

ELECTED MEMBERS REMOTE ATTENDANCE POLICY	
Council Policy	
TRIM Reference	AR18/46380[v2]
First Issued	28 September 2015
Last Reviewed	9 May 2023
Next Review	October 2026

1. POLICY STATEMENT

Council is supportive of Elected Members participation and contribution to debate on matters before Council Committees, Advisory Groups and Information Briefings and when necessary supports Elected Members attendance via tele/video conferencing applications.

2. PURPOSE

2.1 Purpose

To provide guidance to Elected Members in relation to when Council supports attendance at Council gatherings via the application of tele/video conferencing and the management of this process.

The provisions of this policy should be considered in support of the Local Government Act requirements that a meeting of a council or council committee must be conducted in a place open to the public, and the community should be able to observe members participation.

2.2 Scope

This policy applies to meetings of Council Committees and Advisory Groups and Information Briefings only.

The Local Government Act 1999 required Elected Members to attend Council meetings in person.

2.3 Strategic Reference

5 Governance and Financial Sustainability

5.5 We meet or exceed legislative and accreditation requirements for all relevant programs.

3. PRINCIPLES

- 3.1 It is an expectation that Elected Members will make all endeavours to personally attend at least 75% of meetings of Council Committees and Advisory Groups as well as information briefings.
- 3.2 Elected Members attendance rates at information briefings (and whether it was in person or remote attendance) will be reported in the Annual Report.
- 3.3 An Elected Member may attend the Committee or Advisory Group Meeting or Information Briefing via telephone or electronic means, where the venue can accommodate these arrangements.
- 3.4 The Presiding Member or Chief Executive Officer may determine that a particular meeting or briefing will be conducted in person only, with reference to the content or personal attendance by presenters.
- 3.3 The Elected Member will join remotely at the relevant time and is responsible for paying costs associated with the remote access.

- 3.4 An Elected Member participating remotely is permitted to vote and will be counted within the quorum for attendance purposes.
- 3.5 The provisions of this policy will also apply to the attendance of an Elected Member at an Training Session of the Council, while on a leave of absence.

4. RESPONSIBILITY & REVIEW

4.1 Responsible Officer

Chief Executive Officer

4.2 Availability

This policy will be available on Council's website.

4.3 Review

This policy will be reviewed within 12 months of a General Election for Local Government, or as required to meet other obligations.

5. REFERENCES

5.1 Legislation

Local Government Act 1999