



COUNCIL MEETING SECURITY PROCEDURE

Procedure Owner	Governance and Corporate Accountability
Department	Governance and Corporate Performance
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Purpose

This Procedure is to take effect in the case that a meeting of Council which is held in the Council Chambers in Broadford has the potential to become disruptive or 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 held in the Council Chambers in Broadford that are open to the public.

Procedure

In the event that a meeting of Council has the potential to become disruptive or the potential to put those in attendance in danger, the following proactive procedure should be followed.

1. Chamber Bollards and Cameras

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

2. Planning Prior to Council Meetings

Officers should advise their Directors of any potential disruptive behaviour 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 should be engaged and Victoria Police also put on standby.

3. Disruptive Behaviours during Meetings

Where disruption occurs during a meeting, the Chair should ask the person in question to refrain from such behaviour or risk causing the meeting to be adjourned or removal from the Chamber.

If the behaviour continues after request to desist the Chair may take action to adjourn the meeting to a later date or adjourn the meeting whilst they direct the removal of the offending person.

4. Adjournment

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.

Notice to each Councillor by email, telephone or in person is acceptable.



Should an adjournment be required, all Councillors will be asked to stand and remove themselves from the Chamber using the side entry door and make their way to the Councillors 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.

5. Removal from Chamber

The Chair may ask the Chief Executive Officer or a member of the Victoria Police to remove from the Chamber any person who acts in breach of the behaviour requirements 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 Councillors 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 may be called to assist.

6. Training of the Chair

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

Responsibilities

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

Related Documents

Nil