

# PUBLIC GALLERY CONDUCT STANDARDS



## WELCOME

Welcome to Griffith City Council. Interested persons are welcome and encouraged to attend our meetings. Council meetings are governed by the Model Code of Meeting Practice.

## ACCESS TO THE COUNCIL MEETING ROOM

The Council Meeting Room is the Council Chambers, 1 Benerembah Street Griffith. Access is via the main entry doors at the front of the building. Attendees have access to the public lift located in the customer service entry.

## CAPACITY OF THE MEETING ROOM

The meeting room is permitted to hold a specific maximum number of persons. All persons in the public gallery (the area set aside for the public) must occupy one of the seats provided. **No standing** is permitted for reasons of safety and emergency egress. The gallery will be declared full once all seats are occupied and **no further access** will be permitted until seats are available.

## CONDUCT OF THE PUBLIC GALLERY

To allow the Mayor and Councillors to effectively represent you, there are standards to which you are required to adhere. We ask for your cooperation on the following:

- Members of the public are invited to attend meetings of Council as observers. You are **not** permitted to interrupt meeting procedures or to engage in any disorderly conduct.
- You are **not** permitted to address or approach the Mayor or Councillors during the meeting.
- Any items which are deemed to potentially cause discomfort or a safety risk to the Mayor, Councillors, Council staff or other members of the public will **not** be permitted in the room.
- Mobile phones must be **switched off or on 'silent' setting** during the course of the meeting.
- No food or drink other than that supplied by Council is permitted in the Meeting Room.
- Photography is not permitted at a meeting of Council or a Committee of Council without express permission of the General Manager.

## EXCLUSION OF MEMBERS OF THE PUBLIC

Under the Local Government Act the Mayor, or their representative acting as the Chair, may by resolution of the meeting exclude any member of the public from the gallery for disorderly conduct.

## ADDRESSES TO COUNCIL

A person may only register to speak to an officer's report which is listed in the Business Paper for a Council Meeting. You can apply to register to speak at the Council meeting up until 12 noon **on the day of** the scheduled meeting. Further information is available by referring to the Public Addresses to Council Declaration available on Council's website [www.griffith.nsw.gov.au](http://www.griffith.nsw.gov.au). For further information telephone Council's Governance Manager on 1300 176 077.

Council meetings are regarded as a public gathering. Therefore, any person making a remark or acting in a way which is offensive, defamatory or discriminatory should consider the legal implications before doing so.

## CLOSED MEETINGS

At times Council may discuss items of a confidential nature. The reasons for the need of confidentiality will be summarised prior to such a discussion. Under the Local Government Act, if the Council resolves to go into 'closed' mode, all members of the gallery (including media) must vacate the chamber.

## PRIVACY

Council meetings are livestreamed via Council's Facebook page and audio recordings are uploaded to Council's website. Attendance at the Council meeting is to be taken as consent by a person to their image and/or voice being webcast.

All speakers should refrain from making any defamatory comments or releasing any personal information about another individual without their consent. Council accepts no liability for any damage that may result from defamatory comments made by persons attending meetings. All liability will rest with the individual who made the comments.

The meeting must not be recorded by others without the prior written consent of Council in accordance with Council's Code of Meeting Practice.

Please see Council's Privacy Management Plan, Council's Privacy Policy, the Privacy & Personal Information Protection Act 1998, or contact Council's Public Information Officer for more information.

## QUESTIONS & COMMENTS

If you have any further queries or comments in relation to Council's meetings, you can:

**Phone:** 1300 176 077 and request to speak to Council's Governance Manager

**Email:** [admin@griffith.nsw.gov.au](mailto:admin@griffith.nsw.gov.au)

**Write to:** The General Manager, Griffith City Council, PO Box 485, Griffith NSW 2680