



## Open Council Meetings Protocol

The UNSW Council protocol on Open Council Meetings was initially determined on 25 March 1991 and amended on 8 April 2024.

The requirements for attending non-confidential sessions of Council meetings are as follows:

1. Council meetings are only open to members of the University, that is staff, students and graduates and any other person invited to attend by the Chancellor or the University Secretary.
2. Admission as an observer is limited to in-person attendance of Council meetings. Virtual attendance is not permitted.
3. Observers will be admitted on a “first-in, first-served” basis.
4. Bookings are required with the University Secretary (via [council@unsw.edu.au](mailto:council@unsw.edu.au)) a minimum of three business days before the day of the meeting.
5. Observers must report to the Chancellery reception on the day of the meeting where they will be directed to the meeting room.
6. Observers are not allowed to take electronic recordings, video or still camera shots and must mute their sound on electronic devices .
7. Observers have no speaking rights unless invited to speak by the Chancellor.
8. Observers will only be admitted for items that are not confidential.
9. Observers will be requested to leave if a confidential item emerges during a discussion.
10. During meetings all observers must behave in a respectful manner and adhere to the Code of Conduct and relevant UNSW policies.