

Council or Committee Meeting attendance by external audio contact

Approval is required!

Approval by Council to attend a council or committee meeting by telephone, video conference or other electronic means (external audio contact) is required – see Council Policy CP36.

Advance approval may be granted for a specified meeting or several specified meetings or for a specified period.

Have you attended more than half of the council or committee meetings via external audio contact within the current financial year? If so, approval to attend will not be permitted.

External audio attendance at the Ordinary Council Meeting

Do you know the date of the meeting you wish to attend via external audio contact?

1. The request is required to be made at the Council or Committee meeting prior. (i.e. Council vote and approval is obtained the month before).
2. Approval will be considered in accordance with the requirements in the *Local Government (Administration) Regulations 1996 r.14A*.
3. External audio contact is then required five (5) minutes before the meeting start time.

Did you plan to attend the meeting but circumstances have changed?

1. To request approval for a meeting by external audio contact at short notice;
 - a. Councillors are required to contact the Shire President
 - b. Committee members or a person are required to contact the CEO
 contact, as above, is ideally to be made 72 hours prior to the commencement of the meeting.
2. Approval will be considered in accordance with the requirements in the *Local Government (Administration) Regulations 1996 r.14A*.
3. Council vote will be conducted during part 2 - record of attendance.

What about other meetings?

Attendance via external audio contact for the discussion session and any workshops will be considered separately by the Shire President and CEO, taking into account the confidential content of these sessions/workshops.