

Sunshine Coast Council		Sunshine Coast Regional Council
<b>STRATEGIC POLICY</b>		
<b>STANDING ORDERS</b>		
Corporate Plan Reference:	Great Governance 8.1 Ethical, accountable and transparent decision making 8.2 Effective business management	
Endorsed by Council on:	7 December 2011	
Policy Owner and Department:	Manager Council Services & Business Integration, Finance & Business	

#### **POLICY PURPOSE**

The purpose of this policy is to provide the authority for the making and amendment of standing orders.

#### **POLICY OUTCOME**

The outcome of this policy is the orderly and proper conduct of council's formal business.

#### **POLICY SCOPE**

This policy applies to the operational aspects of the conduct of business of council and its committees.

This policy does not apply to operational arrangements for committees established otherwise than under the *Local Government Act 2009* and Regulation 61 of the *Local Government (Operations) Regulation 2010*.

#### **POLICY STATEMENT**

Council is committed to the orderly and proper conduct of meetings; to the constitution of committees that support its decision-making, its obligations under local government legislation and the achievement of its vision; and to ethical, accountable and transparent decision making.

The ability to make and amend Standing Orders is a fundamental function of good government, practised in all spheres of government across Australia.

This policy, and standing orders made in accordance with this policy, supersede those previously set out in the SCRC Local Law (Meetings) 2008 and SCC Standing Orders 2008.

#### **GUIDING PRINCIPLES**

This policy and associated standing orders are guided by the local government principles:

- (a) transparent and effective processes, and decision-making in the public interest
- (b) sustainable development and management of assets and infrastructure, and delivery of effective services
- (c) democratic representation, social inclusion and meaningful community engagement.

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- (d) good governance of, and by, local government and
- (e) ethical and legal behaviour of councillors and local government employees.

### STANDING ORDERS

Council may, by resolution, make standing orders to regulate the conduct of meetings of the local government. Standing orders may also be applied to local government committees, that is, standing and special committees as well as to advisory committees established in accordance with regulation 61 of the *Local Government (Operations) Regulation 2010*.

### ROLES AND RESPONSIBILITIES

#### Council

Council is responsible for making and amending, by resolution, standing orders and for complying with the letter and the intent of the standing orders.

#### Chief Executive Officer

The Chief Executive Officer is responsible for those matters assigned to the CEO in the standing orders.

#### Meeting Management Team

The Meeting Management Team is responsible for implementing procedural arrangements that support the meetings of Council and its committees.

### MEASUREMENT OF SUCCESS

The adoption, by resolution, of standing orders.

The extent to which Council is satisfied with its standing orders.

The extent to which councillors comply with adopted standing orders.

### DEFINITIONS

**Chief Executive Officer/ CEO** means the Chief Executive Officer of the Sunshine Coast Regional Council.

**Council** means the Sunshine Coast Regional Council.

**Regulation** means the *Local Government (Operations) Regulation 2010*.

**Standing Orders** means the rules that regulate the conduct of meetings of the local government, that is, Council meetings and meetings of Special, Standing and Advisory Committees established under regulation 61 of the *Local Government (Operations) Regulation 2010*.

### RELATED POLICIES AND LEGISLATION

*Local Government Act 2009*

*Local Government (Operations) Regulation 2010*

Version control:

Version	Reason/ Trigger	Change (Y/N)	Endorsed/ Reviewed by	Date
1.0	Create new	-	Council	07/12/2011