



# Tiwi Islands Regional Council

**Title:** Teleconferencing Council, Local Authority and Committee Meetings  
**Policy No:** 53  
**Adopted By:** Council  
**Next Review Date:** April 2024  
**Responsibility:** Chief Executive Officer  
**Magiq ID:** 233476

Version	Decision Number	Adoption Date	History
1	Resolution 82 as at 29/4/20	29 April 2020	Doc ID: 233476

## Purpose

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.

## 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 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.

## Policy Details

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.

Elected Members, Local Authorities, Committee Members and senior staff are entitled to teleconferencing for Ordinary and Special Council Meetings, Local Authority Meetings, Committee 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, when physically prevented from attending, or as directed to ensure compliance with any other state or federal legislation.

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.

Elected Members, Local Authority Members, Committee Members and senior staff will be connected to the teleconferencing system prior to the commencement of meetings.



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Elected Members, Local Authority Members, Committee Meetings and senior staff will be entitled to participate as if they were physically present at the meeting.

In the case of secret ballots for Council Meetings, the Elected Member will provide their vote to the Chief Executive Officer in confidence, who will then place it into the ballot box.

Elected Members, Local Authority Members, Committee Meetings and senior staff will not be able to view presentations being made at the meeting, however will be provided with copies of the presentations electronically.

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.

## **Associated Documents**

Leave of Absence Form