

# Conditions of Entry – Council Chambers

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<b>Amendment Date:</b>	05/04/2024, 12/12/2024
<b>Minute Number:</b>	N/A
<b>Next Review Date:</b>	19/1/2026
<b>Related Legislation:</b>	Enclosed Protection of Lands Act 1901, NSW WHS Act 2011, WHS Regulation 2017,
<b>Associated Policies/Documents</b>	Code of Meeting Practice, Code of Conduct, P37 Zero Tolerance – Preventing and Responding to Workplace Aggression and Violence
<b>Directorate:</b>	City Performance
<b>Responsible Owner:</b>	Governance / Work Health and Safety
<b>Record Number:</b>	POL24/114

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## 1. Policy Purpose

To establish the conditions of entry to the Nowra Administrative Centre, Council Chambers.

## 2. Objectives

### 2.1. Policy Statement

Ensuring the health and safety of workers, community members and others is priority. This Policy applies to all persons entering the Council Chambers.

## 3. Definitions

Term	Meaning
Council Chambers	The Foyer, The Chambers Meeting Room and the Overflow areas for the purpose of viewing the Council Meeting.
Meeting of Council	A meeting open to the public, with members being All Councillors
Staff	Permanent, fixed term, temporary and casual employees of Council
Community	Members of the Public
Gallery	Seating for public within the Chambers Meeting Room

## 4. Roles and Responsibilities

### 4.1. Provisions

- 4.1.1. Under the *Enclosed Protection of Lands Act 1901*, section 4 (1) the following are agreed terms and conditions when entering Council facilities. Attendance is acceptance of the terms and conditions.
- 4.1.2. Under the NSW WHS Act 2011, *s29 Duties of other persons, for example community members, clients and suppliers at the workplace must take reasonable care for their own health and safety, take reasonable care that their actions or lack of action do not harm others' health and safety, and comply with any reasonable instruction given by Shoalhaven City Council to allow Shoalhaven City Council to comply with their WHS obligations. Refer to conditions of entry below, number 4.1.4.*
- 4.1.3. Under the WHS Regulation 2017, Division 11, Psychosocial hazards are those that may cause psychological harm, whether or not it may also cause physical harm, to workers or others. Refer to conditions of entry below, number 4.1.4.
- 4.1.4. Failure to comply with the conditions of entry will result in refusal of entry, the requirement to leave the facility or police notification. Conditions of Entry to this facility are:
  - No items or behaviours which may cause discomfort or a safety risk to anyone.

- No disrespectful or offensive messaging, pictures or gestures.
- No alcohol or any illegal substances.
- No items that could be used as a weapon or cause disruption.
- No standing is permitted for reasons of safety and emergency egress.
- Once all seats are occupied, no further access will be permitted.
- No seats are able to be 'saved'/'reserved'
- No deliberate damage to any equipment or item.
- By accepting these Conditions of Entry, you acknowledge that Shoalhaven City Council use video monitoring and that footage may be collected and stored and disclose your personal information obtained as a result of such monitoring in accordance with the Privacy and Personal Information Act 1998.

### 4.2. Implementation

This Policy is implemented by the Team Supervisor - Building Management & Facilities in consultation with the Governance and Work Health and Safety Team. The number of available seats within the Chamber, in the Foyer and any overflow areas are determined in accordance with Fire Compliance and any other safety regulations.

The Council Chambers Meeting Room has 63 seats for Community viewing in the gallery. Overflow areas are set up when larger than 63 members of the public are expected and the Overflow area is in the adjoining room (Seven Mile Room) which permits a further 49 seats for virtual and audio viewing.

## 5. Related Legislation, Policies or Procedures

- *Enclosed Protection of Lands Act 1901*
- *NSW WHS Act 2011*
- *WHS Regulation 2017*
- *Code of Meeting Practice*
- *Code of Conduct*
- *P37 Zero Tolerance – Preventing and Responding to Workplace Aggression and Violence*

## 6. Risk Assessment

An ongoing Risk Assessment is undertaken by the Governance Unit in conjunction with Work Health and Safety Unit. It is reviewed for its relevance and any changes required prior to each Meeting of Council.

The Risk Assessment is circulated to those staff in attendance and any security on site for the purpose of the meeting.

## 7. Monitoring and Review

This Policy will be reviewed annually, or earlier if required.

## 8. Ownership and Approval

### 8.1. Corporate Policy

<b>Responsibility</b>	<b>role</b>
Directorate	City Performance
Endorser	Director City Performance
Approver	Director City Performance