



Community Engagement Feedback Report

Code of Practice

**Access to Council, Committee, and Information or Briefing Session Meetings
and Documents.**

Contents

Community Engagement Feedback Report.....	1
1.0 Background	3
2.0 Engagement Snapshot.....	3
2.1 Engagement communications	4
3.0 Consultation Response Overview.....	5
3.1 Evaluation	5
4.0 Self-nomination to participate	8
5.0 Consultation images.....	8

1.0 Background

Council reviewed its *Code of Practice – Access to Council, Committee, and Information or Briefing Session Meetings and Documents* (Code of Practice for Access to Meetings & Documents), as required under section 92(5) of the *Local Government Act 1999*.

What is the Code?

The Code of Practice for Access to Meetings & Documents sets out the framework for the community's access to Council, Committee, and Information or Briefing Session Meetings, and the documents considered at these meetings. It also outlines the strict conditions and processes for Council, Committees, and Information or Briefing Sessions to restrict public access to meetings and documents.

What changes Council proposed during consultation

- The inclusion of the term 'Information or Briefing Sessions (IOBS)' in the name of the Code.
- The types of IOBS conducted under Council's Information or Briefing Sessions Policy
- Minor administrative changes

Note: All the proposed changes were made available as track changes in the draft Code of Practice for Access to Meetings & Documents.

Why the changes?

Council is required to regularly review its Code of Practice for Access to Meetings & Documents.

As part of that review, Council has recognised that it regularly uses IOBS within the context of holding Council Information Sessions (workshops), Professional Development Sessions, and Advisory Group meetings. For this reason, the Code of Practice has been extended to include the types of IOBS conducted under Council's Information or Briefing Sessions Policy and the name of the Code has been revised to refer to IOBS.

2.0 Engagement Snapshot

During the consultation period from Thursday 18 December 2025 and Friday 23 January 2026, **a total of 11 responses** were received through My Say platform. There were no hard copy or email submissions.



2.1 Engagement communications

Audience	Channel	Results
Residents/ Ratepayers	Council website - Latest news article on home page of corporate website	Live throughout consultation
	Social media (Instagram and Facebook) – posted on 18 December 2025 and 12 January 2026	Facebook - Views: 2,410 - Link clicks: 10 - Interactions: 10 Instagram - Views: 859 - Reach: 503 - Interactions: 10
	Council office displays - entryways	Live throughout consultation
	Community noticeboards	N/A
	My Say e-newsletter subscribers	My Say e-newsletter sent to 2,354 subscribers on 18 December. 44.4% opened, 2.3 clicked
	Corflutes (large waterproof signage on site)	N/A
Adjoining Property Owners / Business Owners		N/A
Government and key agencies		N/A
Section 41 Committees / Advisory Committees/ Audit and Risk Committee		N/A
Community groups, resident and ratepayer associations		N/A

Media	Fleurieu Sun and The Southern Argus	Public Notices  ALEXANDRINA COUNCIL Code of Practice - Access to Council, Committee, and Information or Briefing Session Meetings and Documents Council seeks feedback on the reviewed Code of Practice – Access to Council, Committee, and Information or Briefing Session Meetings and Documents as required under section 92(5) of the Local Government Act 1999. Community members are invited to review the proposed amendments and provide their feedback. Please direct all written submissions via mysay.alexandrina.sa.gov.au, email alex@alexandrina.sa.gov.au or by post to the Chief Executive Officer, PO Box 21, Goolwa SA 5214. For further information, please call Council's Manager Governance & Communications on 8555 7000. Submissions will be accepted by Council until 5 pm, Friday 23 January 2026.
Internal staff	Connect Intranet Announcement	Live throughout consultation
Council Members	Briefing to Council Members	Council Report and Community Engagement Plan endorsed 15 December 2025

3.0 Consultation Response Overview

3.1 Evaluation

Overall, submissions expressed support for the proposed Code of Practice for Access to Meetings & Documents and its intent to improve transparency and public access.

Key themes included requests for clearer access to Council documents, broader publication of agendas and minutes (including advisory groups and briefing sessions), and improved accessibility for meetings with high community interest. Minor wording amendments and practical improvements to information availability were also suggested.

One submission was deemed out of scope as it related to waste management and was referred to Council's subsidiary, the Fleurieu Regional Waste Authority.

Key comment	Times raised	Officer response
Include a summary of topics raised under 'Questions Without Notice' in Council meeting minutes.	1	This relates to meeting procedure which is contained in the Code of Practice for Council Meeting Procedures rather than the Code of Practice for Access to Meetings & Documents. The specific matter was workshopped in the development of the Code of Practice for Council Meeting Procedures with Members advising not to include this discretionary requirement. Action: No change to the draft Code of Practice for Access to Meetings & Documents proposed.

All meetings, information session and documents should be digitally accessible.	1	The agendas and minutes from Council, Committee, Advisory Group meetings are all digitally accessible and contained on Council's website, except where confidentiality provisions apply. The <i>Information or Briefing Sessions Policy</i> (IOBS Policy) - clauses 5.2.3.7 and 5.2.3.8 - provides the delegation to the CEO to determine whether visual presentations (i.e. slides) and documents will be published on the Council website. To avoid duplicating large sections of the IOBS Policy, clause 12.8 of the Code of Practice for Access to Meetings & Documents refers readers to the IOBS Policy for information on which IOBS documents will be available in each circumstance. All documents contained in Schedule 5 of the <i>Local Government Act 1999</i> are contained on Council's website. <u>Action:</u> No change to the draft Code of Practice for Access to Meetings & Documents proposed.
Include Schedule 5 documents within the Code of Practice for Access to Meetings & Documents to assist the public in identifying documents Council is legally required to make available.	2	Schedule 5 was not included in the original draft due to the frequency of its revision and an intention to avoid the Code becoming superseded. Nevertheless the feedback received demonstrates the importance of its full inclusion. <u>Action:</u> Schedule 5 has been included in the revised draft Code of Practice for Access to Meetings & Documents.
Documents that are made available to Councillors at Workshops e.g. budget sessions, to be made available to the public via the website, along with the agenda (which is already available).	1	The agenda and slides for budget workshops (which are Information Sessions) are provided on the Council's website (pre and post workshop respectively). The IOBS Policy (clause 5.2.3.8) provides the delegation to the CEO to determine whether documents provided to workshop participants will be published on the Council website. To avoid duplicating large sections of the IOBS Policy, clause 12.8 of the Code of Practice for Access to Meetings & Documents refers readers to the IOBS Policy for information on which IOBS

		documents will be available in each circumstance. <u>Action:</u> No change to the draft Code of Practice for Access to Meetings & Documents proposed.
Minutes of Advisory Group meetings to be published on the website, as well as Agendas and documents.	1	In relation to Advisory Group meetings, the IOBS Policy sets out the following provisions: • Agendas, reports (except where confidentiality provisions apply) and minutes are published on Council's website - clause 5.2.5.5. • Visual presentations and documents provided to Members at meetings are at the delegation to the CEO as to whether they will be published on the Council website – clauses 5.2.5.8 and 5.2.5.9. To avoid duplicating large sections of the IOBS Policy, clause 12.8 of the Code of Practice for Access to Meetings & Documents refers readers to the IOBS Policy for information on which IOBS documents will be available in each circumstance. <u>Action:</u> No change to the draft Code of Practice for Access to Meetings & Documents proposed.
Meetings with high community interest should be relocated to larger venues like Centenary Hall to improve accessibility and ensure community members are not excluded due to space limitations.	1	When setting the schedule of Council meetings, the time and location must be included in the resolution. This is often resolved without an understanding of which agenda items will be considered at a specific meeting. Alternate venues (to the Goolwa Council Chamber) need to satisfy a range of criteria to comply with legislative requirements and Council policy obligations and incur additional costs to achieve compliance with these requirements. It remains the prerogative of Council to resolve changes to the meeting venue. <u>Action:</u> No change to the draft Code of Practice for Access to Meetings & Documents proposed.
Full transparency in Council decision-making, opposing restrictions on access to information and questioning the use of "commercial-in-confidence" provisions.	2	The confidentiality provisions of s90(3) of the <i>Local Government Act 1999</i> are appropriate to protect confidential information and their use is specifically considered each and every time they are utilised.

		Further the use of the retention in confidence provisions of s91(7) is also specifically considered each and every time they are utilised. <u>Action:</u> No change to the draft Code of Practice for Access to Meetings & Documents proposed.
Paragraph 1.2 Suggested edit: “to provide access public access to”	1	Noted. <u>Action:</u> Paragraph 1.2 revised in the draft Code of Practice for Access to Meetings & Documents proposed

4.0 Self-nomination to participate

It is important to acknowledge that involvement in the public consultation process is voluntary, with participants self-nominating to contribute. As a result, the feedback gathered should not be regarded as statistically representative of all perspectives.

5.0 Consultation images

N/A