

CONDUCT OF COUNCIL MEETINGS

APPROVALS

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| POLICY NUMBER | STAT-POL-043 | DOC.ID | 3633284 |
| CATEGORY | Statutory | | |
| POLICY OWNER | Chief Executive Officer | | |
| APPROVAL DATE | 28 October 2020 | RESOLUTION NUMBER | 6933 |

OBJECTIVE

The purpose of this Policy is to set out certain procedures to ensure the Local Government principles are reflected, and arrangements that govern the conduct of business and proceedings, are clearly documented on the expectations of the conduct of Council meetings and committee meetings.

SCOPE

This policy applies to Council and Committee meetings of IRC and sets out the principles and standards of behaviour expected of Councillors and Mayors.

The Policy needs to be read in conjunction with the *Local Government Act 2009*, *Local Government Regulations 2012*, Code of Conduct for Councillors in Queensland and Councillor Conduct Examples for Queensland Local Governments.

DEFINITIONS

| TERM / ACRONYM | MEANING |
|----------------|---|
| Act | <i>Local Government Act 2009</i> |
| Chairperson | The person presiding at the meeting |
| IRC/Council | Isaac Regional Council |
| Regulation | <i>Local Government Regulation 2012</i> |

POLICY STATEMENT

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

Council is committed to the local government principles of the Act (s4(2)):

- transparent and effective processes, and decision-making in the public interest; and
- sustainable development and management of assets and infrastructure, and delivery of effective services; and
- democratic representation, social inclusion and meaningful community engagement; and
- good governance of, and by, local government; and
- ethical and legal behaviour of councillors and local government employees.

Council is committed to ensuring that its Council and Committee meetings are conducted to the expected standards against the *Local Government Act 2009* and *Local Government Regulations 2012*. Accordingly, all meetings will be held and governed by the Procedure - Standing Orders and Meeting Procedures as adopted by Council.

This Policy will provide:

- Standing Orders
 - rules for the conduct of meetings of the Isaac Regional Council (IRC) and where applicable, Committee meetings of the local government (Standing Orders).
- Meeting procedures
 - 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 suspected 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.

This Policy and supporting documents have been developed in reference to the model meeting procedures and best practice guides as supplied by the Department of Local Government, Racing and Multicultural Affairs.

LEGISLATIONS AND RELATED GUIDELINES

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- Code of Conduct for Councillors in Queensland (Department of Local Government, Racing & Multicultural Affairs)
- Councillor Conduct Examples for Queensland Local Governments (Department of Local Government, Racing & Multicultural Affairs)

REFERENCES

| ID | NAME |
|--------------|--|
| STAT-POL-042 | Investigation Policy |
| STAT-PRO-025 | IRC Meeting Standing Orders & Meeting Procedures |