

COUNCIL MEETING SECURITY PROCEDURE

Procedure Owner	Governance and Corporate Accountability
Department	Corporate Services
Creation Date	12/12/2016
Revision Date	12/12/2018

Contact us:

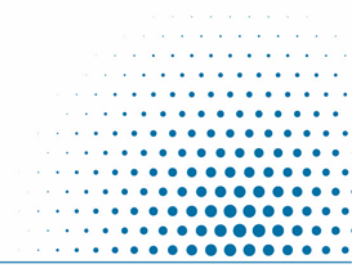
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Purpose

This Procedure is to take effect in the case that a meeting of Council becomes disruptive and is at risk of a security breach by a member of the public or some other person.

Scope

The Procedure applies to all meetings of Council that are open to the public.

Procedure

In the event that a meeting of Council become disruptive or puts those in attendance in possible danger, the following procedure should be followed.

Bollards

Bollards have been purchased and will be installed at each meeting where the public is in attendance between the press table and the main table to provide a barrier.

CCTV

CCTV cameras are located in the Foyer of the Council Chamber and also in the Council Chamber and will be activated at all times to provide additional security measures.

Potential Disruption

Officers should advise their Directors of any potential disruptive behavior as a result of a topic to be discussed at the meeting to ensure that Councillors and staff are on alert. At the discretion of the Chief Executive Officer, security and Victoria Police will also be put on standby.

Behaviours

The Chair should ask the person in question to refrain from such behavior or risk causing the meeting to be adjourned or removal from the Chamber.

Adjournment

In accordance with Part 81 of Council's Meeting Procedure Local Law if the Chair is of the opinion that disorder at the Council table or in the gallery makes it desirable to adjourn the meeting, he or she may adjourn the meeting to a later time on the same day or to some later day as he or she thinks proper. A Council resolution with a mover and seconder is required to enact this.

If this were to occur, the Chief Executive Officer must give notice to each Councillor of the date, time and place to which the meeting stands adjourned and of the business remaining to be considered.

If it is impracticable to do this in writing, notice to each Councillor by telephone or in person is acceptable.



Should an adjournment be required, all Councillors are asked to stand and remove themselves from the Chamber using the side entry door and make their way to the Mayor and Councillor Room. Officers will remain in the meeting room and escort members of the public out of the building. Should this not be safe to do, a security guard or member of the Victoria Police will be called to assist.

Removal from Chamber

In accordance with Part 82 of Council's Meeting Procedure Local Law, the Chair may ask the Chief Executive Officer or a member of the Victoria Police to remove from the Chamber the person who acts in breach of the behaviour requirements of the Local Law and whom the Chair has ordered to be removed from the gallery.

This power is exercisable by the Chair without the need for any Council resolution.

In the case that the Chair needs to exercise this Procedure, they should also adjourn the meeting and remove themselves from the Chamber using the side entry door and make their way to the Mayor and Councillor Room. Officers will remain in the room and escort members of the public out of the building. Should this not be safe to do, a security guard or member of the Victoria Police will be called to assist.

Training

The Chair will be briefed and trained in this process upon being elected.

Definitions

<i>Bollards</i>	A short post used to prevent traffic from entering an area
<i>CCTV</i>	Closed-circuit television
<i>Chair</i>	Means the Chairperson of a meeting and includes an acting, a temporary, and a substitute Chairperson
<i>Adjournment</i>	Suspension or postponement of a meeting
<i>Removal</i>	The action of taking away something that is unwanted

Responsibilities

This Procedure is the responsibility of the Governance Unit. Governance will ensure that the relevant requirements are in place to ensure the safety of those in attendance.

Related Documents

Nil