



Central Darling Shire Council

Title of Policy	PUBLIC ACCESS TO COUNCIL MEETINGS		
This applies to	Councillors and members of the public		
Author	General Manager	Date approved:	9 December 2009
Position of Author	General Manager	Authorised by:	Council
Legislation, Australian Standards, Code of Practice	<i>Local Government Act 1993</i> <i>Local Government (General) Regulation 2005</i> <i>Code of Conduct</i>		
Related Policies/Procedures	Section 355 Committees		
Aim	To ensure all Councillors and member so of the public are aware of the rights and obligations in addressing a meeting of the Council		
Version	Council Minute	Date	
1	9-12-09	9 December 2009	
Superseded Policies			
Review Date:		Under review 2017	
The Policy			

1. Background

- Policy has been developed following an approach from a number of Councillors at the increase in participation of members of the public in addressing Council meetings.
- Policy also developed to assist with the public comment that all questions are taken on notice.

2. Objective

- To ensure that Councillors and members of the public are aware of the rights and obligations in addressing a meeting of the Council.

3. Application/Scope

- This policy is to apply to all meetings of Council and Committee's that have public access listed as an agenda item.
- This policy will not apply to closed sections of Council meetings or special meetings.

4. Definitions

- Public Access – a section of a Council meeting that allows members of the public the right to address the Council.
- Agenda – a list of the business scheduled to be conducted at the Council meeting.

5. Principles/Body

- Public access to meetings of the Central Darling Shire Council are to be listed on the agenda following the Mayoral Minute.
- Each member of the public who wishes to address Council is to register with the Management prior to the commencement of the meeting, listing their name and the general topic or topics they wish to raise. Those that register will have precedence.
- Each address will be limited to five (5) minutes at the discretion of the Chair.
- All matters raised by members of the public will be recorded and actioned within one month of the meeting.

6. Relevant Legislation

- Local Government Act, 1993 as amended.
- Local Government (General) Regulation, 2005 as amended.

7. Related and Associated Council Policy and Procedures

- Section 355 Committees of Council – Rules Governing.

8. Responsible Officer/Policy Owner

- Mayor.
- General Manager.
- Executive Manager/Public Officer.

9. Responsibilities

- The Mayor is responsible for the conduct of the meeting and therefore must ensure adherence to this policy.
- The General Manager and Executive Manager/Public Officer assist the Mayor in the conduct of the meeting.

10. Approval

- Required by a formal resolution of Council to adopt this policy.

11. Monitoring

- Application of this policy will be monitored at every meeting of Council to ensure compliance.

12. Review Date

- To be reviewed on an annual basis in conjunction with overall policy review in conjunction with annual Management Plans.

13. Record Keeping, Confidentiality and Privacy

- Registrations will be retained and stored with notes from the meeting.
- Matters raised will be listed on the MANEX agenda and minutes until actioned.

14. Breaches and Sanctions

- All breaches and sanctions will be considered in line with the provisions of the adopted Code of Conduct.

Trim Number:	
File Path:	

