



Name	EM03 Access to Meetings
Policy Type	Council
Responsible Officer	Chief Executive Officer
Approval Date	18/05/2026
Review Date	17/05/2030

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 2019* (Act) and *Local Government (General) Regulations 2021*, this policy outlines public access to meetings.

2. Scope

This policy applies to any person seeking to access or attend a council or committee meeting.

3. Definitions

For the purposes of this Policy, the following definitions apply:

Chief Executive Officer	Chief Executive Officer of Litchfield Council
Council Member	Person elected or appointed to serve on Council.

4. Policy Statement

4.1. Public Notice and Access to Meeting Agendas

4.1.1. At least three (3) business days prior to a Council or Committee meeting (unless it is a Special Meeting), the Chief Executive Officer (CEO) 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 three (3) 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 section 99 of the Act and policy GOV18 Confidential Items.

4.2.3. An informal opportunity for the public to ask questions of Council Members at Council meetings, 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 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.
18/05/2026	Policy reviewed with minor amendments including scope updated to reflect who the policy applies to, additional definitions included, meeting notice and agenda requirement amended to 3 business days, and amendments made to 4.2.3 and 4.2.4 in accordance with Council's public question policy.