

Name:	Teleconferencing				
Type:	Council Policy				
Owner:	Chief Executive Officer				
Responsible Officer:	Director of Corporate Services				
Approval Date:	15/05/2018	Next Review Date:	15/05/2020		
Records Number:	356153	Council Decision:	9/0066		
<b>HISTORY</b>					
Records Number:	N/A	Approval Date:	N/A	Council Decision:	N/A

### 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 teleconferencing 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. This is usually Civic Plaza, 1 Chung Wah Terrace, Palmerston, however Council may change this by resolution.
Teleconferencing	The technology systems or similar in use by the Council at the time to facilitate Elected Member participation.

### 4 POLICY STATEMENT

- 4.1 Elected Members 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 may also seek leave of the Council to attend a meeting via teleconferencing on short notice should unforeseen circumstances arise.
- 4.2 Elected Members are entitled to teleconferencing 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 teleconferencing cannot chair the meeting or workshop. If the Mayor is attending by teleconferencing, 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 teleconferencing 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 will not be able to view presentations being made at the meeting, however will be provided with copies of the presentations electronically.
- 4.8 If Council is unable to accommodate an Elected Member's request to teleconference, the Elected Member will be advised in advance of the meeting.

### **5** ASSOCIATED DOCUMENTS

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- 5.1 Leave of Absence Form

### **6** REFERENCES AND RELATED LEGISLATION

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