

| Policy Number | Policy Title |
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| CP36 | Council or Committee Meeting attendance by telephone, video conference or other electronic means |

OBJECTIVE

To provide guidance regarding a Councillor, Committee member or a person who is unable to be physically present at a meeting of council or committee to be taken to be present at the meeting in accordance with *Local Government (Administration) Regulations 1996 r.14A*.

POLICY

To attend a meeting by telephone, video conference or other electronic means please refer to the following legislation and guideline;

1. *Local Government (Administration) Regulations 1996 r.14A*
2. Meeting Procedures Local Law 2016 s6.17(4)
3. Guideline #1 - Council or committee meeting attendance by external audio contact.

All attendance by telephone, video conference or other electronic means requests and voting outcomes are to be detailed and recorded in the meeting minutes.

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| Date of Adoption: | 26/11/2019 | Adoption Ref: | 091119 |
| Date of Review: | | Review Frequency: | biennial |
| Responsible Directorate: | Governance & Executive Officer | | |
| Legislation: | Local Government Act 1995 s5.25(1)(ba)(2) Local Government (Administration) Regulations 1996 r.14A Meeting Procedures Local Law 2016 6.17(4) | | |
| Related Management Policy and/or Procedure: | Guideline 01 - Council or committee meeting attendance by external audio contact | | |