

Standing Orders of



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Acknowledgements

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Contents

Part 1	Preliminary 5	
1	Short title5	
2	Authorising policy5	
3	Purpose5	
4	Definitions—the dictionary5	
5	Application of standing orders5	
Part 2 Local government meetings5		
Tin	ne of meetings5	
6	Times of ordinary meetings5	
7	Time of special meetings6	
Agenda for meetings		
8	Agenda for ordinary meetings6	
9	Notice of meeting7	
Co	nduct of meetings7	
10	Commencement of business7	
11	Order of business7	
12	Procedure at meetings 8	
13	Adjournment of meeting 8	
14	Attendance at meeting9	
15	Admission of non-members to debate9	
Ore	der of business of meeting9	
16	Confirmation of minutes of meeting9	
17	Mayoral minute9	
##	Presentations9	
18	Committee reports	
19	Notified motions	
20	Petitions	
21	Presentations	
22	Deputations	
Part 3	Procedures for making determinations decisions/resolutions 11	
Мо	tions11	
23	Motions	
24	Absence of mover of motion	
25	Motion to be seconded	
26	Amendment of motion12	
27	Speaking to motions and amendments12	
28	Procedural motions	
Ve	ting on a motion15	

29	Method of taking vote	. 15
30	Negative motions	. 15
31	Questions	.16
Part 4	Maintenance of good order	16
32	Conduct during meetings	16
33	No digression	. 17
34	Disturbance by members	. 17
35	Acts of disorder by members of the local government or a committee	. 17
36	Acts of disorder by non-members	18
37	Disorder	. 19
38	Business of objectionable nature	19
39	Points of order	. 19
40	Committee of the whole	. 19
Part 5	Attendance of public at local government meetings	20
41	Attendance of public at local government meeting	20
42	Use of mobile phones.	20
Part 6	Committee meetings	20
43	Local government committee meetings	20
44	Times and places of committee meetings	21
45	Special committee meetings	21
46	Notice of committee meetings	21
47	Chairperson of committee meetings	21
48	Procedure at committee meetings	22
49	Method of taking vote at committee meetings	22
Part 7	Record of meetings	22
50	Minutes of meetings	22
51	Audio and video recording of meetings	22
Part 8	Procedure not provided for	23
52	Procedure not provided for	23
Sched	lule Dictionary Definitions	24

Part 1 Preliminary 1 Short title These Standing Orders may be cited as the Standing Orders 2011 for Sunshine Coast Regional Council 2015 Comment [NR1]: UPDATE 2 Authorising policy These Standing Orders are made in accordance with Sunshine Coast Regional Comment [NR2]: DELETE Standing Orders to be adopted as standalone document Council's strategic policy Standing Orders 3 Purpose The purpose of these standing orders is to set out the arrangements that govern the conduct of business and proceedings at council meetings, council committee meetings Comment [NR3]: UPDATE Suggested edit and advisory committee meetings. Definitions—the dictionary The dictionary in the Schedule (Dictionary) of these Standing Orders define particular words used throughout this document. Comment [NR4]: DELETE Not required 5 Application of standing orders (1) The standing orders provide rules for the conduct of: (a) Local government meetings and (b) Local government committee meetings and Comment [NR5]: UPDATE Suggested edit (c) Local government advisory committee meetings. (2) Any provision of these Standing Orders may be suspended by resolution of at any Comment [NR6]: UPDATE Suggested edit local government meeting. Comment [NR7]: DELETE Suggested edit (3) A separate resolution is required for any such suspension of a provision of the standing orders and must specify the purpose of each suspension. If, at a local government meeting, a matter arises which is not provided for in the Standing Orders the matter shall be determined by the chair subject to any contrary resolution of the local government. Comment [NR8]: DELETE Duplicate Section 52 Procedure Not provide Part 2 Local government meetings Time of meetings Comment [NR9]: UPDATE Plural Consistency - edit 6 Times of ordinary meetings The local government may, by resolution, fix dates and times for its ordinary Comment [NR10]: UPDATE Per current legislation meetinas. If there is no resolution fixing the date and time for an ordinary meeting, the chief executive officer must fix the date and time for the meeting. (3) Before the chief executive officer fixes the date and time for an ordinary meeting, the chief executive officer must, if practicable, consult with the mayor about the proposed date and time for the meeting. 1 The local government must meet at least (a) for a region, city or town – once in each month (See section 53 257 (1) of the Local Government (Operations) Regulation 2010 2012). Sunshine Coast Regional Council Standing Orders 2015

7 Time of special meetings

- (1) The chief executive officer must call a special meeting of the local government if—
 - (a) the special meeting is required by a resolution of the local government or
 - a written request for the special meeting is lodged with the chief executive officer under subsection (2).
- (2) A written request for a special meeting of the local government must -
 - (a) be signed by the mayor or three or more councillors and
 - (b) specify the object of the special meeting and
 - (c) propose a day and time for the holding of the special meeting.
- (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.²
- (4) The chief executive officer may call a special meeting to discuss any matter the chief executive officer considers should be brought before council.

Agenda for meetings

8 Agenda for ordinary meetings

- (1) The Chief Executive Officer must ensure that each statutory notice of meeting includes an agenda listing the items to be discussed at the meeting.
- (2) The agenda must include-
 - (a) items required under the standing orders to be included on the agenda
 - (b) items that are by resolution of the local government to be included on the
 - (c) items whose inclusion on the agenda is requested by a councillor in accordance with section 19 (Notified motions).
- (3) A councillor who wants an item of business included on the agenda for a particular meeting must give written notice of the nature of the business to the chief executive officer at least two-seven days before the notice of meeting is given.
- (4) The chief executive officer may include in the agenda any matter the chief executive officer considers should be brought before the meeting.
- (5) The order of business may be altered for a particular meeting where the members, at that meeting, pass a motion to that effect in accordance with section 28 (1)(g) (Procedural motions) of these standing orders.

Comment [NR11]: DELETE
Not required

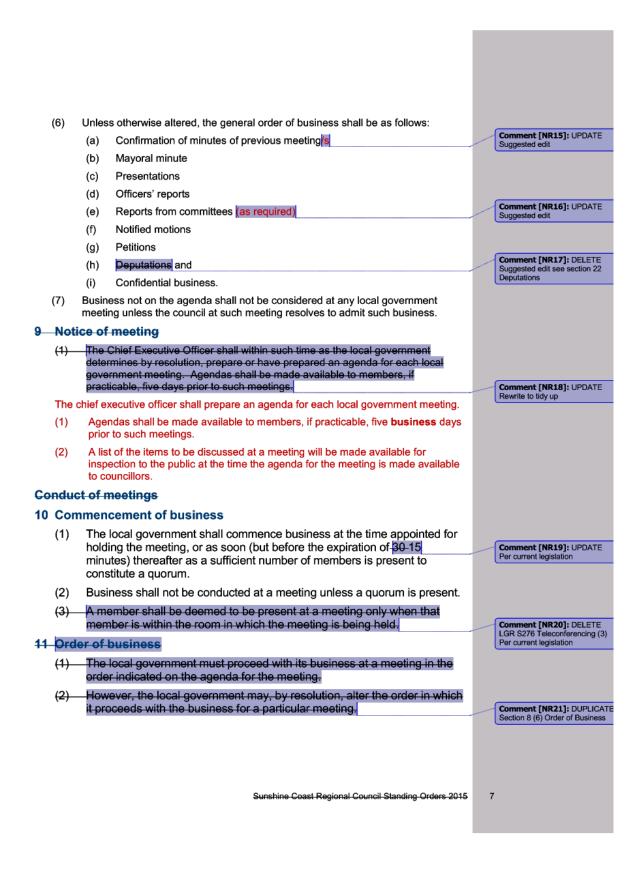
Comment [NR12]: UPDATE Renumber per Standing Orders

Comment [NR13]: UPDATE To reflect current practice

Comment [NR14]: UPDATE Renumber per Standing Orders

² Written notice of each meeting or adjourned meeting of a local government must be given to each councillor at least 2 days before the day of the meeting unless it is impracticable to give the notice (See section \$5.258 (1) of the Local Government (Operations) Regulation 2040 2012. A special meeting is a meeting at which the only business that may be conducted is the business stated in the notice of meeting (See section \$5.258 (3) of the Local Government (Operations) Regulation 2040 2012).

⁶ Sunshine Coast Regional Council Standing Orders 2015



12 Procedure at meetings

- (1) The procedure for dealing with business must be in accordance with the standing orders or, in the absence of a standing order governing a particular matter, as decided by the chairperson of the meeting.
- (2) However, the local government may, by resolution—
 - (a) suspend a standing order or
 - (b) overrule a decision on a procedural question made by the chairperson.

13 Adjournment of meeting

- (1) The members present at a meeting may at any time adjourn the meeting by procedural resolution.
- (2) The chairperson may adjourn the meeting without resolution in accordance with section 37 (Disorder), or for other matters as deemed appropriate by the chairperson.
- (3) If at a meeting a quorum is not present within 30 15 minutes after the time appointed for that meeting, the meeting may be adjourned to a later hour of the same day or to any time not later than 14 days from the date of the adjournment by:
 - (a) the members present or
 - (b) the majority of the members present or
 - (c) only one member if that member is the only member present or
 - (d) the chief executive officer if no member is present.
- (4) If there is not a quorum of members present at the meeting, then such circumstances, together with the names of the members then present, shall be recorded in the minutes of the meeting.
- (5) If at any time following commencement of business a quorum is not present, the chairperson shall:
 - (a) suspend the proceedings of the meeting for a period of 5 minutes
 - (b) record in the minutes of the meeting the names of those who are present if a quorum is not present at the end of the period of 5 minutes and
 - (c) adjourn the meeting to a later hour of the same day or to any time not later than 14 days from the date of such adjournment.

Comment [NR22]: DUPLICATE Section 28 (f) & (g) Procedural Mo

Comment [NR23]: UPDATE Renumber per Standing Orders

Comment [NR24]: UPDATE Per current legislation LGR 259

Comment [NR25]: DELETE Per LGR 261

14 Attendance at meeting

- The members present at each meeting shall be recorded in the minutes of the meeting.
- After a meeting has been formally constituted and the business thereof commenced, a member shall not enter, leave, or withdraw from such meeting without first notifying the chairperson.

15 Admission of non-members to debate

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

Order of business of meeting

16 Confirmation of minutes of meeting

- The minutes of a preceding meeting not previously confirmed shall be the first business at every meeting in order that such minutes may be
- No discussion shall be permitted except in respect to their the accuracy of the minutes as a record of the proceedings.

17 Mayoral minute

- The mayor may, by a signed minute, introduce a matter within the jurisdiction or official cognisance of the local government which is not on the agenda.
- A mayoral minute shall take precedence over all business before the local government, except confirmation of the minutes.
- A mayoral minute may be moved by the mayor from the chair without (3)
- A motion proposed by mayoral minute and adopted by the local government is a resolution of the local government.

Presentations

The chairperson may allow the local government to receive or provide acknowledgements, certificates, awards, appreciation from the community, business or industry.

Sunshine Coast Regional Council Standing Orders 2015

Comment [NR26]: UPDATE Suggest edit

Comment [NR27]: UPDATE Suggest edit

Comment [NR28]: UPDATE Suggest edit

Comment [NR29]: UPDATE Move to reflect Order of Busines

18 Committee reports

- If, in a report of a committee, distinct recommendations are made, the decision of the local government may be taken separately on each recommendation.
- (2) A recommendation of a committee, or portion thereof, may be amended by the local government in any manner it may think fit, or may be referred back to the committee for further consideration.
- (3) A recommendation of a committee adopted by the local government is a resolution of the local government.

19 Notified motions

- (1) A member may bring forward to a meeting a motion on any matter within the jurisdiction or official cognisance of the local government by giving notice in writing, in the approved form, to the chief executive officer either at the previous meeting or not less than seven days before the meeting at which the motion is to be discussed.
- (2) The chairperson shall rule out of order a motion which does not comply with subsection 19 (1) (Notified motion) of these standing orders.
- (3) Notified motions shall be dated and recorded by the chief executive officer as received.
- (4) Subject to subsection 19 (1) (Notified motion) of these standing orders, every motion shall -
 - (a) lapse if the member who gave notice, or some other member authorised by that member, is not present to move the motion when called on and
 - (b) not again be reintroduced without a subsequent notice of motion duly given as provided in subsection 49 (1) (Notified motion).
- (5) If the member as per subsection 19 (1) (Notified motion)), or authorised member (as per subsection 19 (4) (a) (Notified motion), fails to move the motion when called on to do so, another member may move said motion notwithstanding the member and/or authorised member are present.

Comment [NR30]: UPDATE Edit for consistency

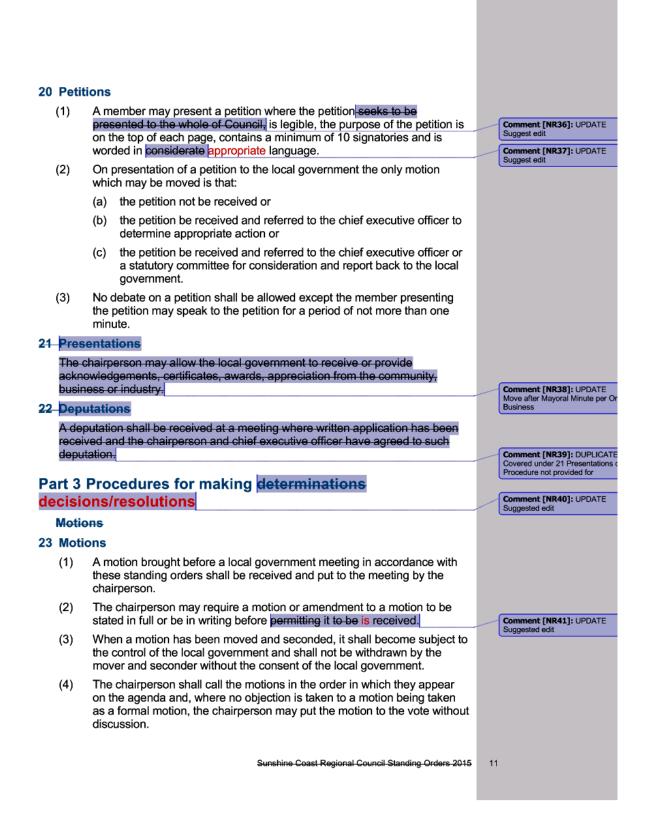
Comment [NR31]: UPDATE Suggest edit

Comment [NR32]: UPDATE Suggest edit

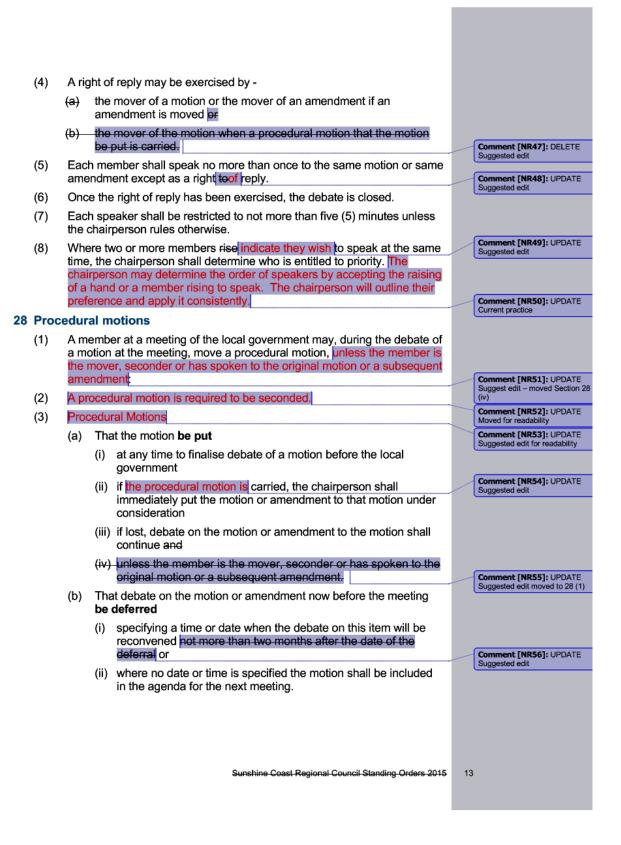
Comment [NR33]: UPDATE Suggest edit

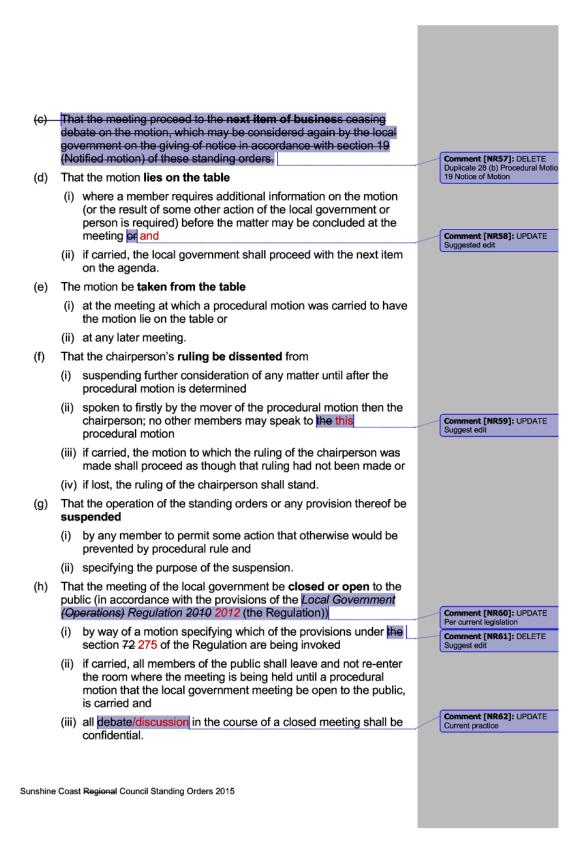
Comment [NR34]: UPDATE

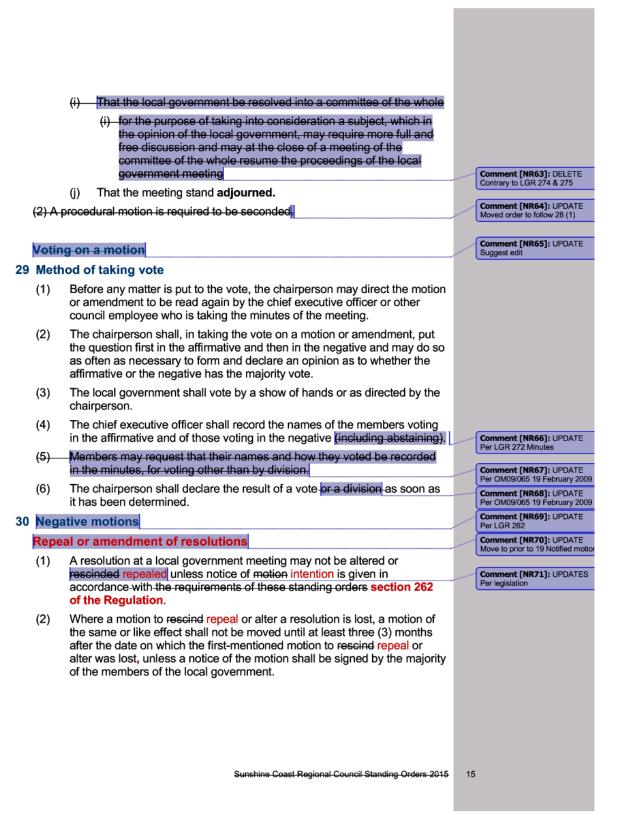
Comment [NR35]: UPDATE



24 Absence of mover of motion Where a member who has given notice of a motion is absent from the Local government meeting at which the motion is to be considered, the motion may be moved by another member, if such member has been so authorised, at the meeting or Comment [NR42]: DUPLICATE Covered in 19 (5) Notified Motion (b) be reintroduced in accordance with section 19 (1).(Notified motions) 25 Motion to be seconded A motion or an amendment to a motion shall not be debated at a local government meeting unless or until the motion or the amendment is seconded, with the exception of procedural motions and mayoral minutes. Where no member seconds a motion, the motion will lapse. Comment [NR43]: UPDATE Suggested edit – current practice 26 Amendment of motion An amendment to a motion shall be in terms that retain the identity of the original motion and does not negate the motion. No more than one motion or one proposed amendment to a motion may (2)be put before a local government meeting at any one time. Where an amendment to a motion is before a local government meeting, (3)no other amendment to the motion shall be considered until after the first amendment has been determined. (4) A member who moves or seconds a motion may not propose or second an amendment to that motion. Any amendment to a motion must be proposed before the mover of the (5) motion has exercised their right of reply. (6)Where an amendment to a motion becomes the motion before the local government, the original motion in its entirety cannot become a further Comment [NR44]: UDPATE amendment. 27 Speaking to motions and amendments The mover of a motion or amendment shall not speak to a motion or Comment [NR45]: DUPLICATE Covered in Section 25 Motion to b seconded amendment until it is seconded unless the chairperson so permits (2) A member may request further information from or through the chairperson before or after the motion or amendment is seconded. Following the seconding of a motion or amendment, the chair shall first (3)call for a speaker to speak in favour of the motion or amendment and each subsequent speaker alternatively against and or in favour of the Comment [NR46]: DELETE motion or amendment, unless the chairperson rules otherwise. Sunshine Coast Regional Council Standing Orders 2015







31 Questions

- (1) A member may, at a local government meeting, ask a question for reply by another member or by the chief executive officer (or other council employee as determined by the chief executive officer) regarding any matter under consideration at the meeting of the local government.
- (2) Questions relating to general work or procedure of the local government or any matter under the jurisdiction of the local government but not related to any matter under consideration at that meeting are not allowed.
- (3) The question may be required by the chairperson to be reduced to writing and provided to the relevant member or the chief executive officer.
- (4) The question shall be asked categorically and without argument, and no discussion shall be permitted at the meeting of the local government in relation to a reply or a refusal to reply to the question.
- (5) A member or the chief executive officer to whom a question is asked without notice may request that the question be taken on notice for response at or prior to the next meeting.
- (6) A member who asks a question at a meeting, whether or not upon notice, shall be deemed not to have spoken to the debate of the motion to which the question relates.
- (7) The chairperson may disallow a question which the chairperson considers is inconsistent with good order.
- (8) A member may move a motion of dissent against a ruling, and if such motion is carried, the chairperson shall allow such question.

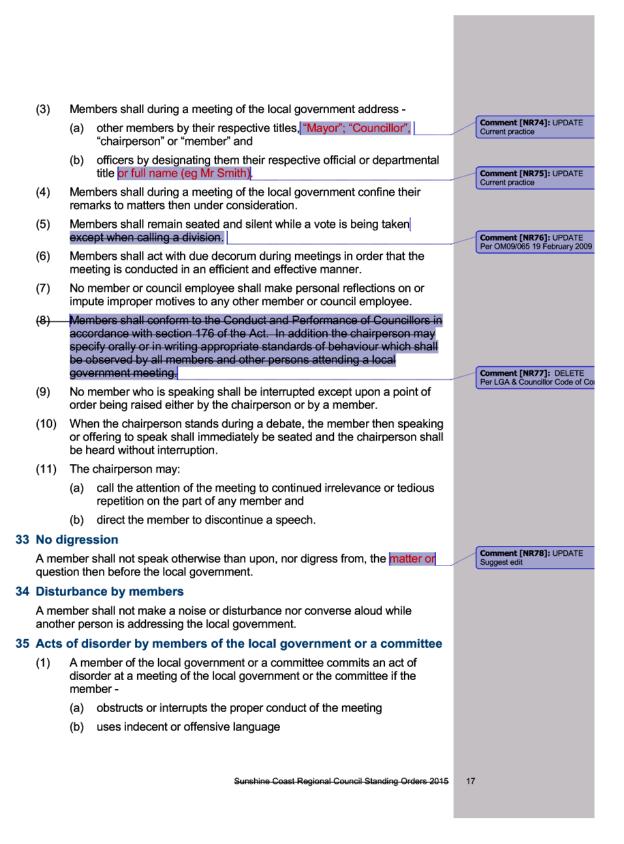
Part 4 Maintenance of good order

32 Conduct during meetings

- (1) After a meeting of the local government has been formally constituted and the business commenced, a member shall not enter or leave from such meeting without first acknowledging the chairperson.
- (2) Unless exempted by the chairperson, members shall stand and address the chairperson while -
 - (a) moving any motion or amendment
 - (b) seconding any motion or amendment
 - (c) taking part in any discussion
 - (d) replying to any question or
 - (e) addressing the local government for any other purpose.

Comment [NR72]: UPDATE Suggest edit

Comment [NR73]: DELETE Duplicate Per 28 Procedural Motion (f) (iii)



- (c) makes a statement reflecting adversely on the reputation of the local government or the committee
- (d) makes an intemperate statement reflecting adversely on the character or motives of a member or officer of the local government or a committee or
- refuses or wilfully fails to comply with a direction given by the chairperson of the meeting.
- (2) If a member of the local government or a committee has, in the chairperson's opinion, committed an act of disorder, the chairperson may direct the member to make a retraction or apology.
- (3) If the member does not comply immediately with a direction under subsection (2), the chairperson may immediately move a motion (a suspension motion) that the member be suspended for the remainder of the meeting or a lesser time fixed by the chairperson.
- (4) If the chairperson moves a suspension motion
 - the motion must be put to the vote immediately without discussion and
 - (b) a suspension motion is required to be seconded, and
 - (c) if the motion is passed, the member must immediately leave the meeting place and must remain away for the period of the suspension and
- (5) If a member contravenes subsection (4) (b), an authorised person may, at the request of the chairperson, exercise reasonable force to remove the member, and to keep the member away, from the meeting place. If a member contravenes subsection (4) (c), the chairperson may request the chief executive officer to facilitate the removal of the member and keep the member away from the meeting place.

36 Acts of disorder by non-members

- (1) A person who is not a member of the local government or a committee must not interrupt or obstruct the proper conduct of a meeting of the local government or a local government committee.
- (2) If a person (other than a member) interrupts or obstructs the proper conduct of a meeting of the local government or a local government committee, the chairperson may ask the person to withdraw from the meeting place.
- (3) A person asked to withdraw from a meeting place under subsection (2) must immediately withdraw from the place and remain away until the end of the meeting or for a lesser period fixed by the chairperson.
- (4) If a person contravenes subsection (3), an authorised person may, at the request of the chairperson, exercise reasonable force to remove the person, and keep the person away, from the meeting place.
 If a person contravenes subsection (3), the chairperson may request the chief executive officer to facilitate the removal of the person and keep the person away from the meeting place.

Sunshine Coast Regional Council Standing Orders 2015

Comment [NR79]: UPDATE Suggested edit for clarity

Comment [NR80]: UPDATE Suggested edit

Comment [NR81]: UPDATE

37 Disorder

The chairperson may, adjourn a meeting of the local government for not more than 30 minutes and resign vacate the chair if an act of disorder arises at the meeting and the meeting cannot properly continue.

38 Business of objectionable nature

If, at a local government meeting, the chairperson or a member considers that a matter or motion before a meeting is of an objectionable nature or outside the powers of the local government, the chairperson may, on the chairperson's own volition or at the request of another member, declare that the matter not be considered further.

39 Points of order

- (1) A member who is speaking shall not be interrupted, except by the chairperson or upon a point of order, in which event the member shall resume the member's seat and remain silent until the chairperson has ceased speaking or the point of order has been disposed of, whereupon the member so interrupted may, if permitted, proceed.
- (2) Any member may ask the chairperson to decide on a point of order where it is believed that -
 - (a) another member has failed to comply with proper meeting procedure
 - (b) a matter before the local government is in contravention of a local law (including the standing orders) or the Act or the Regulation or
 - a matter before the local government is beyond the local government's jurisdiction or power.
- (3) Where a point of order is raised, consideration of the matter to which the motion was moved shall be suspended and the chairperson shall determine whether the point of order is upheld.
- (4) Upon a point of order arising, during the process of a debate, a member may speak to a point of order, and thereupon the member against whom the point of order is raised, shall immediately cease speaking when the point of order is submitted.
- (5) Notwithstanding anything contained in the standing orders to the contrary, all points of order at any time arising shall, until decided, suspend the consideration and decision of every other motion or matter.

40 Committee of the whole

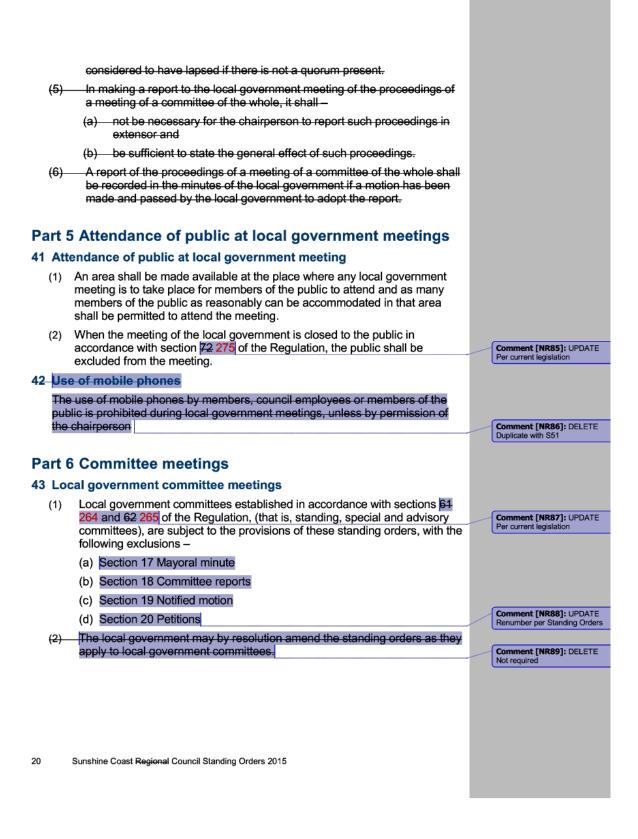
- (1) The local government may, for the consideration of a matter, resolve itself into a meeting of a committee of the whole.
- (2) All reports of the proceedings of a meeting of a committee of the whole shall be made to the local government by the chairperson of such committee.
- (3) A report of the proceedings of a meeting of a committee of the whole shall be made unless there was not a quorum present.
- (4) The proceedings of a meeting of a committee of the whole shall be

Sunshine Coast Regional Council Standing Orders 2015

Comment [NR82]: UPDATE Suggested edit

Comment [NR83]: UPDATE Per current legislation

Comment [NR84]: DELETE Per LGR 274 conflicts with Regula



44 Times and places of committee meetings

- A committee may, by resolution, fix dates, times and places for its meetings.
- (2) If there is no resolution fixing the date, time and place for a committee meeting, the chief executive officer may fix the date, time and place for the meeting.
- (3) Before the chief executive officer fixes the date, time and place for a committee meeting, the chief executive officer must, if practicable, consult with the chairperson of the committee.

45 Special committee meetings

- (1) The chief executive officer must call a special meeting of a committee if -
 - (a) the special meeting is required by a resolution of the local government
 - (b) a written request for the special meeting is lodged with the chief executive officer under subsection (2).
- (2) A written request for a special meeting of a committee must -
 - (a) be signed by the chairperson or three or more members of the committee
 - (b) specify the object of the special meeting and
 - (c) propose a day, time and place for the holding of the special meeting.

46 Notice of committee meetings

- (1) The chief executive officer must give written notice of a committee meeting setting out the date, time and place of the meeting, and the business to be conducted at the meeting, to each member of the committee.
- (2) The notice must be given, if practicable, at least two days before the day of the meeting.

47 Chairperson of committee meetings

The chairperson of a committee⁴ must preside at a meeting of a local government committee.⁵

Sunshine Coast Regional Council Standing Orders 2015

Comment [NR90]: UPDATE Suggest edit

Comment [NR91]: UPDATE Per current legislation

³ See section 65 257 of the Local Government (Operations) Regulation 2010 2012.

⁴ A local government may appoint a chairperson of each committee (See section 267 (1) Local Government Regulation 2012).

⁵ If the chairperson is not present at a meeting, the members present may appoint a chairperson for the meeting (See section 64 267 (3) Local Government (Operations) Regulation 2010 2012).

48 Procedure at committee meetings

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

49 Method of taking vote at committee meetings

- (1) If a division is requested, the chief executive officer shall record the names of the members voting in the affirmative and of those voting in the negative (including abstaining).
- (2) The chairperson shall declare the result of a vote or a division as soon as it has been determined.

Part 7 Record of meetings

50 Minutes of meetings

- (1) Minutes of a meeting of the local government must include -
 - (a) a copy of any report adopted by the meeting and
 - (b) a copy of any other documentary material necessary for a proper understanding of the proceedings of the meeting.
- (2) The material to be included in the minutes under this section is in addition to the material required under section 69 272 of the Regulation.

51 Audio and video recording of meetings

- (1) The local government may direct that an audio or video recording of a meeting of the local government or a local government committee be made for the purpose of verifying the accuracy of the minutes of the meeting.
- (2) An audio or video recording made under this section -
 - (a) may only be used for the purpose of verifying the accuracy of the minutes of the meeting and
 - (b) after being used for that purpose, must be destroyed or dealt with as directed by the local government.
- (3) Other than in accordance with subsections (1) and (2) above, no person shall operate any electronic or similar image recording device, or any video, cine or other camera, during any meeting of the local government or a local government committee without the prior approval of the chairperson. In accordance with subsections (1) and (2), a person (other than a person approved by council) will not use an electronic recording or transmitting device or a mobile phone during any meeting of the local government without the prior approval of the chairperson.

22 Sunshine Coast Regional Council Standing Orders 2015

Comment [NR92]: DELETE Suggest edit

Comment [NR93]: UPDATE Per OM09/065 19 February 2009 Comment [NR94]: DELETE Per LGR 272 Minutes not require: Comment [NR95]: UPDATE Per OM09/065 19 February 2009

Comment [NR96]: UPDATE
Per current legislation

Comment [NR97]: UPDATE Rewrite for readability (4) Where recording is approved, the chairperson shall, before the commencement of such meeting, or the commencement of such recording, announce to the members present that such approval has been granted.

Comment [NR98]: DELETE Not current practice

Part 8 Procedure not provided for

52 Procedure not provided for

If an appropriate or adequate method of dealing with any matter is not provided for in these standing orders, the method of dealing with the matter may be determined by a ruling of the chairperson or by a resolution of the local government upon a motion which may be put with notice in conformity with these standing orders.

Sunshine Coast Regional Council Standing Orders 2015

Schedule Dictionary Definitions

authorised person means a person authorised by the local government to exercise the powers of an authorised person under these orders.

chief executive officer means the local government's chief executive officer.

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

council means the Sunshine Coast Regional Council

council employee means an employee of the local government appointed or engaged under the Local Government Act 2009.

councillor means a councillor of the Sunshine Coast Regional Council and includes the mayor.

deputation means formal visits by representatives of international, federal, state or local governments.

local government advisory committee means an advisory committee appointed by the local government in accordance with section 62-265 (Advisory committees) of the Local Government (Operations) Regulation 2010-2012.

local government committee means a standing committee, or the special or advisory committee appointed by the local government in accordance with section 61 264 (Appointment of committees) of the Local Government (Operations) Regulation 2010 2012.

local government committee meeting means a meeting of a local government committee.

local government meeting means an ordinary meeting or a special meeting of the local government.

mayor has the meaning given in the *Local Government Act 2009* and includes any person acting in the position of the mayor.

member means in the case of -

- (a) a local government meeting, councillors of the local government
- (b) a local government committee meeting, councillors of the local government appointed to the local government committee by the local government or
- (c) an advisory committee, persons appointed to the advisory committee by the local government.

Comment [NR99]: UPDATE Suggested edit

Comment [NR100]: DELETE Suggest delete – authorised perso for entry and to removal per the Li not in relation to moving persons

Comment [NR101]: UPDATE Suggested edit

Comment [NR102]: UPDATE Suggested edit

Comment [NR103]: DELETE Suggest removal

Comment [NR104]: DELETE Not required

Comment [NR105]: UPDATE Consistency remove heading nan and update per LGR 264

Comment [NR106]: UPDATE Per current legislation

non-member means -

- (a) the chief executive officer
- (b) a council employee nominated by the chief executive officer
- (c) a council employee invited to a local government meeting, a local government committee meeting or an advisory meeting by the chairperson of that meeting
- (d) in the case of a local government meeting, a local government committee meeting or an advisory meeting, a person admitted to the meeting by the respective local government, local government committee or advisory
- (e) in the case of a local government committee meeting or an advisory committee meeting, a councillor who is not a member of that committee.

ordinary meeting of the local government means -

- (a) a post-election meeting or
- a periodic meeting the local government is required to hold under section 53 257 of the Local Government (Operations) Regulation 2010 2012.

point of order means an interjection during a meeting by a member who does not have the floor, to call to the attention of the chairperson an alleged violation or breach of the local government's standing orders.

post-election meeting means the meeting required under section 175 of the Local Government Act 2009.

prayer of the petition means a statement of the purpose and outcome for which the petition is being submitted to the local government.

presentation means the giving or receipt of certificates, memorials, acknowledgements to the local government or from the local government but excludes the presentation of moneys by the local government.

guorum means a majority of its councillors, however if the number of councillors is an even number, one-half of the number is a quorum under (section 56 259) of the Local Government (Operations) Regulation 2010 2012.

standing orders means the rules adopted by council that regulate the meetings of the Sunshine Coast Regional Council.

statutory notice of meeting means a notice of meeting to be given under section 55 258 of the Local Government Regulation 2012 (Notice of meetings).

teleconferencing means the use of a telephone, video conferencing equipment or other means of instant communication that allows a person to take part in discussions as they happen under section 276 of the Local Government Regulation 2012.

the Act means the Local Government Act 2009.

the Regulation means the Local Government (Operations) Regulation 2010

Sunshine Coast Regional Council Standing Orders 2015

Comment [NR107]: UPDATE Per current legislation

Comment [NR108]: UDPATE New definition

Comment [NR109]: DELETE Obsolete – terminology not used

Comment [NR110]: UPDATE Update per LGR 259

Comment [NR111]: UPDATE Suggest edit for consistency

Comment [NR112]: UPDATE Suggest edit for consistency

Comment [NR113]: UDPATE New definition per LGR

Comment [NR114]: UPDATE Per current legislation

