



Name	EM03 Access to Meetings
Policy Type	Council
Responsible Officer	Chief Executive Officer
Approval Date	19/10/2021
Review Date	18/10/2025

1. Purpose

Litchfield Council is committed to being an accountable local government including being transparent with decision making. In accordance with the Local Government Act and Local Government (General) Regulations, this policy outlines public access to meetings.

2. Scope

Policies of the Litchfield Council are guided by principles of sustainability, good governance, advocacy, regulation and service provision. More guidance is provided in Council and Administrative policies, procedures and guidelines, the Municipal Plan and other relevant documents.

3. Definitions

Nil.

4. Policy Statement

4.1. Public Notice and Access to Meeting Agendas

4.1.1. At least four (4) business days prior to a Council or Committee meeting (unless it is a Special Meeting), the Chief Executive Officer must give written notice of the meeting to all Council and Committee members setting out the date, time and venue. The notice must be accompanied by the agenda.

4.1.2. At least four (4) business days prior to a Council or Committee meeting, the notice and agenda must be available to the public on Council's website and at the Litchfield Council office.

4.1.3. Items on the agenda are to be described accurately.

4.2. Public Access to Meetings

4.2.1. Council encourages public attendance at Council and Committee meetings, and all Council and Committee meetings will be held at venues accessible to the public.

4.2.2. The public will be excluded while confidential business is being discussed as per policy GOV18 Confidential Items.

4.2.3. An informal opportunity for the public to ask questions of Council Members about any items on the agenda is provided for 30 minutes prior to the commencement of the formal meeting.

4.2.4. A formal opportunity for the public to ask questions in writing of Council Members for consideration during a Council meeting is available as per policy GOV17 Public Question Item.

4.2.5. Council meetings are recorded for the purpose of public viewing, as per policy GOV07 Recording of Meetings.

4.3. Access to Meeting Minutes

4.3.1. The CEO must ensure that proper minutes of meetings of a Council or Council Committee are kept.

4.3.2. A copy of the minutes must, within 10 business days after the date of the meeting, be available to the public via the Council’s website and the Litchfield Council office.

5. Associated Documents

GOV07 Recording of Meetings

GOV02 Meeting Procedures

GOV17 Public Question Item

GOV18 Confidential Items

6. References and Legislation

Local Government Act 2019, Local Government (General) Regulations 2021.

7. Review History

Date Reviewed	Description of changes
14/12/2015	Decision 15/0186/02 – new policy
20/09/2017	Updated definition of clear days.
15/09/2021	Changes amended in line with new policies adopted: Recording of meetings and Confidential Items
19/10/2021	Change to number of days prior to meeting for agenda availability.