

Code of Practice – Access to Council Meetings and Documents



1. RATIONALE

Council must prepare and adopt a Code of Practice, in accordance with Part 5 of the Local Government Act 1999 (the Act), that relates to the principles, policies, procedures and practices that the Council will apply for the purpose of the operation of Part 3 and Part 4 of the Act.

2. POLICY STATEMENT

- 2.1 The City of Marion is committed to the principles of honest, open and accountable government and encourages community participation in the business of Council.
- 2.2 In fulfilling the role of an effective Council that is responsive to the needs of the community and which operates within the legal framework (prescribed by the Act), the City of Marion supports the principle that procedures to be observed at a Council or Committee meeting should contribute to transparent and informed decision making and encourage appropriate community participation in the business of Council. However, the City of Marion also recognises that on a limited number of occasions it may be necessary in the broader community interest to restrict public access to discussion or documents.

3. OBJECTIVES

This Code of Practice sets out the policy framework for access to meetings and documents and provides guidance as to the application of provisions in the Act to restrict public access to meetings and/or documents.

3.1 The Code of Practice aims to;

- Provide the community with information on access to Council and Council Committee meetings and the documents of those meetings;
- Summarise the legal position relating to public access to the Council and Council Committee meetings, agendas, documents and minutes of meetings; and
- Outline to the community for what purpose and on what basis the Council may apply the provisions of the Act to restrict public access to Council and Council Committee meetings or documents and minutes.

4. POLICY SCOPE AND IMPLEMENTATION

- 4.1 This Code of Practice applies to Council and Council Committees and the associated agenda, minutes and attachments that relate to those meetings;
- 4.2 The Code of Practice does not apply to the Council Assessment Panel (CAP) as the requirements of the CAP are defined within the Development Assessment Act 1993;

Code of Practice – Access to Council Meetings and Documents



- 4.3 In accordance with section 132(1) of the Local Government Act, council must now ensure that the code of practice—procedures at meetings (included in schedule 5) is published on a website determined by the CEO and, on request, provide a person with a printed copy of the code (on payment of a fixed fee (if any)).
- 4.4 Where the Freedom of Information Act 1991 (FOI Act) provides for access to Council's administrative documents which are not normally available to the public, then those documents are not included in the scope of this Code. Access to the Agenda for Meetings

5. Access to the Agenda for Meetings

- 5.1 In accordance with the Act, the Chief Executive Officer (CEO) must give written notice of an ordinary meeting to all the Council or Committee Members, setting out the date, time and place of the meeting at least three clear days before the meeting.
- 5.2 The notice contains or is accompanied by the agenda for the meeting and a list of the items of business, plus any documents and reports relating to these matters (with the exception of any matters that might be potentially subject to the making of an order of confidentiality).
- 5.3 The notice is placed on public display at the principal office of the Council, and the notice and agenda are available via Council's website: www.marion.sa.gov.au, at the same time as they are forwarded to the Council members. A printed copy may be made available upon request on payment of a fee (if any) fixed by the council. Further copies are made available to the public at the meeting of the Council or Council Committee.
- 5.4 Documents and reports (including attachments and any information or material referred to in the documents or reports) supplied to the council or a council committee that are able to be supplied to members of the public must also be made available to the public.

Note: - these provisions apply to the Council and Council Committee meetings that have as part of their responsibility some regulatory activities and those other committees to which the Council has determined these procedures will apply. Where a committee is not performing a regulatory activity these procedures may be varied, eg; notice may be given in a form decided by the committee, and need not be given for each meeting separately. Public notice may be given at a place determined by the CEO taking into account the nature and purpose of the Council Committee [Part 3 of the Local Government (Procedures at Meetings) Regulations 2000].

- 5.5 Distribution of agenda papers to members of the Council, or members of a Council Committee, may contain items of business (including reports or documents) that include a recommendation from the CEO that a document or report on a particular matter may be considered in confidence to the exclusion of the public. Where this occurs, the CEO will identify the legislative ground(s) upon which the Council or Council Committee members can determine whether a confidentiality order is to be made.
- 5.6 If, upon consideration of the grounds under Section 90(3), the Council or Council Committee members do not make an order of confidentiality for an item that the CEO has recommended to

Code of Practice – Access to Council Meetings and Documents



be considered in confidence, then a copy of the document will be made available to the public. Council will publish information about information and briefing sessions in accordance with Regulation 8AB of the Local Government (General) Regulations 2013. Absent a specific decision of the Council or Chief Executive Officer to the contrary, documents presented to information or briefing sessions are not publicly available and documents presented to information or briefing sessions that are closed to the public are confidential.

6. Public Access to Meetings

- 6.1 Council (and Council Committee) meetings are open to the public and attendance is encouraged and welcomed. Meeting schedules are made available for public viewing on the website.
- 6.2 The capacity of the Council Chambers Gallery is a maximum of 30 persons seated. Entry into the Chamber will be managed to ensure we stay within this limit. The proceedings will not be broadcast outside of the Chambers. Participants may register their attendance at a meeting via the Council Meeting page on the City of Marion website. A copy of the minutes and audio of the Council Meeting is available on the City of Marion website by 5pm on the Friday following the meeting
- 6.3 There are times where Council (or Council Committee) considers it necessary to exclude the public from the discussion of a particular matter. In these circumstances, Council (or Council Committee) will do so in accordance with Section 90(3) of the Act which outlines the circumstances when a meeting can be closed to consider a matter in confidence.
- 6.4 The public will only be excluded when the need for confidentiality outweighs the principle of open decision making, and that will be determined on a case-by-case basis, upon satisfying one or more of the grounds under Section 90(3) of the Act.
- 6.5 In accordance with section 90 of the Act, it is not unlawful for Members of Council, Council Committee members and staff to participate in Information or Briefing Sessions. Information Sessions, where appropriate, provide a valuable opportunity to enhance the decision-making process by providing opportunities for Council Members to become better informed on issues and seek further clarification.
- 6.6 Information sessions are to be used solely for the purpose of generating ideas, sharing information and seeking further information and must not deal with a matter in a way that obtains or effectively obtains, a decision on a matter outside of a formally constituted council or council committee meeting.

7. Information and briefing sessions

- 7.1 Council or the CEO are permitted to facilitate an 'information or briefing session' where more than one member of the Council or Council Committee is invited.
- 7.2 A matter must not be dealt with at an information or briefing session in such a way so as to obtain, or effectively obtain, a decision outside of a formally constituted meeting of the Council or Committee.

Policy Ref/Security Classification:
Category: Public / Legislative
Owner: Manager Office of the CEO
Authorisation Date: 9 May 2023
Review Date: May 2027

Page 3 of 10

City of Marion
245 Sturt Road, Sturt SA 5047
PO Box 21, Oaklands Park SA 5046
T 08 8375 6600
www.marion.sa.gov.au

The online version of this document is the current version. This document is 'Uncontrolled if PRINTED'.

- 7.3 An information or briefing session on a matter that will be included on a council agenda must be open to the public. However, the Council or the CEO may order that the information or briefing session be closed to the public if the matter listed for discussion falls within the confidentiality provisions listed in Section 90(3) of the Local Government Act.
- 7.4 Whether or not an information or briefing session has been open to the public, the following information must be published as soon as practicable after the holding of the session:
- The place, date and time of the session;
 - The matter discussed at the session; and
 - Whether or not the session was open to the public

8. Matters Considered in Confidence at Council and Committee Meetings

- 8.1 Before a meeting order that the public be excluded to enable the receipt, discussion and/or consideration of a particular matter, the meeting must, in public, formally determine that this is necessary and appropriate to do so, and then pass a resolution to exclude the public while dealing with that particular matter. If this occurs, everyone, except those persons permitted to stay by express inclusion in the resolution of Council (or Council Committee), must leave the room. Once Council, or Council Committee, has made the order it is an offence for a person, knowing that an order is in force, to enter or remain in a room in which such a meeting is being held.
- 8.2 Once discussion on a particular matter, including the making of a resolution made under Section 91(7) (if required) has concluded, the order to exclude the public lapses and the public are then permitted to re-enter the meeting. If there is a second or subsequent matter on the agenda to be considered in confidence it will be necessary for the Council or Council Committee to again undertake the formal determination process, and where satisfied resolve to exclude the public in the manner described above.
- 8.3 Council, or the Council Committee, can, by inclusion within the resolution, permit a particular person or persons to remain in the meeting. An example would be allowing a ratepayer who is suffering personal hardship to remain in the meeting when their circumstances concerning the payment of rates is being discussed.
- 8.4 When determining the order of matters on the agenda, Council or the Council Committee, will take into consideration the convenience of the public and the complexity of the matter to determine appropriate order.
- 8.5 In accordance with Section 90(3) of the Act, Council, or a Council Committee may order that the public be excluded in the following circumstances:
- information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead);

Code of Practice – Access to Council Meetings and Documents



- information the disclosure of which –
 - i. could reasonably be expected to confer a commercial advantage on a person with whom Council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and
 - ii. would on balance, be contrary to the public interest;
- information the disclosure of which would reveal a trade secret;
- commercial information of a confidential nature (not being a trade secret) the disclosure of which -
 - i. could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and
 - ii. would, on balance, be contrary to the public interest;
- matters affecting the security of Council, members or employees of Council, or Council property, or the safety of any person;
- information the disclosure of which could reasonably be expected to prejudice the maintenance of law, including by affecting (or potentially affecting) the prevention, detection or investigation of a criminal offence, or the right to a fair trial;
- matters that must be considered in confidence in order to ensure that Council does not breach any law, order or direction of a court or tribunal constituted by law, any duty of confidence, or other legal obligation or duty;
- legal advice;
- information relating to actual litigation, or litigation that the Council or Council Committee believes on reasonable grounds will take place, involving the Council or an employee of the Council;
- information the disclosure of which –
 - i. would divulge information provided on a confidential basis by or to a Minister of the Crown, or another public authority or official (not being an employee of the council, or a person engaged by Council); and
 - ii. would, on balance, be contrary to the public interest;
- tenders for the supply of goods, the provision of services or the carrying out of works;

- information relating to a proposed amendment to a Development Plan under the Development Act 1993 before a Plan Amendment Report relating to the amendment is released for public consultation under that Act;
- Information relevant to the review of a determination of Council under the Freedom of Information Act 1991.
- Information relating to a proposed award recipient before the presentation of the award.

8.6 Where Council, or a Council Committee, is considering making an order that the public be excluded on one or more of the grounds above it is not a relevant consideration that discussion of the matter in public may:

- cause embarrassment to the Council or the Council Committee concerned, or to members or employees of the Council;
- cause a loss of confidence in the Council or the Council Committee;
- involve discussion of a matter that is controversial within the council area; or
- make the council susceptible to adverse criticism.

8.7 If a decision to exclude the public is taken, Council or the Council Committee will include details in the resolution of the making of the order and the grounds on which it was made and application of those grounds to the present matter without disclosing the issues giving rise to the confidentiality. Minutes of a meeting of Council or a Council Committee are publicly available within five days after the meeting. If the matter to be discussed at an information session will or is intended to be on the agenda for a formal council or committee meeting, the information session must be open to the public.

9. Process to Exclude the Public and Consider a Matter in Confidence

- 9.1 Confidentiality provisions will only be utilised after careful consideration and when considered proper and necessary;
- 9.2 The grounds on which an order to exclude the public is made will be conveyed to the public at the time of the order being made and will be included in the minutes of the meeting which are available to the public within 5 days of the meeting;
- 9.3 Once discussion of the matter is concluded, the meeting will then consider if it is necessary to make an order that any report or other document or the minutes associated with the confidential agenda item remains confidential. In determining this, the meeting shall have regard to the provisions of Section 91 and in particular Section 91(8) which details when Council or a Council Committee must not order that a document in whole or in part remain confidential;
- 9.4 If a meeting determines that it is proper and necessary to keep a report or documentation

Code of Practice – Access to Council Meetings and Documents



- 9.5 confidential, then it must evidence this by resolution. Where Council or a Council Committee resolves to retain information as confidential Council or the Council Committee will specify the duration of the order or the circumstances in which the order will cease to apply or a period after which the order will be reviewed. In each case the review period must not be for a period longer than 12 months, in accordance with the Act.
- 9.6 Once discussion of the matter is concluded (and the public have returned to the meeting room), the decision of the meeting in relation to the matter will be made publicly known unless the Council has resolved to order that some information and all relevant decisions remain confidential, (eg the price to which the Council is prepared to bid for land yet to be auctioned).
- 9.7 Details relating to any order to keep information and/or discussion on the item confidential in accordance with Section 91(7) of the Local Government Act are also to be made known. When making a confidentiality order the meeting must specify the duration of the order or the circumstances in which the order will cease to apply, or a period after which the order must be reviewed, that period being no longer than 12 months. This along with the making of the order and the grounds on which it was made, is also recorded in the minutes.
- 9.8 In all cases the objective is that the information be made publicly available at the earliest possible opportunity.
- 9.9 Where a person provides information to Council or a Council Committee for consideration and requests that it be kept confidential Council is not able to consider this request unless the matter falls within one of the grounds under Section 90(3) of the Act. If this is the case, Council will then be in a position to consider the request on its relative merits.

10. Review of Confidential Orders

A confidentiality order made under section 91(7) of the Act must specify the duration of the order or the circumstances in which the order will cease to apply, or a period after which the order must be reviewed. In any event, any order that operates for a period exceeding 12 months must be reviewed at least once in every year.

An order will lapse if the time or event specified has been reached or carried out. There is no need for the Council to resolve for the confidential order to be lifted. Once the order has lapsed, the minutes and/or documents automatically become public.

Orders that exceed 12 months must be reviewed annually and the Council must assess whether the grounds for non-disclosure are still relevant and, if so, provide the relevant grounds and reasons for the minutes and/or documents remaining confidential. The conduct of the annual review can be delegated to the Chief Executive office and sub-delegated to an employee of the Council if appropriate. If there are any items that require a fresh confidentiality order because the original order is about to expire, then the reviewer will prepare a report to Council making recommendations with respect to each item to be retained in confidence. Each item must then be addressed separately and assessed against section 90(3) and section 91(7) of the Act. While a Council may delegate the power to undertake an annual review, the Council cannot delegate the power to apply sections 90(3) and 91(7) of the Act.

Code of Practice – Access to Council Meetings and Documents



A Council may resolve to exclude the public from a meeting to discuss and undertake consideration of the recommendations arising from the annual review in confidence, subject to the application of the relevant ground under section 90(3) of the Act. Section 90(3) of the Act must be applied separately to each item and not en bloc.

If there is no longer any need for the confidentiality order then the Council or Council Committee may delegate to an employee of the Council the power to revoke an order made in accordance with section 91(7) of the Act. The Council or Council Committee may also include in the resolution whether any delegation is given to an employee to revoke the order and if relevant, any conditions associated with the delegation.

11. Accountability and reporting to the Community

11.1 Consistent with the principle of accountability to the community, a report on the use of sections 90(2) and 91(7) by the Council and Council committees must be included in the annual report of a Council as required by Schedule 4 of the Local Government Act. The report should include the following information, separately identified for both Council and Council committees:

- Total number of orders made under sections 90(2) and 90(3) and 91(7) in the relevant year;
- The date and subject of each order made under sections 90(2) and 90(3) and 91(7) in the relevant financial year;
- In relation to each ground specified in section 90(3), the number of times in the relevant financial year that an order was made under section 90(2) and 90(3) for each ground;
- The number of orders made under section 91(7) that expired, ceased to apply or were revoked during the relevant financial year and the date and subject of each such order; and
- The number of orders made under section 91(7) since 15 November 2010 that remained operative at the end of the financial year.

12. Public Access to Documents

The Local Government Act requires Councils to make available a large number of documents available as set out in Schedule 5 of the Act. These documents are made publicly available in electronic form via the City of Marion website and a printed copy can be made available on payment of a fee (if any) fixed by the Council (see Council's fees and charges register for any relevant fee).

The Council or the Council Committee will only order that a document associated with a discussion from which the public are excluded is to remain confidential if it is considered proper and necessary in the broader community interest.

The Council or the Council Committee can only resolve to keep minutes and/or documents confidential under section 91(7) if they were considered in confidence pursuant to sections 90(2) and 90(3).

Where keeping a document confidential is considered proper and necessary, a resolution to this effect is required which shall include:

Policy Ref/Security Classification:

Category: Public / Legislative

Owner: Manager Office of the CEO

Authorisation Date: 9 May 2023

Review Date: May 2027

Code of Practice – Access to Council Meetings and Documents



- the grounds for confidentiality; and
- the duration of the order or the circumstances in which the order will cease to apply, or a period after which the order must be reviewed – if the order has a duration of more than 12 months, the order must be reviewed at least once in every year;
- (if applicable) whether the power to revoke the order will be delegated to an employee of the Council. [s.91(9)]

Public agendas and minutes of meetings must be made available on the Council's website within five days of the meeting. The Minutes and audio and will be published on the City of Marion Website by 5pm on the Friday following the meeting.

Requests to access Council and Council Committee documents that are not otherwise publicly available can be made under the *Freedom of Information Act 1991*. Inquiries in relation to the process for seeking access to documents held by Council should be directed to Council's accredited Freedom of Information Officer.

13. Review of Council Decisions

13.1 The Act provides that Council is required to establish procedures for the review of a decision in relation to the operation of:

- Council or a Council Committee
- An employee of the Council
- Other persons acting on behalf of the Council.

13.2 Where a person is aggrieved about a decision under Section 90 of the Act to restrict public access to either a meeting or a document, they may apply for consideration under the Review of Decisions procedure that has been established in accordance with section 270 of the Act.

14. Availability of the Code

14.1 A copy of the Code will be made available on the Council Website (www.marion.sa.gov.au) and a printed copy can be made available (on payment of a fee (if any) fixed by the Council.

14.2 Further enquiries about the Code should be directed to the Manager Office of the CEO or by telephoning Council on 8375 6600.

Code of Practice – Access to Council Meetings and Documents

15. Review Process

15.1 The Act requires that the code be reviewed within 12 months of a periodic election (i.e. every 4 years). Council has the right to review this code at any time.

15.2 Before a Council adopts, alters or substitutes the Code it must;

- Undertake public consultation on the proposed code, alterations or substitute code (as the case may be)

16. DEFINITIONS

<i>Term</i>	<i>Definition</i>
Agenda	A list of items of business to be considered at a meeting.
Clear Days	The time between the giving of the notice and the meeting is determined excluding the day on which the notice is given and the day of the meeting eg; notice is given on a Thursday for a following Monday meeting, the clear days being Friday, Saturday and Sunday.
Council Committee	A committee of Council established under section 41 of the Local Government Act 1999 or any other Committee established under the Act, including any subcommittee.
Deputation	a person or group of persons who wishes to appear personally before the Council or Council Committee in order to address the Council or Committee on a particular matter.
Minutes	a record of the items discussed and the resolutions made of a meeting of Council or Council Committee.
Personal Affairs	being a person's financial affairs, criminal records, marital or other personal relationships, personal qualities, attributes or health status, or that person's employment records, employment performance or suitability for a particular position or other personnel matters relating to the person but does not include the personal affairs of a body corporate.
The Act	<i>Local Government Act 1999</i>

17. REVIEW AND EVALUATION

Review due May 2027.