

	TELECONFERENCING AND VIDEOCONFERENCING	
	CATEGORY:	GOVERNANCE
	LG ACT 2019 REF:	Part 6.1, s95(3) and s98(3)
	RESPONSIBILITY:	CHIEF EXECUTIVE OFFICER

1. PURPOSE

The purpose of this policy is to facilitate access and participation in Council Meetings and workshops by permitting Elected Members, Council Committee Members and senior staff to participate by way of teleconferencing or videoconferencing subject to conditions in accordance with Chapter 6, Part 6.1, Section 95(3) (a) (b) & (c), and Part 6.2, Section 98(3) (a) (b) & (c) of the Local Government Act 2019.

2. SCOPE

This policy applies to all Elected Members, Council Committee Members, senior staff, and members of the public.

3. POLICY DETAILS

- 3.1. Elected Members, Council Committee Members and senior staff are required to seek prior approval to use teleconferencing. Prior approval is to be sought at the time of requesting a Leave of Absence. Elected Members and senior staff may also seek leave of the Council to attend a meeting via teleconferencing or videoconferencing on short notice should unforeseen circumstances arise.
- 3.2. Elected Members, Council Committee Members and senior staff are entitled to teleconferencing or videoconferencing for Ordinary and Special Council Meetings, Council workshops and Council Committee Meetings if :
 - 3.2.1. they have received a Leave of Absence,
 - 3.2.2. are greater than 100km from the appointed place of meeting but within Australia,
 - 3.2.3. physically prevented from attending or
 - 3.2.4. as directed to ensure compliance with any other imposed Legislation.
- 3.3. Members of the public may attend a council meeting by teleconference or videoconference if they are physically prevented from attending. They must seek prior approval from the council CEO and be sent an invitation to attend.
- 3.4. Communication will be established by means of the conferencing system, at or around the commencement of the meeting, between Elected Members, Council

Committee Members and senior staff, and the members present at the place appointed for the meeting.

- 3.5. Elected Members, Council Committee Members and senior staff will have the same or substantially the same opportunity to participate in debate, and to register an opinion on questions arising for decision as if the member were physically present at the meeting.
- 3.6. Should Elected Members, Council Committee Members and senior staff not be able to view presentations being made at the meeting, electronic copies will be provided prior to the meeting.
- 3.7. Should Council be unable to accommodate an Elected Member, Council Committee Member, senior staff or a member of the public's request to teleconference or videoconference, they will be advised in advance of the meeting.

4. ASSOCIATED DOCUMENTS

Policy 15 Procedures for Council and Council Committee Meetings
Policy 25 Emergency Management Committee Terms of Reference
Policy 29 Audit Committee Terms of Reference

5. REFERENCES AND LEGISLATION

Local Government Act 2019
Fair Work Act 2009

6. REVIEW HISTORY

Date Approved: 19/05/2020	Approved By Council Moved: Cr Neil white Seconded: Vice-President Tom Dyer Vote: AIF	Resolution No: 2020/076	Date for review: Next Council Election
Date Approved: 19/10/2021	Approved By: Moved: Vice-President Tom Dyer Seconded: Cr Noeletta McKenzie Vote: AIF	Resolution No: 2021/186	Date for review: Next term of council