

Teleconferencing Council, Local Authority and Committee Meetings

Title	Teleconferencing Council, Local Authority and Committee Meetings
Policy No	53
Adopted by	Council
Next Review Date	September 2029
Responsibility	Chief Executive Officer

1. Policy Summary

The purpose of this policy is to facilitate access and participation in Council Meetings, Local Authority Meetings, Committee Meetings and workshops by permitting Elected Members, Local Authority Members and senior staff 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, Local Authority Members, Committee Members and senior staff through teleconferencing, within a clear and transparent framework that supports effective business and governance of Council. The policy also ensures compliance with the Caretaker Policy during election periods, recognising that effective meetings are a fundamental requirement of good governance.

3. Policy Details

3.1 Elected Members are required to seek prior approval to use teleconferencing at the time of requesting a Leave of Absence.

3.2 Elected Members may also seek leave of Council to attend by teleconference at short notice should unforeseen circumstances arise.

3.3 Elected Members, Local Authority Members, Committee Members and senior staff are entitled to use teleconferencing for Ordinary and Special Council Meetings, Local Authority Meetings, Committee Meetings and Council workshops if:

- they have received a Leave of Absence,
- they are greater than 100 km from Council's appointed place of meeting but within Australia,
- they are physically prevented from attending, or
- as directed to ensure compliance with state or federal legislation.

3.4 A member attending via teleconferencing cannot chair the meeting or workshop. If the Mayor is attending by teleconferencing, Council must by resolution appoint a presiding member who is physically present, being the Deputy Mayor in the first instance or another member if the Deputy Mayor is unable to preside.

Teleconferencing Council, Local Authority and Committee Meetings



3.5 Members attending via teleconferencing will be connected to the system prior to the commencement of the meeting and will be entitled to participate as if physically present.

3.6 In the case of secret ballots for Council Meetings, members attending via videoconferencing cannot cast a vote.

3.7 Members attending via teleconferencing will not be able to view presentations being made at the meeting, however they will be provided with copies of the presentations electronically.

3.8 If Council is unable to accommodate an Elected Member's request to teleconference for Council Meetings, the Elected Member will be advised in advance of the meeting.

3.9 Elected Members are required to attend the first Council meeting following a general election in person. Teleconferencing will not be permitted for this meeting, to ensure that all newly elected members meet face-to-face, establish working relationships, and confirm their commitment through physical presence.

4. Associated Documents

Elected Members Leave of Absence Form

5. Review

This policy will be reviewed every four (4) years, or earlier if required by the Council or legislative changes.

Document History

Version	Decision Number	Adoption Date	History
1	Resolution 82	29 April 2020	Doc ID: 233476
2	SCM/25 Resolution	15 September 2025	