

Name:	Audio/Audiovisual Conferencing		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Director Organisational Services		
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1 PURPOSE

The purpose of this policy is to facilitate access and participation in Council Meetings and workshops by permitting Elected Members to participate by way of audio/audiovisual conferencing subject to conditions.

2 PRINCIPLES

The principles of this policy are to provide greater access to Council meetings by Elected Members in a clear, transparent framework for the effective conduct of the business and governing of Council. Effective meetings are a fundamental requirement of good governance.

3 DEFINITIONS

For the purposes of this Policy, the following definitions apply:

Term	Definition
Appointed Place of Meeting	The place determined by Council for Ordinary and Special Meetings to be held.
Audio/Audiovisual Conferencing	The technology systems or similar in use by the Council at the time to facilitate Elected Member participation. The system will provide access to the meeting using audio or audiovisual attendance.

4 POLICY STATEMENT

- 4.1 Elected Members are required to seek prior approval to use audio/audiovisual conferencing. Prior approval is to be sought at the time of requesting a Leave of Absence. Elected Members may also seek leave of the Council to attend a meeting via audio/audiovisual conferencing on short notice should unforeseen circumstances arise.
- 4.2 Elected Members are entitled to audio/audiovisual conferencing for Ordinary and Special Council Meetings and Council workshops if they have received a Leave of Absence, are greater than 100km from Council's appointed place of meeting but within Australia or physically prevented from attending.
- 4.3 A member attending via audio/audiovisual conferencing cannot chair a meeting or workshop unless all members participating are doing so via audio/audiovisual conferencing. If the Mayor is attending by audio/audiovisual conferencing, then Council must by resolution appoint a member physically present as the presiding member being the Deputy Mayor in the first instance or another member if the Deputy Mayor is unable to preside.
- 4.4 Elected Members will be connected to the audio/audiovisual conferencing system prior to the commencement of the Open Council meeting.
- 4.5 Elected Members will be entitled to participate as if they were physically present at the meeting.
- 4.6 In the case of secret ballots, the Elected Member will provide their vote to the Chief Executive Officer in confidence, who will then place it into the ballot box.

- 4.7 Elected Members may not be able to view presentations being made at the meeting, however will be provided with copies of the presentations electronically, if available.
- 4.8 If Council is unable to accommodate an Elected Member's request to audio/audiovisual conference the Elected Member will be advised in advance of the meeting.

5 ASSOCIATED DOCUMENTS

- 5.1 Leave of Absence Form

6 REFERENCES AND RELATED LEGISLATION

- 6.1 *Local Government Act 2008*
- 6.2 *Palmerston (Procedures for Meetings) By-Laws*