



Shellharbour City Council

Public Gallery Conduct Standards

WELCOME

Welcome to Shellharbour City Council. Interested persons are welcome and encouraged to attend our meetings. All of Council's meetings are governed by rules designed to allow the courteous and timely and efficient processing of business.

ACCESS TO THE COUNCIL MEETING ROOM

The Council Meeting Room is in the Shellharbour Civic Centre - Council Chambers, 76 Cygnet Avenue (Cnr Cygnet & College Avenue), Shellharbour City Centre. Access is via the main entry doors at the front of the building.

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 and/or videography are not permitted at a meeting of Council or a Committee of Council without express permission of the Chief Executive Officer.

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. This may include eviction by the Police where necessary.

ADDRESSES TO COUNCIL (Formerly known as Public Participation)

A person may only register to speak to a Council officer's report listed in the Business Paper for a Council Meeting. You must apply to register to speak at the Addresses to Council Forum held from 4:45pm to 5:15pm on the day of the Council Meeting, by phone or in person, from the day of Business Paper publication until **10.00am on the day of** the scheduled meeting - further information is available by referring to the Procedure for Registration and Rules for Addresses to Council available to view or download on Council's website www.shellharbour.nsw.gov.au or by calling 4221 6111.

PRIVILEGE

Council meetings are regarded as a public gathering. 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.

MINUTES

Minutes of all Council meetings are usually made available within a few days after the meeting and are posted on Council's website as soon as they are available.

PRIVACY

Shellharbour City Council is collecting your personal information including your image for the purpose of providing a service to the community. Council broadcasts live to enhance the accessibility of Council Meetings to the broader Shellharbour City Community. Recordings can also be downloaded from Council's website for later viewing, or purchased from Council for viewing on a computer.

Shellharbour City Council collects personal information on the Addresses to Council Declaration form from those addressing Council for the purpose of determining the identity of the person making this declaration. The completed form will be stored in Council's electronic records management system.

SHELLHARBOUR CITY COUNCIL

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

QUESTIONS & COMMENTS

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

Phone: 4221 6111 and request to speak to Council Services Administration Officers.

Email: council@shellharbour.nsw.gov.au

Write to: The Chief Executive Officer, Shellharbour City Council, Locked Bag 155, Shellharbour City Centre NSW 2529

Thank you for attending this meeting.

Mayor and
Chief Executive Officer