

1. Heads of Power

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

Human Rights Act 2019 (Qld)

Model Meeting Procedures – Department of Local Government

Code of Conduct for Councillors in Queensland

Independent Assessor Regulation 2018 (Qld)

2. Purpose

The purpose of this policy is to establish a framework for the orderly and efficient conduct of Council meetings in compliance with the *Local Government Act 2009 (Qld)* and the *Local Government Regulation 2012 (Qld)*. These standing orders provide a structured process for decision-making, ensuring transparency, fairness, and community participation in local government proceedings.

3. Scope

This policy applies to all Aurukun Shire Council meetings, including ordinary meetings, special meetings, standing committees, and advisory committees. It provides guidance to elected members, Council staff, and members of the public regarding meeting procedures, participation, and decision-making processes.

4. Governance Principles

Council meetings must adhere to the following governance principles:

- **Transparency:** Meetings are conducted in an open and accessible manner.
- **Accountability:** Decision-making is responsible, fair, and in the public interest.
- **Efficiency:** Meetings are managed effectively to facilitate constructive discussions.
- **Inclusivity:** Community members have opportunities to engage with the decision-making process.

5. Meeting Procedures

5.1. Notice of Meetings

- Council must publish a schedule of ordinary meetings at least once per year.
- Special meetings must be advertised with a minimum of 24 hours' notice.
- Agendas must be publicly available at least 5 days before an ordinary meeting.

5.2. Order of Business

The general order of business for Council meetings shall be:

- a) Opening of the Meeting
- b) Apologies and Leave of Absence
- c) Confirmation of Minutes
- d) Disclosure of Conflicts of Interest
- e) Deputations and Presentations
- f) Consideration of Officers' Reports
- g) Notices of Motion

- h) General Business
- i) Public Question Time
- j) Meeting Closure

5.3. Quorum and Voting

- A quorum is required for all Council meetings, as per the *Local Government Act 2009* (Qld).
- Decisions are made by majority vote, with the Mayor holding a casting vote if necessary.

5.4. Conduct of Meetings

- The Mayor or appointed Chairperson presides over meetings.
- Councillors must comply with the Code of Conduct for Councillors in Queensland.
- Debate must be conducted in a respectful and professional manner.

5.5. Conflicts of Interest

- Councillors must declare material personal interests or conflicts of interest at the start of a meeting.
- Where a conflict exists, the affected Councillor must leave the room during discussion and voting.

5.6. Public Participation

- Members of the public may request to make depositions with 7 days' notice.
- Public Question Time is included in all ordinary meetings, with a limit of 3 minutes per speaker.
- Disruptive behaviour may result in removal from the meeting.

5.7. Minutes and Record-Keeping

- Minutes must be taken and confirmed at the next meeting.
- Minutes are published on the Council website within 10 days of the meeting.
- Audio recordings may be used for accuracy but are not official records.

6. Councillor Conduct During Meetings

Councillors must conduct themselves in accordance with the *Councillor Code of Conduct* and meeting procedures. Breaches of appropriate meeting conduct that may amount to inappropriate conduct or misconduct may be referred to the Office of the Independent Assessor (OIA) in accordance with the *Local Government Act 2009* (Qld).

7. Roles and Responsibilities

- Council: Ensures meetings adhere to legislative and procedural requirements.
- Mayor/Chairperson: Presides over meetings and ensures orderly conduct.
- Councillors: Participate in discussions and decision-making in accordance with ethical standards.
- Chief Executive Officer (CEO): Ensures meeting agendas, minutes, and documentation comply with legal obligations.
- Governance Team: Supports the administration of meetings, including public notifications and record-keeping.

8. Related Documents

- Code of Conduct for Councillors
- Model Meeting Procedures
- *Local Government Act 2009* (Qld)
- *Local Government Regulation 2012* (Qld)
- Community Engagement Policy
- Acceptable Requests Guidelines Policy

9. Document Controls

Council will review this policy every two years or as required by changes in law or best practice.

10. Policy Owner

Legal and Governance.