

As a member of the community, Council welcomes your attendance at its monthly General Meetings. Council acknowledges the importance of its community understanding how and why decisions are made within Council. These decisions affect you, therefore you are encouraged to attend a Council meeting to observe the process.

Here are a few points to note in relation to the meetings:

- The Council meeting starts at 9.00am on the third Wednesday of every month.
- Meetings are held at Council's Board Room, 12 Mosman Street Charters Towers.
- Visitors must remain quiet and seated at all times. No questions are able to be asked.
- Visitors are permitted silent use of their mobile phones for texting and emailing. They are *not* permitted to use phones for recording, talking, or any usage that generates noise.
- If you do need to leave the chamber, please exit courteously, like you would any other meeting.
- When the meeting is closed for confidential discussions (see below), you will be asked to exit the meeting for the duration of the session. Once the meeting re-opens, you will be invited to return.
- The meeting agenda is available from Council's website on the day prior to the meeting. You are encouraged to familiarize yourself with the matters being discussed beforehand.
- You are required to complete the attendance sheet which is available on the visitors' table in the Meeting Room.
- Further information regarding the conduct of a Council meeting is documented in the Standing Orders Policy No S0048, which is available from Council's website at <http://www.charterstowers.qld.gov.au/policies>

## Closure of the meeting for confidential discussions

Section 275 of the Local Government Regulations provides that Council may resolve to move the meeting into a closed session if its councillors or members consider it necessary to discuss any of the following:

- appointment, dismissal, or discipline of employees
- industrial matters affecting employees
- the local government's budget
- rating concessions, or contracts proposed to be made by the local government, or starting or defending legal proceedings involving the local government
- any action to be taken by the local government under the Sustainable Planning Act 2009, including applications made to it under that Act
- business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

### *In the event of an emergency, Evacuation Assembly points are located at :*

- (1) The Mosman Street entrance
- (2) The rear car park (facing King Street)

Toilets are located at the front of the Gold & Beef Rooms (ladies) and at the rear of the Board Room (mens).