

Ipswich

City Council

*Local Law No. 2 (Council
Meetings) 2013*

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Part 1 Preliminary

1 Short title

This local law may be cited as *Local Law No. 2 (Council Meetings) 2013*.

1A Commencement

This local law commences on 1 August 2013

2 Object

The object of this local law is to provide a framework for the orderly and proper conduct of meetings of the local government and its committees.

3 Definitions - the dictionary

- (1) The dictionary in the schedule (Dictionary) defines particular words used in this local law.
- (2) The dictionary in *Local Law No. 1 (Administration) 2013* also defines words used in this local law.

4 Relationship with other laws

This local law is—

- (a) in addition to and does not derogate from laws about local government meetings¹; and
- (b) is to be read with *Local Law No. 1 (Administration) 2013*.

Part 2 Meetings of the Local Government

5 Times of meetings

The local government may, by resolution or subordinate local law determine the days and times for its ordinary meetings.

6 Special meetings

- (1) The chief executive officer must call a special meeting of the local

¹ The holding and conduct of local government meetings and committees is also dealt with in Chapter 8, Part 2 of *Local Government Regulation 2012*

government if—

- (a) the special meeting is required by a resolution of the local government; or
 - (b) a written request for the special meeting is given to the chief executive officer in accordance with section 6(2) (Special meetings) of this local law.
- (2) A written request for a special meeting of the local government must—
- (a) be signed by the mayor or three or more councillors; and
 - (b) specify the object of the special meeting; and
 - (c) propose a date and time for the holding of the special meeting.

7 Notice and agenda for meetings

The local government may, by subordinate local law, determine the process for notices of and agendas for meetings.

8 Business to be included on agenda

The local government may, by subordinate local law, determine the business to be included on the agenda for meetings.

9 Notice of matter to be included on agenda by a councillor

The local government may, by subordinate local law, determine the process for a councillor wishing to give notice of a matter to be included on the agenda for a meeting.

10 Petitions

The local government may, by subordinate local law, determine the process for dealing with petitions presented to the local government.

11 Motions

The local government may, by subordinate local law:

- (a) determine the process for the moving and amendment of motions and notices of motions;
- (b) determine the process for when the mover of a motion is absent from the meeting at which the motion is being considered;

- (c) determine that a motion or an amendment to a motion be seconded before debate on that motion;
- (d) determine the process for councillors to speak to motions and amendments of motions;
- (e) determine the procedure for voting on motions and amendments of motions;
- (f) determine the procedural motions governing meetings;
- (g) determine the process for raising points of order;
- (h) determine the process for the conduct of local government meetings; and
- (i) determine a process for councillor questions at a local government meeting.

Part 3 Meetings of Committees

12 Attendance at committee meeting

The local government or a committee may, by resolution determine a process for attendance of persons at committee meetings.

13 Participation in committee meetings

Any person, not being a councillor of the local government or a member of the committee, must not take part in a committee debate unless the chairperson invites the person to address the committee upon the matter before it.

14 Conduct of committee meetings

- (1) The chairperson of a committee will preside at a committee meeting.
- (2) The procedure of a committee for dealing with business must be in accordance with—
 - (a) procedural directions given to the committee by resolution of the local government; or
 - (b) if there is no procedural direction governing a particular matter, the chairperson's decision.
- (3) However, a committee may, by resolution, overrule a decision on procedure of a committee made by the chairperson.

Part 4 Maintenance of Good Order

15 Disorder

The chairperson may, where disorder arises at a meeting and the meeting cannot properly continue, adjourn the meeting for not more than 1 hour.

16 Acts of disorder by members of the local government or a committee

If a member of the local government or committee fails to leave the meeting place as directed by the chairperson, an authorised person may, at the request of the chairperson, exercise reasonable force to remove the member and to keep the member away, from the meeting place.

17 Public attendance and behaviour in local government meetings

- (1) An area shall be made available at the place where any local government meeting is to take place for members of the public to attend the meeting and as many members of the public as can reasonably be accommodated may be permitted to attend the meeting.
- (2) A person who is not a member of the local government or a committee must not interrupt or obstruct the proper conduct of a meeting.

Maximum penalty – 50 penalty units.

- (3) If a person (other than a member of the local government or committee) interrupts or obstructs the proper conduct of a meeting, the chairperson of the meeting may ask the person to leave the meeting place.
- (4) A person asked to leave a meeting place under section 17(3) (Public attendance and behaviour in local government meetings) of this local law must immediately leave the place and must not return to the meeting until the end or at such earlier time as is decided by the chairperson.

Maximum penalty – 50 penalty units.

- (5) If a person contravenes section 17(4) (Public attendance and behaviour in local government meetings) of this local law, an authorised person may, at the request of the chairperson, exercise reasonable force to remove the person from the meeting place, and keep the person away, from the meeting place.

18 Business of objectionable nature

The local government may, by subordinate local law, determine the process for determining business of an objectionable nature at a meeting.

19 Admission of non-members to debate etc.

- (1) The local government or a committee may allow a non-member of a local government meeting to participate in the discussion of a particular item of business before the local government, in the manner decided by the local government or committee.
- (2) The local government may, as a mark of distinction, admit a non-member to a part of the local government chamber normally reserved for councillors during the conduct of local government business.

Part 5 Record of Meetings

20 Audio and video recordings of meetings

A person must not make an audio or video recording, or take photographs, of a meeting without the consent of the chairperson, and in accordance with any direction of the chairperson.

Maximum penalty – 50 penalty units.

Part 6 Miscellaneous

21 Procedure not provided for

If an appropriate or adequate method of dealing with any matter at or about a meeting is not provided by a local law, the method of dealing with the matter may be determined by the chairperson of the meeting in consultation with members of the meeting or by resolution of the meeting upon a motion which may be put without notice, in conformity with the local law.

Part 7 Subordinate Local Laws

22 Subordinate local laws

- (1) The local government may make a subordinate local law with respect to-
 - (a) the process for notices and agendas for meetings;
 - (b) the business to be included on the agenda for meetings
 - (c) the process for a councillor wishing to give notice of a matter to be included on the agenda for a meeting;
 - (d) the process for dealing with petitions presented to local government;
 - (e) the process for the movement and amendment of motions and notices of motions;
 - (f) the process for when the mover of a motion is absent from the meeting at which the motion is being considered;
 - (g) determining that a motion or an amendment to a motion be seconded before debate on that motion;
 - (h) determining the process for councillors to speak to motions and amendments of motions;
 - (i) determining the method for voting on motions and amendments of motions;
 - (j) determining the procedural motions governing meetings at the local government;
 - (k) determining the process for the conduct of meetings of the local government;
 - (l) determining the process for councillor questions at a local government meeting;
 - (m) determining a process for attendance at committee meetings;
 - (n) determining the process for determining business of an objectionable nature;

Part 8 Transition, Savings and Repeals

23 Repeals

The following Local Laws are repealed —

- Local Law No. 5 (Meetings) 1994, gazetted 16 December 1994

Schedule 1 Dictionary

Section 3

authorised person means a person who is authorised under the Act by the local government to exercise the powers of an authorised person under a local law.

chief executive officer means the person appointed and employed by the local government as its chief executive officer pursuant to section 194 (Appointing a chief executive officer) of the Act.

chairperson of the local government or a committee means the person presiding at a meeting of the local government or committee.

committee means a committee appointed by a local government under section 264 of the *Local Government Regulation 2012*

committee meeting means a meeting of a committee.

councillor has the same meaning as given in the Schedule 4 of the Act.

local government means Ipswich City Council.

local government meeting means—

- (a) a post election meeting; and
- (b) an ordinary or a special meeting;

local law has the meaning in the Act, section 26, and includes a subordinate local law.

meeting means a local government meeting or a committee meeting.

motion is a formal proposal to be discussed and voted on in a meeting.

ordinary meeting means a meeting that the local government is required to hold pursuant to section 257 of the *Local Government Regulation 2012*.

post election meeting means the meeting required under section 175 of the Act.

procedural motion means a motion that the local government determines by subordinate local law to be a procedural motion.

special meeting has the same meaning as section 258(3) of the *Local Government Regulation 2012*.

the Act means the *Local Government Act 2009*.

Endnotes

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2 Date to which amendments incorporated

This reprint includes all amendments that commenced operation on or before the

3 Key

Key to abbreviations in list of legislation and annotations

Key	Explanation
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amd	= amended
ch	= chapter
def	= definition
div	= division
hdg	= heading
ins	= inserted
om	= omitted
p	= page
pt	= part
renum	= renumbered
rep	= repealed
s	= section
sch	= schedule
sdiv	= subdivision

4 Table of reprints

A reprint is issued upon the commencement of an amending instrument. A reprint is given the date of commencement of the amending instrument.

Table of reprints of this local law – no amendments

5 List of Legislation

Original Local Law

Local Law No. 2 (Council Meetings) 2013

date of gazettal 5 July 2013

6 List of annotations