the budget programs; and
 - (b) a further period of one day shall be allowed for debate on the final motion to adopt the budget and on matters not related to the budget programs.
- (2) The following provisions apply to each budget program—
 - (a) each budget program shall be debated separately and voted upon

- separately;
- (b) debate must be relevant to the resolution under consideration;
 - (c) the Civic Cabinet Chair of the relevant committee shall make an initial presentation on the relevant budget program for no more than 15 minutes;
 - (d) immediately following the presentation in subsection 2(c) the secondary Civic Cabinet Chairs may also present on the relevant program for no more than 10 minutes;
 - (e) debate by any councillor on each separate budget program shall be confined to 10 minutes;
 - (f) no extension to either period of 15 minutes or 10 minutes shall be given.
- (3) During any budget program, matters relevant to that program including both revenue and expenditure may be debated.
 - (4) When a motion is proposed to amend any item of the budget, after that motion has been passed, there shall be no further debate on that item.
 - (5) When a motion is proposed to amend any item of the budget, and that motion is unsuccessful, debate may resume on the item.
 - (6) On the expiration of the period allowed for debate of budget programs, or the extended period allowed by council resolution, the Chair shall put the motion to the meeting for the adoption of the following without further amendment or debate—
 - (a) every budget program not yet debated; and
 - (b) every budget program debated but not yet voted upon; and
 - (c) every budget program partially debated and voted upon.
 - (7) Upon the conclusion of the program debates, the Chair shall call for motions—
 - (a) as shall be necessary to finalise all aspects of the budget; and
 - (b) to formally adopt the budget.
 - (8) On the expiration of the period allowed for debate of these motions under subsection (1), the Chair shall put every resolution not yet voted upon, without further amendment or debate.
 - (9) The budget meeting is one meeting held over a number of specified days.
 - (10) Any councillor may seek leave of absence from the whole or any part of the budget meeting.

Chapter 5 Press and public

75 Public and media behaviour at meetings

- (1) Part of the meeting places for council or committees (excluding the

Establishment and Coordination Committee) shall be made available for the accommodation of the public.

- (2) No expression of dissent or disapproval, conversation, or interruption of the proceedings of the meeting by the public shall be permitted.
- (3) When the council is in a closed meeting, the public and representatives of the media shall be excluded.
- (4) The Chair may admit any member of the public or a council officer into the chamber on whatever terms and conditions that the Chair thinks fit.

76 Press, radio and television privilege

- (1) Reasonable accommodation and facilities to report proceedings shall be provided within the meeting places for the council or committees for representatives of the press, radio and television other than the Establishment and Coordination Committee.
- (2) Copies of agendas will be made available to the representatives.
- (3) Any press, radio or television representative who shall, in the opinion of the council, be guilty of any abuse of privilege may be suspended from further enjoyment of such privilege, with or without limitations as the council may determine.

Chapter 6 Miscellaneous

77 Subordinate local laws

The council may make subordinate local laws about council and committee meetings.

78 Repeal

This local law repeals the Meetings Subordinate Local Law 2005.

Schedule 1 Dictionary

Section 3

“Chair” of the council means the person presiding at a meeting of council.

“Chair’s representative” means an appropriately skilled or trained officer—

- (a) who is authorised by the Chair to remove persons from the council chamber; and
- (b) whom the Chair considers has the necessary expertise, training or experience for the appointment.

“chamber” means the meeting room of the council.

“Civic Cabinet Chair” means a councillor presiding at a committee meeting.

“Civic Cabinet Chair’s representative” means an appropriately skilled or trained officer—

- (a) who is authorised by the Civic Cabinet Chair to remove persons from the committee meeting; and
- (b) whom the Civic Cabinet Chair considers has the necessary expertise, training or experience for the appointment.

“committee” includes any standing committee.

“conduct breach” is as defined in the *Local Government Act 2009*.

“confidential” (information) refers to any type of information that is created by or received by council in the clear and reasonable expectation that the information will not be publicly disclosed or its distribution will be restricted to specified persons and it is not in the public interest to disclose or distribute.

Examples include:

- material required to be kept confidential by law (eg Information Privacy);
- material required by agreement to be kept confidential (eg land resumption agreements);
- trade secrets and other business sensitive material (eg commercial-in-confidence);
- material marked confidential.

“council” means Brisbane City Council.

“councillor” means a councillor of the Brisbane City Council.

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

“extraordinary council meeting” is as defined in the *City of Brisbane Regulation 2012*.

“investigation report” is as defined in the *Local Government Act 2009*.

“leader of the opposition”

- (1) leader of the opposition means the councillor nominated by the party of minority councillors with the largest number of councillors.

(2) If -

- (a) there is no separate party with the largest number of minority councillors; and
- (b) there is no agreement between the minority councillors as to who is to be the leader of the Opposition;

then full council determines who is to be the leader of the opposition.

“lord mayor” means a councillor who is the mayor of Brisbane City Council.

“majority councillors” means councillors who form the majority of the councillors elected, whether as a single party or as a coalition of parties.

“meeting place” includes the areas coloured red on the maps contained in Schedule 2.

“member” means a member of a committee of Brisbane City Council.

“member of the public” means a person who is neither a councillor of the Brisbane City Council nor an officer of the Brisbane City Council.

“minority councillors” means councillors who as a group form the minority of councillors elected whether as -

- (a) a single party; or
- (b) a number of parties; or
- (c) a group of councillors; or
- (d) unaligned councillors; or
- (e) any combination of (a), (b), (c) and (d).

“officer” means an employee of the Brisbane City Council.

“ordinary meeting” of the Brisbane City Council means a periodic meeting established under Section 4 of this local law.

“party” means a registered political party under the *Electoral Act 1992*.

“post-election meeting” is as defined in the *City of Brisbane Act 2010*.

“procedural motion” means a motion that may be put at any time without discussion or debate during the council meeting whether or not another motion is being considered by council.

“pro rata” when applied in the Standing Rules to minority councillors means a distribution of entitlements within the minority councillors in proportion to the number of councillors representing each political party, or to the number of unaligned councillors.

Example-

An unaligned councillor in a minority of 8 will be granted a pro rata entitlement of 1 opportunity in every 8 of the minority councillors’ entitlements to ask questions.

“relevant report” for the purposes of section 23, has the meaning given to it in section 242F(9) of the *City of Brisbane Regulation 2012*.

“secondary Civic Cabinet Chair” means a Civic Cabinet Chair who, in addition to

the Civic Cabinet Chair with primary responsibilities for a budget program, also has some responsibilities for the same budget program.

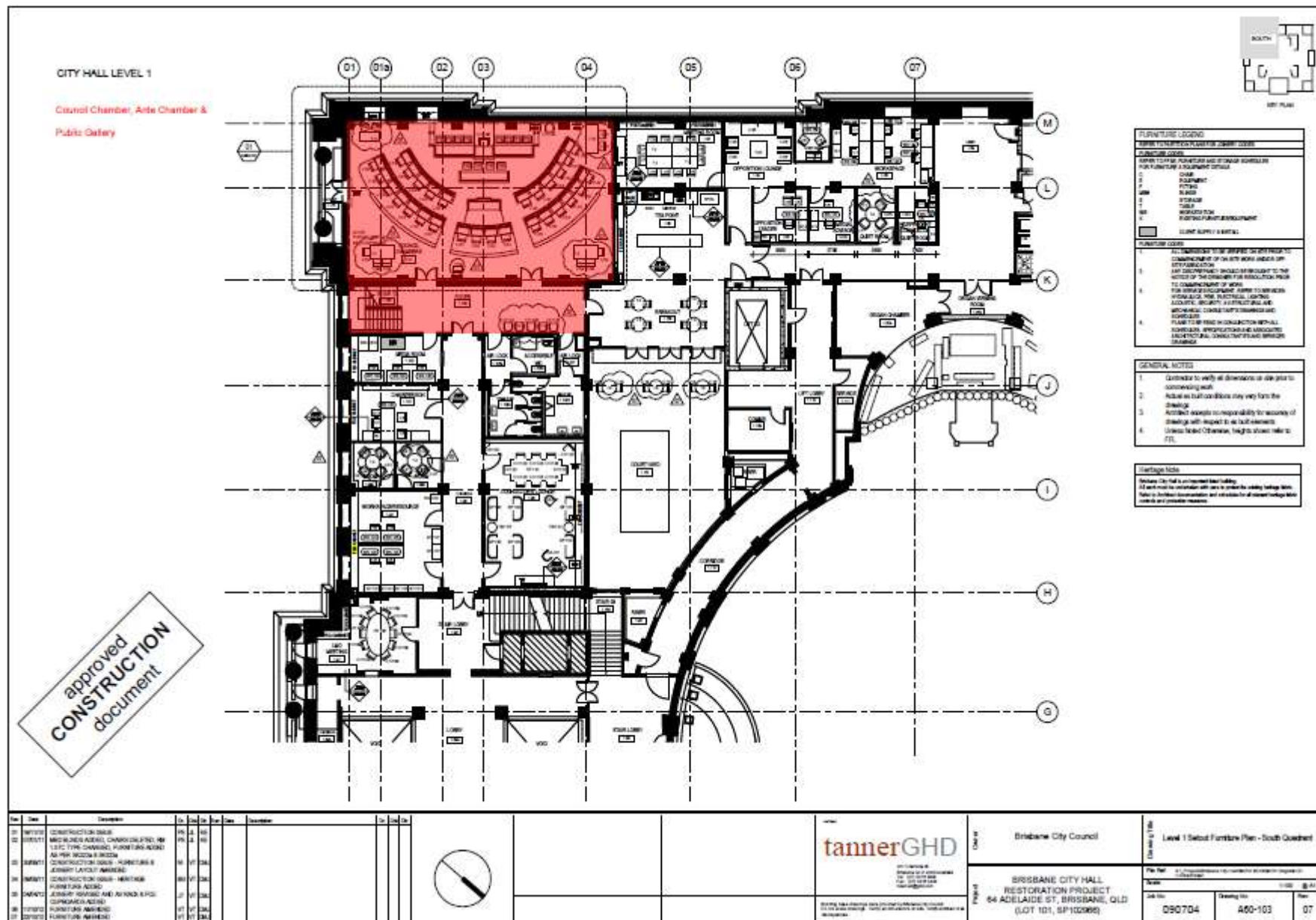
“special meeting” is as defined in the *City of Brisbane Regulation 2012*.

“Standing Rules” means the standing rules contained in Chapter 2, Part 2 of this local law.

“unsuitable meeting conduct” is as defined in the *Local Government Act 2009*.

“writing” includes transmission of information in electronic form.

Schedule 2





Endnotes

Key to abbreviations in list of amendments

Key	Explanation
amd =	amended
Ch =	chapter
def =	definition
Div =	division
hdg =	heading
ins =	inserted
om =	omitted
pres	present
prev	previous
Pt =	part
s. =	section
sch =	schedule
sub =	Substituted
ren=	renumbered

List of amendments

Chapter 1

Ch 1 hdg ins *Meetings Amending Local Law 2013 s.3*

Definitions

s.3 amd *Meetings Amending Local Law 2013 s.4*

Chapter 2

Council Meetings of the council

Ch 2 hdg ins *Meetings Amending Local Law 2013 s.5*

Ch 2 hdg amd *Meetings Amending Local Law 2021 s.3(1)*

Council meetings

Pt 1 hdg ins *Meetings Amending Local Law 2021 s.3(1)*

Extraordinary council meetings and special meetings

s.5 amd *Meetings Amending Local Law 2013 s.6*

Notice of meetings

s.6 hdg amd *Meetings Amending Local Law 2013 s.8*

s.6(1) amd *Meetings Amending Local Law 2013 s.8*

s.6(2)(a) amd *Meetings Amending Local Law 2013 s.8*

s.6(2)(b) amd *Meetings Amending Local Law 2013 s.8*

s.6(2)(c) amd *Meetings Amending Local Law 2013 s.8*

s.6(3) amd *Meetings Amending Local Law 2013 s.8*

Meeting Place

s.7 hdg amd *Meetings Amending Local Law 2013 s.9*

Electronic meeting attendance

s.7A ins *Meetings Amending Local Law 2021 s.3(2)*

Post-election meeting

s.8 hdg	amd	<i>Meetings Amending Local Law 2013 s.10</i>
s.8(1)	amd	<i>Meetings Amending Local Law 2013 s.11</i>
s.8(1)	amd	<i>Meetings Amending Local Law 2021 s.3(3)</i>
s.8(2)	amd	<i>Meetings Amending Local Law 2013 s.11</i>
s.8(3)	om	<i>Meetings Amending Local Law 2013 s.11</i>

Agenda for meetings

s.9(1)	amd	<i>Meetings Amending Local Law 2021 s.3(4)</i>
s.9(2)	amd	<i>Meetings Amending Local Law 2024 s.3</i>
s.9(2)(a)	amd	<i>Meetings Amending Local Law 2013 s.12</i>
s.9(3)	amd	<i>Meetings Amending Local Law 2013 s.12</i>
s.9(3)	amd	<i>Meetings Amending Local Law 2021 s.3(5)</i>
s.9(4)	amd	<i>Meetings Amending Local Law 2013 s.12</i>

Presiding at council meetings

s.10 hdg	amd	<i>Meetings Amending Local Law 2013 s.13</i>
s.10	amd	<i>Meetings Amending Local Law 2021 s.3(6)</i>
s.10(3)	amd	<i>Meetings Amending Local Law 2013 s.14</i>
s.10(4)	ins	<i>Meetings Amending Local Law 2013 s.14</i>

Order of business

s.11(2)	amd	<i>Meetings Amending Local Law 2013 s.15</i>
s.11(2)(c)	amd	<i>Meetings Amending Local Law 2021 s.3(7)</i>
s.11(3)	ins	<i>Meetings Amending Local Law 2013 s.15</i>
s.11(2)	amd	<i>Meetings Amending Local Law 2013 s.15</i>

Procedure at meetings

s.12(1)	amd	<i>Meetings Amending Local Law 2013 s.16</i>
s.12(1)	amd	<i>Meetings Amending Local Law 2021 s.3(8)</i>
s.12(2)	amd	<i>Meetings Amending Local Law 2024 s.4</i>
s.12(2)(a)	amd	<i>Meetings Amending Local Law 2013 s.16</i>
s.12(2)(b)	amd	<i>Meetings Amending Local Law 2021 s.3(9)</i>
s.12(3)	amd	<i>Meetings Amending Local Law 2013 s.16</i>
s.12(3)	amd	<i>Meetings Amending Local Law 2021 s.3(10)</i>
s.12(3)	om	<i>Meetings Amending Local Law 2024 s.5</i>
Ch 3	ins	<i>Meetings Amending Local Law 2013 s.18</i>
Ch 3	om	<i>Meetings Amending Local Law 2021 s.4</i>
Pt 1 hdg	ins	<i>Meetings Amending Local Law 2013 s.18</i>
Pt 1 hdg	om	<i>Meetings Amending Local Law 2021 s.4</i>

Conflicts of interest at council meetings

Div 4	ins	<i>Meetings Amending Local Law 2021 s.4</i>
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Prescribed conflicts of interest

s.13	del	<i>Meetings Amending Local Law 2013 s.17</i>
s.13	om	<i>Meetings Amending Local Law 2021 s.3(11)</i>
s.13(2)	amd	<i>Meetings Amending Local Law 2024 s.6</i>

Declarable conflict of interest

s.14	ins	<i>Meetings Amending Local Law 2013 s.18</i>
s.14	sub	<i>Meetings Amending Local Law 2021 s.4</i>
s.14(1)	amd	<i>Meetings Amending Local Law 2024 s.7</i>

s.14(1A)	ins	<i>Meetings Amending Local Law 2024 s.8</i>
s.14(2)	amd	<i>Meetings Amending Local Law 2024 s.9</i>

Reporting a suspected conflict of interest

Pt 2 hdg	ins	<i>Meetings Amending Local Law 2013 s.18</i>
Pt 2 hdg	om	<i>Meetings Amending Local Law 2021 s.4</i>
s.15	ins	<i>Meetings Amending Local Law 2013 s.18</i>
s.15	sub	<i>Meetings Amending Local Law 2021 s.4</i>
Pt 3 hdg	amd	<i>Meetings Amending Local Law 2013 s.19</i>
Pt 3 hdg	om	<i>Meetings Amending Local Law 2021 s.4</i>
Div 1 hdg	amd	<i>Meetings Amending Local Law 2013 s.20</i>
Div 1 hdg	om	<i>Meetings Amending Local Law 2021 s.4</i>
s.15(4)	amd	<i>Meetings Amending Local Law 2024 s.10</i>
s.15(5)	amd	<i>Meetings Amending Local Law 2024 s.11</i>

Loss of quorum because of a conflict of interest

16 hdg	prev	
s.14	pres	<i>Meetings Amending Local Law 2013 s.21</i>
s.16	sub	<i>Meetings Amending Local Law 2021 s.4</i>

Closed meeting

Div 5	ins	<i>Meetings Amending Local Law 2021 s.4</i>
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Closing a council meeting

prev s.15 "Special meetings"	om	<i>Meetings Amending Local Law 2013 s.22</i>
pres s.17	ins	<i>Meetings Amending Local Law 2013 s.22</i>
s.17	sub	<i>Meetings Amending Local Law 2021 s.4</i>
s.17(2)	amd	<i>Meetings Amending Local Law 2024 s.12</i>
s.17(3A)	ins	<i>Meetings Amending Local Law 2024 s.13</i>
s.17(3B)	ins	<i>Meetings Amending Local Law 2024 s.14</i>
Div 2 hdg	amd	<i>Meetings Amending Local Law 2013 s.23</i>
Div 2	om	<i>Meetings Amending Local Law 2021 s.4</i>
prev s.16	om	<i>Meetings Amending Local Law 2013 s.24</i>
pres s.18	ins	<i>Meetings Amending Local Law 2013 s.24</i>
s.18 hdg	amd	<i>Meetings Amending Local Law 2021 s.4</i>
s.18	om	<i>Meetings Amending Local Law 2021 s.4</i>
prev s.17	om	<i>Meetings Amending Local Law 2013 s.25</i>
"Chairperson"		
pres s.19	ins	<i>Meetings Amending Local Law 2013 s.25</i>
s.18 hdg	amd	<i>Meetings Amending Local Law 2021 s.4</i>
s.19	om	<i>Meetings Amending Local Law 2021 s.4</i>
prev s.18hdg	om	<i>Meetings Amending Local Law 2013 s.26</i>
"Procedure at meetings"		
pres s.20hdg	ins	<i>Meetings Amending Local Law 2013 s.26</i>
s.20	amd	<i>Meetings Amending Local Law 2013 s.27</i>
s.20 hdg	amd	<i>Meetings Amending Local Law 2021 s.4</i>
s.20	om	<i>Meetings Amending Local Law 2021 s.4</i>
Prev s.19	om	<i>Meetings Amending Local Law 2013 s.28</i>
Div 4	om	<i>Meetings Amending Local Law 2013 s.29</i>

Maintenance of good order

Part 4	om	<i>Meetings Amending Local Law 2013 s.30</i>
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Ch 4	ins	<i>Meetings Amending Local Law 2013 s.30</i>
Ch 4	om	<i>Meetings Amending Local Law 2021 s.5(1)</i>
Div 6	ins	<i>Meetings Amending Local Law 2021 s.5(1)</i>

Unsuitable meeting conduct

ss 21 and 22	ins	<i>Meetings Amending Local Law 2013 s.30</i>
s.21 hdg	sub	<i>Meetings Amending Local Law 2021 s.5(2)</i>
s.21	sub	<i>Meetings Amending Local Law 2021 s.5(2)</i>
s.21 hdg	amd	<i>Meetings Amending Local Law 2024 s.15</i>
s.21(1)	amd	<i>Meetings Amending Local Law 2024 s.16</i>
s.21(2)	amd	<i>Meetings Amending Local Law 2024 s.16</i>
s.21(3)	amd	<i>Meetings Amending Local Law 2024 s.16</i>
s.21(8)	amd	<i>Meetings Amending Local Law 2024 s.17</i>
s.21(10)	amd	<i>Meetings Amending Local Law 2024 s.18</i>
s.21(11)	amd	<i>Meetings Amending Local Law 2024 s.19</i>
s.21(12)	ins	<i>Meetings Amending Local Law 2024 s.20</i>
s.21A	ins	<i>Meetings Amending Local Law 2024 s.21</i>
s.21B	ins	<i>Meetings Amending Local Law 2024 s.22</i>

Acts of disorder by a member of the public

s.22	amd	<i>Meetings Amending Local Law 2021 s.5(3)</i>
s.22(1)	amd	<i>Meetings Amending Local Law 2021 s.5(4)</i>
s.22(2)	amd	<i>Meetings Amending Local Law 2021 s.5(5)</i>

Record of meetings

Pt 5 hdg	om	<i>Meetings Amending Local Law 2013 s.31</i>
Ch 5 hdg	ins	<i>Meetings Amending Local Law 2013 s.31</i>
Ch 5	om	<i>Meetings Amending Local Law 2021 s.6(1)</i>
Div 7	ins	<i>Meetings Amending Local Law 2021 s.6(1)</i>

Minutes of meetings

s.23(1)	amd	<i>Meetings Amending Local Law 2024 s.23</i>
s.23(2)	amd	<i>Meetings Amending Local Law 2013 s.32</i>
s.23(3)	ins	<i>Meetings Amending Local Law 2013 s.32</i>
s.23	sub	<i>Meetings Amending Local Law 2021 s.6(2)</i>

Recording of meetings

s.24 hdg	amd	<i>Meetings Amending Local Law 2013 s.33</i>
s.24(3)	ins	<i>Meetings Amending Local Law 2013 s.34</i>
s.24	sub	<i>Meetings Amending Local Law 2021 s.6(3)</i>

Attendance book

s.24A	ins	<i>Meetings Amending Local Law 2021 s.6(4)</i>
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Presence of councillors

s.24B	ins	<i>Meetings Amending Local Law 2021 s.6(4)</i>
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Audio or video recording of council minutes

s.24C	ins	<i>Meetings Amending Local Law 2021 s.6(4)</i>
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Standing Rules

Ch 6	om	<i>Meetings Amending Local Law 2021 s.7(1)</i>
Pt 2	ins	<i>Meetings Amending Local Law 2021 s.7(1)</i>

Post-election meetings

Div 1 ins *Meetings Amending Local Law 2021 s.7(1)*

Agenda—Post-election meetings

ss 25-76 ins *Meetings Amending Local Law 2013 s.35*
s.25(1)(d) amd *Meetings Amending Local Law 2021 s.7(2)*
s.25(1)(i) amd *Meetings Amending Local Law 2021 s.7(3)*
s.25(2) amd *Meetings Amending Local Law 2021 s.7(4)*

Elections of Chair, deputy Chair and deputy mayor

s.26 hdg amd *Meetings Amending Local Law 2021 s.7(5)*
s.26 amd *Meetings Amending Local Law 2021 s.7(5)*

Business of the council

Div 2 ins *Meetings Amending Local Law 2021 s.7(6)*

Commencement of business

s.27 amd *Meetings Amending Local Law 2021 s.7(7)*

Agenda for ordinary and extraordinary meeting

s.28(1) amd *Meetings Amending Local Law 2024 s.24*

Attendance

Div 3 hdg sub *Meetings Amending Local Law 2021 s.7(8)*

Quorum

s.30(2) amd *Meetings Amending Local Law 2021 s.7(9)*

Lapse of a quorum

s.32(1) amd *Meetings Amending Local Law 2021 s.7(10)*
s.32(1) amd *Meetings Amending Local Law 2024 s.25*

Public Participants

Div 4 ins *Meetings Amending Local Law 2021 s.7(11)*

Public address at meetings

s.32A ins *Meetings Amending Local Law 2021 s.7(11)*
s.32A(1) amd *Meetings Amending Local Law 2024 s.26*

Questions

Div 4 om *Meetings Amending Local Law 2021 s.7(12)*
Div 5 ins *Meetings Amending Local Law 2021 s.7(12)*

Question time

s.33(1)(b) amd *Meetings Amending Local Law 2021 s.7(13)*
s.33(3) amd *Meetings Amending Local Law 2021 s.7(14)*
s.33(7) amd *Meetings Amending Local Law 2021 s.7(15)*
s.33(8) amd *Meetings Amending Local Law 2021 s.7(16)*
s.33(9) amd *Meetings Amending Local Law 2021 s.7(17)*
s.33(10) amd *Meetings Amending Local Law 2021 s.7(18)*
s.33(12) amd *Meetings Amending Local Law 2021 s.7(19)*

Questions on notice

s.34(2) amd *Meetings Amending Local Law 2021 s.7(20)*

Consideration of standing committee reports

Div 5 om *Meetings Amending Local Law 2021 s.7(21)*

Div 6 ins *Meetings Amending Local Law 2021 s.7(21)*

Committee reports

s.35(2) amd *Meetings Amending Local Law 2021 s.7(22)*

s.35(2) amd *Meetings Amending Local Law 2024 s.27*

s.35(3) amd *Meetings Amending Local Law 2021 s.7(23)*

s.35(5) amd *Meetings Amending Local Law 2024 s.28*

s.35(5A) ins *Meetings Amending Local Law 2024 s.29*

s.35(6) amd *Meetings Amending Local Law 2021 s.7(24)*

s.35(7) amd *Meetings Amending Local Law 2021 s.7(25)*

s.35(13) ins *Meetings Amending Local Law 2024 s.30*

s.35(14) ins *Meetings Amending Local Law 2024 s.30*

Motions

Div 6 om *Meetings Amending Local Law 2021 s.7(26)*

Div 7 ins *Meetings Amending Local Law 2021 s.7(26)*

Notice of motion

s.36(1) amd *Meetings Amending Local Law 2021 s.7(27)*

s.36(1) ins *Meetings Amending Local Law 2024 s.32*

s.36(2) amd *Meetings Amending Local Law 2024 s.33*

s.36(1)(2)(3) ren *Meetings Amending Local Law 2024 s.31*

Motions and matters to be rejected

s.37(1) amd *Meetings Amending Local Law 2021 s.7(28)*

s.37(3) amd *Meetings Amending Local Law 2021 s.7(29)*

Absence of mover of motion

s.38(1)(b) amd *Meetings Amending Local Law 2021 s.7(30)*

Amendment of motion

s.40(3) amd *Meetings Amending Local Law 2021 s.7(31)*

Speaking to original motions and amendment motions

s.41(1) amd *Meetings Amending Local Law 2021 s.7(32)*

s.41(3) sub *Meetings Amending Local Law 2021 s.7(33)*

s.41(8)(9)(10)(11) amd *Meetings Amending Local Law 2021 s.7(34)*

s.41(13)(14)(15) ins *Meetings Amending Local Law 2024 s.34*

Procedural motions

s.42(1) amd *Meetings Amending Local Law 2021 s.7(35)*

s.42(2)(a)(i)(ii)(iv) amd *Meetings Amending Local Law 2021 s.7(36)*

s.42(2)(c)(iv)

s.42(2)(e)(i)(iii)

s.42(2)(h)

s.42(2)(d)(ii) sub *Meetings Amending Local Law 2021 s.7(37)*

s.42(2)(g) om *Meetings Amending Local Law 2024 s.35*

s.42(2)(j) amd *Meetings Amending Local Law 2021 s.7(38)*

s.42(2)(k) ins *Meetings Amending Local Law 2021 s.7(39)*

s.42(2)(l) ins *Meetings Amending Local Law 2021 s.7(39)*

s.42(2)(l) amd *Meetings Amending Local Law 2024 s.36*

s.42(2)(m)	ins	<i>Meetings Amending Local Law 2024 s.37</i>
s.42(2)(h)(i)(j)(k)(l)(m)	ren	<i>Meetings Amending Local Law 2024 s.38</i>

Method of taking vote

s.43	amd	<i>Meetings Amending Local Law 2021 s.7(40)</i>
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Seriatim

s.44(2)	amd	<i>Meetings Amending Local Law 2021 s.7(41)</i>
s.44(4)	amd	<i>Meetings Amending Local Law 2021 s.7(42)</i>

Rescinding or altering resolutions

s.45(1)(b)	amd	<i>Meetings Amending Local Law 2021 s.7(43)</i>
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Petitions, general business

Div 7	om	<i>Meetings Amending Local Law 2021 s.7(44)</i>
Div 8	ins	<i>Meetings Amending Local Law 2021 s.7(44)</i>

General business

s.47(1)	sub	<i>Meetings Amending Local Law 2021 s.7(45)</i>
s.47(4)	amd	<i>Meetings Amending Local Law 2021 s.7(46)</i>
s.47(5)	sub	<i>Meetings Amending Local Law 2021 s.7(47)</i>
s.47(5)	amd	<i>Meetings Amending Local Law 2024 s.39</i>
s.47(6)	amd	<i>Meetings Amending Local Law 2024 s.40</i>
s.47(7)	amd	<i>Meetings Amending Local Law 2021 s.7(48)</i>
s.47(10)	amd	<i>Meetings Amending Local Law 2021 s.7(49)</i>

Special provisions

Div 8	om	<i>Meetings Amending Local Law 2021 s.7(50)</i>
Div 9	ins	<i>Meetings Amending Local Law 2021 s.7(50)</i>
s.48(1)	amd	<i>Meetings Amending Local Law 2024 s.41</i>
s.48(2)	amd	<i>Meetings Amending Local Law 2024 s.42</i>

Adjournment

Div 9	om	<i>Meetings Amending Local Law 2021 s.7(51)</i>
Div 10	ins	<i>Meetings Amending Local Law 2021 s.7(51)</i>
Div 10	amd	<i>Meetings Amending Local Law 2021 s.7(52)</i>

Procedures for good order

Pt 2	om	<i>Meetings Amending Local Law 2021 s.7(53)</i>
Div 11	ins	<i>Meetings Amending Local Law 2021 s.7(53)</i>

Precedence of Chair

s.51	amd	<i>Meetings Amending Local Law 2021 s.7(54)</i>
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Personal explanation

s.52(1)	amd	<i>Meetings Amending Local Law 2021 s.7(55)</i>
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Points of order—how raised by councillors

s.53(1)	sub	<i>Meetings Amending Local Law 2021 s.7(56)</i>
s.53(2)	amd	<i>Meetings Amending Local Law 2021 s.7(57)</i>
s.53(3)	amd	<i>Meetings Amending Local Law 2021 s.7(58)</i>
s.53(7)	amd	<i>Meetings Amending Local Law 2021 s.7(59)</i>
s.53(9)	amd	<i>Meetings Amending Local Law 2021 s.7(60)</i>
s.53(1)	amd	<i>Meetings Amending Local Law 2024 s.43</i>

Points of order—how dealt with

s.54	amd	<i>Meetings Amending Local Law 2021 s.7(61)</i>
s.54(1)	amd	<i>Meetings Amending Local Law 2024 s.44</i>
s.54(1A)	ins	<i>Meetings Amending Local Law 2024 s.45</i>

Conduct during council meetings

s.55	amd	<i>Meetings Amending Local Law 2021 s.7(62)</i>
s.56	om	<i>Meetings Amending Local Law 2021 s.7(63)</i>

Chapter 3 Committee meetings of the council

Ch 3	sub	<i>Meetings Amending Local Law 2021 s.7(64)</i>
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Committees

Pt 1	ins	<i>Meetings Amending Local Law 2021 s.7(64)</i>
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Establishment and Coordination Committee

Div 1	sub	<i>Meetings Amending Local Law 2021 s.7(64)</i>
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Establishment and Coordination Committee

s.56	ins	<i>Meetings Amending Local Law 2021 s.7(65)</i>
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Other standing committees

Div 2	ins	<i>Meetings Amending Local Law 2021 s.7(65)</i>
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Other standing committees

s.56A	ins	<i>Meetings Amending Local Law 2021 s.7(65)</i>
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Time of committee meetings

Div 3	ins	<i>Meetings Amending Local Law 2021 s.7(65)</i>
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Times and places of ordinary committee meetings

s.56B	ins	<i>Meetings Amending Local Law 2021 s.7(65)</i>
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Special or extraordinary committee meetings

s.56C	ins	<i>Meetings Amending Local Law 2021 s.7(65)</i>
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Notice of meetings

s.56D	ins	<i>Meetings Amending Local Law 2021 s.7(65)</i>
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Agenda for meetings

s.56E	ins	<i>Meetings Amending Local Law 2021 s.7(65)</i>
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Conduct of committee meetings

Div 4	ins	<i>Meetings Amending Local Law 2021 s.7(65)</i>
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Civic Cabinet Chair

s.56F	ins	<i>Meetings Amending Local Law 2021 s.7(65)</i>
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Digression

s.56G	ins	<i>Meetings Amending Local Law 2021 s.7(65)</i>
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Precedence of Civic Cabinet Chair

s.56H	ins	<i>Meetings Amending Local Law 2021 s.7(65)</i>
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Procedure at committee meetings

s.56I	ins	<i>Meetings Amending Local Law 2021 s.7(65)</i>
s.56I(1)	ren	<i>Meetings Amending Local Law 2024 s.46</i>
s.56I(4)	ren	<i>Meetings Amending Local Law 2024 s.47</i>

Electronic meeting attendance

s.56J	ins	<i>Meetings Amending Local Law 2021 s.7(65)</i>
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Conflicts of interest at committee meetings

Div 5	ins	<i>Meetings Amending Local Law 2021 s.7(65)</i>
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Prescribed conflicts of interest

s.56K	ins	<i>Meetings Amending Local Law 2021 s.7(65)</i>
s.56K(2)	amd	<i>Meetings Amending Local Law 2024 s.48</i>

Declarable conflict of interest

s.56L	ins	<i>Meetings Amending Local Law 2021 s.7(65)</i>
s.56L(1)	amd	<i>Meetings Amending Local Law 2024 s.49</i>
s.56L(1A)	ins	<i>Meetings Amending Local Law 2024 s.50</i>
s.56L(2)	amd	<i>Meetings Amending Local Law 2024 s.51</i>

Reporting a suspected conflict of interest

s.56M	ins	<i>Meetings Amending Local Law 2021 s.7(65)</i>
s.56M(4)	amd	<i>Meetings Amending Local Law 2024 s.52</i>
s.56M(5)	amd	<i>Meetings Amending Local Law 2024 s.53</i>

Loss of quorum because of a conflict of interest

s.56N	ins	<i>Meetings Amending Local Law 2021 s.7(65)</i>
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Closed meeting

Div 6	ins	<i>Meetings Amending Local Law 2021 s.7(65)</i>
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Closing a committee meeting

s.56O	ins	<i>Meetings Amending Local Law 2021 s.7(65)</i>
s.56O(2)	amd	<i>Meetings Amending Local Law 2024 s.54</i>
s.56O(3A)	ins	<i>Meetings Amending Local Law 2024 s.55</i>
s.56O(3B)	ins	<i>Meetings Amending Local Law 2024 s.56</i>

Maintenance of good order

Div 7	ins	<i>Meetings Amending Local Law 2021 s.7(65)</i>
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Unsuitable meeting conduct

s.56P	ins	<i>Meetings Amending Local Law 2021 s.7(65)</i>
s.56P(1)	amd	<i>Meetings Amending Local Law 2024 s.57</i>
s.56P(2)	amd	<i>Meetings Amending Local Law 2024 s.57</i>
s.56P(3)	amd	<i>Meetings Amending Local Law 2024 s.57</i>
s.56P(8)	amd	<i>Meetings Amending Local Law 2024 s.58</i>
s.56P(10)	amd	<i>Meetings Amending Local Law 2024 s.59</i>
s.56P(12)	ins	<i>Meetings Amending Local Law 2024 s.60</i>

Acts of disorder by a member of the public

s.56Q ins *Meetings Amending Local Law 2021 s.7(65)*

Functions

Pt 2 ins *Meetings Amending Local Law 2021 s.7(65)*

Committees generally

Div 1 ins *Meetings Amending Local Law 2021 s.7(65)*

Function of committees

s.57(4) om *Meetings Amending Local Law 2021 s.7(66)*

Lack of a quorum

s.64(2) amd *Meetings Amending Local Law 2021 s.7(67)*

Voting at committees

s.65(3) amd *Meetings Amending Local Law 2021 s.7(68)*

s.66 hdg sub *Meetings Amending Local Law 2021 s.7(69)*

Records of meetings

Pt 4 om *Meetings Amending Local Law 2021 s.7(70)*

Div 5 ins *Meetings Amending Local Law 2021 s.7(70)*

Attendance book

s.67 sub *Meetings Amending Local Law 2021 s.7(71)*

Presence of councillors

s.68 sub *Meetings Amending Local Law 2021 s.7(72)*

Minutes of meetings

s.68A ins *Meetings Amending Local Law 2021 s.7(73)*

s.68A(1A) ins *Meetings Amending Local Law 2024 s.61*

s.68A(1B) ins *Meetings Amending Local Law 2024 s.62*

Recording of meetings

s 68B sub *Meetings Amending Local Law 2021 s 7(73)*

Audio or video recording of committee meetings

s.70 sub *Meetings Amending Local Law 2021 s.7(74)*

Chapter 4 Budget

Pt 5 om *Meetings Amending Local Law 2021 s.7(75)*

Ch 4 ins *Meetings Amending Local Law 2021 s.7(75)*

Maintenance of good order at a budget meeting

s.70A ins *Meetings Amending Local Law 2021 s.7(76)*

Budget presentation

s.71 amd *Meetings Amending Local Law 2021 s.7(77)*

Budget response

s.72 amd *Meetings Amending Local Law 2021 s.7(78)*

Information sessions

s.73(1)	sub	<i>Meetings Amending Local Law 2021 s.7(79)</i>
s.73(6)	om	<i>Meetings Amending Local Law 2021 s.7(80)</i>
s.73(7)(b)	amd	<i>Meetings Amending Local Law 2021 s.7(81)</i>
s.73(8)	sub	<i>Meetings Amending Local Law 2021 s.7(82)</i>

Budget debate

s.74(1)	amd	<i>Meetings Amending Local Law 2021 s.7(83)</i>
s.74(2)(c)	amd	<i>Meetings Amending Local Law 2021 s.7(84)</i>
s.74(2)(d)	amd	<i>Meetings Amending Local Law 2021 s.7(85)</i>
s.74(6)	amd	<i>Meetings Amending Local Law 2021 s.7(86)</i>
s.74(7)	amd	<i>Meetings Amending Local Law 2021 s.7(87)</i>
s.74(8)	amd	<i>Meetings Amending Local Law 2021 s.7(88)</i>

Chapter 5 Press and public

Pt 6	om	<i>Meetings Amending Local Law 2021 s.7(89)</i>
Ch 5	ins	<i>Meetings Amending Local Law 2021 s.7(89)</i>

Public and media behavior at meetings

s.75(3)	sub	<i>Meetings Amending Local Law 2021 s.7(90)</i>
s.75(4)	om	<i>Meetings Amending Local Law 2021 s.7(91)</i>
s.75(5)	amd	<i>Meetings Amending Local Law 2021 s.7(92)</i>
s.75A	om	<i>Meetings Amending Local Law 2021 s.7(93)</i>

Chapter 6 Miscellaneous

prev Pt 6 Subordinate Local Laws	om	<i>Meetings Amending Local Law 2013 s.36</i>
pres Ch 7	ins	<i>Meetings Amending Local Law 2013 s.36</i>
Ch 7	om	<i>Meetings Amending Local Law 2021 s.8</i>
Ch 6	ins	<i>Meetings Amending Local Law 2021 s.8</i>

Dictionary

sch 1	ins	<i>Meetings Amending Local Law 2013 s.37</i>
sch 1	amd def	<i>Meetings Amending Local Law 2021 s.9(1)</i>
sch 1	ins def	<i>Meetings Amending Local Law 2021 s.9(2)</i>
sch 1	amd def	<i>Meetings Amending Local Law 2021 s.9(3)</i>
sch 1	ins def	<i>Meetings Amending Local Law 2021 s.9(4)</i>
sch 1	ins def	<i>Meetings Amending Local Law 2021 s.9(5)</i>
sch 1	ins def	<i>Meetings Amending Local Law 2024 s.63</i>
sch 1	ins def	<i>Meetings Amending Local Law 2024 s.63</i>

Schedule 2	ins	<i>Meetings Amending Local Law 2013 s.38</i>
	sub	<i>Meetings Amending Local Law 2021 s.10</i>