

GOV-017-SD – Council Meeting Standing Orders

Conditions

Section 6.10 Public Participation:

- 6.10.4** Public participation/deputation will be for a period of 15 minutes. This period may be extended by resolution. In any event each individual shall speak for no longer than 5 minutes.
- 6.10.6** Any person invited to address the meeting must:
- stand (unless unable to do so);
 - act and speak with decorum;
 - be respectful and courteous; and
 - make no comments directed at any individual local government employee, Councillor or member of the public, ensuring that all comments relate to local government as a whole.
- 6.10.7** The Chairperson may terminate an address by a person at any time where:
- the Chairperson is satisfied that the purpose has been sufficiently explained to the Councillors at the meeting;
 - The time period allowed has expired; or
 - The person uses insulting or offensive language or is derogatory toward Councillors or staff members.

Section 8.4 Public Conduct During Meetings:

- 8.4.1** All members of the public present at a meeting must:
- not, without the prior approval of the Chairperson, make any audio or video recording, or take any photographs;
 - remain quiet and not disrupt the meeting in any way;
 - not bring into the meeting any signs, placards or items that may cause a hazard, or interfere with any person present;
 - be suitably dressed; and
 - turn all mobile devices to silent mode and leave the meeting to take any calls.
- 8.4.2** The Chairperson may warn a member of the public present at a meeting who is not complying a requirement in Section 8.4.1 of these meeting standing orders and may, with or without such warning, require the person to leave the meeting and not return for such period as the chairperson decides. This period may include future meetings.

Conditions Cont.

Section 5.2 Audio and Video Recording of Meetings:

- 5.2.1** The local government will record, in both audio and video, its statutory meetings for the periods that they are open to the public. The recordings will be made available to the public online at the earliest opportunity after the meeting has concluded.
- 5.2.2** All participants at meetings are reminded that parliamentary privilege does not apply to local government. Individuals must take responsibility for their own words and actions. The local government may, at the discretion of the Chief Executive Officer, remove any part of a recording for publication only where there is real concern that not do so would expose the local government to risk of an action for publishing defamatory material or releasing personal information contrary to legislation.
- 5.2.3** Any person publishing part or all of a recording of a meeting assumes full responsibility for the release of that information, including the risks associated with the publication of potentially defamatory material or personal information.
- 5.2.4** Recordings will be retained for a period of no shorter than the statutory minimum for the retention of official records.