

POLICY



Date adopted: 30/05/2017
File no: 128725-1
Minute number: 148/2017

Policy title: **OPEN LOCAL GOVERNMENT MEETINGS, LOCAL GOVERNMENT COMMITTEE MEETINGS AND ADVISORY COMMITTEE MEETINGS**

Directorate: ORGANISATIONAL SERVICES

Branch: CORPORATE GOVERNANCE

Policy objective: To assist in the implementation of Local Law No. 1 (Meetings) 1997 by providing access arrangements for the public at open local government committee and advisory committee meetings.

Policy scope:

This policy should be read in conjunction with the following sections of the Local Government Regulation 2012:

- (a) section 274 (Meetings in public unless otherwise resolved)
- (b) section 277 (Public notice of meetings).

Definitions:

Not applicable.

Policy statement:

The following procedure is to be undertaken for this policy:

1. The public is not entitled to take an active part in the proceedings of the meeting but may passively observe from the designated public gallery area.
2. A list of items to be discussed at the standing committee meetings must be open to inspection at the time the agenda for the meeting is made available to councillors. This must be placed outside the meeting room and in a location easily accessible for the public.
3. The list of items to be discussed at the standing committee meetings may be placed on Council's website.
4. The public gallery must be provided with five copies of the meeting agenda on the respective meeting day.
5. Agendas may be provided on Council's website on the morning of the meeting.
6. Photocopies of reports or agendas can be provided to the public upon request for a fee, with the fee being charged in accordance with Council's Register of Fees and Charges.
7. There is no obligation on the Council to make agendas or recommendations available to the public or press prior to the meeting day.

8. Members of the public gallery must be advised by notice on the gallery copies of the agenda, and displayed on the seats in the public gallery, of the restriction of their activities in open meetings, including:
 - (a) mobile phones are to be switched off at all times
 - (b) no sound or video recording is permitted without Council approval
 - (c) members of the public must not interrupt, interject or obstruct the proceedings of the committee meeting
 - (d) agendas are not to be removed from the committee room
 - (e) failure to comply may result in removal from the committee room and/or an offence under Council's local laws.
9. In local government committee and advisory committee meetings, the public should be made aware by notice on the gallery copies of the agenda, that:
 - (a) where the local government committee is not exercising delegated authority, the proceedings are recommendatory only and cannot be relied on as a final decision of the Council until the committee recommendations are formally adopted at the local government meeting; or
 - (b) where the local government committee is exercising delegated authority from the Council, the proceedings can be relied on as a final decision of the Council.

Related policies/legislation/other documents:

DOC ID	DOCUMENT TYPE	DOCUMENT NAME
-	Legislation	Local Government Regulation 2012
-	Local Law	Local Law No. 1 (Meetings) 1997