

**REGISTER OF SUBORDINATE LOCAL LAWS**  
**LOCAL GOVERNMENT ACT 1993 - SECTION 895**

(This Register must contain the particulars prescribed by Section 34(1) of the Local Government Regulation 1994)

1. **LAW NAME:** Local Law Policy No. 5 - Standing Orders
  2. **PURPOSE AND GENERAL EFFECT:** The objects of this local law policy are to provide for the orderly and proper conduct of Council meetings
  3. **LAW NAME ALLOWING THE MAKING:** Local Law No. 5 - Meetings
  4. **DATE OF COUNCIL RESOLUTION:** 31 January 1996
  5. **PUBLIC NOTICE PUBLISHED IN THE QUEENSLAND TIMES:** 3 February 1996
  6. **DATE OF COMMENCEMENT OF LOCAL LAW POLICY:** 3 February 1996
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**IPSWICH CITY COUNCIL**  
**LOCAL LAW POLICY NO. 5 - STANDING ORDERS**

**Application:**

- A. The following Standing Orders provide rules for the conduct of meetings of the Ipswich City Council and, where applicable, Committee meetings of Council.
- B. The Standing Orders shall apply to the Post Election meeting of the Ipswich City Council as far as practicable.
- C. Any provision of these Standing Orders may be suspended by resolution of any meeting of the Council. A separate resolution is required for any such suspension and must specify the purpose of each suspension.
- D. Where, at a Council meeting, a matter arises which is not provided for in these Standing Orders, such matter shall be determined by the Chairperson subject to any contrary resolution of Council.

**Part 1: Procedures for Meetings of Council**

**1. Order of Business**

- 1.1 The order of business shall be determined by resolution of Council from time to time. The order of business may be altered for a particular meeting where the Councillors, at that meeting, pass a motion to that effect. A motion to alter the order of business may be moved without notice.

1.2 Unless otherwise altered, the business and order of business shall be as follows:

- Opening of Meeting
- Opening Prayer
- Apologies and Leave of Absence
- Petitions, Memorials, Condolences
- Confirmation of Minutes
- Receptions and consideration of Committee Reports
- Consideration of Notified Motions
- Reception of Notices of Motion for future meetings
- Questions
- Officers' Reports
- Consideration of Items placed on the agenda by a Councillor in accordance with section 6 of the Local Law

1.3 The Council may, by resolution, alter the business and order of business from time to time.

1.4 The minutes of a preceding meeting not previously confirmed shall be taken into consideration in order that such minutes may be confirmed and no discussion shall be permitted with respect to such minutes except with respect to their accuracy as a record of the proceedings.

## **2. Notice and Agenda**

2.1 The Chief Executive Officer shall, prepare, or have prepared, a Notice of the meeting which may include an agenda at least two (2) days prior to each meeting.

2.2 Any notice of meeting or agenda may be given to a Councillor personally, by post, by facsimile machine or by electronic mail.

## **3. Business Confined to Agenda**

3.1 Business not on the agenda or arising from the agenda shall not be considered at any meeting unless permission for that purpose is given by resolution of the Council at such meeting.

## **4. Notice of Business to be given by a Councillor**

4.1 Any Councillor wishing to give notice of any matter, must give notice in writing to the Chief Executive Officer at least two (2) days before the issue of the notice of the meeting at which the business is to be discussed.

## **5. Petitions**

5.1 Where a Councillor wishes to present a petition, the Councillor shall state the nature of the petition and present it to the Council. No debate on the petition shall be allowed and the only motion which may be moved is that the petition be received and referred to a committee or officer for consideration.

- 5.2 Every other petition received by the Council shall be dealt with as though such petition was an item of correspondence.

## **Part 2: Motions**

### **6. Motions**

- 6.1 A motion or amendment to a motion, other than a procedural motion or a motion adopting a report, brought before a meeting of the Council in accordance with the Local Government Act or these Standing Orders shall be reduced to writing and put to the meeting by the Chairperson. The Chairperson may require a motion or amendment to a motion to be stated in full before permitting it to be received.
- 6.2 The Chairperson shall call the notices of motion in the order in which they appear on the agenda, and where no objection is taken to a motion being taken as a formal motion, the Chairperson may put the motion to the vote without discussion.
- 6.3 A motion on the agenda for a meeting shall not be withdrawn from the agenda where a Councillor at the meeting objects to its being removed.
- 6.4 When a motion has been moved and seconded, it shall become subject to the control of the Council and shall not be withdrawn by the mover and seconder without the consent of the Council.

### **7. Absence of Mover of Motion**

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

### **8. Motion to be Seconded**

- 8.1 A motion or an amendment to a motion shall not be debated at a meeting of the Council unless or until the motion or the amendment is seconded.

### **9. Amendment of Motion**

- 9.1 An amendment to a motion shall not directly negative the motion.
- 9.2 No more than one motion or one proposed amendment to a motion may be put before a meeting of the Council at any one time.

- 9.3 Where an amendment to a motion is before a meeting of the Council, no other amendment to the motion shall be considered until after the first amendment has been determined.
- 9.4 A Councillor who proposes or seconds a motion may propose or second an amendment to that motion.

## **10. Speaking to Motions and Amendments**

- 10.1 A Councillor may request the Chairperson for further information before or after a motion or amendment is seconded.
- 10.2 Each Councillor shall speak no more than once to the same motion or same amendment except as a right of reply.
- 10.3 The mover of a motion shall have the right of reply. If a procedural motion that the motion be now put is passed, then the mover of the original motion shall nevertheless have the right of reply. If an amendment is moved, then the Councillor who moved the amendment shall have the right of reply prior to the amendment being put. In the event that the amendment is passed, the Councillor who moved the original motion shall have the right of reply to the amended motion. Once the right of reply has been exercised, the debate is closed.
- 10.4 Each speaker shall be restricted to not more than five minutes unless the Chairperson rules otherwise.
- 10.5 Where two or more Councillors wish to speak at the same time, the Chairperson shall determine who is entitled to priority.

## **11. Method of Taking Vote**

- 11.1 Before any matter is put to the vote, the Chairperson may direct the motion or amendment to be read again by the Chief Executive Officer or other officer who is taking the minutes of the meeting. The Chairperson shall, in taking the vote on a motion or amendment, put the question, first in the affirmative and then in the negative and may do so as often as necessary to form and declare an opinion as to the whether the affirmative or the negative has the majority vote.
- 11.2 The Council shall vote by a show of hands or as otherwise directed by the Chairperson. Any Councillor may call for a division on a question. If a division is taken, the names of the Councillors voting in the affirmative and of those voting in the negative (including abstaining) shall be recorded. The Chairperson shall declare the result of a vote or a division as soon as it has been determined.
- 11.3 Councillors have the right to request that their names and how they voted (including any abstention) be recorded in the minutes if they so request, for voting other than by division.

## **12. Procedural motions**

- 12.1 A Councillor, at a meeting of the Council, may, during the debate of a matter at the meeting, move, as a procedural motion, the following motions:
- (i) that the motion be put
  - (ii) that the debate on the motion and/or amendment now before the meeting be adjourned
  - (iii) that the meeting proceed to the next item of business
  - (iv) that the question lie on the table or that the matter be taken from the table
  - (v) that the Chairperson's ruling be dissented from
  - (vi) that the operation of these standing orders or any part thereof be suspended
  - (vii) that the Council meeting be closed/open to the public (in accordance with the provisions of the Local Government Act 1993)
  - (viii) that the meeting stand adjourned

Such procedural motions are required to be seconded.

- 12.2 A procedural motion, "that the motion be put", may be moved in order to bring on the finalisation of a motion. Where such a procedural motion is carried, the Chairperson shall immediately put the motion or amendment to that motion under consideration subject to the right of reply pursuant to clause 10.3. Where such procedural motion is lost, debate on the motion or amendment to that motion shall continue.
- 12.3 The procedural motion, that the debate on the motion and/or amendment now before the meeting be adjourned, may specify a time or date, to which the debate shall be adjourned. A procedural motion shall not adjourn debate on a matter the subject of a motion for a period more than two months after the date of that procedural motion.

Where no date or time is specified,

- (i) a further motion may be moved to specify such a time or date; or
  - (ii) the matter about which the debate is to be adjourned, shall be included in the agenda for the next meeting.
- 12.4 Where a procedural motion, that the meeting proceed to the next item of business is carried, debate on the matter subject of the motion shall cease and may be considered again by the Council on the giving of notice in accordance with the Standing Orders.
- 12.5 A procedural motion, that the question lie on the table, shall only be moved where the Chairperson or a Councillor requires additional information on the matter before the meeting (or the result of some other action of the Council or person is required) before the matter may be concluded at the meeting. Where such a procedural motion is passed, the Council shall proceed with the next matter on the agenda. A procedural motion, that the matter be taken from the table, may be moved at the meeting at which that procedural motion was carried or at any later meeting.

- 12.6 A Councillor may move 'a motion of dissent' in relation to a ruling of the Chairperson. Where such motion is moved, further consideration of any matter shall be suspended until after the motion is determined. Only the mover of the motion of dissent and the Chairperson may speak to such a motion. Each may speak only once to such a motion with the mover speaking first and the Chairperson second. Where a motion of dissent is carried, the matter to which the ruling of the Chairperson was made shall proceed as though that ruling had not been made. Where a motion of dissent is not carried, the ruling of the Chairperson shall stand.
- 12.7 A procedural motion, to suspend the operation of these standing orders or any part thereof, may be made by any Councillor in order to permit some action that otherwise would be prevented by a procedural rule. A motion to suspend these standing orders or any part thereof must specify the purpose of such a suspension.
- 12.8 Where a procedural motion, "that the Council resolve to close the meeting to the public for the purpose of ....." is passed, all members of the public shall leave and not re-enter the room where the Council meeting is being held until a procedural motion "that the Council meeting be open to the public" is passed.
- 12.9 A procedural motion, that the meeting stand adjourned, may be moved by any Councillor.
- 12.10 Where a procedural motion is lost, the Chairperson shall not accept a similar motion until the expiration of 15 minutes after the time the motion was lost.

### **13. Points of Order**

- 13.1 Any Councillor may ask the Chairperson to decide on a 'point of order' where it is believed that:
- (i) another Councillor has failed to comply with proper meeting procedures;
  - (ii) a matter before the Council is in contravention of the Local Laws (including these Standing Orders) or Local Government Act; or
  - (iii) a matter before the Council is beyond the Council's jurisdictional power.

Where a 'point of order' is raised, consideration of the matter to which the motion was moved shall be suspended. The Chairperson shall determine whether the point of order is upheld.

Upon a question of order arising during the process of a debate, a Councillor may speak to a point of order, and thereupon the Councillor against whom the point of order is raised, shall immediately cease speaking when the point of order was submitted.

Notwithstanding anything contained in these Standing Orders to the contrary, all questions of order at any time arising shall, until decided, suspend the consideration and decision of every other motion or matter.

## **14. Conduct during Meetings**

- 14.1 After a meeting of Council has been formally constituted and the business commenced, a Councillor shall not enter or leave from such meeting without first acknowledging the Chairperson.
- 14.2 Councillors may stand and address the Chairperson while moving any motion or amendment, seconding any motion or amendment or taking part in any discussion or replying to any question, or addressing the Council for any other purpose.
- 14.3 Councillors shall speak of each other during the Council meetings by their respective titles, "Mayor" or "Councillor", and in speaking of or addressing officers shall designate them by their respective official or departmental title, and shall confine their remarks to the matter then under consideration.
- 14.4 Councillors shall remain seated and silent while a vote is being taken except when calling for a division. Councillors shall act with due decorum during meetings in order that the meeting is conducted in an efficient and effective manner. The Chairperson may specify orally or in writing appropriate standards of decorum which shall be observed by all Councillors and other persons attending a Council Meeting.
- 14.5 No Councillor shall make personal reflections on or impute improper motives to any other Councillor.
- 14.6 No Councillor who is speaking shall be interrupted except upon a point of order being raised either by the Chairperson or by a Councillor.
- 14.7 When the Chairperson speaks during the process of a debate, the Councillor then speaking or offering to speak, shall immediately cease speaking, and each Councillor present shall preserve strict silence so that the Chairperson may be heard without interruption.

## **Part 3: Questions**

### **15. Questions**

- 15.1 A Councillor may, at a Council meeting, ask a question for reply by another Councillor or the Chief Executive Officer regarding any matter under consideration at the meeting. The question shall be reduced to writing and provided to the relevant Councillor or Chief Executive Officer.

The question shall be asked categorically and without argument and no discussion shall be permitted at the meeting of the Council in relation to a reply or a refusal to reply to the question. A Councillor or the Chief Executive Officer to whom a question is asked without notice may request that the question be taken on notice for or prior to the next meeting.

- 15.2 Any Councillor wishing to ask a question relating to the general work or procedure of the Council or any matter under the jurisdiction of the officer or Councillor but not related to any matter under consideration at that meeting, shall provide the question in writing to the Chief Executive Officer at least four days prior to the meeting at which it is to be asked.
- 15.3 A Councillor who asks a question at a meeting, whether or not upon notice, shall be deemed not to have spoken to the debate of the motion to which the question relates.
- 15.4 The Chairperson may disallow a question which the Chairperson considers is inconsistent with good order: Provided that a Councillor may move a motion of dissent against a ruling, and if such motion be carried, the Chairperson shall allow such question.

#### **Part 4: Disorder**

##### **16. Disorder**

- 16.1 The Chairperson may, where disorder arises at a meeting of the Council where the meeting cannot properly continue, adjourn the meeting for not more than 30 minutes and quit the Chair.

##### **17. Business of Objectionable Nature**

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

#### **Part 5: Attendance of Public at Council Meetings**

##### **18. Attendance of Public at Council Meetings**

- 18.1 An area shall be made available at the place where any meeting of the Council is to take place for members of the public to attend the meeting and as many members of the public as reasonably can be accommodated in that area shall be permitted to attend the meeting.
- 18.2 When the Council meeting is closed to the public in accordance with the provisions of the Local Government Act 1993, the public shall be excluded.

#### **Part 6: Committees**

##### **19. Reports by Committees**

- 19.1 In a report of a Committee or in any other matter before Council, a decision of the Council may be taken separately on a particular recommendation or part of a recommendation. A Councillor may request the Chairperson to have the distinct recommendations or parts of recommendations considered separately by the meeting.



**20. Attendance at Committee Meeting**

- 20.1 Any Councillor of the Council may attend a meeting of a Committee and may address the Committee in accordance with any procedures established by the Chairperson of the Committee.
- 20.2 An area shall be made available at the place where any Committee meeting of the Council is to take place for members of the public to attend the meeting and as many people as reasonably can be accommodated in that area shall be permitted to attend the meeting.

**21. Public in Committee Meetings**

- 21.1 Any person not being a Councillor of the Council or a member of the Committee shall not take part in a Committee debate provided that the Chairperson may invite any person to address the Committee upon the matter before it.

**Part 7: Procedure not provided for**

**22.1 Procedure not provided for**

If an appropriate or adequate method of dealing with any matter is not provided for in the Local Law or Standing Orders, the method of dealing with the matter may be determined by ruling of the Chairperson or by resolution upon a motion which may be put without notice in conformity with the Local Law and Standing Orders.

REGISTER OF RULINGS MADE PURSUANT TO SECTION 22.1 OF THE POLICY  
(This register does not form part of the policy and is included for reference only)

<b>Ruling</b>	<b>Date ruling made</b>
That video and television camera usage be not permitted in relation to Council meetings.	Council meeting held on 3 April 1996