

Code of Meeting Practice Engagement Summary

Between 24 September and 4 November 2025, Council sought community feedback on the Code of Meeting Practice.

Following its original adoption in August 2025, the Office of Local Government released an updated Model Code of Meeting Practice that introduced several substantial changes. As a result, Council had to update its recently adopted Code of Meeting Practice to reflect the updated Model Code of Meeting Practice. This process included public exhibition before the amended Code of Meeting Practice could be adopted by Council.

Ways we listened to your feedback

The community was invited to share their feedback by:

- Completing the online submission form via Your Voice Our Coast
- Writing to Council via email or post

Key themes

Two submissions directly supported the Code of Meeting Practice. The third submission commented on different sections of the code.

The comments provided by the respondents related to Notice of Motions, live streaming, Mayoral Minute, dress code and banning pre-meetings.

How you connected



Your Voice Our Coast
224 views



Code of Meeting documents were downloaded **514** times.



A total of **3** online submissions



Facebook and Instagram - **3,484** views, reaching **1,916** people, generating **14** reactions



Targeted stakeholder email
- Delivered to **182**



Coast Connect print - Reach of **62,000**

Engagement overview

There were three submissions focussing on different sections of the Draft Code of Meeting Practice. The key themes and comments from the submissions are shown below.

Theme	Comments
Rules	"Stronger rules of debate and disorder, so dissenting councillors are not silenced." "Clearer rules around amendments, motions of dissent, and points of order." "It seems extraordinary that an answer to a question has to be accepted without further comment. The answer may not be clear, may be off topic, may indicate that further dialogue is definitely required on this topic. This ruling would stifle discussion. It is imperative that topics/issues are fully discussed so that Councillors understand what they are voting on and the range of perspectives on the topic." "What provision is made in such cases for the councillors to have the opportunity to receive, read and carry put their own research on the topic/issue that has arisen. Even though the topic may be urgent a Councillor cannot make a fully informed decision about how to vote without time to consider all the necessary information."
Public Forums and Notice of Motion (NoM)	"Council needs to communicate earlier with residents notifying whether there will be a public forum and what subjects will be discussed." "Councillor can only submit 1 NOM each meeting. I understand the intention of this clause, however, feel 2 NOMs is less restrictive on active Councillors."
Live streaming	"I strongly support mandatory livestreaming and publication of recordings."
Mayoral Minute	"Nothing in Clause 3.26 limits the powers of the Mayor to put a Mayoral Minute to an extraordinary meeting without notice under Clause 9.7."
Dress standards	"Councillors are adults and it seems inappropriate they should be told how to dress for Council Meetings. What is considered 'appropriate standards of dress' will also change with the fashions. Who is going to decide what is currently appropriate? If someone is attending a meeting dressed inappropriately surely a quiet word with them, by the Mayor or one of their fellow Councillors, would be enough?"
Banning pre-meetings	"The prohibition of pre-meeting briefing sessions, ensuring business is conducted openly."

Council's response

Theme	Council's response
Questions with Notice (Clause 3.13) Concerned that an answer to a question has to be accepted without further comment. The answer may not be clear, may be off topic, may indicate that further dialogue is required on the topic. This ruling would stifle discussion. It is imperative that topics/issues are fully discussed so that Councillors understand what they are voting on and the range of perspectives on the topic.	No change to the draft Code of Meeting Practice. Questions with Notice are for matters not on the business paper that do not require a Council decision. This process affords Councillors the opportunity to ask a question in a formal manner and the Chief Executive Officer's (CEO) response is for information purposes only. Clause 3.15 also allows the CEO to provide an additional report on the question if a more detailed response is considered appropriate or at a later meeting if the preparation of a response would require significant time and resources. If a Councillor believes the answer is not sufficient they have the ability to seek clarification outside the formal meeting process or to move a motion for a further report.
Mayoral Minute to Extraordinary Meetings without Notice (Clause 3.27) What provision is made in such cases for the Councillors to have the opportunity to receive, read and carry out their own research on the topic/issue that has arisen. Even though the topic may be urgent, a Councillor cannot make a fully informed decision about how to vote without time to consider all the necessary information.	This is a new mandatory provision of the Model Code which cannot be amended. However, should the majority of Councillors consider that they do not have sufficient information to make an informed decision on a Mayoral Minute they have the opportunity to move for a deferral to allow time to undertake their own enquiry on the issue or to request a more comprehensive report from the CEO. Alternatively, they may vote against the Mayoral Minute.
Standards of Dress (Clause 5.2) Councillors are adults and it seems inappropriate they should be told how to dress for Council Meetings. What is considered "appropriate standards of dress" will also change with the fashions. For example crinolines, bustles and high stiff collars were appropriate standard of dress at different times. Who is going to decide what is currently appropriate? If someone is attending a meeting dressed inappropriately surely a quiet word with them, by the Mayor or one of their fellow Councillors, would be enough.	This is a new mandatory provision of the Model Code. The inclusion of this new clause is to ensure that Council meetings are held with dignity and respect. The provision of this clause allows Council to at least set a standard considered acceptable for the positions to which they have been elected.

Public Forums Council needs to communicate earlier with residents notifying whether there will be a public forum and what subjects will be discussed.	No change to the draft Code of Meeting Practice. Council has adopted a standalone policy to manage the operation of Public Forums. Public forums are held immediately prior to a Council meeting and both the Public Forum and draft Code of Meeting Practice stipulates that oral submissions from members of the public can only be made on items listed on the Council agenda for the meeting for which the Public Forum has been called. The current process provides the opportunity for members of the public to make application to speak at a public forum at the same time that the Council agenda is made available to the public, which is considered appropriate.
Notices of Motion (Clause 3.11) Councillors can only submit 1 Notice of Motion each meeting. I understand the intention of this clause however feel 2 Notices of Motion is less restrictive on active Councillors.	Allowing only one (1) Notice of Motion per Councillor has been an adopted practice for some time. Given the time restrictions on Council meetings and the number of Councillors (15) the current restriction of 1 Notice of Motion per Councillor per meeting is considered appropriate.
Support for the new Model Code and provisions incorporated into the draft Code of Meeting Practice, including: • Mandatory livestreaming and publication of recordings • Prohibition of pre-meeting briefing • Strengthened rule of debate and disorder • Mandatory public forums • Clear rules around amendments, motions of dissent and points of order.	No change to the draft Code of Meeting Practice. Noted.

What's next?

Council reviewed all feedback received during the public exhibition and prepared a report outlining the key outcomes. The final Code of Meeting Practice was then presented to Council on 9 December 2025 and formally adopted.

Find out more and stay up to date at
www.yourvoiceourcoast.com/code-meeting-practice-september-2025