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**ORDINARY MEETING NO. 2/25  
WEDNESDAY, 26 FEBRUARY 2025**

**REQUESTS FOR FURTHER INFORMATION**

**BUSINESS**

Item	Request for Further Information	Responsible Directorate	Page Number
ORD 6.1	<ol style="list-style-type: none"><li>Councillor Daniel Sanderson requested further information in relation to the Council's Request to consider including a Footpath Study in the 2025/26 Budget and why it is not included on the register.</li><li>Councillor Daniel Sanderson requested further information in relation to the street art resolution made by Council and why it is not included on the register.</li><li>Councillor George Seymour requested further information relating to why the resolution relating to the Maryborough Administration &amp; Library Building Options is not included on the register.</li></ol>	Organisational Services	3
ORD 11.2.3	<ol style="list-style-type: none"><li>Mayor George Seymour requested further information in relation to the timeframe for Councillors to submit a notice of motion under the model meeting procedures or best practice standing orders.</li><li>Councillors requested further information in relation to section 14.2 of the Standing Orders being amended to change the words "Background information" to "Reasoning"</li><li>Councillors requested further information in relation to section 15 of the Standing Orders being amended to allow any items of general business to be raised with the consent of Council.</li></ol>	Organisational Services	6

Item	Request for Further Information	Responsible Directorate	Page Number
ORD 11.2.5	<ol style="list-style-type: none"> <li>1. Councillor Michelle Byrne requested further information in relation to amending the recommendation to change the words “Key elements for layout plan development” to “options for consideration”.</li> <li>2. Councillor Lachlan Cosgrove requested further information in relation reviewing the wording for the goal and titles of options A and B in the proposal of the report.</li> </ol>	Organisational Services	57
ORD 11.3.3	Councillor Lachlan Cosgrove requested further information in relation to Councillors being provided with the applications of all nominees.	Strategy, Community & Development	59
ORD 11.4.1	Mayor George Seymour requested further information in relation to any documentation or material that was used for the assessment of the Beach Road to Corfield Street (Point Vernon) area.	Infrastructure Services	60
ORD 11.4.2	Councillors requested further information in relation to being provided with a copy of the track changes version of the policy.	Infrastructure Services	74



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**FRASER COAST REGIONAL COUNCIL  
ORDINARY MEETING NO. 2/25**

**REQUESTS FOR FURTHER INFORMATION**

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**SUBJECT:** **ORD 6.1 - OPEN RESOLUTIONS REGISTER - FEBRUARY 2025**

**DIRECTORATE:** **ORGANISATIONAL SERVICES**

**RESPONSIBLE OFFICER:** **DIRECTOR ORGANISATIONAL SERVICES, Keith Parsons**

**AUTHOR:** **CORPORATE OPERATIONS OFFICER, Chloe Hansen**

**CONFIDENTIAL:** **No**

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**1. QUESTION**

1. Councillor Daniel Sanderson requested further information in relation to the Council's Request to consider including a Footpath Study in the 2025/26 Budget and why it is not included on the register.
2. Councillor Daniel Sanderson requested further information in relation to the street art resolution made by Council and why it is not included on the register.
3. Councillor George Seymour requested further information relating to why the resolution relating to the Maryborough Administration & Library Building Options is not included on the register.

**2. RESPONSE**

Current process for placing items on the Open Resolutions Register:

The Open Resolutions Register serves as a tracking tool for outstanding items from Ordinary Council Meetings. Council resolutions are only included in the open resolutions register when there is an explicit resolution requesting a report back to a future Ordinary Council Meeting. This ensures that the register remains focused on items that must be formally brought back to Council, rather than those that can be actioned by officers as part of regular operations.

Resolutions that do not specify a required report back to Council are not added to the register and action items are raised within the meeting management software "InfoCouncil" and sent internally to the relevant officer to action the item.

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Response to Request for Further Information 1:

Officers have reviewed the resolution made at the Ordinary Meeting No.8/24 and have included an extract below:

**ORD 12.3 Request to consider including a Footpath Study in 2025/26 Budget****RESOLUTION** (Daniel Sanderson/Michelle Byrne)

That Council resolve to list for consideration for inclusion in the 2025/26 budget a study that identifies the options and costs associated with the construction of footpaths in townships with no, or limited, footpath infrastructure to improve liveability and encourage the local community of that township to become more active.

**Carried Unanimously**

The resolution requests that Council consider it for inclusion in the 2025/26 budget rather than requiring a report back to Council. As per the current process, it has not been added to the Open Resolutions Register for tracking however has been referred to officer's internally for action. This item will be presented to councillors at a budget workshop for consideration as part of the development of the 2025/26 Draft Budget.

Response to Request for Further Information 2:

Officers have reviewed the resolution made at the Ordinary Meeting No.1/23 and have included an extract below:

**ORD 12.5 Request for a Report on the Provision of Street Art Walls in Town Centre's within the Fraser Coast Region****RESOLUTION** (Daniel Sanderson/Paul Truscott)

That Council be provided with a report on the provision of Street Art Walls in Hervey Bay, Maryborough, Tiaro and Howard to foster the region's creative talent, while helping to reduce graffiti on public and private property.

**Carried 8/3**

As the above resolution requests a report back to Council, officers have reviewed the history of the Open Resolutions Register and can confirm that the item was listed on the register from February 2023 until it was removed from the register following the Ordinary Meeting held on 28 June 2023.

A report relating to the item was considered at the 28 June 2023 Ordinary Meeting and the Council resolved as follows:

**ORD 11.3.2 The Provision of Street Art in Fraser Coast****RESOLUTION** (David Lee/David Lewis)

That Council defer further work on the 'Street Art/Graffiti Wall Project' in Hervey Bay, Maryborough, Tiaro and Howard until sufficient resources are available to develop and implement a sustainable community project that will couple a developmental approach with appropriate policy and management.

**Carried Unanimously**

Once an item has been brought back to Council it is removed from the register. If the new Council decision requires a further report, then the new decision is then added to the register.

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In this instance the decision of Council did not include a further report to Council and as such has been referred to officer's internally for action.

Response to Request for Further Information 3:

Officer's have reviewed the resolution made at the Ordinary Meeting No.8/22 and have included an extract below:

**ORD 15.4 Maryborough Administration & Library Building Options**

**RESOLUTION** (Daniel Sanderson/Paul Truscott)

That Council:

1. Deem that the report/attachment is a confidential document and be treated as such in accordance with sections 171 and 200 of the Local Government Act 2009 and that the document remain confidential unless Council decides otherwise by resolution.
2. Prepare a detailed concept design, project cost estimates and conduct detailed site due diligence at 350 Kent Street Maryborough for the construction of a new Council administration and customer service building.
3. Prepare a detailed concept design and project cost estimates and conduct detailed site due diligence for the renovation and refurbishment of parts of the Maryborough City Hall to provide additional and improved office space.
4. Prepare a detailed concept design and project cost estimates and conduct detailed site due diligence for the major renovation and refurbishment of the existing library building at 127-129 Bazaar St Maryborough.
5. Delegate authority to the Chief Executive Officer to negotiate and execute contracts for any land acquisitions necessary to support the construction of a new Council administration and customer service building at fair market value.

**Carried Unanimously**

The above resolution does not request a report back to Council and as per the current process, it has not been added to the Open Resolutions Register for tracking however has been referred to officer's internally for action.

**3. ATTACHMENTS**

Nil

**FRASER COAST REGIONAL COUNCIL  
ORDINARY MEETING NO. 2/25**

**REQUESTS FOR FURTHER INFORMATION**

**SUBJECT:** **ORD 11.2.3 - AMENDED MEETING PROCEDURES AND  
STANDING ORDERS FOR COUNCIL MEETINGS AND  
STANDING COMMITTEES**

**DIRECTORATE:** **ORGANISATIONAL SERVICES**

**RESPONSIBLE OFFICER:** **DIRECTOR ORGANISATIONAL SERVICES, Keith Parsons**

**AUTHOR:** **CORPORATE OPERATIONS OFFICER, Chloe Hansen**

**CONFIDENTIAL:** **No**

**1. QUESTION**

1. Mayor George Seymour requested further information in relation to the timeframe for Councillors to submit a notice of motion under the model meeting procedures or best practice standing orders.
2. Councillors requested further information in relation to section 14.2 of the Standing Orders being amended to change the words “Background information” to “Reasoning”
3. Councillors requested further information in relation to section 15 of the Standing Orders being amended to allow any items of general business to be raised with the consent of Council.

**2. RESPONSE**

Response to Request for Further Information 1:

The Model Meeting Procedures and Best Practice Standing Orders do not specifically address the process for Notices of Motion submitted by Councillors. This procedure is determined individually by each Council, with some Councils not providing any formal guidance on the process in their standing orders.

As there is no standard timeframe for submitting a Notice of Motion, officers have reviewed the practices of several neighbouring Councils, and a summary of the submission timeframes is outlined in the table below.

<b>Council</b>	<b>Timeframe for Notice of Motions</b>
Gympie Regional Council	Not less than 7 clear business days before the meeting.
Sunshine Coast Regional Council	Notice to the CEO, in writing, either at the meeting or not less than 7 days before the meeting
Bundaberg Regional Council	3 clear business days before the meeting
Gladstone Regional Council	Not Specified
Rockhampton Regional Council	7 days before the meeting.

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Council	Timeframe for Notice of Motions
North Burnett Regional Council	48 Hours before the meeting.
South Burnett Regional Council	5 days before the meeting.

It is likely that most of these timeframes align with the preparation and distribution of Council Meeting Agendas for the respective Councils, however, this has not been formally confirmed.

The proposed change to require submission 10 business days in advance ensures that Councillors have sufficient time to be well informed on the matter. Additionally, it allows motions to be included in the initial agenda, ensuring they can be discussed at the Council Agenda Forum.

Response to Request for Further Information 2 & 3:

The Standing Orders have been updated to incorporate the requested changes and an updated copy attached to this report. An amended recommendation has been distributed to Councillors.

### 3. ATTACHMENTS

1. Amended Meeting Procedures and Standing Orders for Council Meetings and Standing Committees - Clean Version [↓](#)
2. Amended Meeting Procedures and Standing Orders for Council Meetings and Standing Committees - Track Changes [↓](#)

# Meeting Procedures and Standing Orders for Council Meetings and Standing Committees

Fraser Coast Regional Council

Adopted <DATE>





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## DICTIONARY

**Attendee** means:

- (a) The Chief Executive Officer; or
- (b) An officer nominated by the Chief Executive Officer; or
- (c) An officer invited to a council or committee meeting by the Chairperson of that meeting; or
- (d) In the case of a Council meeting or a committee meeting, a person admitted to the meeting by the respective council or committee.

**Audio Link** means facilities, including telephone, that enable reasonably contemporaneous and continuous audio communication between persons at different places.

**Audio Visual Link** means facilities, including closed-circuit television, that enable reasonably contemporaneous and continuous audio and visual communication between persons at different places

**Chairperson** means:

- (a) The Mayor in the case of a Council meeting; or
- (b) The person appointed by the Council pursuant to Section 267 (chairperson of committee) of the *Local Government Regulation 2012* as chairperson of the Standing committee; or
- (c) A person acting in the position of chairperson pursuant to these Standing Orders; or
- (d) The person who controls the order of the meeting.

**Chief Executive Officer** means the person appointed and employed by the Council as its Chief Executive Officer pursuant to Section 194 (Appointing a Chief Executive Officer) of the *Local Government Act 2009*.

**Councillor** refers to an individual duly elected as a Councillor or Mayor to the Fraser Coast Regional Council in accordance with the relevant legislation.

**Council Meeting** means the Ordinary or Special Meeting of the full Council.

**Declarable Conflict of Interest** refer Local Government Act 2009, Chapter 5B, Part 3.

**Conduct Breach** refer Local Government Act 2009, section 150K.

**LGA** means Local Government Act 2009

**LGR** means Local Government Regulation 2012

**Mayor** means the Mayor of the Council and includes any person acting in the position of the Mayor pursuant to the *Local Government Act 2009* or these Standing Orders.

**Member** means in the case of a Council or Standing committee meeting, a Councillor of the Fraser Coast Regional Council.

**Motion of Dissent** means a motion set out in these Standing Orders, the purpose of which is to seek to correct what may have been a mistake of fact or interpretation on the part of the Chairperson.

**Ordinary Business** means matters such as:

- The Councillors interest is no greater than a significant proportion of other community members (e.g. all people in a suburb, all people in a small town, all business owners, all dog owners)
- Councillor remuneration, expenses, superannuation or insurance
- Adoption of budget, rates and charges and cost-recovery fees
- Planning scheme or amendments for the whole council area

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CP018 - Meeting Procedures and Standing Orders for Council Meetings and Standing Committees DOCS#873307

- Appointment of mayor, deputy mayor, councillor, committee member, or council representative of board or association

**Ordinary Meeting** of the Council means –

- (a) A post-election meeting of the Council which is required to be held under Section 175 (Post-election meetings) of the *Local Government Act 2009*; or
- (b) A periodic meeting of the Council which is required to be held under Chapter 8, Part 2, Division 1 (Requirements for meetings of a local government) of the *Local Government Regulations 2012*.

**Petition** means a formal written or electronic document signed by a minimum of 10 people that requests Council's action in a particular matter.

**Point of Order** means an objection to an action.

**Prescribed Conflict of Interest** refer Local Government Act 2009, Chapter 5B, Part 2.

**Procedural Motion** means a motion set out in these Standing Orders and is a specific resolution to control the conduct of the meeting to aid the effective transaction of business.

**Standing Committee** of Council, means a committee established under Section 264 of the *Local Government Regulation 2012* of Councillors that meets to discuss the topic decided by Council when establishing the committee

**Statutory Notice** of meeting means a notice of meeting to be given under the *Local Government Regulation 2012*.

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

## PURPOSE

The purpose of the Meeting Procedures is to set out certain procedures to ensure the Local Government principles are reflected in the conduct of Council meetings and standing committee meetings.

It is not intended that the Meeting Procedures would deal with all aspects of meeting conduct but only those required to strengthen public confidence in Council to chair meetings and deal with the conduct of Councillors, conflict of interest of Councillors, loss of quorum and closed meetings.

In particular, as required under section 150F of the *Local Government Act 2009* (LGA) this document sets out:-

- The process for how a Chairperson of a Local Government meeting may deal with instances of unsuitable meeting conduct by Councillors.
- The process for how the Councillors of a Local Government meeting may deal with the Chairperson's unsuitable meeting conduct.
- The process for how suspected conduct breach of a Councillor referred to the local government by the Independent Assessor (the Assessor) is to be dealt with at a Local Government meeting.

## STANDING ORDERS

### 1. INTRODUCTION

- 1.1. These Standing Orders apply to all meetings of Council and any Standing Committees.
- 1.2. These Standing Orders do not apply to Audit and Risk Committee meetings.
- 1.3. Any provision, except where mandatory under the model meeting procedures, of these Standing Orders may be suspended by resolution of any meeting of Council. A separate resolution is required for any such suspension and must specify the application and duration of each suspension.
- 1.4. Where at a Council meeting a matter arises which is not provided for in these Standing Orders, such matters shall be determined by resolution of Council upon a motion which may be put without notice but otherwise in conformity with these Standing Orders.

## PROCEDURES FOR MEETINGS OF LOCAL GOVERNMENT

### 2. PROCEDURE FOR THE CHAIRPERSON

- 2.1. The Mayor will be the chairperson at a meeting of Council at which the Mayor is present..
- 2.2. If the Mayor is absent or unavailable to chair a meeting of Council, the meeting will be chaired by the Councillor to whom the Mayor has delegated their responsibility to chair the meeting.
- 2.3. If the Mayor is absent or unavailable to chair the meeting, and has not delegated another Councillor to do so, , the Deputy Mayor will be the chairperson.
- 2.4. If the office of Mayor becomes vacant, the Deputy Mayor acts as Mayor and Chairperson of the Local Government meetings.
- 2.5. If both the Mayor and the Deputy Mayor are prevented from chairing the meeting because of absence or temporary incapacitation, and no other Councillor has been delegated the responsibility or appointed to act as chairperson, the Council may, by resolution, appoint one of the Councillors present at the meeting to act as chairperson for the duration of the meeting.
- 2.6. Council may appoint the Chairperson for a Standing committee meeting. This Chairperson will preside over meetings of the committee.
- 2.7. If the Chairperson of a Standing committee is absent or unavailable to preside, a Councillor chosen by the Councillors present will preside over the committee meeting.

### **3. ORDER OF BUSINESS**

- 3.1. Before proceeding with the business of the meeting, the person presiding at the meeting shall undertake the acknowledgement and/or greetings deemed appropriate by the Council.
- 3.2. The order of business will be determined by resolution of Council from time to time. The order of business may be altered for a particular meeting where the Councillors at that meeting pass a motion to that effect. A motion to alter the order of business may be moved without notice.
- 3.3. Unless otherwise altered, the order of business will be as follows:
  1. Opening Prayer
  2. Apologies and Leave of Absence
  3. Disclosure of Interests
  4. Mayoral Minute
  5. Confirmation of Minutes of Meetings
  6. Outstanding Actions
  7. Addresses/Presentations
  8. Deputations
  9. Petitions
  10. Committees' Reports
  11. Officers' Reports
  12. Matters/Motions of which due notice has been given
  13. Response to Questions on Notice
  14. General Business
  15. Confidential
  16. Late items

### **4. AGENDAS**

- 4.1. The Chief Executive Officer determines the business paper content for any meeting; including late items and items declared as confidential.
- 4.2. Business not on the Agenda or not fairly arising from the Agenda will not be considered at any Meeting unless permission for that purpose is given by Council at such meeting. Business must be in accordance with the adopted Terms of Reference for each committee.
- 4.3. A matter considered under sub-clause 4.2 above will be considered during that part of the meeting set aside for general business.
- 4.4. The notice of the meeting and the agenda must be given to each Councillor at least 2 days before the meeting unless it is impracticable to give the notice before that time.

- 4.5. The Agenda for the Council must be made publicly available by 5pm on the business day after the notice of meeting is given to the Councillors. Any related reports for the Council meeting must also be included and available to the public excluding confidential reports.
- 4.6. If the related report is made available to Councillors or Committee Members during the period starting immediately after notice of the meeting is given and ending immediately before the meeting is held, then these reports must be made available to the public as soon as practicable after it is made available to the Councillors or Committee Members unless the related report contains information confidential to the Council in accordance with Section 254D(3) of the LGR.
- 4.7. Matters on the Agenda that will require the meeting to be in a closed session consistent with the provisions under section 254J of the LGR, will be clearly identified including the reasons why the session will be closed.

## **5. MINUTES**

- 5.1. The minutes of a preceding meeting whether an ordinary or a special meeting, not previously confirmed will be taken into consideration, at every ordinary meeting of Council, in order that such minutes may be confirmed and no discussion will be permitted with respect to such minutes except with respect to their accuracy as a record of the proceedings.
- 5.2. Amendments to the minutes may be made prior to confirming the minutes. This may be done by moving a motion to amend the minutes that must be voted on and carried. Once the resolution is passed, the minutes can be amended.
- 5.3. All Councillors present at the meeting can vote to confirm the minutes including those who were absent at the previous meeting and those who had a conflict of interest at the previous meeting.
- 5.4. Once the minutes are confirmed by resolution of the meeting they cannot be changed. If the Council needs to make a correction to the confirmed minutes, that can be done by passing a new motion that states what the correction is, but the original minutes remain as they are recorded.

## **6. QUORUM AND LAPSE OF A QUORUM**

- 6.1. A quorum at a Council Meeting is a majority of its Councillors.
- 6.2. However, if the number of Councillors is an even number, one-half of the number is a quorum.
- 6.3. A quorum of a standing committee is the number –
  - 6.3.1. Fixed by the Council; or
  - 6.3.2. If a number is not fixed by the Council – fixed by the standing committee.
- 6.4. If a quorum is not present within 15 minutes after the time set for the meeting to begin, the meeting may be adjourned to a later hour or a later day within 14 days after the day of the adjournment. The meeting may be adjourned by a majority of Councillors present, or if only one Councillor is present, then that Councillor, or if no Councillors are present then the Chief Executive Officer.
- 6.5. In the event where one 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:
  - 6.5.1. Delegate the consideration and decision on the matter, pursuant to section 257 of the Local Government Act 2009;
  - 6.5.2. Defer the matter to a later meeting; or
  - 6.5.3. Not decide the matter and take no further action in relation to the matter.
- 6.6. All Councillors including the conflicted Councillors, may participate in deciding to delegate or defer a matter.
- 6.7. The Council must not delegate a decision to an entity if the entity, or a majority being at least half of its members, has a conflict of interest in the matter.
- 6.8. If the matter cannot be delegated under an Act, the Council should seek ministerial approval for the conflicted Councillors to be able to consider and vote on the matter, subject to any conditions the Minister may impose.
- 6.9. If during the conduct of a meeting, the Chairperson becomes aware that a quorum is no longer present, the meeting will be adjourned for 30 minutes. If after 30 minutes a quorum is still not present, the meeting will be

adjourned to a date and time to be determined by the Chairperson but no later than 14 days from the date of the adjournment.

- 6.10. However, the meeting may be adjourned to a later time on the same day.
- 6.11. When the conduct of a meeting is interrupted as a result of the loss of a quorum, the business of the resumed meeting must commence at the point in the meeting agenda at which the interruption occurred.

## **7. PETITIONS**

- 7.1. A Councillor may present a paper petition or electronic petition where the petition meets the relevant Council petition requirements provided for in section 6.2.
  - 7.1.1. Any petition presented to a meeting of Council must:
    - 7.1.2. Be in legible writing
    - 7.1.3. contain a minimum of ten signatures,
    - 7.1.4. Include the name and contact details for the Principal Petitioner (i.e., one person who is the organizer and who will act as the key contact for the issue),
    - 7.1.5. Include the postcode of all petitioners,
    - 7.1.6. Have the details of the specific request/matter appearing on each page of the petition;
    - 7.1.7. Be respectful and not contain any offensive language or content,
- 7.2. Notwithstanding section 7.2.4 and 7.2.5 above, an electronic petition may be received by the Council.
- 7.3. Petitions related to active development applications will be referred to the Chief Executive Officer and managed as per operational procedures.
- 7.4. Complaints against an individual/s is not considered a petition. Where a petition is received and the details of the request/matter is against an individual/s, it will be referred to the Chief Executive Officer to be dealt with in accordance with Council protocol and process.
- 7.5. Where a Councillor presents a petition to a meeting of Council no debate on or in relation to it shall be allowed and the only motion which may be moved is that:
  - 7.5.1. the petition be received; or
  - 7.5.2. the petition be received and referred to a committee or Chief Executive Officer for consideration and a report to Council; or
  - 7.5.3. the petition not be received because it is deemed invalid.
- 7.6. Only the name of the chief petitioner, the petitioner's request and the number of signatories will be recorded in the minutes.
- 7.7. The Chief Executive Officer will arrange a written response to the Principal Petitioner in relation to all petitions. Petitions deemed invalid will be provided with the reason/s why the petition was deemed invalid.

## **8. DEPUTATIONS**

- 8.1. A deputation wishing to attend and address a meeting of Council shall apply in writing to the Chief Executive Officer not less than twelve (12) business days before the meeting.
- 8.2. An application for a deputation must include:
  - 8.2.1. The presentation description of the deputation
  - 8.2.2. The names of all parties presenting the deputation
  - 8.2.3. If any supportive methods (e.g props, PowerPoint presentations, video) will be utilised. Supportive methods are subject to approval by the Chairperson.
- 8.3. The Chief Executive Officer, on receiving an application for a deputation shall notify the Chairperson who shall determine whether the deputation may be heard. The Chief Executive Officer shall inform the deputation of the

determination in writing. Where it has been determined the deputation will be heard, a convenient time shall be arranged for that purpose, and an appropriate time period allowed.

- 8.4. For deputations comprising three or more persons, only three persons shall be at liberty to address Council unless the Councillors at the meeting determine otherwise by resolution. A deputation shall be given adequate opportunity to explain the purpose of the deputation.
- 8.5. If a member of the deputation other than the appointed speakers interjects or attempts to address the Council, the Chairperson may terminate the deputation.
- 8.6. The Chairperson may terminate an address by a person in a deputation at any time where:
  - 8.6.1. The Chairperson is satisfied that the purpose of the deputation has been sufficiently explained to the Councillors at the meeting,
  - 8.6.2. The time period allowed for a deputation has expired, or
  - 8.6.3. The person uses insulting or offensive language or is derogatory towards Councillors or staff members
- 8.7. The Chief Executive Officer is responsible for the deputation including that the appointed speaker/s are notified in writing of developments or future actions as appropriate.
- 8.8. A Deputation will not exceed fifteen minutes unless otherwise agreed by the Chairperson.

## **9. PUBLIC PARTICIPATION AT MEETINGS**

- 9.1. A member of the public may take part in the proceeding of a meeting only when invited to do so by the Chairperson.
- 9.2. In each Meeting, time may be required to permit members of the public to address the Council on matters of public interest related to Council. The time allotted shall not exceed fifteen minutes and no more than three speakers shall be permitted to speak at any one meeting. The right of any individual to address the Council during this period shall be at the absolute discretion of Council.
- 9.3. If any address or comment is irrelevant, offensive, or unduly long, the Chairperson may require the person to cease making the submission or comment.
- 9.4. For any matter arising from such an address, Council may take the following actions:
  - 9.4.1. Refer the matter to a committee.
  - 9.4.2. Deal with the matter immediately.
  - 9.4.3. Place the matter on notice for discussion at a future meeting.
  - 9.4.4. Note the matter and take no further action.
- 9.5. Any person addressing the Council shall stand and act and speak with decorum and frame any remarks using respectful and courteous language.
- 9.6. Any person who is considered by the Council or the Chair to be unsuitably dressed may be directed by the Chairperson to immediately withdraw from the meeting. Failure to comply with such a request may be considered an act of disorder.

## **10. PRESCRIBED CONFLICT OF INTEREST**

Councillors are ultimately responsible for informing of a prescribed conflict of interest on matters to be discussed at a Council or Standing committee meeting (other than ordinary business matters). When dealing with a prescribed conflict of interest, Councillors must abide by the following procedures:

- 10.1. 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 Meeting must also give notice during the Meeting.
- 10.2. A Councillor who first becomes aware of a prescribed conflict of interest in a matter during a Meeting must immediately inform the Meeting of the conflict of interest.
- 10.3. When notifying the Meeting of a prescribed conflict of interest, the following details must be provided:



- 10.3.1. If it arises because of a gift, loan or contract, the value of the gift, loan or contract;
- 10.3.2. If it arises because of an application for which a submission has been made, the matters, the subject of the application and submission;
- 10.3.3. The name of any entity other than the Councillor that has an interest in the matter;
- 10.3.4. The nature of the Councillor's relationship with the entity mentioned in 3.3.3 that has an interest in a matter;
- 10.3.5. Details of the Councillor's and any other entity's interest in the matter.
- 10.4. The Councillor must then leave the place of the meeting, including any area set aside for the public, and stay away while the matter is being discussed and voted on unless the subject Councillor has written notice of approval from the Minister to participate in the matter. The Councillor must not influence or attempt to influence the remaining Councillors to vote on the matter in a particular way.
- 10.5. 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.

## 11. DECLARABLE CONFLICT OF INTEREST

Councillors are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at Council or Standing committee meetings (other than ordinary business matters).

A Councillor may raise their personal interests in a matter at the 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 Councillor may disclose their suspicion and the processes under section 150EW of the *Local Government Act 2009*.

When dealing with a declarable conflict of interest, Councillors must abide by the following procedures:

- 11.1. 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 Meeting must also give notice during the Meeting.
- 11.2. A Councillor who first becomes aware of a declarable conflict of interest in a matter during a Meeting must inform the meeting of the conflict of interest.
- 11.3. When notifying the Meeting 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 following details must be provided:
  - 11.3.1. The nature of the declarable conflict of interest.
  - 11.3.2. 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 interests in the matter.
  - 11.3.3. 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
    - iv. the value of the gift or loan and the date the gift or loan was made.

- 11.4. After a Councillor has declared a conflict of interest, the Councillor should consider leaving the meeting while the matter is discussed unless they have ministerial approval to participate, or they have reasons why their participation would improve making the decision in the public interest.
- 11.5. 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 as prescribed in section 150ES of the LGA.
- 11.6. The other eligible Councillors at the meeting must then decide, by resolution, whether the Councillor can participate in the decision making in relation to the matter, including voting on the matter, or whether the Councillor should not participate in the decision and leave the Meeting while the matter is decided by the eligible Councillors. The eligible Councillors may impose conditions on the Councillor under a decision to either participate or leave the Meeting e.g. may stay for the debate but must leave for the vote. The Councillor must comply with any decision or condition imposed by the eligible Councillors.
- 11.7. In deciding on a Councillor's declarable conflict of interest in a matter, only Councillors who do not also 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 quorum for the meeting consistent with section 150ET of the Local Government Act 2009.
- 11.8. The ability to make a resolution without a seconder applies when making a resolution under 150ES of the LGA.
- 11.9. The Councillor who is the subject of the decision may remain in the meeting while the debate is occurring and can participate by answering questions from the Chairperson to assist the eligible Councillors in making their decision. The subject Councillor must not vote 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 Chairperson, on whether the Councillor may remain in the Meeting and participate in deciding the matter in which the Councillor has a declarable conflict of interest.
- 11.10. When deciding whether a Councillor may participate in the decision making on a matter in which they have a declarable conflict of interest, the eligible Councillors should consider the particular circumstances of the matter including, but not limited to:
  - 11.10.1. how does the inclusion of the Councillor in the deliberation affect the public trust;
  - 11.10.2. how close or remote is the Councillor's relationship to the related party;
  - 11.10.3. if the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received;
  - 11.10.4. will the benefit or detriment the subject Councillor or their related party stands to receive from the decision have major or minor impact on them;
  - 11.10.5. how does the benefit or detriment the subject Councillor stands to receive compare to others in the community;
  - 11.10.6. 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;
  - 11.10.7. whether the subject Councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest.
- 11.11. 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 eligible Councillors discuss and vote on the matter as prescribed in 150ET(3) of the LGA.
- 11.12. 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 all subsequent decisions, about the same matter, as prescribed in 150ET(4) of the LGA, unless there is a change to the Councillor's personal interests and/or the nature of the matter being discussed. If the eligible Councillors decide that the Councillor can act in the public interest on the matter, then the Councillor may participate in the meeting and be involved in processes occurring outside of a Meeting about the same matter.
- 11.13. In making the decision under 4.6 and 4.10, it is irrelevant how the subject Councillor intended to vote on the issue or any other issue (if known or suspected).
- 11.14. A Councillor does not contravene the above procedures if the Councillor participates in a decision under written approval from the Minister.

## **12. REPORTING A SUSPECTED CONFLICT OF INTEREST**

- 12.1. 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 Chairperson of the meeting of their belief or suspicion, and the facts and circumstances that led to their belief or suspicion.
- 12.2. The Chairperson then 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 procedures above.
- 12.3. If the Councillor believes they do not have a conflict of interest, they must inform the Meeting of that belief and their reasons for that belief.
- 12.4. The eligible Councillors must then decide whether the Councillor has a prescribed conflict of interest, a declarable conflict of interest or that the Councillor does not have a prescribed or declarable conflict of interest in the matter. If the Meeting decides the Councillor has a conflict of interest, the Councillor must follow the relevant procedures above. If a Councillor with a declarable conflict of interest wants to participate in the decision despite the declarable conflict of interest, then the eligible Councillors must make a decision about the Councillor's participation.
- 12.5. If the Councillors cannot reach a decision about the conflict of interest, or the subject Councillor's participation in the matter despite a declarable conflict of interest, then they are taken to have determined that the Councillor must leave and stay away from the place where the meeting is being held while the eligible Councillors discuss and vote on the matter. This decision will continue to apply in relation to all subsequent decisions about the same matter, where the conflict of interest remains unchanged.

## **13. SPECIAL MEETING**

- 13.1. The Chief Executive Officer must call a special meeting of the Council if –
  - 13.1.1. The special meeting is required by a resolution of the Council; or
  - 13.1.2. A written request for the special meeting is lodged with the Chief Executive Officer.
- 13.2. A written request for a special meeting of Council must -
  - 13.2.1. Be signed by the Mayor or three or more Councillors; and
  - 13.2.2. Specify the object of the special meeting; and
  - 13.2.3. Propose a day and time for the holding of the special meeting.
- 13.3. The Chief Executive Officer calls a special meeting by giving written notice of the date and the time of the meeting, and the business to be conducted at the meeting to each Councillor.
- 13.4. The notice must be given, at least two days before the day of the meeting, unless it is impracticable to give the notice before that time (Section 254C of the *Local Government Regulation 2012*). The only business that may be conducted at a special meeting is the business specified in the notice of meeting.

## **14. MOTIONS MATTERS/MOTIONS WITH DUE NOTICE**

- 14.1. Any Councillor wishing to give notice of any matters/motions, must give notice in writing to the Chief Executive Officer at least 10 business days before the meeting at which the business is to be discussed.
- 14.2. Matters or motions must include a brief statement outlining the reason for the Motion. Motions submitted without this information will not be accepted.
- 14.3. Matters/motions relating to but not limited to amending and changing disbursement of funds, budgets, operational plan activities, capital work priorities, and policy decisions will be subject to a Council report prior to any Council resolution.
- 14.4. If the Council determines the matter/motion is an operational issue, refer to the Chief Executive Officer to be dealt with in accordance with Council protocol and process.

- 14.5. Matters/motions that will revisit an existing Council decision are not permitted in this section within a period of 3 months of that decision. The avenue for these motions is either through a Mayoral Minute or in general business as per section 4.2 and 4.3.

## **15. BUSINESS ARISING INCLUDING GENERAL BUSINESS**

- 15.1. Matters raised under General Business will require a resolution of the Council to permit discussion, except in cases of bereavement, where condolence motions may be moved without the need for Council permission.
- 15.2. Council recognises that every bereavement is a tragedy for the family and friends who suffer the loss of a loved one and expressions of sympathy are always appreciated. Councillors wanting to express condolences can raise a motion in general business. As a mark of respect a minute's standing silence will be observed by those at the meeting.
- 15.3. Matters raised during General Business are subject to sections 14.3 and 14.4.

## **16. MAYORAL MINUTE**

- 16.1. The Mayor may, by a signed minute, introduce a matter for consideration at a meeting. The matter takes precedence over all other matters for consideration at the meeting and may be adopted by a motion moved by the Mayor without the need for the motion to be seconded.

Note: A Mayoral minute upon being moved is dealt with in the same manner as any other motion.

## **17. MOTION TO BE MOVED**

- 17.1. A Councillor is required to 'move' a motion and then another Councillor is required to 'second' the motion.
- 17.2. When a motion has been moved and seconded, it will become subject to the control of Council and cannot be withdrawn without the consent of the Council.
- 17.3. An amendment can be made with consent of the mover and seconder of the original motion.
- 17.4. Where the consent to an amendment of a motion is not provided by the mover and seconder of the original motion, the proposed amendment to the motion must be moved, seconded and determined by Council.
- 17.5. Where consent to an amendment of a motion is not provided by the mover and seconder of the original motion and is successful, the mover of the amendment is taken to have moved the motion and can speak to the motion and have the right of reply.
- 17.6. Other Councillors can propose amendments to the motion which must be voted on before voting on the final motion.
- 17.7. A motion brought before a meeting of Council in accordance with the Local Government Act 2009 or these Standing Orders will be received and put to the meeting by the Chairperson. The Chairperson may require a motion or amendment to a motion to be stated in full or be in writing before permitting it to be received.
- 17.8. The Chairperson may refuse to accept a motion if it is not within the Meeting's jurisdiction and rule a motion out of order if necessary. Any motion that is vague, proposes an unlawful action, is outside the scope of the meeting, is defamatory, vexatious or is unnecessary, may be ruled out of order.
- 17.9. The Chairperson may call the notices of motion in the order in which they appear on the agenda. Where no objection is taken to a motion being taken as a formal motion and the motion is then seconded, the Chairperson may put the motion to the vote without discussion.
- 17.10. Not more than one motion or one proposed amendment to a motion may be put before a meeting of a local government at any one time.

**18. ABSENCE OF MOVER OF MOTION**

- 18.1. Where a Councillor who has given notice of a motion is absent from the meeting of Council at which the motion is to be considered, the motion may be:
- 18.1.1. Moved by another Councillor at the meeting with written consent from the Councillor who gave notice of the motion, or
  - 18.1.2. Deferred to the next meeting.

**19. MOTION TO BE SECONDED**

- 19.1. A motion or an amendment to a motion will not be debated at a meeting of Council unless or until the motion or the amendment is seconded, with the exception of Procedural Motions.

**20. AMENDMENT OF MOTION**

- 20.1. An amendment to a motion shall be in terms which maintain or further clarify the intent of the original motion and do not contradict the motion.
- 20.2. Not more than one motion or one proposed amendment to a motion may be put before a meeting of Council at any one time.
- 20.3. Where an amendment to a motion is before a meeting of Council, no other amendment to the motion will be considered until after the first amendment has been voted on, however before the debate is conducted a Councillor may foreshadow another amendment should the motion be lost.
- 20.4. A Councillor may foreshadow an amendment to a motion should the motion be lost. The foreshadowed amendment does not require a seconder.
- 20.5. Where a motion is amended by another motion, the original motion shall not be put as a subsequent motion to amend that other motion.

**21. SPEAKING TO MOTIONS AND AMENDMENTS**

- 21.1. The mover of a motion or amendment will read it but will not speak to it until it is seconded.
- 21.2. The Chairperson will manage the debate by allowing the Councillor who proposed the motion the option of speaking first on the motion. The Chairperson will then call on any other Councillor who wishes to speak against the motion and then alternatively for and against the motion as available, until all Councillors who wish to speak have had the opportunity.
- 21.3. Councillors must first state whether they are speaking in favour or against the motion before speaking.
- 21.4. A Councillor may make a request to the Chairperson for further information before or after the motion or amendment is seconded this includes asking a question for reply by a Councillor or an officer of Council, but only regarding the matter under consideration at the Meeting. The Council officer can be assisted by an external party if deemed necessary to provide clarification to Councillors.
- 21.5. A motion or amendment may be withdrawn by the mover thereof with the consent of Council, which will be signified without debate, and a Councillor will not speak upon such motion or amendment thereof after the mover has been granted permission by Council for its withdrawal.
- 21.6. The mover of a motion or amendment has the right to reply if another Councillor has spoken against the motion. Each Councillor shall speak no more than once to the same motion or same amendment except as a right of reply. Once the right of reply has been delivered the debate ends.
- 21.7. Each speaker shall be restricted to not more than three minutes unless the Chairperson rules otherwise.
- 21.8. Where two or more Councillors indicate they may wish to speak at the same time, the Chairperson will determine who is entitled to priority.

21.9. In accordance with Section 254H of the Local Government Regulation 2012, if a decision made at a meeting is inconsistent with a recommendation or advice given to Council by an employee engaged to provide services of the Council the minutes of the meeting must include a statement of the reasons for not adopting the recommendation or advice. Section 254H applies to either or both of the following decisions:

- a) The decision is about entering into a contract the total value of which is more than the greater of the following:
  - i. \$200,000 exclusive of GST;
  - ii. 1% of the local government's net rate and utility charges as stated in the local government's audited financial statements included in the local government's most recently adopted annual report;
- b) The decision is inconsistent with a policy of the local government, or the approach ordinarily followed by the local government for the type of decision.

21.10. Where the Council makes a decision about any matter at a Council meeting that is inconsistent with a recommendation or advice given to Council by an employee engaged to provide services of Council, the Chief Executive Officer must record a statement of the reasons for the inconsistency in the minutes of the meeting.

## **22. METHOD OF TAKING VOTE**

- 22.1. The Chairperson will call for all Councillors in favour of the motion to indicate their support. The Chairperson will then call for all Councillors against the motion to indicate their objection. Councillor names in favour and against the motion will be recorded in the minutes unless carried unanimously.
- 22.2. A Councillor must advise the Chairperson if they intend to abstain from the vote and the reason for abstaining.
- 22.3. If a Councillor does not vote for or against a motion, they will be taken to have abstained from voting and their vote will be recorded in the negative i.e. against the motion.
- 22.4. Subject to chapter 5B of the LGA, each Councillor present has a vote on each motion to be decided and, if the votes are equal, the person presiding at the meeting has a casting vote.
- 22.5. A Councillor may call for a 'division' to ensure their objection to the motion is recorded in the minutes. The Chairperson shall declare the result of a vote or a division as soon as it has been determined. If a division is taken, the minute secretary shall record the names of Councillors voting in the affirmative and of those voting in the negative. A division requires the Councillors to vote by standing.
- 22.6. Councillors have the right to request that their names and how they voted be recorded in the minutes if they request it when voting other than by division.
- 22.7. Except upon a motion to repeal or amend it, the resolution shall not be discussed after the vote has been declared.
- 22.8. If a report contains distinct recommendations, the decision of Council may be taken separately on each recommendation.

## **23. WITHDRAWING A MOTION**

- 23.1. A motion or amendment may be withdrawn by the mover with the consent of the Council, by resolution, which will be without debate, and a Councillor will not speak to the motion or amendment after the mover has been granted permission by the Meeting for its withdrawal.

## **24. REPEALING OR AMENDING RESOLUTIONS**

- 24.1. A resolution of Council may not be amended or repealed unless notice of motion is given in accordance with the requirements of the Local Government Act 2009 or the Local Government Regulation 2012.

- 24.2. Motions to repeal or amend a previous resolution can be made:
- 24.2.1. By a notice of intention to repeal or amend delivered to the Chief Executive Officer;
  - 24.2.2. By recommendation contained in a report by an Officer and included in the agenda.
- 24.3. A Councillor may propose a notice of motion to repeal or amend a previous resolution provided that:
- 24.3.1. The resolution proposed to be repealed or amended has not been acted on.
  - 24.3.2. The effect of repealing or amending the resolution will not place the Council at significant legal, financial or other risk, including non-compliance with statutory obligations.
  - 24.3.3. The notice of repeal or amendment sets out:
    - a) The resolution to be repealed or amended; and
    - b) The meeting and date at which the resolution was made.
- 24.4. Councillors present at the meeting at which a motion to repeal or amend a resolution is put, may defer consideration of that motion. Such deferral shall not be longer than three months.

## 25. PROCEDURAL MOTIONS

- 25.1. A Councillor at a meeting of Council may, during the debate of a matter at the meeting, move, as a procedural motion, without the need for a seconder the following motions:
- 25.1.1. that the question/motion be now put
  - 25.1.2. that the motion or amendment now before the meeting be adjourned
  - 25.1.3. that the meeting proceeds to the next item of business
  - 25.1.4. that the matter lie on the table
  - 25.1.5. that the matter be taken from the table
  - 25.1.6. a motion of dissent against the Chairpersons decision
  - 25.1.7. that this report/document be tabled
  - 25.1.8. that standing orders be suspended
  - 25.1.9. that standing orders be resumed
  - 25.1.10. that the meeting be adjourned
  - 25.1.11. that the meeting be reconvened
  - 25.1.12. that the speaker no longer be heard
  - 25.1.13. a point of order.
- 25.2. A procedural motion, ***that the question/motion be put***, may be moved and where such a procedural motion is carried, the Chairperson will immediately put the question to the motion or amendment to that motion under consideration. Where such procedural motion is lost, debate on the motion or amendment to that motion will resume.
- The Chairperson has the discretion as to whether to accept the motion to ensure that the matter has been reasonably debated. It may not be moved or seconded by a person who has already moved, seconded or spoken about the main motion or any amendment.
- 25.3. A procedural motion, ***that the motion or amendment now before the meeting be adjourned***, may specify a time or date, to which the debate shall be adjourned. Where no date or time is specified:
- 25.3.1. A further motion may be moved to specify such a time or date, or
  - 25.3.2. The matter about which the debate is to be adjourned, will be included in the business paper for the next meeting.

- 25.4. Where a procedural motion, ***that the meeting proceeds to the next item*** is carried, debate on the matter that is the subject of the motion will cease and may be considered again by Council on the giving of notice in accordance with the Standing Orders.
- 25.5. A procedural motion, ***that the matter lie on the table***, will only be moved where the Chairperson or a Councillor requires additional information on the matter before the meeting. A motion to lie a matter on the table must specify the additional information required on the matter. Where such a procedural motion is passed, the Council will proceed with the next matter on the business paper. If a motion to take the matter from the table is not moved before the end of the meeting, the matter will lapse and will have to be brought forward as a new matter at a future meeting at the discretion of the Chief Executive Officer.
- 25.6. A procedural motion, ***that the matter be taken from the table***, may be moved at the meeting at which the procedural motion was carried.
- 25.7. A procedural motion, ***a motion of dissent against the Chairpersons decision***, may be used in relation to a ruling of the Chairperson on a point of order. Where such motion is moved, further consideration of any matter shall be suspended until after a ruling is made. Where a motion of dissent is carried, the matter to which the ruling of the Chairperson was made shall proceed as though that ruling had not been made. Where as a result of that ruling the matter was discharged as out of order, it shall be restored to the business paper and be dealt with in the normal course of business.
- 25.8. A procedural motion, ***that this report/document be tabled***, may be used by a Councillor to introduce a report or other document to the meeting, only if the report or other document is not otherwise protected under confidentiality or information privacy laws. On tabling the document, it ceases to be a confidential document and is available for public scrutiny.
- 25.9. A procedural motion, ***that standing orders be suspended***, may be made by any Councillor in order to permit some action that otherwise would be prevented by a procedural rule. A motion to suspend a rule shall specify the duration of such a suspension.
- 25.10. A procedural motion, ***that standing orders be resumed***, will be made to resume the standing orders.
- 25.11. A procedural motion, ***that the meeting be adjourned***, may be made by any Councillor at the conclusion of debate on any matter on the business paper or at the conclusion of a Councillor's time for speaking to the matter, and will be put without debate. Such a procedural motion will specify a time for the resumption of the meeting and on resumption of the meeting the Council will continue with the business before the meeting at the point where it was discontinued on the adjournment.
- 25.12. A procedural motion, ***that the meeting be reconvened***, will be made after an adjournment to identify the recommencement of the meeting.
- 25.13. A procedural motion, ***that the speaker no longer be heard***, may be moved by a Councillor while another Councillor is speaking if the mover of the motion determines that the speaker is being repetitive. Where the Chairperson allows the procedural motion to be put, it will be voted on without debate. If the motion is carried the speaker will resume their seat and not speak to the motion again.

## 26. POINT OF ORDER

- 26.1. Any Councillor may ask the Chairperson to decide on a ***point of order*** where it is believed that another Councillor:
- 26.1.1. Has failed to comply with meeting procedures and standing orders;
  - 26.1.2. Is in contravention of the Local Government Act/Regulations; or
  - 26.1.3. Is beyond the jurisdiction power of Council.
- 26.2. Points of order cannot be used as a means of contradicting a statement made by the Councillor speaking. Where a 'point of order' is moved, consideration of the matter to which the motion was moved will be suspended pursuant to clause 20.2. The Chairperson will determine whether the point of order is upheld.
- 26.3. Upon the question of order suddenly arising during the process of a debate, a Councillor may raise a point of order, and then the Councillor against whom the point of order is raised, shall immediately cease speaking. Notwithstanding anything contained in these standing orders to the contrary, all questions or points of order at any time arising will, until decided, suspend the consideration and decision of every other question.



## 27. QUESTIONS

- 27.1. A Councillor may at a Council meeting ask a question for reply by another Councillor or an officer regarding any item contained in the agenda. A question shall be asked categorically and without argument and no discussion shall be permitted at the meeting of Council in relation to a reply or a refusal to reply to the question. A Councillor or officer to whom a question is asked without notice has the right to take the question on notice for the next meeting via a written response.
- 27.2. A Councillor who asks a question at a meeting, whether or not upon notice, will be deemed not to have spoken to the debate of the motion to which the question relates.
- 27.3. The Chairperson may disallow a question which is considered inconsistent with an acceptable request or good order, provided that a Councillor may move a motion that the Chairperson's ruling be disagreed with, and if such motion be carried the Chairperson will allow such question.
- 27.4. Any requests that the response be in the form of a Council Standard report, must be dealt with in accordance with Motions of which due notice has been given.

## MEETING CONDUCT

### 28. DEALING WITH UNSUITABLE MEETING CONDUCT BY A COUNCILLOR IN A MEETING

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

- 28.1. The Chairperson must reasonably believe that unsuitable meeting conduct has been displayed by a Councillor at a meeting.
- 28.2. If the Chairperson decides the unsuitable meeting conduct has occurred, the Chairperson may consider the severity of the conduct and whether the Councillor has had any previous warnings for unsuitable meeting conduct issued. If the Chairperson decides the conduct is of a serious nature or another warning is unwarranted, subclause 28.7 applies.
- 28.3. If the Chairperson decides unsuitable meeting conduct has occurred but is of a less serious nature, the Chairperson may request the Councillor take remedial actions such as:
  - 28.3.1. Ceasing the unsuitable meeting conduct and refraining from exhibiting the conduct.
  - 28.3.2. Apologising for their conduct.
  - 28.3.3. Withdrawing their conduct.
- 28.4. If the Councillor complies with the Chairperson's request for remedial action, no further action is required.
- 28.5. If the Councillor fails to comply with the Chairperson's request for remedial action, the Chairperson may warn the Councillor that failing to comply with the request could result in an order for unsuitable meeting conduct being issued.
- 28.6. If the Councillor complies with the Chairperson's warning and request for remedial action, no further action is required.
- 28.7. If the Councillor still continues to fail to comply with the Chairperson's request for remedial action or the Chairperson decides that a warning is not appropriate under 28.3, the Chairperson may make one or more of the orders below:
  - 28.7.1. An order reprimanding the Councillor for the conduct.
  - 28.7.2. An order requiring the Councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting. (section 150I(2)(b) of the LGA)
- 28.8. If the Councillor fails to comply with an order to leave and stay away from the meeting, the Chairperson can issue an order that the Councillor be removed from the meeting by an appropriate officer (section 150I(2)(c) of the LGA). The meeting must be adjourned whilst the Councillor is being removed.

- 28.9. Following the completion of the meeting, the Chairperson must ensure:
- 28.9.1. Details of any order issued is recorded in the minutes of the meeting. (section 150I(3) of the LGA)
  - 28.9.2. If it is the third or more order within a 12-month period made against a Councillor, or the Councillor has refused to comply with an order issued to leave the meeting, these matters are to be dealt with at the next meeting of Council as a suspected conduct breach pursuant to section 150J of the LGA.
  - 28.9.3. The Council's Chief Executive Officer is advised to ensure details of any order made is updated in the Council's Councillor Conduct Register (section 150DX of the LGA)
- 28.10. Any Councillor aggrieved with an order issued by the Chairperson can move a motion of dissent for parts 27.3, 28.4, 28.7 and 28.8 above.

## **29. DEALING WITH UNSUITABLE MEETING CONDUCT BY A CHAIRPERSON IN A MEETING**

- 29.1. If a Councillor at the meeting reasonably believes that the conduct of the Chairperson during the meeting is unsuitable meeting conduct, the Councillor may raise the matter in the meeting by point of order.
- 29.2. The Chairperson may correct their unsuitable meeting conduct or if they do not properly correct their behaviour, the Councillor may move a motion that the Chairperson has engaged in unsuitable meeting conduct. The Councillors present, excluding the Chairperson, must decide by resolution if the conduct is unsuitable meeting conduct.
- 29.3. The Chairperson has a declarable conflict of interest in the matter and must declare the conflict of interest and leave the place where the meeting is being held, including any area set aside for the public during the debate and vote on the matter. If the chairperson wishes to remain in the meeting, the eligible councillors must make a decision and follow the procedures set out above for declarable conflict of interest.
- 29.4. For the debate and vote on the motion that the Chairperson has engaged in unsuitable meeting conduct, a Councillor other than the Councillor that moved the motion, is to act as the Chairperson.
- 29.5. If the original Chairperson remains in the meeting, on the condition that they will not vote on the matter as determined by the eligible Councillors, they can put forward their reasoning about their conduct, and respond to questions through the acting Chairperson from the eligible Councillors.
- 29.6. The acting Chairperson of the meeting will preside over the meeting while the Councillors present at the meeting vote on whether the Chairperson has engaged in unsuitable meeting conduct (the acting Chairperson will have a casting vote on the resolution if required).
- 29.7. If it is decided that the Chairperson has engaged in unsuitable meeting conduct, the Councillors can decide to make an order reprimanding the Chairperson for the conduct.
- 29.8. Once the councillors make a decision, the Chairperson returns to the meeting (unless they have been permitted to remain in the meeting) and is informed of the decision by the acting Chairperson.
- 29.9. The Chairperson then resumes the role of chairperson, and the meeting continues.
- 29.10. Details of any reprimand order issued must be recorded in the minutes of the meeting. (section 150I(3) of the LGA)
- 29.11. The Council's Chief Executive Officer is advised to ensure details of any order made is updated in the Council's Councillor Conduct Register (section 150DX of the LGA).
- 29.12. If it is the third or more order within a 12-month period made against the Chairperson, the conduct that led to the orders being made, taken together, becomes a conduct breach.
- 29.13. If the conduct of a Councillor, including a Chairperson, at the meeting becomes a conduct breach by virtue of section 29.12, the Council is not required to notify the Independent Assessor about the conduct, and may deal with the conduct at the next meeting of Council.

## **30. DEALING WITH A SUSPECTED CONDUCT BREACH INCLUDING THAT WHICH HAS BEEN REFERRED TO COUNCIL**

- 30.1. Pursuant to Chapter 5A, Division 5 of the LGA, a referral from the Independent Assessor of a conduct breach or an instance of a suspected conduct breach may arise from circumstances under paragraph 28.9.2 of this document.

In either case, Council must complete an investigation into the alleged conduct:

- Consistent with any recommendations from the Independent Assessor; and
  - Consistent with the Council's investigation policy; or
  - In another way decided by resolution of the Council.
- 30.2. After the completion of the investigation, the Council must decide in a Council meeting whether the Councillor has engaged in a conduct breach, unless it has delegated responsibility for this decision to the Mayor under section 257(2)(a) of the LGA.
- 30.3. When dealing with an instance of a suspected conduct breach which has been referred to Council by the Independent Assessor, the Council must be consistent with the Local Government principle of transparent and accountable decision making in the public interest, by dealing with 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 session under section 254J(3)(f) of the Local Government Regulation 2012 (LGR) to discuss the allegation.
- 30.4. No resolution for a decision can be made in the closed session. The matter must be decided in an open session of the meeting or at a later meeting.
- 30.5. Where the Council makes a decision about a conduct breach matter at a Council meeting that is inconsistent with a recommendation made about that matter in an investigation report, a statement of the reasons for the inconsistency must be included in the minutes of the meeting in accordance with section 254H(2) of the LGR.
- 30.6. The subject Councillor has a declarable conflict of interest in the matter and is permitted by the Council to remain in the Meeting during a debate about whether the Councillor engaged in a conduct breach and answer questions put to the subject Councillor by the Chairperson to assist the other Councillors in making a decision. This 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.
- 30.7. Should the complainant be a Councillor, that Councillor may have a declarable conflict of interest in the matter and if so, must follow the declarable conflict of interest procedures in this document. If the complainant Councillor who has a declarable 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 10 of this document. The complainant Councillor can be ordered to leave the meeting place or conditions may be applied to allow that Councillor to participate in either the debate, the vote or the decision on any disciplinary action to be applied.
- 30.8. The Council must debate the issue and decide whether the accused Councillor engaged in a conduct breach. If the Council has lost quorum due to the number of conflicted Councillors or another reason, the matter must be delegated consistent with section 257 of the LGA or deferred to another date when a quorum will be present.
- 30.9. If a decision is reached that the accused Councillor has engaged in a conduct breach, the Councillors must decide what penalty or penalties from the orders detailed in 30.10, if any, to impose on the Councillor. In deciding what penalty to impose, the Council may consider any previous conduct breach of the Councillor and any allegation made in the investigation that was admitted, or not challenged, and that the Council is reasonably satisfied is true.
- 30.10. The Council may order that no action be taken against the Councillor or make one or more of the following:
- 30.10.1. An order that the Councillor make a public admission that the Councillor has engaged in a conduct breach;
  - 30.10.2. An order reprimanding the Councillor for the conduct breach;
  - 30.10.3. An order that the Councillor attend training or counselling to address the Councillor's conduct, including at the Councillor's expense;
  - 30.10.4. An order that the Councillor be excluded from a stated Council Meeting;

- 30.10.5. An order that the Councillor is removed, or must resign, from a position representing Council, other than the office of Councillor, for example that the Councillor is ordered to resign from an appointment representing the Council on a State board or committee;
- 30.10.6. An order that if the Councillor engages in the same type of conduct again, it will be treated as misconduct; or
- 30.10.7. An order that the Councillor reimburse the Council for all or some of the costs arising from the Councillor's conduct breach .
- 30.11. A Council may not make an order, in relation to a person who is no longer a Councillor.
- 30.12. 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 Chairperson must advise them of the details of the decision made by Council and if relevant any orders they have made.
- 30.13. The Council must ensure the meeting minutes reflect the resolution made.

### **31. GENERAL CONDUCT DURING MEETINGS**

- 31.1. Councillors will conduct themselves in accordance with the principles of the Local Government Act 2009 and the standards of behavior set out in the Code of Conduct. The Chairperson may observe or be made aware of instances of possible unsuitable meeting conduct.
- 31.2. After a meeting of Council has been formally constituted and the business commenced, a Councillor will not enter or leave from such meeting without first notifying the Chairperson.
- 31.3. Councillors will speak of each other during the Council meeting by their respective titles, "Mayor" or "Councillor", and in speaking of or addressing officers will designate them by their respective official or departmental title and will confine their remarks to the matter then under consideration.
- 31.4. No Councillor who is speaking will be interrupted except upon a point of order being raised either by the Chairperson or by a Councillor.
- 31.5. When the Chairperson speaks during the process of a debate, the Councillor then speaking or offering to speak will immediately cease speaking, and each Councillor present will preserve strict silence so that the Chairperson may be heard without interruption.

### **32. DISORDER**

- 32.1. The Chairperson may adjourn the meeting of Council, where disorder arises at a meeting other than by a Councillor. On resumption of the meeting, the Chairperson will move a motion, which will be put without debate, to determine whether the meeting will proceed. Where such a motion is lost, the Chairperson shall declare the meeting closed, and any outstanding matters referred to a future meeting.

## **ATTENDANCE AND NON-ATTENDANCE**

### **33. ATTENDANCE OF PUBLIC AND THE MEDIA AT MEETINGS**

- 33.1. A designated area will be made available at the place where any meeting of Council is to take place for members of the public and representatives of the media to attend the meeting and as many members of the public as reasonably can be accommodated in that area will be permitted to attend the meeting.
- 33.2. Any individual who declines to remain in the designated public area during the meeting shall be instructed to relocate to the appropriate section or vacate the public gallery.
- 33.3. No conversation/ comments among audience members should take place during the meeting. Should conversation/ comments occur which disrupts the meeting, the Chairperson may request the person/s to cease making the submission or comment. The Chair may adjourn the meeting where disorder arises until order has been restored.

- 33.4. All individuals without a Council-issued identification, are to sign the Visitor Register prior to entering the public gallery.
- 33.5. Audio and/or video recording of a Council meeting is not permitted unless approved by the Chairperson.
- 33.6. Any individual who is considered by the Chairperson to be conducting themselves in an unsuitable manner, may be requested to cease the behaviour. Failure to comply with such a request may be considered an act of disorder.
- 33.7. When the Council is sitting in Closed Session, the public and representatives of the media will be excluded.
- 33.8. The resolution that Council proceed into Closed Session must specify the nature of the matters to be considered and these matters must be in accordance with Section 254J of the Local Government Regulation 2012. The Chairperson may direct any persons improperly present to withdraw immediately. Council must not make a resolution (other than a procedural resolution) in a closed session. Council must resolve to move out of closed session so that a resolution can be passed on the matters considered in Closed Session.

#### **34. CLOSED MEETINGS**

- 34.1. Council and standing committees may resolve that a meeting be closed to the public if its Councillors or members consider it necessary to discuss any of the following matters:
  - 34.1.1. Appointment, dismissal or discipline of the CEO
  - 34.1.2. Industrial matters affecting employees
  - 34.1.3. Council's budget, which does not include the monthly financial statements
  - 34.1.4. Rating concessions
  - 34.1.5. Legal advice obtained by the Council involving the Council, including for example, legal proceedings that may be taken by or against Council
  - 34.1.6. Matters that may directly affect the health and safety of an individual or a group of individuals
  - 34.1.7. Negotiations relating to a commercial matter involving the Council for which a public discussion would be likely to prejudice the interests of the Council
  - 34.1.8. Negotiations relating to the taking of land by the Council under the Acquisition of Land Act 1967
  - 34.1.9. A matter that the Council is required to keep confidential under a law of, or a formal agreement with, the Commonwealth or State.
- 34.2. A Council or standing committee cannot resolve that a Meeting be closed where the Meeting is informed of a Councillor's personal interest in the matter by another person and the eligible Councillors at the Meeting must decide by resolution whether the Councillor has a prescribed or declarable conflict of interest in the matter.
- 34.3. Further, the 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 unless the matter cannot be delegated,
  - b. Decide by resolution to defer to a later meeting,
  - c. Decide by resolution to take no further action on the matter.

**Note:** None of the above will be considered, discussed, voted on or made during a closed session as per Section 34.5 below.

- 34.4. If a closed session includes attendance by teleconference, the Councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation while in the closed meeting (a failure to do so could be a contravention of section 171(3) of the LGA).
- 34.5. To take a matter into a closed session, the Council must abide by the following process:
  - a. Pass a resolution to close the meeting.
  - b. The resolution must state the matter to be discussed, an overview of what is to be discussed and why the meeting should be closed while the matter is considered.

- c. If the matter is known in advance, the agenda should clearly identify that the matter will be considered in closed session, and a brief explanation of why it is deemed necessary to take the issue into closed session.
- d. Not make a resolution while in a closed meeting (other than a procedural motion)

### 35. TELECONFERENCING OF MEETINGS

- 35.1. If a Councillor wishes to be absent from a Council meeting place during a meeting, the Councillor must apply to the Chairperson to participate by teleconference, at least three business days prior to the meeting or as soon as practicable once the Councillor becomes aware of their intended absence. The Chairperson may allow a Councillor to participate in a Council meeting or Standing committee meeting by teleconference.
- 35.2. Permission for a Councillor to participate via teleconference must not be unreasonably withheld.
- 35.3. A Councillor taking part by teleconference is taken to be present at the Meeting if the Councillor was simultaneously in audio contact with each other person at the Meeting (section 254K(3) of Local Government Regulation 2012). The attendance of the Councillor must be recorded in the minutes as present at the Meeting via audio link or audio-visual link.
- 35.4. Teleconferencing includes the use of a telephone, video conferencing equipment or other means of instant communication that allows a person to take part in a discussion as it happens.

### 36. REVIEW

This Policy will be reviewed when related legislation/documents are amended or replaced, other circumstances as determined from time to time by Council or at intervals of no more than two years.

## VERSION CONTROL

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

Release Notice			
Version Number	Date of issue	Amendment details	Responsible officer
14	07/09/2016	Adopted by Council	
15	27/03/2019	Addition of model meeting procedure and revised standing orders best practice guidelines	Executive Manager Governance and Customer Service
16	27/05/2020	Insert 16.3, 16.4 and 16.5 to clarify the process to amend a motion.	Executive Manager Governance and Customer Service
17	28/10/2020	Changes due to legislative reform commencing 12 October 2020	Executive Manager Governance and Customer Service
18	25/08/2021	Changes to clarify Order of Business and approval of late items	Executive Manager Governance and Customer Service

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19	13/12/2023	<ol style="list-style-type: none"> <li>1. Alignment with the Departments revised Queensland Model Meeting Procedures and minor administrative amendments.</li> <li>2. Insert 9.5 and 9.6 to clarify the process for amendments to minutes.</li> <li>3. Insert 10.4, 10.5, 10.6 and 10.7 to clarify agenda distribution.</li> <li>4. Insert 15.1, 15.2.6, 15.3, 15.4, 15.5 and 15.7 to clarify petition management.</li> <li>5. Insert 16.2 to clarify the process for deputation applications.</li> <li>6. Insert 31.4 to clarify the process for adjournment of a meeting if a quorum is not present within 15 minutes.</li> </ol>	Executive Manager Governance and Customer Service
20	<DATE>	<ol style="list-style-type: none"> <li>1. Alignment with the Departments revised Queensland Model Meeting Procedures and Best Practice Standing Orders.</li> <li>2. Insert section 5 - Minutes</li> <li>3. Insert 7.3 to clarify the process for petitions relating to Development Application</li> <li>4. Amendment to timeframes in which Councillors can give notice of motion and requiring motions to specify the desired outcome</li> <li>5. Insert 21.10 to clarify if a decision is made that is inconsistent with an officer's recommendation a statement of reasons for the inconsistency must be included in the minutes.</li> <li>6. Insert 22.4 to clarify the casting vote if votes are equal.</li> <li>7. Insert 23.4,23.6,23.7 &amp;23.8 to clarify attendance of the public at Council meetings.</li> <li>8. Insert 26.1.3 &amp; 26.2.3 to clarify Councillor attendance via teleconference.</li> </ol>	Executive Manager Corporate Services

# Meeting Procedures and Standing Orders for Council Meetings and Standing Committees

Fraser Coast Regional Council

Adopted <DATE>





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## DICTIONARY

**Attendee** means:

- (a) The Chief Executive Officer; or
- (b) An officer nominated by the Chief Executive Officer; or
- (c) An officer invited to a council or committee meeting by the Chairperson of that meeting; or
- (d) In the case of a Council meeting or a committee meeting, a person admitted to the meeting by the respective council or committee.

**Audio Link** means facilities, including telephone, that enable reasonably contemporaneous and continuous audio communication between persons at different places.

**Audio Visual Link** means facilities, including closed-circuit television, that enable reasonably contemporaneous and continuous audio and visual communication between persons at different places

**Chairperson** means:

- (a) The Mayor in the case of a Council meeting; or
- (b) The person appointed by the Council pursuant to Section 267 (chairperson of committee) of the *Local Government Regulation 2012* as chairperson of the Standing committee; or
- (c) A person acting in the position of chairperson pursuant to these Standing Orders; or
- (d) The person who controls the order of the meeting.

**Chief Executive Officer** means the person appointed and employed by the Council as its Chief Executive Officer pursuant to Section 194 (Appointing a Chief Executive Officer) of the *Local Government Act 2009*.

**Councillor** refers to an individual duly elected as a Councillor or Mayor to the Fraser Coast Regional Council in accordance with the relevant legislation.

**Council Meeting** means the Ordinary or Special Meeting of the full Council.

**Declarable Conflict of Interest** refer Local Government Act 2009, Chapter 5B, Part 3.

~~Inappropriate~~ **Conduct Breach** refer Local Government Act 2009, section 150K.

**LGA** means Local Government Act 2009

**LGR** means Local Government Regulation 2012

**Mayor** means the Mayor of the Council and includes any person acting in the position of the Mayor pursuant to the *Local Government Act 2009* or these Standing Orders.

**Member** means in the case of a Council or Standing committee meeting, a Councillor of the Fraser Coast Regional Council.

**Motion of Dissent** means a motion set out in these Standing Orders, the purpose of which is to seek to correct what may have been a mistake of fact or interpretation on the part of the Chairperson.

**Ordinary Business** means matters such as:

- The Councillors interest is no greater than a significant proportion of other community members (e.g. all people in a suburb, all people in a small town, all business owners, all dog owners)
- Councillor remuneration, expenses, superannuation or insurance
- Adoption of budget, rates and charges and cost-recovery fees
- Planning scheme or amendments for the whole council area

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- Appointment of mayor, deputy mayor, councillor, committee member, or council representative of board or association

**Ordinary Meeting** of the Council means –

- (a) A post-election meeting of the Council which is required to be held under Section 175 (Post-election meetings) of the *Local Government Act 2009*; or
- (b) A periodic meeting of the Council which is required to be held under Chapter 8, Part 2, Division 1 (Requirements for meetings of a local government) of the *Local Government Regulations 2012*.

**Petition** means a formal written or electronic document signed by a minimum of 10 people that requests Council's action in a particular matter.

**Point of Order** means an objection to an action.

**Prescribed Conflict of Interest** refer Local Government Act 2009, Chapter 5B, Part 2.

**Procedural Motion** means a motion set out in these Standing Orders and is a specific resolution to control the conduct of the meeting to aid the effective transaction of business.

**Standing Committee** of Council, means a committee established under Section 264 of the *Local Government Regulation 2012* of Councillors that meets to discuss the topic decided by Council when establishing the committee

**Statutory Notice** of meeting means a notice of meeting to be given under the *Local Government Regulation 2012*.

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

## PART A – MEETING PROCEDURES

### PURPOSE

The purpose of the Meeting Procedures is to set out certain procedures to ensure the Local Government principles are reflected in the conduct of Council meetings and standing committee meetings.

It is not intended that the Meeting Procedures would deal with all aspects of meeting conduct but only those required to strengthen public confidence in Council to [chair meetings and](#) deal with the conduct of Councillors, [conflict of interest of Councillors, loss of quorum and closed meetings](#). ~~in meetings.~~

In particular, as required under section 150F of the *Local Government Act 2009* (LGA) this document sets out:-

- [The process for how a Chairperson of a Local Government meeting may deal with instances of unsuitable meeting conduct by Councillors.](#)
- [The process for how the Councillors of a Local Government meeting may deal with the Chairperson's unsuitable meeting conduct.](#)
- The process for how suspected [conduct breach](#) ~~inappropriate conduct~~ of a Councillor referred to the local government by the Independent Assessor (the Assessor) is to be dealt with at a Local Government meeting.

### STANDING ORDERS

#### 1. INTRODUCTION

- 1.1. These Standing Orders apply to all meetings of Council and any Standing Committees.
- 1.2. These Standing Orders do not apply to Audit and Risk Committee meetings.
- 1.3. Any provision, except where mandatory under the model meeting procedures, of these Standing Orders may be suspended by resolution of any meeting of Council. A separate resolution is required for any such suspension and must specify the application and duration of each suspension.
- 1.4. Where at a Council meeting a matter arises which is not provided for in these Standing Orders, such matters shall be determined by resolution of Council upon a motion which may be put without notice but otherwise in conformity with these Standing Orders.

### PROCEDURES FOR MEETINGS OF LOCAL GOVERNMENT PROCESSES

#### 2. PROCEDURE FOR THE CHAIRPERSON

- 2.1. The Mayor will [be the chairperson at a meeting of Council at which the Mayor is present](#). ~~preside at a meeting of Council.~~
- 2.2. [If the Mayor is absent or unavailable to chair a meeting of Council, the meeting will be chaired by the Councillor to whom the Mayor has delegated their responsibility to chair the meeting.](#)
- 2.3. If the Mayor is absent or unavailable to [chair the meeting, and has not delegated another Councillor to do so](#), ~~preside~~, the Deputy Mayor will ~~be the chairperson~~ ~~preside~~.
- 2.4. [If the office of Mayor becomes vacant, the Deputy Mayor acts as Mayor and Chairperson of the Local Government meetings.](#)
- 2.5. If both the Mayor and the Deputy Mayor [are prevented from chairing the meeting because of absence or temporary incapacitation, and no other Councillor has been delegated the responsibility or appointed to act as chairperson, the Council may, by resolution, appoint one of the Councillors present at the meeting to act as chairperson for the duration of the meeting, or the Mayor's delegate, are absent or unavailable to preside, a Councillor chosen by the Councillors present at the meeting will preside meeting.](#)

- 2.6. Council ~~may appoint will choose~~ the Chairperson for a Standing committee meeting. This Chairperson will ~~normally~~ preside over meetings of the committee.
- 2.7. If the Chairperson of a Standing committee is absent or unavailable to preside, a Councillor chosen by the Councillors present will preside over the committee meeting.

### 3. ORDER OF BUSINESS

- 3.1. Before proceeding with the business of the meeting, the person presiding at the meeting shall undertake the acknowledgement and/or greetings deemed appropriate by the Council.
- 3.2. The order of business will be determined by resolution of Council from time to time. The order of business may be altered for a particular meeting where the Councillors at that meeting pass a motion to that effect. A motion to alter the order of business may be moved without notice.
- 3.3. Unless otherwise altered, the order of business will be as follows:
  1. Opening Prayer
  2. Apologies and Leave of Absence
  3. Disclosure of Interests
  4. Mayoral Minute
  5. Confirmation of Minutes of Meetings
  6. Outstanding Actions
  7. Addresses/Presentations
  8. Deputations
  9. Petitions
  10. Committees' Reports
  11. Officers' Reports
  12. Matters/Motions of which due notice has been given
  13. Response to Questions on Notice
  14. General Business
  15. Confidential
  16. Late items

### 4. AGENDAS

- 4.1. The Chief Executive Officer determines the business paper content for any meeting; including late items and items declared as confidential.
- 4.2. Business not on the Agenda or not fairly arising from the Agenda will not be considered at any Meeting unless permission for that purpose is given by Council at such meeting. Business must be in accordance with the adopted Terms of Reference for each committee.
- 4.3. A matter considered under sub-clause ~~104~~ 2 above will be considered during that part of the meeting set aside for general business.

- 4.4. The notice of the meeting and the agenda must be given to each Councillor at least 2 days before the meeting unless it is impracticable to give the notice before that time.
- 4.5. The Agenda for the Council must be made publicly available by 5pm on the business day after the notice of meeting is given to the Councillors. Any related reports for the Council meeting must also be included and available to the public excluding confidential reports.
- 4.6. If the related report is made available to Councillors or Committee Members during the period starting immediately after notice of the meeting is given and ending immediately before the meeting is held, then these reports must be made available to the public as soon as practicable after it is made available to the Councillors or Committee Members unless the related report contains information confidential to the Council in accordance with Section 254D(3) of the LGR.
- 4.7. Matters on the Agenda that will require the meeting to be in a closed session consistent with the provisions under section 254J of the LGR, will be clearly identified including the reasons why the session will be closed.

## 5. MINUTES

- 5.1. The minutes of a preceding meeting whether an ordinary or a special meeting, not previously confirmed will be taken into consideration, at every ordinary meeting of Council, in order that such minutes may be confirmed and no discussion will be permitted with respect to such minutes except with respect to their accuracy as a record of the proceedings.
- 5.2. Amendments to the minutes may be made prior to confirming the minutes. This may be done by moving a motion to amend the minutes that must be voted on and carried. Once the resolution is passed, the minutes can be amended.
- 5.3. All Councillors present at the meeting can vote to confirm the minutes including those who were absent at the previous meeting and those who had a conflict of interest at the previous meeting.
- 5.4. Once the minutes are confirmed by resolution of the meeting they cannot be changed. If the Council needs to make a correction to the confirmed minutes, that can be done by passing a new motion that states what the correction is, but the original minutes remain as they are recorded.

## 6. **QUORUM AND LAPSE OF A QUORUM**

- 6.1. A quorum ~~of a~~ at a Council Meeting is a majority of its Councillors.
- 6.2. However, if the number of Councillors is an even number, one-half of the number is a quorum.
- 6.3. A quorum of a standing committee is the number –
  - 6.3.1. Fixed by the Council; or
  - 6.3.2. If a number is not fixed by the Council – fixed by the standing committee.
- 6.4. If a quorum is not present within 15 minutes after the time set for the meeting to begin, the meeting may be adjourned to a later hour or a later day within 14 days after the day of the adjournment. The meeting may be adjourned by a majority of Councillors present, or if only one Councillor is present, then that Councillor, or if no Councillors are present then the Chief Executive Officer.
- 6.5. In the event where one 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:
  - 6.5.1. Delegate the consideration and decision on the matter, pursuant to section 257 of the Local Government Act 2009;
  - 6.5.2. Defer the matter to a later meeting; or
  - 6.5.3. Not decide the matter and take no further action in relation to the matter.
- 6.6. All Councillors including the conflicted Councillors, may participate in deciding to delegate or defer a matter.
- 6.7. The Council must not delegate a decision to an entity if the entity, or a majority being at least half of its members, has a conflict of interest in the matter.
- 6.8. If the matter cannot be delegated under an Act, the Council should seek ministerial approval for the conflicted Councillors to be able to consider and vote on the matter, subject to any conditions the Minister may impose.

- 6.9. If during the conduct of a meeting, the Chairperson becomes aware that a quorum is no longer present, the meeting will be adjourned for 30 minutes. If after 30 minutes a quorum is still not present, the meeting will be adjourned to a date and time to be determined by the Chairperson but no later than 14 days from the date of the adjournment.
- 6.10. However, the meeting may be adjourned to a later time on the same day.
- 6.11. When the conduct of a meeting is interrupted as a result of the loss of a quorum, the business of the resumed meeting must commence at the point in the meeting agenda at which the interruption occurred.

## 7. PETITIONS

- 7.1. A Councillor may present a paper petition or electronic petition where the petition meets the relevant Council petition requirements provided for in section [456.2](#).
  - 7.1.1. Any petition presented to a meeting of Council must:
    - 7.1.2. Be in legible writing
    - 7.1.3. contain a minimum of ten signatures,
    - 7.1.4. Include the name and contact details for the Principal Petitioner (i.e., one person who is the organizer and who will act as the key contact for the issue),
    - 7.1.5. Include the postcode of all petitioners,
    - 7.1.6. Have the details of the specific request/matter appearing on each page of the petition;
    - 7.1.7. Be respectful and not contain any offensive language or content,
- 7.2. Notwithstanding section [457.2.4](#) and [457.2.5](#) above, an electronic petition may be received by the Council.
- 7.3. [Petitions related to active development applications will be referred to the Chief Executive Officer and managed as per operational procedures.](#)
- 7.4. Complaints against an individual/s is not considered a petition. Where a petition is received and the details of the request/matter is against an individual/s, it will be referred to the Chief Executive Officer to be dealt with in accordance with Council protocol and process.
- 7.5. Where a Councillor presents a petition to a meeting of Council no debate on or in relation to it shall be allowed and the only motion which may be moved is that:
  - 7.5.1. the petition be received; or
  - 7.5.2. the petition be received and referred to a committee or Chief Executive Officer for consideration and a report to Council; or
  - 7.5.3. the petition not be received because it is deemed invalid.
- 7.6. Only the name of the chief petitioner, the petitioner's request and the number of signatories will be recorded in the minutes.
- 7.7. The Chief Executive Officer will arrange a written response to the Principal Petitioner in relation to all petitions. Petitions deemed invalid will be provided with the reason/s why the petition was deemed invalid.

## 8. DEPUTATIONS

- 8.1. A deputation wishing to attend and address a meeting of Council shall apply in writing to the Chief Executive Officer not less than twelve (12) business days before the meeting.
- 8.2. An application for a deputation must include:
  - 8.2.1. The presentation description of the deputation
  - 8.2.2. The names of all parties presenting the deputation
  - 8.2.3. If any supportive methods (e.g props, PowerPoint presentations, video) will be utilised. Supportive methods are subject to approval by the Chairperson.

- 8.3. The Chief Executive Officer, on receiving an application for a deputation shall notify the Chairperson who shall determine whether the deputation may be heard. The Chief Executive Officer shall inform the deputation of the determination in writing. Where it has been determined the deputation will be heard, a convenient time shall be arranged for that purpose, and an appropriate time period allowed.
- 8.4. For deputations comprising three or more persons, only three persons shall be at liberty to address Council unless the Councillors at the meeting determine otherwise by resolution. A deputation shall be given adequate opportunity to explain the purpose of the deputation.
- 8.5. If a member of the deputation other than the appointed speakers interjects or attempts to address the Council, the Chairperson may terminate the deputation.
- 8.6. The Chairperson may terminate an address by a person in a deputation at any time where:
  - 8.6.1. The Chairperson is satisfied that the purpose of the deputation has been sufficiently explained to the Councillors at the meeting,
  - 8.6.2. The time period allowed for a deputation has expired, or
  - 8.6.3. The person uses insulting or offensive language or is derogatory towards Councillors or staff members
- 8.7. The Chief Executive Officer is responsible for the deputation including that the appointed speaker/s are notified in writing of developments or future actions as appropriate.
- 8.8. A Deputation will not exceed fifteen minutes unless otherwise agreed by the Chairperson.

## **9. PUBLIC PARTICIPATION AT MEETINGS**

- 9.1. A member of the public may take part in the proceeding of a meeting only when invited to do so by the Chairperson.
- 9.2. In each Meeting, time may be required to permit members of the public to address the Council on matters of public interest related to Council. The time allotted shall not exceed fifteen minutes and no more than three speakers shall be permitted to speak at any one meeting. The right of any individual to address the Council during this period shall be at the absolute discretion of Council.
- 9.3. If any address or comment is irrelevant, offensive, or unduly long, the Chairperson may require the person to cease making the submission or comment.
- 9.4. For any matter arising from such an address, Council may take the following actions:
  - 9.4.1. Refer the matter to a committee.
  - 9.4.2. Deal with the matter immediately.
  - 9.4.3. Place the matter on notice for discussion at a future meeting.
  - 9.4.4. Note the matter and take no further action.
- 9.5. Any person addressing the Council shall stand and act and speak with decorum and frame any remarks using respectful and courteous language.
- 9.6. Any person who is considered by the Council or the Chair to be unsuitably dressed may be directed by the Chairperson to immediately withdraw from the meeting. Failure to comply with such a request may be considered an act of disorder.

## **10. PRESCRIBED CONFLICT OF INTEREST**

Councillors are ultimately responsible for informing of a prescribed conflict of interest on matters to be discussed at a Council or Standing committee meeting (other than ordinary business matters). When dealing with a prescribed conflict of interest, Councillors must abide by the following procedures:

- 10.1. 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 Meeting must also give notice during the Meeting.
- 10.2. A Councillor who first becomes aware of a prescribed conflict of interest in a matter during a Meeting must immediately inform the Meeting of the conflict of interest.



- 10.3. When notifying the Meeting of a prescribed conflict of interest, the following details must be provided:
- 10.3.1. If it arises because of a gift, loan or contract, the value of the gift, loan or contract;
  - 10.3.2. If it arises because of an application for which a submission has been made, the matters, the subject of the application and submission;
  - 10.3.3. The name of any entity other than the Councillor that has an interest in the matter;
  - 10.3.4. The nature of the Councillor's relationship with the entity mentioned in 3.3.3 that has an interest in a matter;
  - 10.3.5. Details of the Councillor's and any other entity's interest in the matter.
- 10.4. The Councillor must then leave the place of the meeting, including any area set aside for the public, and stay away while the matter is being discussed and voted on unless the subject Councillor has written notice of approval from the Minister to participate in the matter. The Councillor must not influence or attempt to influence the remaining Councillors to vote on the matter in a particular way.
- 10.5. 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.

## 11. DECLARABLE CONFLICT OF INTEREST

Councillors are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at Council or Standing committee meetings (other than ordinary business matters).

A Councillor may raise their personal interests in a matter at the 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 Councillor may disclose their suspicion and the processes under section 150EW of the *Local Government Act 2009*.

When dealing with a declarable conflict of interest, Councillors must abide by the following procedures:

- 11.1. 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 Meeting must also give notice during the Meeting.
- 11.2. A Councillor who first becomes aware of a declarable conflict of interest in a matter during a Meeting must inform the meeting of the conflict of interest.
- 11.3. When notifying the Meeting 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 following details must be provided:
  - 11.3.1. The nature of the declarable conflict of interest.
  - 11.3.2. 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 interests in the matter.
  - 11.3.3. 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
    - iv. the value of the gift or loan and the date the gift or loan was made.

- 11.4. After a Councillor has declared a conflict of interest, the Councillor should consider leaving the meeting while the matter is discussed unless they have ministerial approval to participate, or they have reasons why their participation would improve making the decision in the public interest.
- 11.5. 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 as prescribed in section 150ES of the LGA.
- 11.6. The other eligible Councillors at the meeting must then decide, by resolution, whether the Councillor can participate in the decision making in relation to the matter, including voting on the matter, or whether the Councillor should not participate in the decision and leave the Meeting while the matter is decided by the eligible Councillors. The eligible Councillors may impose conditions on the Councillor under a decision to either participate or leave the Meeting e.g. may stay for the debate but must leave for the vote. The Councillor must comply with any decision or condition imposed by the eligible Councillors.
- 11.7. In deciding on a Councillor's declarable conflict of interest in a matter, only Councillors who do not also 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 quorum for the meeting consistent with section 150ET of the Local Government Act 2009.
- 11.8. The ability to make a resolution without a seconder applies when making a resolution under 150ES of the LGA.
- 11.9. The Councillor who is the subject of the decision may remain in the meeting while the debate is occurring and can participate by answering questions from the Chairperson to assist the eligible Councillors in making their decision. The subject Councillor must not vote 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 Chairperson, on whether the Councillor may remain in the Meeting and participate in deciding the matter in which the Councillor has a declarable conflict of interest.
- 11.10. When deciding whether a Councillor may participate in the decision making on a matter in which they have a declarable conflict of interest, the eligible Councillors should consider the particular circumstances of the matter including, but not limited to:
  - 11.10.1. how does the inclusion of the Councillor in the deliberation affect the public trust;
  - 11.10.2. how close or remote is the Councillor's relationship to the related party;
  - 11.10.3. if the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received;
  - 11.10.4. will the benefit or detriment the subject Councillor or their related party stands to receive from the decision have major or minor impact on them;
  - 11.10.5. how does the benefit or detriment the subject Councillor stands to receive compare to others in the community;
  - 11.10.6. 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;
  - 11.10.7. whether the subject Councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest.
- 11.11. 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 eligible Councillors discuss and vote on the matter as prescribed in 150ET(3) of the LGA.
- 11.12. 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 all subsequent decisions, about the same matter, as prescribed in 150ET(4) of the LGA, unless there is a change to the Councillor's personal interests and/or the nature of the matter being discussed. If the eligible Councillors decide that the Councillor can act in the public interest on the matter, then the Councillor may participate in the meeting and be involved in processes occurring outside of a Meeting about the same matter.
- 11.13. In making the decision under 4.6 and 4.10, it is irrelevant how the subject Councillor intended to vote on the issue or any other issue (if known or suspected).
- 11.14. A Councillor does not contravene the above procedures if the Councillor participates in a decision under written approval from the Minister.

## 12. REPORTING A SUSPECTED CONFLICT OF INTEREST

- 12.1. 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 Chairperson of the meeting of their belief or suspicion, and the facts and circumstances that led to their belief or suspicion.
- 12.2. The Chairperson then 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 procedures above.
- 12.3. If the Councillor believes they do not have a conflict of interest, they must inform the Meeting of that belief and their reasons for that belief.
- 12.4. The eligible Councillors must then decide whether the Councillor has a prescribed conflict of interest, a declarable conflict of interest or that the Councillor does not have a prescribed or declarable conflict of interest in the matter. If the Meeting decides the Councillor has a conflict of interest, the Councillor must follow the relevant procedures above. If a Councillor with a declarable conflict of interest wants to participate in the decision despite the declarable conflict of interest, then the eligible Councillors must make a decision about the Councillor's participation.
- 12.5. If the Councillors cannot reach a decision about the conflict of interest, or the subject Councillor's participation in the matter despite a declarable conflict of interest, then they are taken to have determined that the Councillor must leave and stay away from the place where the meeting is being held while the eligible Councillors discuss and vote on the matter. This decision will continue to apply in relation to all subsequent decisions about the same matter, where the conflict of interest remains unchanged.

## 13. SPECIAL MEETING

- 13.1. The Chief Executive Officer must call a special meeting of the Council if –
  - 13.1.1. The special meeting is required by a resolution of the Council; or
  - 13.1.2. A written request for the special meeting is lodged with the Chief Executive Officer.
- 13.2. A written request for a special meeting of Council must –
  - 13.2.1. Be signed by the Mayor or three or more Councillors; and
  - 13.2.2. Specify the object of the special meeting; and
  - 13.2.3. Propose a day and time for the holding of the special meeting.
- 13.3. The Chief Executive Officer calls a special meeting by giving written notice of the date and the time of the meeting, and the business to be conducted at the meeting to each Councillor.
- 13.4. The notice must be given, at least two days before the day of the meeting, unless it is impracticable to give the notice before that time (Section 254C of the *Local Government Regulation 2012*). The only business that may be conducted at a special meeting is the business specified in the notice of meeting.

## PART B – STANDING ORDERS

### MOTIONS PROCEDURES FOR MEETINGS OF COUNCIL

## 14. MATTERS/MOTIONS WITH DUE NOTICE

- 14.1. Any Councillor wishing to give notice of any matters/motions, must give notice in writing to the Chief Executive Officer at least 10 business days ~~48 hours~~ before the meeting at which the business is to be discussed.
- 14.2. Matters or motions must include a brief statement outlining the reason for the Motion. Motions submitted without this information will not be accepted.

- 14.3. Matters/motions relating to but not limited to amending and changing disbursement of funds, budgets, operational plan activities, capital work priorities, and policy decisions will be subject to a Council report prior to any Council resolution.
- 14.4. If the Council determines the matter/motion is an operational issue, refer to the Chief Executive Officer to be dealt with in accordance with Council protocol and process.
- 14.5. Matters/motions that will revisit an existing Council decision are not permitted in this section within a period of 3 months of that decision. The avenue for these motions is either through a Mayoral Minute or in general business as per section ~~104.2~~ and ~~104.3~~.

## 15. BUSINESS ARISING INCLUDING GENERAL BUSINESS

~~Without limiting 10.2 and 10.3, matters considered under General Business will include matters of a genuinely urgent or emergency nature that are not a change to Council policy and cannot be delayed until the next scheduled meeting.~~

- 15.1. Matters raised under General Business will require a resolution of the Council to permit discussion, except in cases of bereavement, where condolence motions may be moved without the need for Council permission.
- 15.2. Council recognises that every bereavement is a tragedy for the family and friends who suffer the loss of a loved one and expressions of sympathy are always appreciated. Councillors wanting to express condolences can raise a motion~~these~~ in general business. As a mark of respect a minute's standing silence will be observed by those at the meeting.
- 15.3. Matters raised during General Business are subject to sections 14.3 and 14.4. -which would normally be subject of a Council report shall not be included in General Business.
- ~~15.4. If the matter is an operational issue, this will be referred to the Chief Executive Officer to be dealt with in accordance with Council protocol and process.~~

## 16. MAYORAL MINUTE

- 16.1. The Mayor may, by a signed minute, introduce a matter for consideration at a meeting. The matter takes precedence over all other matters for consideration at the meeting and may be adopted by a motion moved by the Mayor without the need for the motion to be seconded.

Note: A Mayoral minute upon being moved is dealt with in the same manner as any other motion.

## 17. MOTION TO BE MOVED

- 17.1. A Councillor is required to 'move' a motion and then another Councillor is required to 'second' the motion.
- 17.2. When a motion has been moved and seconded, it will become subject to the control of Council and cannot be withdrawn without the consent of the Council.
- 17.3. An amendment can be made with consent of the mover and seconder of the original motion.
- 17.4. Where the consent to an amendment of a motion is not provided by the mover and seconder of the original motion, the proposed amendment to the motion must be moved, seconded and determined by Council.
- 17.5. Where consent to an amendment of a motion is not provided by the mover and seconder of the original motion and is successful, the mover of the amendment is taken to have moved the motion and can speak to the motion and have the right of reply.
- 17.6. Other Councillors can propose amendments to the motion which must be voted on before voting on the final motion.
- 17.7. A motion brought before a meeting of Council in accordance with the Local Government Act 2009 or these Standing Orders will be received and put to the meeting by the Chairperson. The Chairperson may require a motion or amendment to a motion to be stated in full or be in writing before permitting it to be received.

- 17.8. The Chairperson may refuse to accept a motion if it is not within the Meeting's jurisdiction and rule a motion out of order if necessary. Any motion that is vague, proposes an unlawful action, is outside the scope of the meeting, is defamatory, vexatious or is unnecessary, may be ruled out of order.
- 17.9. The Chairperson may call the notices of motion in the order in which they appear on the agenda. Where no objection is taken to a motion being taken as a formal motion and the motion is then seconded, the Chairperson may put the motion to the vote without discussion.
- 17.10. Not more than one motion or one proposed amendment to a motion may be put before a meeting of a local government at any one time.

## **18. ABSENCE OF MOVER OF MOTION**

- 18.1. Where a Councillor who has given notice of a motion is absent from the meeting of Council at which the motion is to be considered, the motion may be:
  - 18.1.1. Moved by another Councillor at the meeting with written consent from the Councillor who gave notice of the motion, or
  - 18.1.2. Deferred to the next meeting.

## **19. MOTION TO BE SECONDED**

- 19.1. A motion or an amendment to a motion ~~shall~~ will not be debated at a meeting of Council unless or until the motion or the amendment is seconded, with the exception of Procedural Motions.

## **20. AMENDMENT OF MOTION**

- 20.1. An amendment to a motion shall be in terms which maintain or further clarify the intent of the original motion and do not contradict the motion.
- 20.2. Not more than one motion or one proposed amendment to a motion may be put before a meeting of Council at any one time.
- 20.3. Where an amendment to a motion is before a meeting of Council, no other amendment to the motion will be considered until after the first amendment has been voted on, however before the debate is conducted a Councillor may foreshadow another amendment should the motion be lost.
- 20.4. A Councillor may foreshadow an amendment to a motion should the motion be lost. The foreshadowed amendment does not require a seconder.
- 20.5. Where a motion is amended by another motion, the original motion shall not be put as a subsequent motion to amend that other motion.

## **21. SPEAKING TO MOTIONS AND AMENDMENTS**

- 21.1. The mover of a motion or amendment will read it but will not speak to it until it is seconded.
- 21.2. The Chairperson will manage the debate by allowing the Councillor who proposed the motion the option of speaking first on the motion. The Chairperson will then call on any other Councillor who wishes to speak against the motion and then alternatively for and against the motion as available, until all Councillors who wish to speak have had the opportunity.
- 21.3. Councillors must first state whether they are speaking in favour or against the motion before speaking.
- 21.4. A Councillor may make a request to the Chairperson for further information before or after the motion or amendment is seconded this includes asking a question for reply by a Councillor or an officer of Council, but only

regarding the matter under consideration at the Meeting. The Council officer can be assisted by an external party if deemed necessary to provide clarification to Councillors.

- 21.5. A motion or amendment may be withdrawn by the mover thereof with the consent of Council, which will be signified without debate, and a Councillor will not speak upon such motion or amendment thereof after the mover has been granted permission by Council for its withdrawal.
- 21.6. The mover of a motion or amendment has the right to reply if another Councillor has spoken against the motion. Each Councillor shall speak no more than once to the same motion or same amendment except as a right of reply. Once the right of reply has been delivered the debate ends.
- 21.7. Each speaker shall be restricted to not more than three minutes unless the Chairperson rules otherwise.
- 21.8. Where two or more Councillors indicate they may wish to speak at the same time, the Chairperson will determine who is entitled to priority.
- 21.9. In accordance with Section 254H of the Local Government Regulation 2012, if a decision made at a meeting is inconsistent with a recommendation or advice given to Council by an employee engaged to provide services of the Council the minutes of the meeting must include a statement of the reasons for not adopting the recommendation or advice. Section 254H applies to either or both of the following decisions:
  - a) The decision is about entering into a contract the total value of which is more than the greater of the following:
    - i. \$200,000 exclusive of GST;
    - ii. 1% of the local government's net rate and utility charges as stated in the local government's audited financial statements included in the local government's most recently adopted annual report;
  - b) The decision is inconsistent with a policy of the local government, or the approach ordinarily followed by the local government for the type of decision.

21.10. [Where the Council makes a decision about any matter at a Council meeting that is inconsistent with a recommendation or advice given to Council by an employee engaged to provide services of Council, the Chief Executive Officer must record a statement of the reasons for the inconsistency in the minutes of the meeting.](#)

## 22. METHOD OF TAKING VOTE

- 22.1. The Chairperson will call for all Councillors in favour of the motion to indicate their support. The Chairperson will then call for all Councillors against the motion to indicate their objection. Councillor names in favour and against the motion will be recorded in the minutes unless carried unanimously.
- 22.2. A Councillor must advise the Chairperson if they intend to abstain from the vote and the reason for abstaining.
- 22.3. If a Councillor does not vote for or against a motion, they will be taken to have abstained from voting and their vote will be recorded in the negative i.e. against the motion.
- 22.4. [Subject to chapter 5B of the LGA, each Councillor present has a vote on each motion to be decided and, if the votes are equal, the person presiding at the meeting has a casting vote.](#)
- 22.5. A Councillor may call for a 'division' to ensure their objection to the motion is recorded in the minutes. The Chairperson shall declare the result of a vote or a division as soon as it has been determined. If a division is taken, the minute secretary shall record the names of Councillors voting in the affirmative and of those voting in the negative. A division requires the Councillors to vote by standing.
- 22.6. Councillors have the right to request that their names and how they voted be recorded in the minutes if they request it when voting other than by division.
- 22.7. Except upon a motion to repeal or amend it, the resolution shall not be discussed after the vote has been declared.
- 22.8. If a report contains distinct recommendations, the decision of Council may be taken separately on each recommendation.

## 23. WITHDRAWING A MOTION

- 23.1. A motion or amendment may be withdrawn by the mover with the consent of the Council, by resolution, which will be without debate, and a Councillor will not speak to the motion or amendment after the mover has been granted permission by the Meeting for its withdrawal.

## 24. REPEALING OR AMENDING RESOLUTIONS

- 24.1. A resolution of Council may not be amended or repealed unless notice of motion is given in accordance with the requirements of the Local Government Act 2009 or the Local Government Regulation 2012.
- 24.2. Motions to repeal or amend a previous resolution can be made:
- 24.2.1. By a notice of intention to repeal or amend delivered to the Chief Executive Officer;
  - 24.2.2. By recommendation contained in a report by an Officer and included in the agenda.
- 24.3. A Councillor may propose a notice of motion to repeal or amend a previous resolution provided that:
- 24.3.1. The resolution proposed to be repealed or amended has not been acted on.
  - 24.3.2. The effect of repealing or amending the resolution will not place the Council at significant legal, financial or other risk, including non-compliance with statutory obligations.
  - 24.3.3. The notice of repeal or amendment sets out:
    - a) The resolution to be repealed or amended; and
    - b) The meeting and date at which the resolution was made.
- 24.4. Councillors present at the meeting at which a motion to repeal or amend a resolution is put, may defer consideration of that motion. Such deferral shall not be longer than three months.

## 25. PROCEDURAL MOTIONS

- 25.1. A Councillor at a meeting of Council may, during the debate of a matter at the meeting, move, as a procedural motion, without the need for a seconder the following motions:
- 25.1.1. that the question/motion be now put
  - 25.1.2. that the motion or amendment now before the meeting be adjourned
  - 25.1.3. that the meeting proceeds to the next item of business
  - 25.1.4. that the matter lie on the table
  - 25.1.5. that the matter be taken from the table
  - 25.1.6. a motion of dissent against the Chairpersons decision
  - 25.1.7. that this report/document be tabled
  - 25.1.8. that standing orders be suspended
  - 25.1.9. that standing orders be resumed
  - 25.1.10. that the meeting be adjourned
  - 25.1.11. that the meeting be reconvened
  - 25.1.12. that the speaker no longer be heard
  - 25.1.13. a point of order.
- 25.2. A procedural motion, ***that the question/motion be put***, may be moved and where such a procedural motion is carried, the Chairperson will immediately put the question to the motion or amendment to that motion under

consideration. Where such procedural motion is lost, debate on the motion or amendment to that motion will resume.

The Chairperson has the discretion as to whether to accept the motion to ensure that the matter has been reasonably debated. It may not be moved or seconded by a person who has already moved, seconded or spoken about the main motion or any amendment.

- 25.3. A procedural motion, ***that the motion or amendment now before the meeting be adjourned***, may specify a time or date, to which the debate shall be adjourned. Where no date or time is specified:
  - 25.3.1. A further motion may be moved to specify such a time or date, or
  - 25.3.2. The matter about which the debate is to be adjourned, will be included in the business paper for the next meeting.
- 25.4. Where a procedural motion, ***that the meeting proceeds to the next item*** is carried, debate on the matter that is the subject of the motion will cease and may be considered again by Council on the giving of notice in accordance with the Standing Orders.
- 25.5. A procedural motion, ***that the matter lie on the table***, will only be moved where the Chairperson or a Councillor requires additional information on the matter before the meeting. A motion to lie a matter on the table must specify the additional information required on the matter. Where such a procedural motion is passed, the Council will proceed with the next matter on the business paper. If a motion to take the matter from the table is not moved before the end of the meeting, the matter will lapse and will have to be brought forward as a new matter at a future meeting at the discretion of the Chief Executive Officer.
- 25.6. A procedural motion, ***that the matter be taken from the table***, may be moved at the meeting at which the procedural motion was carried.
- 25.7. A procedural motion, ***a motion of dissent against the Chairpersons decision***, may be used in relation to a ruling of the Chairperson on a point of order. Where such motion is moved, further consideration of any matter shall be suspended until after a ruling is made. Where a motion of dissent is carried, the matter to which the ruling of the Chairperson was made shall proceed as though that ruling had not been made. Where as a result of that ruling the matter was discharged as out of order, it shall be restored to the business paper and be dealt with in the normal course of business.
- 25.8. A procedural motion, ***that this report/document be tabled***, may be used by a Councillor to introduce a report or other document to the meeting, only if the report or other document is not otherwise protected under confidentiality or information privacy laws. On tabling the document, it ceases to be a confidential document and is available for public scrutiny.
- 25.9. A procedural motion, ***that standing orders be suspended***, may be made by any Councillor in order to permit some action that otherwise would be prevented by a procedural rule. A motion to suspend a rule shall specify the duration of such a suspension.
- 25.10. A procedural motion, ***that standing orders be resumed***, will be made to resume the standing orders.
- 25.11. A procedural motion, ***that the meeting be adjourned***, may be made by any Councillor at the conclusion of debate on any matter on the business paper or at the conclusion of a Councillor's time for speaking to the matter, and will be put without debate. Such a procedural motion will specify a time for the resumption of the meeting and on resumption of the meeting the Council will continue with the business before the meeting at the point where it was discontinued on the adjournment.
- 25.12. A procedural motion, ***that the meeting be reconvened***, will be made after an adjournment to identify the recommencement of the meeting.
- 25.13. A procedural motion, ***that the speaker no longer be heard***, may be moved by a Councillor while another Councillor is speaking if the mover of the motion determines that the speaker is being repetitive. Where the Chairperson allows the procedural motion to be put, it will be voted on without debate. If the motion is carried the speaker will resume their seat and not speak to the motion again.

## 26. POINT OF ORDER

- 26.1. Any Councillor may ask the Chairperson to decide on a ***point of order*** where it is believed that another Councillor:



- 26.1.1. Has failed to comply with meeting procedures and standing orders;
- 26.1.2. Is in contravention of the Local Government Act/Regulations; or
- 26.1.3. Is beyond the jurisdiction power of Council.
- 26.2. Points of order cannot be used as a means of contradicting a statement made by the Councillor speaking. Where a 'point of order' is moved, consideration of the matter to which the motion was moved will be suspended pursuant to clause 20.2. The Chairperson will determine whether the point of order is upheld.
- 26.3. Upon the question of order suddenly arising during the process of a debate, a Councillor may raise a point of order, and then the Councillor against whom the point of order is raised, shall immediately cease speaking. Notwithstanding anything contained in these standing orders to the contrary, all questions or points of order at any time arising will, until decided, suspend the consideration and decision of every other question.

## 27. QUESTIONS

- 27.1. A Councillor may at a Council meeting ask a question for reply by another Councillor or an officer regarding any item contained in the agenda. A question shall be asked categorically and without argument and no discussion shall be permitted at the meeting of Council in relation to a reply or a refusal to reply to the question. A Councillor or officer to whom a question is asked without notice has the right to take the question on notice for the next meeting via a written response.
- 27.2. A Councillor who asks a question at a meeting, whether or not upon notice, will be deemed not to have spoken to the debate of the motion to which the question relates.
- 27.3. The Chairperson may disallow a question which is considered inconsistent with an acceptable request or good order, provided that a Councillor may move a motion that the Chairperson's ruling be disagreed with, and if such motion be carried the Chairperson will allow such question.
- 27.4. Any requests that the response be in the form of a Council Standard report, must be dealt with in accordance with Motions of which due notice has been given.

## MEETING CONDUCT

### 28. DEALING WITH UNSUITABLE MEETING CONDUCT BY A COUNCILLOR IN A MEETING

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

- 28.1. The Chairperson must reasonably believe that unsuitable meeting conduct has been displayed by a Councillor at a meeting.
- 28.2. If the Chairperson decides the unsuitable meeting conduct has occurred, the Chairperson may consider the severity of the conduct and whether the Councillor has had any previous warnings for unsuitable meeting conduct issued. If the Chairperson decides the conduct is of a serious nature or another warning is unwarranted, subclause [428.7](#) applies.
- 28.3. If the Chairperson decides unsuitable meeting conduct has occurred but is of a less serious nature, the Chairperson may request the Councillor take remedial actions such as:
  - 28.3.1. Ceasing the unsuitable meeting conduct and refraining from exhibiting the conduct.
  - 28.3.2. Apologising for their conduct.
  - 28.3.3. Withdrawing their conduct.
- 28.4. If the Councillor complies with the Chairperson's request for remedial action, no further action is required.

- 28.5. If the Councillor fails to comply with the Chairperson's request for remedial action, the Chairperson may warn the Councillor that failing to comply with the request could result in an order for unsuitable meeting conduct being issued.
- 28.6. If the Councillor complies with the Chairperson's warning and request for remedial action, no further action is required.
- 28.7. If the Councillor still continues to fail to comply with the Chairperson's request for remedial action or the Chairperson decides that a warning is not appropriate under [428.3](#), the Chairperson may make one or more of the orders below:
- 28.7.1. An order reprimanding the Councillor for the conduct.
  - 28.7.2. An order requiring the Councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting. (section 150I(2)(b) of the LGA)
- 28.8. If the Councillor fails to comply with an order to leave and stay away from the meeting, the Chairperson can issue an order that the Councillor be removed from the meeting by an appropriate officer (section 150I(2)(c) of the LGA). The meeting must be adjourned whilst the Councillor is being removed.
- 28.9. Following the completion of the meeting, the Chairperson must ensure:
- 28.9.1. Details of any order issued is recorded in the minutes of the meeting. (section 150I(3) of the LGA)
  - 28.9.2. If it is the third or more order within a 12-month period made against a Councillor, or the Councillor has refused to comply with an order issued to leave the meeting, these matters are to be dealt with at the next meeting of Council ~~and treated as a suspected inappropriate conduct breach~~ pursuant to section 150J of the LGA.
  - 28.9.3. The Council's Chief Executive Officer is advised to ensure details of any order made is updated in the Council's Councillor Conduct Register (section 150DX of the LGA)
- 28.10. Any Councillor aggrieved with an order issued by the Chairperson can move a motion of dissent for parts [427.3](#), [28.44](#), [428.7](#) and [428.8](#) above.

~~28.11. The Chairperson of a meeting is carrying out a statutory responsibility under the LGA to manage and lead the Meeting. As such, where the Chairperson behaves inappropriately in the Meeting this involves a serious breach of trust placed in them as the Chairperson of the Meeting and may be dealt with as misconduct. The breach can be referred to the Office of the Independent Assessor (OIA) to be dealt with. However, breaches of trust don't arise because Councillors disagree with the Chairperson's decision or ruling during the Meeting.~~

## **29. DEALING WITH UNSUITABLE MEETING CONDUCT BY A CHAIRPERSON IN A MEETING**

- [29.1. If a Councillor at the meeting reasonably believes that the conduct of the Chairperson during the meeting is unsuitable meeting conduct, the Councillor may raise the matter in the meeting by point of order.](#)
- [29.2. The Chairperson may correct their unsuitable meeting conduct or if they do not properly correct their behaviour, the Councillor may move a motion that the Chairperson has engaged in unsuitable meeting conduct. The Councillors present, excluding the Chairperson, must decide by resolution if the conduct is unsuitable meeting conduct.](#)
- [29.3. The Chairperson has a declarable conflict of interest in the matter and must declare the conflict of interest and leave the place where the meeting is being held, including any area set aside for the public during the debate and vote on the matter. If the chairperson wishes to remain in the meeting, the eligible councillors must make a decision and follow the procedures set out above for declarable conflict of interest.](#)
- [29.4. For the debate and vote on the motion that the Chairperson has engaged in unsuitable meeting conduct, a Councillor other than the Councillor that moved the motion, is to act as the Chairperson.](#)
- [29.5. If the original Chairperson remains in the meeting, on the condition that they will not vote on the matter as determined by the eligible Councillors, they can put forward their reasoning about their conduct, and respond to questions through the acting Chairperson from the eligible Councillors.](#)
- [29.6. The acting Chairperson of the meeting will preside over the meeting while the Councillors present at the meeting vote on whether the Chairperson has engaged in unsuitable meeting conduct \(the acting Chairperson will have a casting vote on the resolution if required\).](#)

- [29.7. If it is decided that the Chairperson has engaged in unsuitable meeting conduct, the Councillors can decide to make an order reprimanding the Chairperson for the conduct.](#)
- [29.8. Once the councillors make a decision, the Chairperson returns to the meeting \(unless they have been permitted to remain in the meeting\) and is informed of the decision by the acting Chairperson.](#)
- [29.9. The Chairperson then resumes the role of chairperson, and the meeting continues.](#)
- [29.10. Details of any reprimand order issued must be recorded in the minutes of the meeting. \(section 150I\(3\) of the LGA\)](#)
- [29.11. The Council's Chief Executive Officer is advised to ensure details of any order made is updated in the Council's Councillor Conduct Register \(section 150DX of the LGA\).](#)
- [29.12. If it is the third or more order within a 12-month period made against the Chairperson, the conduct that led to the orders being made, taken together, becomes a conduct breach.](#)
- [29.13. If the conduct of a Councillor, including a Chairperson, at the meeting becomes a conduct breach by virtue of section 29.12, the Council is not required to notify the Independent Assessor about the conduct, and may deal with the conduct at the next meeting of Council.](#)

### **30. DEALING WITH A SUSPECTED CONDUCT BREACH INCLUDING THAT WHICH HAS BEEN INAPPROPRIATE CONDUCT REFERRED TO COUNCIL**

- 30.1. Pursuant to Chapter 5A, Division 5 of the LGA, a referral from the Independent Assessor of [a conduct breach inappropriate conduct](#) or an instance of [a suspected inappropriate conduct conduct breach](#) may arise from circumstances under paragraph [428.9.2](#) of this document.

In either case, Council must complete an investigation into the alleged conduct:

- Consistent with any recommendations from the Independent Assessor; and
- Consistent with the Council's investigation policy; or
- In another way decided by resolution of the Council.

- 30.2. After the completion of the investigation, the Council must decide in a Council meeting whether the Councillor has engaged in [a conduct breach inappropriate conduct](#), unless it has delegated responsibility for this decision to the Mayor under section 257(2)(a) of the LGA.
- 30.3. When dealing with an instance of [a suspected conduct breach inappropriate conduct](#) which has been referred to Council by the Independent Assessor, the Council must be consistent with the Local Government principle of transparent and accountable decision making in the public interest, by dealing with suspected [conduct breach inappropriate conduct](#) 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 session under section 254J(3)(f) of the Local Government Regulation 2012 (LGR) to discuss the allegation.
- 30.4. [No resolution for a decision can be made in the closed session. The matter must be decided in an open session of the meeting or at a later meeting.](#)
- 30.5. [Where the Council makes a decision about a conduct breach matter at a Council meeting that is inconsistent with a recommendation made about that matter in an investigation report, a statement of the reasons for the inconsistency must be included in the minutes of the meeting in accordance with section 254H\(2\) of the LGR.](#)
- 30.6. The subject Councillor has a declarable conflict of interest in the matter and is permitted by the Council to remain in the Meeting during a debate about whether the Councillor engaged in [the a conduct breach inappropriate conduct](#) and answer questions put to the subject Councillor by the Chairperson to assist the other Councillors in making a decision. This 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 inappropriate conduct](#) and what, if any, penalty to impose if the Councillor is found to have engaged in [a conduct breach inappropriate conduct](#).
- 30.7. Should the complainant be a Councillor, that Councillor may have a declarable conflict of interest in the matter and if so, must follow the declarable conflict of interest procedures in this document. If the complainant Councillor who has a declarable 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 [104](#) of

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this document. The complainant Councillor can be ordered to leave the meeting place or conditions may be applied to allow that Councillor to participate in either the debate, the vote or the decision on any disciplinary action to be applied.

- 30.8. The Council must debate the issue and decide whether the accused Councillor engaged in [a conduct breach](#)~~inappropriate conduct~~. If the Council has lost quorum due to the number of conflicted Councillors or another reason, the matter must be delegated consistent with section 257 of the LGA or deferred to another date when a quorum will be present.
- 30.9. If a decision is reached that the accused Councillor has engaged in [a conduct breach](#)~~inappropriate conduct~~, the Councillors must decide what penalty or penalties from the orders detailed in [30.102-8](#), if any, to impose on the Councillor. In deciding what penalty to impose, the Council may consider any previous ~~inappropriate conduct~~ [conduct breach](#) of the Councillor and any allegation made in the investigation that was admitted, or not challenged, and that [the Council](#) is reasonably satisfied is true.
- 30.10. The Council may order that no action be taken against the Councillor or make one or more of the following:
  - 30.10.1. An order that the Councillor make a public admission that the Councillor has engaged in ~~inappropriate conduct~~ [a conduct breach](#);
  - 30.10.2. An order reprimanding the Councillor for the conduct [breach](#);
  - 30.10.3. An order that the Councillor attend training or counselling to address the Councillor's conduct, including at the Councillor's expense;
  - 30.10.4. An order that the Councillor be excluded from a stated [Council](#) Meeting;
  - 30.10.5. An order that the Councillor is removed, or must resign, from a position representing Council, other than the office of Councillor, for example that the Councillor is orders to resign from an appointment representing the Council on a State board or committee;
  - 30.10.6. [An](#) order that if the Councillor engages in the same type of conduct again, it will be treated as misconduct; or
  - 30.10.7. An order that the Councillor reimburse the Council for all or some of the costs arising from the Councillor's ~~conduct breach~~ ~~inappropriate conduct~~.
- 30.11. A Council may not make an order ~~that the Councillor attend training/counselling, be suspended from a meeting, be removed or resign from a position or that the same conduct will be treated as misconduct in future~~, in relation to a person who is no longer a Councillor.
- 30.12. 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 Chairperson must advise them of the details of the decision made by Council and if relevant any orders they have made.
- 30.13. The Council must ensure the meeting minutes reflect the resolution made.

## 31. [GENERAL CONDUCT DURING MEETINGS](#)

- 31.1. Councillors will conduct themselves in accordance with the principles of the Local Government Act 2009 and the standards of behavior set out in the Code of Conduct. The Chairperson may observe or be made aware of instances of possible unsuitable meeting conduct.
- 31.2. After a meeting of Council has been formally constituted and the business commenced, a Councillor will not enter or leave from such meeting without first notifying the Chairperson.
- 31.3. Councillors will speak of each other during the Council meeting by their respective titles, "Mayor" or "Councillor", and in speaking of or addressing officers will designate them by their respective official or departmental title and will confine their remarks to the matter then under consideration.
- 31.4. No Councillor who is speaking will be interrupted except upon a point of order being raised either by the Chairperson or by a Councillor.
- 31.5. When the Chairperson speaks during the process of a debate, the Councillor then speaking or offering to speak will immediately cease speaking, and each Councillor present will preserve strict silence so that the Chairperson may be heard without interruption.

## 32. DISORDER

- 32.1. The Chairperson may adjourn the meeting of Council, where disorder arises at a meeting other than by a Councillor. On resumption of the meeting, the Chairperson will move a motion, which will be put without debate, to determine whether the meeting will proceed. Where such a motion is lost, the Chairperson shall declare the meeting closed, and any outstanding matters referred to a future meeting.

## ATTENDANCE AND NON-ATTENDANCE

### 33. ATTENDANCE OF PUBLIC AND THE MEDIA AT MEETINGS

- 33.1. A designated area will be made available at the place where any meeting of Council is to take place for members of the public and representatives of the media to attend the meeting and as many members of the public as reasonably can be accommodated in that area will be permitted to attend the meeting.
- 33.2. Any individual who declines to remain in the designated public area during the meeting shall be instructed to relocate to the appropriate section or vacate the public gallery.
- 33.3. No conversation/ comments among audience members should take place during the meeting. Should conversation/ comments occur which disrupts the meeting, the Chairperson may request the person/s to cease making the submission or comment. The Chair may adjourn the meeting where disorder arises until order has been restored.
- 33.4. All individuals without a Council-issued identification, are to sign the Visitor Register prior to entering the public gallery.
- 33.5. Audio and/or video recording of a Council meeting is not permitted unless approved by the Chairperson.
- 33.6. Any individual who is considered by the Chairperson to be conducting themselves in an unsuitable manner, may be requested to cease the behaviour. Failure to comply with such a request may be considered an act of disorder.
- 33.7. When the Council is sitting in Closed Session, the public and representatives of the media will be excluded.
- 33.8. The resolution that Council proceed into Closed Session must specify the nature of the matters to be considered and these matters must be in accordance with Section 254J of the Local Government Regulation 2012. The Chairperson may direct any persons improperly present to withdraw immediately. Council must not make a resolution (other than a procedural resolution) in a closed session. Council must resolve to move out of closed session so that a resolution can be passed on the matters considered in Closed Session.

### 34. CLOSED MEETINGS

- 34.1. Council and standing committees may resolve that a meeting be closed to the public if its Councillors or members consider it necessary to discuss any of the following matters:
- 34.1.1. Appointment, dismissal or discipline of the CEO
  - 34.1.2. Industrial matters affecting employees
  - 34.1.3. Council's budget, which does not include the monthly financial statements
  - 34.1.4. Rating concessions
  - 34.1.5. Legal advice obtained by the Council involving the Council, including for example, legal proceedings that may be taken by or against Council
  - 34.1.6. Matters that may directly affect the health and safety of an individual or a group of individuals
  - 34.1.7. Negotiations relating to a commercial matter involving the Council for which a public discussion would be likely to prejudice the interests of the Council
  - 34.1.8. Negotiations relating to the taking of land by the Council under the Acquisition of Land Act 1967

- 34.1.9. A matter that the Council is required to keep confidential under a law of, or a formal agreement with, the Commonwealth or State.
- 34.2. A Council or standing committee cannot resolve that a Meeting be closed where the Meeting is informed of a Councillor's personal interest in the matter by another person and the eligible Councillors at the Meeting must decide by resolution whether the Councillor has a prescribed or declarable conflict of interest in the matter.
- 34.3. Further, the 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;
- Delegate the matter unless the matter cannot be delegated,
  - Decide by resolution to defer to a later meeting,
  - Decide by resolution to take no further action on the matter.

**Note:** None of the above will be considered, discussed, voted on or made during a closed session as per Section [634.5](#) below.

- 34.4. If a closed session includes attendance by teleconference, the Councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation while in the closed meeting (a failure to do so could be a contravention of section 171(3) of the LGA).
- 34.5. To take a matter into a closed session, the Council must abide by the following process:
- Pass a resolution to close the meeting.
  - The resolution must state the matter to be discussed, an overview of what is to be discussed and why the meeting should be closed while the matter is considered.
  - If the matter is known in advance, the agenda should clearly identify that the matter will be considered in closed session, and a brief explanation of why it is deemed necessary to take the issue into closed session.
  - Not make a resolution while in a closed meeting (other than a procedural motion)

## 35. TELECONFERENCING OF MEETINGS

- 35.1. If a Councillor wishes to be absent from a Council meeting place during a meeting, the Councillor must apply to the Chairperson to participate by teleconference, at least three business days prior to the meeting or as soon as practicable once the Councillor becomes aware of their intended absence. The Chairperson may allow a Councillor to participate in a Council meeting or Standing committee meeting by teleconference.
- 35.2. [Permission for a Councillor to participate via teleconference must not be unreasonably withheld.](#)
- 35.3. A Councillor taking part by teleconference is taken to be present at the Meeting if the Councillor was simultaneously in audio contact with each other person at the Meeting (section 254K(3) of Local Government Regulation 2012). The attendance of the Councillor must be recorded in the minutes as present at the Meeting via audio link or audio-visual link.
- 35.4. Teleconferencing includes the use of a telephone, video conferencing equipment or other means of instant communication that allows a person to take part in a discussion as it happens.

## 36. REVIEW

This Policy will be reviewed when related legislation/documents are amended or replaced, other circumstances as determined from time to time by Council or at intervals of no more than two years.

## VERSION CONTROL

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

Release Notice			
Version Number	Date of issue	Amendment details	Responsible officer
14	07/09/2016	Adopted by Council	
15	27/03/2019	Addition of model meeting procedure and revised standing orders best practice guidelines	Executive Manager Governance and Customer Service
16	27/05/2020	Insert 16.3, 16.4 and 16.5 to clarify the process to amend a motion.	Executive Manager Governance and Customer Service
17	28/10/2020	Changes due to legislative reform commencing 12 October 2020	Executive Manager Governance and Customer Service
18	25/08/2021	Changes to clarify Order of Business and approval of late items	Executive Manager Governance and Customer Service
19	13/12/2023	<ol style="list-style-type: none"> <li>1. Alignment with the Departments revised Queensland Model Meeting Procedures and minor administrative amendments.</li> <li>2. Insert 9.5 and 9.6 to clarify the process for amendments to minutes.</li> <li>3. Insert 10.4, 10.5, 10.6 and 10.7 to clarify agenda distribution.</li> <li>4. Insert 15.1, 15.2.6, 15.3, 15.4, 15.5 and 15.7 to clarify petition management.</li> <li>5. Insert 16.2 to clarify the process for deputation applications.</li> <li>6. Insert 31.4 to clarify the process for adjournment of a meeting if a quorum is not present within 15 minutes.</li> </ol>	Executive Manager Governance and Customer Service
20	<DATE>	<ol style="list-style-type: none"> <li>1. Alignment with the Departments revised Queensland Model Meeting Procedures and Best Practice Standing Orders.</li> <li>2. Insert section 5 - Minutes</li> <li>3. Insert 7.3 to clarify the process for petitions relating to Development Application</li> <li>4. Amendment to timeframes in which Councillors can give notice of motion and requiring motions to specify the desired outcome</li> <li>5. Insert 21.10 to clarify if a decision is made that is inconsistent with an officer's recommendation a statement of reasons for the inconsistency must be included in the minutes.</li> <li>6. Insert 22.4 to clarify the casting vote if votes are equal.</li> </ol>	Executive Manager Corporate Services

		<ol style="list-style-type: none"><li>7. Insert 23.4,23.6,23.7 &amp;23.8 to clarify attendance of the public at Council meetings.</li><li>8. Insert 26.1.3 &amp; 26.2.3 to clarify Councillor attendance via teleconference.</li></ol>	
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FRASER COAST REGIONAL COUNCIL  
ORDINARY MEETING NO. 2/25

REQUESTS FOR FURTHER INFORMATION

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**SUBJECT:** **ORD 11.2.5 - REDEVELOPMENT OF PIALBA AND TORQUAY CARAVAN PARKS**

**DIRECTORATE:** **ORGANISATIONAL SERVICES**

**RESPONSIBLE OFFICER:** **DIRECTOR ORGANISATIONAL SERVICES, Keith Parsons**

**AUTHOR:** **EXECUTIVE MANAGER CORPORATE SERVICES, Sydney Shang**

**CONFIDENTIAL:** **No**

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**1. QUESTION**

1. Councillor Michelle Byrne requested further information in relation to amending the recommendation to change the words “Key elements for layout plan development” to “options for consideration”.
2. Councillor Lachlan Cosgrove requested further information in relation reviewing the wording for the goal and titles of options A and B in the proposal of the report.

**2. RESPONSE**

The Officer’s Recommendation as presented in the report is as follows:

*That Requests for Further Information:*

1. *Resume the redevelopment of the Pialba Caravan Park utilising the current park design.*
2. *Endorse the development of concept layout plans for the Torquay Caravan Park, based on the two options outlined in this report.*
3. *Authorise the Chief Executive Officer to further engage with Councillors to develop a community consultation program at the Consult level as per the IAP2 public participation Spectrum.*
4. *Undertake community consultation to seek community feedback on the identified options for the Torquay Caravan Park.*
5. *Be provided with a further report with the outcomes of the community consultation.*

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**Question 1**

To effect the change requested by Councillor Byrne, the second recommendation can be amended as follows:

*Endorse the development of concept layout plans for the Torquay Caravan Park, based on the two options outlined in this report with the following amendment to the Proposal: change the words “Key elements for layout plan development” to “options for consideration”.*

**Question 2**

The word “natural” in Options A was used to reflect that this options predominantly was an open space with limited embellishments.

To effect the change requested by Councillor Cosgrove, the second recommendation can be amended as follows:

*Endorse the development of concept layout plans for the Torquay Caravan Park, based on the two options outlined in this report with the following amendment to the Proposal, change Option A to “Open Space” and, delete the word “natural” from the Option A goal.*

To effect both Councillor Byrne’s and Councillor Cosgrove’s request in the same motion, the second recommendation can be amended as follows:

*Endorse the development of concept layout plans for the Torquay Caravan Park, based on the two options outlined in this report with the following amendments to the Proposal;*

- *change the words “Key elements for layout plan development” to “options for consideration”.*
- *change Option A to “Open Space” and, delete the word “natural” from the Option A goal.*

**3. ATTACHMENTS**

Nil

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FRASER COAST REGIONAL COUNCIL  
ORDINARY MEETING NO. 2/25

REQUESTS FOR FURTHER INFORMATION

---

**SUBJECT:** **ORD 11.3.3 - NOMINATIONS RECEIVED - ENVIRONMENT & SUSTAINABILITY ADVISORY COMMITTEE**

**DIRECTORATE:** STRATEGY, COMMUNITY & DEVELOPMENT

**RESPONSIBLE OFFICER:** DIRECTOR STRATEGY, COMMUNITY & DEVELOPMENT, Gerard Carlyon

**AUTHOR:** EXECUTIVE MANAGER STRATEGY & SUSTAINABILITY, Rosalyn Acworth

**CONFIDENTIAL:** No

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**1. QUESTION**

Councillor Lachlan Cosgrove requested further information in relation to Councillors being provided with the applications of all nominees.

**2. RESPONSE**

Attachment 1 includes the applications of all eight (8) nominations.

**3. ATTACHMENTS**

1. Nominations Received - *Confidential*

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FRASER COAST REGIONAL COUNCIL  
ORDINARY MEETING NO. 2/25

REQUESTS FOR FURTHER INFORMATION

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**SUBJECT:** **ORD 11.4.1 - REQUEST FOR A REPORT THAT CONSIDERS REDUCING THE SPEED LIMIT ALONG THE ESPLANADE**

**DIRECTORATE:** **INFRASTRUCTURE SERVICES**

**RESPONSIBLE OFFICER:** **DIRECTOR INFRASTRUCTURE SERVICES, Davendra Naidu**

**AUTHOR:** **EXECUTIVE ASSISTANT INFRASTRUCTURE SERVICES, Julie Gillane**

**CONFIDENTIAL:** **No**

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**1. QUESTION**

Mayor George Seymour requested further information in relation to any documentation or material that was used for the assessment of the Beach Road to Corfield Street (Point Vernon) area.

**2. RESPONSE**

Speed Limit Reviews are undertaken in accordance with the Transport Operations (Road Use Management) Act 1995 (TORUM), The Manual of Uniform Traffic Control Devices – (MUTCD) - Section 4 Speed Limits, provides the guidance on the requirements to setting of speed limits in Queensland. Refer to the Attachments associated with this Request for Further Information as follows:

1. Speed Limit Review Technical Tool (version 1.13), this calculates the speed limit based on a risk assessed speed limit (RASL) and a speed data speed limit (SDSL) and other factors that may influence the setting of speed limits. (refer to **Attachment 1**)
2. Traffic Count Summary Report for the Esplanade at Martin Street (July 2023) (refer to **Attachment 2**) – This is an extract from the Master Traffic Count spreadsheet.
3. Previous 5-year Crash Summary Report for the Esplanade for Point Vernon and Pialba. The three (3) crashes highlighted in yellow fall within the speed limit zone being assessed (refer to **Attachment 3**)

**3. ATTACHMENTS**

1. EDOCS#5159293 Speed Limit Review Tool - Esplanade Pt Vernon [↓](#)
2. EDOCS#5159887 - Traffic Count Data Esplanade and Martin St Jul 2023 [↓](#)
3. EDOCS#5159295 - Crash Summary Report Esplanade - Point Vernon and Pialba [↓](#)

TMR Speed Limit Review Tool Version 01.13

Clear All

# SITE INPUTS



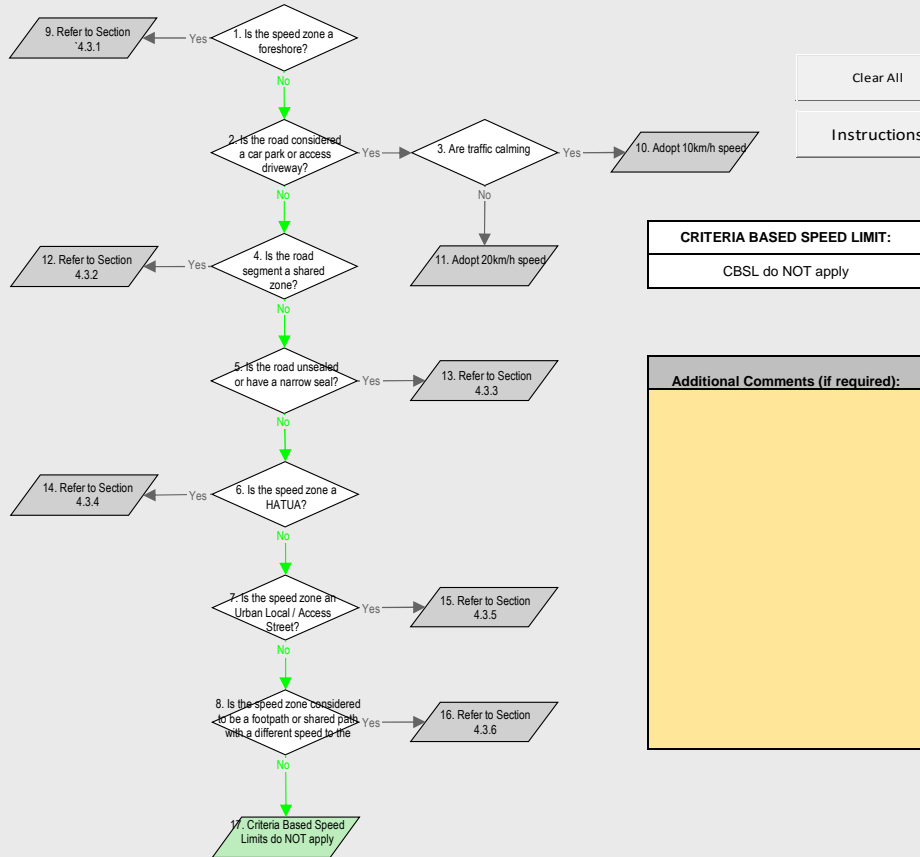
ROAD AUTHORITY:	Local government
ROAD SECTION ID: (if applicable)	R02145
ROAD NAME:	Esplanade
SUBURB: (where multiple suburbs, separate each with a ",")	Point Vernon
LOCAL GOVERNMENT: (where multiple, separate each with a ",")	Fraser Coast Regional Council
TMR DISTRICT:	Wide Bay
DIRECTION:	North/South
EXISTING SPEED LIMIT: (km/h)	60
DAILY TRAFFIC VOLUME:	6862
SEGMENT LENGTH: (km)	2800

	TDIST (if applicable)	LATITUDE	LONGITUDE
SEGMENT START:	0	-25.2520376	152.824903
SEGMENT END:	2.8	-25.2759375	152.833175

ADDITIONAL COMMENTS: (if required)



## CRITERIA BASED SPEED LIMITS



TMR Speed Limit Review Tool Version 01.13

**IDENTIFY ROAD CLASSIFICATION**

	Input	Class
More...	ROAD ENVIRONMENTAL CONTEXT CLASS	Urban
More...	ROAD FUNCTIONAL CLASSIFICATION	Trunk Collector

**CRASH RISK RATING (CRR)**

	DCA Group	Description	Casualty Crashes	Risk Score
More...	1	INTERSECTION, FROM ADJACENT APPROACHES	2	0.92
More...	2	HEAD-ON		0
More...	3	OPPOSING VEHICLES, TURNING		0
More...	4	REAR-END	1	0.25
More...	5	LANE CHANGE		0
More...	6	PARALLEL LANES, TURNING		0
More...	7	U-TURN		0
More...	8	ENTERING ROADWAY		0
More...	9	OVERTAKING, SAME DIRECTION		0
More...	10	HIT PARKED VEHICLE		0
More...	11	HIT TRAIN		0
More...	12	PEDESTRIAN		0
More...	13	PERMANENT OBSTRUCTION ON CARRIAGEWAY		0
More...	14	HIT ANIMAL		0
More...	15	OFF CARRIAGEWAY, ON STRAIGHT		0
More...	16	OFF CARRIAGEWAY, ON STRAIGHT, HIT OBJECT		0
More...	17	OUT OF CONTROL, ON STRAIGHT		0
More...	18	OFF CARRIAGEWAY, ON CURVE		0
More...	19	OFF CARRIAGEWAY, ON CURVE, HIT OBJECT		0
More...	20	OUT OF CONTROL, ON CURVE		0
More...	21	OTHER		0
More...	TOTAL		3	1.17

## RISK ASSESSED SPEED LIMIT

INFRASTRUCTURE RISK RATING (IRR)				
	Item	Description	Input	Risk Score
More...	1	ROAD STEREOTYPE	Two lane undivided	3.7
More...	2	ALIGNMENT	Straight or gentle	1
More...	3A	SEALED SHOULDER WIDTH	Wide shoulder	1
More...	3B	LANE WIDTH	Medium	
More...	4a	ROADSIDE HAZARD RISK - LEFT SIDE	Minor	0.67
More...	4b	ROADSIDE HAZARD RISK - RIGHT SIDE	Minor	0.67
More...	5	LAND USE	Urban residential	3
More...	6	AT-GRADE INTERSECTION DENSITY	3 to <5 intersections/km	1.5
More...	7	ACCESS DENSITY	20+ accesses/km	1.3
More...	8	TRAFFIC VOLUME	Not required for specified Land Use	N/A

[Clear All](#)[Estimate Risk Assessed Speed Limit](#)[Instructions](#)



**ROAD RISK METRIC (RRM)**

Input	Risk Levels	Risk Score
Crash Risk Rating (Step 2)	Low	0.003336678
Infrastructure Risk Rating (Step 3)	Low	1.161432393

**ROAD RISK METRIC:**

Low

**RISK ASSESSED SPEED LIMIT (RASL)**

Input	Result
Road Environmental Context Class	Urban
Road Functional Classification	Trunk Collector
Road Risk Metric	Low

**RISK ASSESSED SPEED LIMIT:**

60km/h

**ADDITIONAL COMMENTS****Additional Comments (if required):**

Esplanade is Controlled Distributor in Hierarchy - equivalent to Trunk Collector  
 Three crashes reported for the 5 year period  
 2x angle @ Beach  
 1 x rear end @ Martin



## SPEED DATA SPEED LIMIT

SPEED DATA INPUTS		
	Item	Input
More...	MEAN SPEED (km/h)	63.4
More...	UPPER LIMIT OF 15km/h PACE SPEED	59.2
More...	PERCENTAGE WITHIN PACE SPEED	86

[Clear All](#)[Estimate Speed Data  
Speed Limit](#)[Instructions](#)

SPEED DATA SPEED LIMIT	
Input	Result
Speed Data Conforms with Speed Limit?	N
Speed Limit Suggested by Speed Data	50km/h

<b>SPEED DATA SPEED LIMIT:</b>	50km/h
--------------------------------	--------

ADDITIONAL COMMENTS
<b>Additional Comments (if required):</b> Traffic Count at Martin Street in July 2023

TMR Speed Limit Review Tool Version 01.13



# ASSESSED SPEED CONSIDERATION

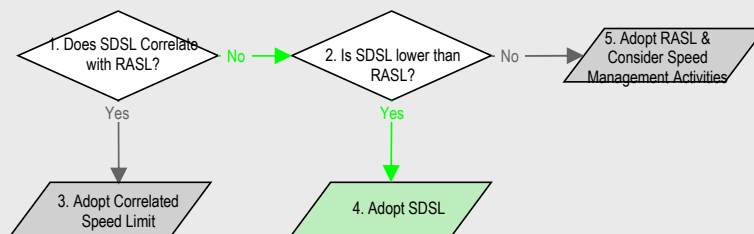
Clear All

Undertake Option Selection

Instructions

## OPTION SELECTION INPUTS

Inputs	Result
Risk Assessed Speed Limit	60km/h
Speed Data Speed Limit	50km/h



## OTHER CONSIDERATIONS


[Clear All](#)
[Instructions](#)

IS THERE SCHOOL ACTIVITY IN THE SPEED ZONE?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
IS A VARIABLE SPEED LIMIT SIGN APPROPRIATE?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
IS A DUAL SPEED ZONE REQUIRED?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
IS THE ROAD A TRAFFIC CARRYING ROAD THROUGH STRIP SHOPPING CENTRES OR COMMERCIAL AREA?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
IS THE ROAD A SPEED ZONE ON AN ARTERIAL ROAD THROUGH A RURAL TOWN?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
IS THERE A HIGH CRASH RATE?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
IS THERE A HIGH CRASH RURAL INTERSECTION?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
IS THE ROAD BEING CONSIDERED FOR A 110KM/H SPEED LIMIT?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
DOES THE ROAD HAVE A ROUGH SURFACE?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
IS THERE A TEMPORARY SPEED LIMIT BEING PROPOSED?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
IS THE SPEED LIMIT FOR A ROUNDABOUT?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
IS THE ROAD MOUNTAINOUS?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
IS THE ROAD A SERVICE ROAD?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
IS THERE A SIGNALISED INTERSECTION ON THE ROAD SECTION?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
IS THE ROAD SECTION AN ON OR OFF RAMP?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
IS THE ROAD SECTION A LANEWAY?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
IS THE SPEED LIMIT PROPOSED TO BE OFFSET?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
ARE THERE OTHER CIRCUMSTANCES TO CONSIDER?	<input type="radio"/> Yes	<input checked="" type="radio"/> No

# ENGINEER'S RECOMMENDATION


[Clear All](#)
[Summarise Findings of  
SLR Technical  
Assessments](#)
[Instructions](#)

## SUMMARY OF TECHNICAL ASSESSMENTS

The Criteria Based Speed Limit assessment determined that no Criteria Based Speed Limits apply.

Accordingly, Risk Assessed Speed Limit and Speed Data Speed Limit assessments were undertaken. The Risk Assessed Speed Limit assessment indicated a speed limit of 60km/h was appropriate for the speed zone. The Speed Data Speed Limit assessment indicated a speed limit of 50km/h is appropriate for the speed zone.

As the Speed Data Speed Limit is less than the Risk Assessed Speed Limit the results of the technical assessment indicate that the speed limit of 50km/h be adopted along the road corridor.

## INTERPRETATION OF ASSESSMENT

Based on the information input into the Speed Limit Review tool the Speed Limit Review found that the speed limit along Esplanade should be reduced to 50 km/h.

Analysis of the vehicle speeds along Esplanade indicated that drivers were generally driving at speeds commensurate to a speed limit of 50 km/h. To achieve greater uniformity of vehicle speeds along Esplanade the speed limit review process recommends that the speed limit be reduced to 50 km/h.

If passing this information on to others, consider describing the attributes and function (Urban, Trunk Collector), including the variety of movements, types of road users which are typical of Esplanade and the speed at which drivers are currently travelling.

The above has been provided as a suggestion only to help with communicating the outcome of the speed limit review to interested stakeholders. Communication material needs to be tailored to the specific situation under review. The responsibility for communicating the outcome of the speed limit review remains with the Responsible Officer.

# ENGINEER'S RECOMMENDATION



## ENGINEER'S RECOMMENDATIONS

Name	RPEQ Number	Date
Damion Beety	19855	21/01/2025

Accept Recommendations of Technical Process?	Yes
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Alternative Recommendations (if Applicable) or Other Considerations (Section 7) to be Provided:

# ENGINEER'S RECOMMENDATION



Additional Comments / Justification for Alternate Recommendations:
Count taken at Martin St, mid block. The Upper 15km/hr pace is the main indicator for a lower speed limit

## RESPONSIBLE OFFICER'S ACCEPTANCE

Name	Position	Date

Do you (the Responsible Officer) Accept the Engineers Recommendations?	
--	--

## Attachment 2 – Traffic Count Data Esplanade and Martin St July 2023

(Master Traffic Count Spreadsheet)

Site Id	Location	StartCountdate	EndCountdate	Weekend ADT	Weekday ADT	WADT	AADT	Primary Direction	Primary Direction	Secondary direction	V85	% CV (classes 3-12)	%Light Commercial (classes 3-5)	%Heavy Commercial (classes 6-9)	%Permit Class (classes 10-13)	FifteenKm /Hr Pace Start	FifteenKm /Hr Pace Finish	No In 15kmHr Pace	Percentage In 15km/Hr Pace	MeanAve Speed	Attribute (GPS) X	Attribute (GPS) Y	ConsolidatedDataA ADT	
Esplanade, Pielba	100m Wst Main St	Friday 19 May 2023	Thursday 1 June 2023	8551	9678	9331	9331	East		4615	4717	54.6	7.8%	7.5%	0.3%	0.0%	40.0	55.0	8772	94.0	63.4	152.838524	-25.279275	10867
Esplanade, Pielba	100m Wst Taylor St	Friday 19 May 2023	Thursday 1 June 2023	9232	9941	9723	9723	East		5113	4610	55.7	13.8%	13.3%	0.5%	0.0%	40.1	55.1	8787	90.4	63.6	152.843969	-25.280861	12559
Esplanade, Pielba	100m Nth Beach	Friday 15 July 2023	Friday 28 July 2023	8146	9254	8913	8913	North		4536	4378	57.2	5.8%	5.6%	0.2%	0.0%	42.0	57.0	8093	90.8	63.7	152.832643	-25.275135	10008
Esplanade, Pt Vernon	100m Nth Martin St	Saturday 15 July 2023	Friday 28 July 2023	6481	7031	6862	6862	North		3518	3344	61.8	10.8%	10.4%	0.4%	0.0%	44.2	59.2	5731	83.5	63.9	152.828953	-25.268921	8388
Esplanade, Pt Vernon	100m Sth Coopers St	Wednesday 2 Aug. Tuesday 15 August 2023		4259	4269	4266	4266	North		2206	2059	57.4	8.4%	8.1%	0.3%	0.0%	39.1	54.1	3255	76.3	63.7	152.824855	-25.255345	5026
Esplanade, Scarness	03 100m Wst Quei	Friday 7 April 2023	Monday 17 April 2023	9601	10227	9977	9977	East		5301	4676	37.9	2.7%	2.6%	0.1%	0.0%	21.1	36.1	8311.0	83.3	80.3	152.852935	-25.283329	10577
Esplanade, Torquay	100m Est Denmar	Friday 3 February 2023	Thursday 16 February 2023	9578	9521	9539	9539	West		4581	4958	49.0	10.7%	10.4%	0.3%	0.0%	33.2	48.2	8605	90.2	66.7	152.862449	-25.284273	11684
Esplanade, Urangan	Wst Elizabeth St	Monday 2 January 2023	Wednesday 1 February 2023	6975	6608	6706	6706	East		3257	3449	51.1	8.0%	7.8%	0.2%	0.0%	36.4	51.4	6279	93.6	64.1	152.896992	-25.280822	7820
Esplanade, Urangan	100m Sth Miller St	Friday 20 January 2023	Thursday 2 February 2023	1526	1375	1422	1422	North		1416	6	55.8	18.3%	15.4%	2.9%	0.0%	38.7	53.7	1181	83.1	63.7	152.906549	-25.294733	2015



### Crash Summary Report (July 2019 to June 2024) Esplanade - Point Vernon and Pialba

CrashNumber	Severity	Date	Time	Day	Street	StreetIntersection	Landmark	Suburb	DCAGroupDescription	Latitude	Longitude
202000824338	Hospitalisation	24-Apr-20		9 Friday	Not applicable	Esplanade / Taylor St	Unknown	Pialba	Off Path; On Straight; Hit Object	-25.2813	152.8449
202000945398	Hospitalisation	08-May-20		0 Friday	Not applicable	Esplanade	Unknown	Pialba	Off Path; On Curve: Hit Object	-25.2792	152.8397
202002062100	Medical treatment	03-Oct-20		17 Saturday	Esplanade	Not applicable	Unknown	Pialba	Entering Roadway	-25.2793	152.8392
202100073746	Minor injury	12-Jan-21		16 Tuesday	Not applicable	Esplanade	Unknown	Pialba	Off Path; On Straight	-25.2792	152.8397
202100719746	Hospitalisation	19-Apr-21		8 Monday	Esplanade	Not applicable	Unknown	Point Vernon	Entering Roadway	-25.2482	152.8263
202101053201	Hospitalisation	09-Jun-21		8 Wednesday	Esplanade	Not applicable	Unknown	Pialba	Hit Pedestrian	-25.2815	152.8475
202101079807	Minor injury	13-Jun-21		1 Sunday	Esplanade	Not applicable	Unknown	Point Vernon	Hit Parked Vehicle	-25.2611	152.8256
202101513855	Hospitalisation	16-Aug-21		15 Monday	Esplanade	Not applicable	Unknown	Point Vernon	Rear-end	-25.2628	152.8261
202101990353	Medical treatment	24-Oct-21		8 Sunday	Not applicable	Mant St / Esplanade	Unknown	Point Vernon	Parallel Lanes; Turning	-25.2457	152.817
202102180312	Hospitalisation	22-Nov-21		19 Monday	Not applicable	Beach Rd / Esplanade	Unknown	Pialba	Intersection; Adjacent Approach	-25.2759	152.8332
202102416689	Medical treatment	28-Dec-21		13 Tuesday	Not applicable	Esplanade / Taylor St	Unknown	Pialba	Entering Roadway	-25.2813	152.8448
202102434937	Hospitalisation	31-Dec-21		20 Friday	Not applicable	Beach Rd / Esplanade	Unknown	Pialba	Intersection; Adjacent Approach	-25.2759	152.8332
202200295160	Minor injury	19-Feb-22		12 Saturday	Esplanade	Not applicable	Unknown	Pialba	Hit Pedestrian	-25.281	152.8443
202200770515	Hospitalisation	06-May-22		20 Friday	Esplanade	Not applicable	Unknown	Point Vernon	Off Path; On Curve: Hit Object	-25.2488	152.8269
202201008692	Hospitalisation	15-Jun-22		13 Wednesday	Esplanade	Not applicable	Unknown	Pialba	Off Path; On Straight	-25.2785	152.8372
202201194536	Hospitalisation	13-Jul-22		11 Wednesday	Esplanade	Not applicable	Unknown	Pialba	Off Path; On Curve: Hit Object	-25.2789	152.8379
202201934340	Hospitalisation	10-Nov-22		7 Thursday	Not applicable	Esplanade / Taylor St	Unknown	Pialba	Rear-end	-25.2811	152.8443
202301638746	Hospitalisation	02-Oct-23		7 Monday	Esplanade	Not applicable	Unknown	Pialba	On Footway	-25.2753	152.8328
202301809221	Hospitalisation	30-Oct-23		10 Monday	Esplanade	Not applicable	Unknown	Pialba	Rear-end	-25.2766	152.834
202400590080	Medical treatment	05-Apr-24		11 Friday	Not applicable	Esplanade / Martin St	Unknown	Point Vernon	Rear-end	-25.2698	152.8293
202400826975	Hospitalisation	15-May-24		18 Wednesday	Not applicable	Esplanade	Unknown	Pialba	Intersection; Adjacent Approach	-25.2794	152.8397

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FRASER COAST REGIONAL COUNCIL  
ORDINARY MEETING NO. 2/25

REQUESTS FOR FURTHER INFORMATION

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**SUBJECT:** **ORD 11.4.2 - AMEND POLICY - TOURIST AND COMMUNITY FACILITY (FINGERBOARD) SIGN POLICY**

**DIRECTORATE:** **INFRASTRUCTURE SERVICES**

**RESPONSIBLE OFFICER:** **DIRECTOR INFRASTRUCTURE SERVICES, Davendra Naidu**

**AUTHOR:** **EXECUTIVE ASSISTANT INFRASTRUCTURE SERVICES, Julie Gillane**

**CONFIDENTIAL:** **No**

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**1. QUESTION**

Councillors requested further information in relation to being provided with a copy of the track changes version of the policy.

**2. RESPONSE**

A copy of the track changes version of the policy has been attached - Attachment 1.

**3. ATTACHMENTS**

1. Tourist and Community Facility (Fingerboard Sign) Policy - Track Changes Version [↓](#)



## COUNCIL POLICY

**Policy Title:** SERVICE-TOURIST AND COMMUNITY FACILITY (FINGERBOARD) SIGNS  
**POLICY**

**Policy Subject:** Roads

**Policy No:** #3989815-v4 – [CP063](#)

**Directorate:** Infrastructure Services

**Department:** Engineering Services

**Section:** Roads

**Responsible Officer:** Executive Manager Engineering Services

**Authorised by:** Director Infrastructure Services

**Adopted Date:** 23 September 2020

**Review Date:** 23 September 2021

**Amended Date:**

**Risk Assessment:** Medium

**OBJECTIVE**

~~The objective of this policy is to provide a framework and direction for the management of service and community facility signs (also known as blue fingerboard signs) throughout the Council road network. It provides a definition for service and community facility signs and sets out eligibility criteria, ownership and administration process to guide the Community and Council when dealing with requests for new service or community facility signs. The policy aims to provide consistency and avoid sign proliferation.~~

**PURPOSE**

~~This policy details Fraser Coast Regional Council's (FCRC) position regarding assessment, approval and management of tourist and community facility signs, commonly called fingerboard signs.~~

**POLICY****SCOPE**

~~This policy applies to the Council controlled road network within the FCRC boundary, and typically where the speed environment is 60 km/h or less.~~

**POLICY STATEMENT****Philosophy**

To ensure that ~~service-tourist~~ and community facility signs are managed to provide consistency to the travelling public, reduce signage proliferation and ensure the equity of provision of this type of signage, it is necessary to establish eligibility criteria and limit the types of ~~service-tourist~~ or community facilities that will be approved for ~~the installation of this type of sign. The policy will~~

**Fraser Coast Regional Council****COUNCIL POLICY**

~~provide a framework for the licensing of all approved signs to ensure ongoing standards and compliance requirements are met.~~

~~Council recognises that service and community facility signs are not intended to provide advertising for commercial enterprises. Rather, this type of signage is intended to provide guidance to commercial services for the use of the casual travelling public, typically on short notice, or in unexpected circumstances (for instance, after an unplanned delay in travel plans) and to non-for-profit community facilities utilised by large number of visitors from outside the local area.~~

~~A full list of eligibility criteria for Service and Community Signage recipients is listed in the *Traffic and Road Use Management, Volume 3 – Signing and Pavement Marking, Part 7: Tourist, Service and Welcome Signs* (TRUM Vol. 3 Part 7) and later in this policy.~~

~~It is also recognised that the amount of information that can be safely read and interpreted by a motorist is limited and the provision of too many signs of any kind can reduce the overall effectiveness of all signs, resulting in decreased safety of our road networks.~~

**Role**

~~The role of the policy is to set clear parameters and rules around the application, assessment, installation and ongoing management of service and community facility signage.~~

**Authorities & Responsibilities**Council's Responsibilities

~~The Director of Infrastructure Service is responsible for assessing applications for service and community facility signs within Council's road network in line with this policy and other relevant legislation.~~

~~Due to legislative requirements relating to works within the Council-controlled road reserve, Council shall be responsible for the installation, maintenance and replacement of approved signs under this policy, with all the costs for supply and installation recoverable from the licensee through the applicable fees.~~

Sign Licensee/Applicant Responsibilities

~~The applicant and licensee of a sign under this policy is responsible for:~~

- ~~• applying for the installation of a new service or community facility sign and paying the applicable application fee as detailed in Council's Schedule of Fees and Charges (adopted from time to time);~~
- ~~• all costs associated with Council's supply and installation of the requested sign upon approval of the application by Council;~~
- ~~• promptly notifying Council in writing of any changes to the nature of the facility the approved sign is related to, such as changes in name, or eligibility under the relevant guidelines. The licensee will also be responsible for the costs of any alterations required due to a change in facility name;~~
- ~~• promptly notifying Council of any damage to the sign or maintenance required to the sign;~~

## Fraser Coast Regional Council

## COUNCIL POLICY

## Scope

Service and Community Facility Sign Guidelines and Eligibility Criteria5.1 Eligibility Criteria:

- 5.1.1 Community Facilities (Not-for-profit) - Council has adopted the eligibility criteria in the Queensland Department of Transport and Main Roads – Guidelines, Tourist and Services Signs, March 2023 (Guidelines), Section 6.3.5 and table 6.3.5 Specific criteria for community service signs (see attachment A).
- 5.1.2 Community Facilities (Commercial) – Council has adopted the eligibility criteria in the Guidelines, Section 6.3 criteria for consideration of accommodation including, caravan parks, camping sites, backpacker, bed and breakfast, farm stays, and self-contained accommodation (see attachment B).
- 5.1.3 Tourist Facilities – Council has adopted the eligibility criteria in the Guidelines, Section 5.2 for tourist signs (see attachment C).

5.2 Number of Signs Permitted:

- 5.2.1 Council allows two fingerboard signs for each facility, and a maximum of three fingerboard signs per location (intersection).

5.3 Management, Cost and Application Process for Signs

- 5.3.1 Management of Signs – Council shall be responsible for approval, design, procurement, installation, maintenance and removal of signs under this policy.
- 5.3.2 Cost of Signs – Except where a fee and charge waiver or reduction is granted by Council, payment of a prescribed fee is required. A fee shall also be charged for non-standard signs and replacement of signs as required. There are no ongoing maintenance fees or charges. See Schedule of Fees and Charges on Council's website for the latest fees.

Council has adopted the guidelines and criteria for service and community facility signage as developed by the Department of Transport and Main Roads (DTMR), published in their manual, *Traffic and Road Use Management, Volume 3 – Signing and Pavement Marking, Part 7: Tourist, Service and Welcome Signs* (TRUM Vol. 3 Part 7). A copy of this manual is available from the DTMR's website at <https://www.tmr.qld.gov.au/>.

In addition to the specific criteria outlined in the TRUM Vol. 3 Part 7, the following general requirements and criteria will apply to all applications for service or community facility signs.

- A maximum of three service and community facility signs will be installed at any one intersection;
- A maximum of two service and community facility signs will be installed for any one destination;
- All signs approved under this policy must comply with the Manual of Uniform Traffic Control Devices (MUTCD), Part 5: Street Name and Community Facility Signage as harmonised with Australian Standard AS 1742.5-2017.

**Fraser Coast Regional Council****COUNCIL POLICY**ApplicationApplication Process

- Obtain and complete the “Application for Tourist and Community Fingerboard Sign” from Council’s webpage and return the form to Council with the appropriate fee(s).
- If applying for an exemption of fees, tick the exemption request box on the application form and return the completed form to Council for consideration. See Councils “Fees and Charges Waiver or Reduction Policy” for entities that will be considered for fee exemption.
- Once the application is considered by Council, contact will be made with the applicant to discuss the outcome of the application.
  - If the application is approved and fees are paid or the applicant is exempt from fees, confirmation of the sign layout, location(s), and estimated timing of installation will occur.
  - If the application is not approved, the applicant will be notified with the reasons for rejecting the application. Any fees paid will be refunded.

Initial application fee will apply for all service or community facility signs, and the applicant will be responsible for the costs of the manufacture, installation and any replacement costs. Costs of any maintenance required during the life of the sign (graffiti removal, or minor damage) will be at Council’s expense. Non-for-profit facilities may have their fees waived through application of the Fees and Charges Waiver or Reduction Policy.

The application fees are linked to Council’s annual fees and charges review and the current fee amount can be found in Council’s Schedule of Fees and Charges.

Relocation of Existing Approved Community Facility Sign(s) due to Change of Facility Address

Where a facility with an existing, licensed service or community facility sign relocates to a new address, the applicant shall notify Council in writing of the change, and shall submit a new application for the relocation of the signs (with payment of the applicable application fee). The existing approval and license is not transferrable to a new location, as site conditions at a new location may not be suitable for the relocation of the existing sign. Where the service or community facility sign is no longer required, the applicant shall advise Council in writing and shall be responsible for Council’s costs to remove the sign.

Unapproved Service and Community Facility Signs

Where a sign is installed without approval, Council will attempt to identify the facility the sign refers to and make contact with the owners to discuss options. Where an unapproved sign is installed that would not meet the eligibility requirements outlined in this document, the sign will be removed by Council’s operations crews as soon as practical. Where an unapproved sign may meet the eligibility criteria, the facility owner will be given the opportunity to submit an application to approve the sign through the payment of the applicable application fee.

Other Considerations

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- If facility or tourist signs are no longer required, the facility owner shall notify Council and the signs will be removed. There are no fees or charges for removal of signs.
- Where a facility changes location and requests signs altered to the new location, the existing approval will lapse, and a new application will be required for assessment.
- If signs are identified that are not approved, or are in locations not approved, the signs will be removed, and the facility owner will be notified.

Council DiscretionRemoval of Facility Signs for Council Purposes

- Council may require removal of the signs for a number of reasons not mentioned previously in this policy or associated with the facility. These include but are not limited to:
  - Changes or upgrades to the road network
  - Changes to Councils criteria for assessment
  - Any other reason determined appropriate by Council
- Where Council removes signage for reasons under this clause (5.4), Council may consider fee waiver or reduction if an application is submitted for installation of facility or tourist signs at an alternative location(s).

As road manager, Council reserves the right to install and remove any service or community facility sign approved under this policy at Council's discretion. Reasons for removal may include, but are not limited to:

- changes or upgrades to the road network;
- changes to eligibility criteria as set by the DTMR;
- failure of a licensee to complete the required renewal process within the defined timeframes;
- changes to the operation of the facility that alter eligibility;
- the permanent closure of the facility.

Where removal of an existing approved sign takes place due to the reasons listed above, all reasonable efforts will be made to advise the sign owner prior to the removal of the sign.

To ensure compliance with this policy and other relevant conditions, Council will at times conduct an audit of service and community facility signage in Council road reserves.

Variances and Exclusions

Any variance from this policy may only be approved by the Council or a nominated delegate. The Council or nominated delegate when considering a variance of this policy will assess;

- the nature of and reason for the variance;
- that there are such circumstances or conditions that the strict application of the provisions of this policy would clearly be impracticable or unreasonable;
- that the granting of the specified variance will not be detrimental to the public welfare or injurious to other property in the area;

**Fraser Coast Regional Council****COUNCIL POLICY**

- ~~• that such variance will not violate other Council policies or legislative requirements;~~

A permit or application under this policy cannot authorise work that is;

- ~~• the installation of a community facility or service sign on a state controlled road (contact the DTMR for advice);~~
- ~~• the installation of a community facility or service sign on private property or land that is not under Council's ownership, control or custodianship;~~

**Reporting Standards**

~~Council will develop and hold a register of approved community facility or service sign locations, the related property details, the purpose of the signage and the entity that is responsible for the payment of the sign(s) for the purposes of auditing and recovery of fees.~~

**Relationships**

~~Nil~~

**HEAD OF POWER:**

Local Government Act 2009, [Section 60](#)

**RELATED LEGISLATION:**

~~Local Law 1 – Administration~~

~~Local Law 4 – Local Government Controlled Areas, Facilities and Roads~~

**RELATED DOCUMENTS (LOCAL LAWS, POLICIES, DELEGATIONS, ETC):****ASSOCIATED DOCUMENTS**

~~DTMR's Traffic and Road Use Management, Volume 3 – Signing and Pavement Marking, Part 7: Tourist, Service and Welcome Signs~~

~~DTMR's Manual of Uniform Traffic Control Devices, Part 5: Street Name and Community Facility Signage~~

~~Australian Standard AS 1742.5:2017 - Manual of uniform traffic control devices - Street name and community facility name signs – [Section 3 Community facility name signs](#)~~

~~[FCRC - Fees and Charges Waiver or Reduction Policy \(EDoc Ref: #3399073\)](#)~~

~~[Queensland Department of Transport and Main Roads \(TMR\) - Guideline – Tourist and Service Signs – March 2023 \(Guidelines\)](#)~~

~~[Fraser Coast Regional Council \(FCRC\) Application for Tourist and Community Fingerboard Sign](#)~~

~~[FCRC Schedule of Fees & Charges](#)~~

**ATTACHMENT TO POLICY:**

~~[Application for Service/Community Facility Signage](#)~~



## Fraser Coast Regional Council

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## DEFINITIONS:

**Service Sign** — means signage, primarily used to guide tourist to their destination. Service signs are not intended for use at facilities that motorists can see well in advance and with the ability to erect property signs or that are located in areas where it is reasonable to expect such services. Australian Standard AS 742.6 has a number of standard symbols for use on service signs to describe the service. These symbols are an effective way of communicating with drivers and, in many cases, these standard symbols are used instead of words. Refer eligibility criteria below

**Community Facility Sign** — means signage that is used for facilities that are generally non-commercial based, which are likely to be sought by a significant number of visitors. Refer eligibility criteria below

**State Controlled Road** — means a road under the management authority of the State of Queensland — as per the Transport Infrastructure Act 1994.

**TRUM** — means the Manual for Traffic and Road Use Management, Queensland Transport and Main Roads.

To assist in the interpretation of this Policy, the following definition(s) apply:

**“Community Facility Signs” are:**

- a) Signs identified by their fingerboard shape, which includes a chevron pointing horizontally to the facility with white writing on a blue background.
  - Typical community facilities are generally not-for-profit and include:
    - i. Churches and religious institutions
    - ii. Hospitals
    - iii. Post Offices
    - iv. Sporting and Recreation grounds and facilities
    - v. Clubs (RSL, Boat Club, etc)
  - Community facility signs may also be considered appropriate for facilities of a commercial nature such as:
    - i. Caravan parks & camping sites, B&B, Farm Stay, Backpacker, etc
    - ii. Shopping centres

**“Tourist Facility Signs” are:**

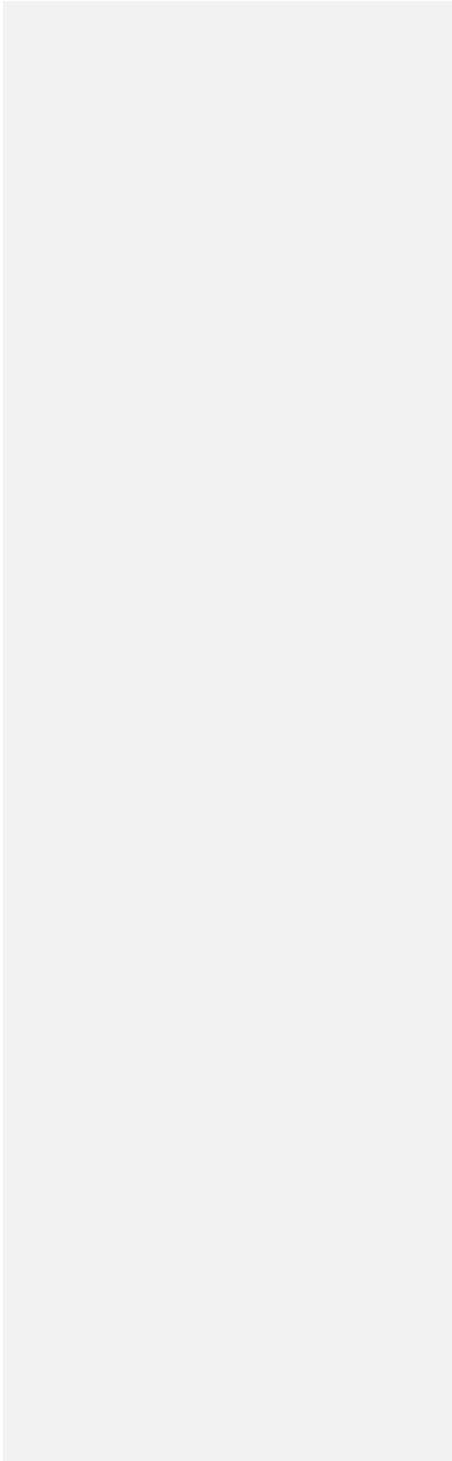
- a) Signs identified by their fingerboard shape, which includes a chevron pointing horizontally to the facility with white writing on a brown background.
  - Typical tourist facilities appropriate for this type of sign include a:
    - i. Zoo
    - ii. Theme Park
    - iii. Water Park, etc



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[Figure 1 – Example of a brown tourist and blue community facility fingerboard sign](#)



**Fraser Coast Regional Council****COUNCIL POLICY****SERVICE SIGNS****Eligibility Criteria****Accommodation**

Directional signing for accommodation is provided to inform casual travellers that suitable facilities are available to meet their overnight needs (that is, for informational, not marketing, purposes). Directional signs are not intended to promote an accommodation facility or to enable the accommodation industry to increase patronage.

To ensure consistency, accommodation businesses seeking signs must meet the core criteria outlined at Section 6.2.1.1, of TRUM Vol. 3 Part 7 while also satisfying all specific criteria outlined in the relevant category of Section 6.2.1.3 TRUM Vol. 3 Part 7.

**Core criteria**

Signs may be provided to accommodation facilities that comply with the following conditions: dedicated to providing for the needs of short term tourists (allow overnight stays) well established, have been operating for at least six months and open daily available to the general public (that is, not exclusively for coach tours and other organised groups) pre-booking must not be required meet all statutory state and local government regulations and planning requirements located within suitable distance of a state or regional road (the distance along a side road to the establishment should not exceed five kilometres), and be distinctly signed at the property entrance, so that the facility is easily identifiable by passing motorists.

**Desirable criteria**

Operators of accommodation facilities wishing to obtain signs are also encouraged to meet the following:

be quality assured – accommodation providers should aim to be assessed by an independent accreditation program (for example, AAA Tourism, Eco Tourism Australia, and so on)  
be a member of a recognised local, regional or peak sector tourism organisation  
show a location map of the property on brochures and other marketing collateral (for example, website), and  
be listed on the database of the nearest Accredited Visitor Information Centre.

**Specific criteria**

Refer to TRUM Vol. 3 Part 7 for details of the specific criteria related to the following uses;

Caravan sites

Camping sites

Backpacker accommodation

Bed and Breakfast (B and B)

Farm stays / host farms

Self-contained

Tourist / visitor information radio – Refer Section 6.2.2 in TRUM Vol. 3 Part 7

Minor airports / aerodromes – Refer Section 6.2.3 in TRUM Vol. 3 Part 7

Tourist information facilities – Refer Section 6.2.4 in TRUM Vol. 3 Part 7

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## Community Facility Signs

**Eligibility Criteria**—Community facility signing is used for facilities that are generally non-commercial based, which are likely to be sought by a significant number of visitors. To ensure consistency, community facilities seeking signs must be included in the list following and meet the relevant requirements as outlined in the Table below taken from Table 6.2.5(A) of TRUM Vol. 3 Part 7 – Tourist, Service and Welcome Signs

Community facility	Specific requirements
Churches	These may be provided on request from the church where it is not readily visible from the road. A denominational name may be included on the sign.
Civic centres and town halls	These may be signed by name.
Tertiary educational institutions	These may be signed by name. Primary and secondary schools should only be signed if they have some special facility sought by significant numbers of visitors to the area.
Golf courses	These may be signed where the golf course is not readily visible from the road or the route to the entrance is not obvious, and caters for members of the public. Golf courses are to be signed using the symbol S28 (as shown in Table 6.2.5(B)) in the TRUM Vol. 3 Part 7, and not the golf course name.
Hospitals	These may be signed by name. Symbol S1 in the TRUM Vol. 3 Part 7 is only to be used where the hospital provides a 24-hour emergency service.
Libraries	These may be signed where the library is not readily visible from the road or the route to the entrance is not obvious.
Non-profit institutions	These may be signed where the institution is not readily visible from the road and they are used by a significant number of visitors to the area.
Parks	These may be signed where the park is not readily visible from the road and they are used by a significant number of visitors to the area.
Police stations	These may be signed where the police station is not readily visible from the road.
Post offices	These may be signed by name where the post office is not readily visible from the road.
Public toilets	These may be signed whereby the toilet facilities are accessible 24 hours per day / seven days per week.
Railway stations	These may be signed by name where the station is not readily visible from the road.
Recreation centres (for example, tennis courts)	These may be signed where the recreation centre is not readily visible from the road and they are used by a significant number of visitors to the area.
Rural fire stations	No criteria apply.
Shopping centres	These may be signed where the centre is not readily visible from the state or regional road, or where the centre is visible from the state or regional road, but the route to the centre is not obvious. Signs are only provided if the distance from the state or regional road to a regional shopping centre is not greater than 2 km or the distance from the state or regional road to a local shopping centre is not greater than 1 km. The name of the shopping centre would only be shown on the sign if there could be confusion as to which shopping centre the sign references. The destination town centre is preferred in towns and smaller provincial cities.
Sports facilities	These may be signed by name, if they are used by a significant number of visitors to the area.
Swimming pools	These may be signed where the swimming pool is not readily visible from the road or the route to the entrance is not obvious, when it caters for members of the public and is open to casual visitors, and is used by a significant number of visitors to the area.
Theatres / performing arts centres	These may be signed where the centre is not readily visible from the road.

Refer to Table 6.2.5(B) of the TRUM Vol. 3 Part 7 for symbols that illustrate and give the meaning of all standard symbols, which are specified for use on white on blue service signs.

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**Service and Community Facility Signage Application**

**INFORMATION SIGN APPLICATION – NEW**

Use this form when:

Requesting a new information sign

☐

Requesting the relocation of an existing information sign

☐

Requesting the replacement of an existing information sign

☐

Name of Applicant Or Company, Association	.....
Address of Applicant	.....
Contact Telephone Number	(Home)..... (Work).....
Has Applicant read Information Sign Policy	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>
Location of Information Signs Requested	1..... 2.....
Text required on sign/s	

Please provide a sketch of the locations and signs in the space on the back of this form:

**NOTE:**

Information Signs are provided in accordance with Council Policy, the Manual of Uniform Traffic Control Devices (MUTCD) and is subject to the availability of position. The time taken for the works to be carried out is dependent upon the resources of the Fraser Coast Regional Council.

## Fraser Coast Regional Council

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Please draw sketch of proposed sign and location:

## OFFICE USE ONLY

	Date		Date
Date Inspected		Date Processed	
Date Ordered WR NO.			
	Yes/No		Yes/No
Commercial		Community	
Local Road		State Road	
Meets Policy Specifications			
Request Approved			

PREFERRED RESPONSE METHOD: ☐ Mail OR ☐ Email OR ☐ Fax

## Methods of Payment

<b>In-Person</b> At a Council Office Present this form intact with cash, cheque, EFTPOS or credit card at Council offices between 8.15am-4.30pm Monday-Friday		<b>By-Mail</b> Post with cheque/money order only to:- Chief Executive Officer Fraser Coast Regional Council PO Box 1943 HERVEY BAY QLD 4655	
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OFFICE	USE	ONLY
Receipt to: 1rRoads Income	Amount: _____ R/Number: _____ Date: _____	

**Fraser Coast Regional Council****COUNCIL POLICY****REVIEW**

This Policy will be reviewed when related legislation/documents are amended or replaced, other circumstances as determined from time to time by Council, or at intervals of no more than three years.

Fraser Coast Regional Council

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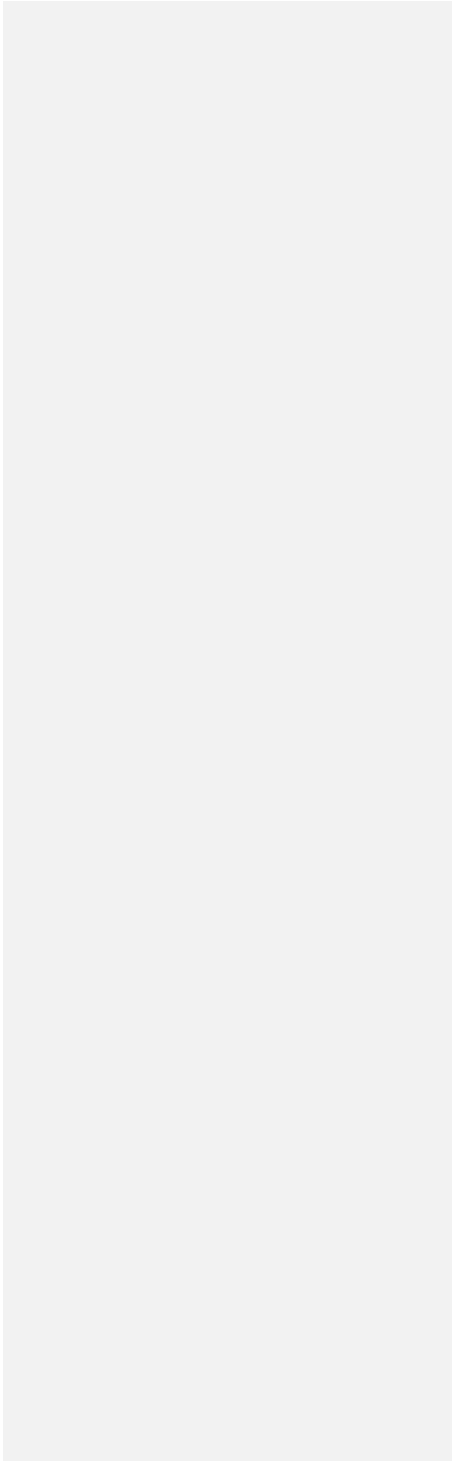
Attachments A, B & C – Guidelines for the Tourist and Community  
Facility (Fingerboard) Signs  
*Link to Attachments*

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