

Attendance at meetings via audio or audio-visual conferencing system Policy

MC11-CP

Hard copies of documents are uncontrolled and may not be current - please refer to the electronic version.



1. Purpose

Council is committed to facilitating access and participation in meetings by permitting members to be present and participate remotely via audio or audio-visual conferencing system if specific needs arise. This policy authorises members' attendance at meetings via audio or audio-visual conferencing system.

2. Scope

This policy applies to all members of Council, Local Authorities and Committees of Council (herein referred to as members).

3. Objectives

This policy is designed to outline the responsibilities associated with utilising a conferencing system.

4. Statement

4.1 Definitions

Meeting	Includes any meeting of council, audit committee, council committee, or local authority
Member	means a member of council, audit committee, council committee or local authority.

4.2 Attendance

It is preferable that members attend meetings in person and members are encouraged to do so where possible. However, a member may attend a meeting via audio or audio-visual conferencing system.

Except in cases of emergency, members will give at least three (3) days' written notice if possible or by phone to the CEO that they intend to attend a meeting via audio or audio-visual conferencing system and the reason(s) for not being physically present at the meeting.

4.3 CEO responsibilities

The CEO will ensure the provision of an adequate conferencing system and information that enables members to attend.

4.4 Chairing the meeting

If the Chair is attending the meeting via audio or audio-visual conferencing system, the Chair may decide to delegate the function of chairing the meeting to the deputy, or if there is no deputy, another member.

Attendance at meetings via audio or audio-visual conferencing system Policy

MC11-CP

Hard copies of documents are uncontrolled and may not be current - please refer to the electronic version.



4.5 General responsibilities

A member in attendance via audio-visual conferencing system is to consider the appropriateness of their personal presentation and surrounding environment.

The Chair is to confirm which participants are present at the commencement of the meeting.

A member who is attending by audio or audio-visual means must advise the Chair if they are about to leave the meeting. A member must also advise the Chair if they re-join the meeting. These details are to be recorded in the minutes with a reference to the member's time of departure and time of return.

Meeting minutes will identify whether each member attended in person or via audio or audio-visual means.

4.6 Conflicts of interests

Where a conflict is declared, the member must disconnect from the conferencing system prior to the discussion of the particular agenda item.

If member has disconnected from the conferencing system due to a declared conflict, the Chair will contact the member as soon as the agenda item has concluded and invite the member to re-join the meeting.

4.7 Confidentiality – closed meeting sessions

Members attending closed sessions of meetings remotely will:

- (a) ensure that people in their presence who are not members cannot see, overhear or listen to the member or the meeting (unless the Council is aware and accepts the circumstances); and
- (b) not record the meeting.

4.8 Voting

To ensure the participation of any members attending remotely, the Chair will confirm that members attending remotely are able to hear the discussion and vote.

If a member is attending via an audio conferencing system without video capability, the Chair is to ask for verbal confirmation of the member's vote. If a member is attending via audio-visual conferencing system, the Chair is to ask for the member's vote by show of hands or verbal confirmation.

Attendance at meetings via audio or audio-visual conferencing system Policy

MC11-CP

Hard copies of documents are uncontrolled and may not be current - please refer to the electronic version.



5 Policy Details

Replaces Policy	Not applicable
Responsible Directorate/Department	Corporate Services – Governance and Compliance
Approval Date	28 October 2022
Minutes Reference AND Resolution number	OCM Item # 15.9 – OCM2022-160
Review Cycle	October 2026 – Review every four (4) years or after changes to relevant legislation.

6 Legislation and References

Related Legislation	<i>Local Government Act 2019</i>
	<i>Local Government (General) Regulations 2021</i>
Related Policies	MC02-CP Meetings Policy
Related Procedures	MC02-P1 Council Meetings Procedure
Associated Documents	

7 Version control

Version No.	Approval Date	Policy No.	Minutes reference and Resolution number
1	28 October 2022	MC11-CP	OCM Item # 15.9 – OCM2022-160