



SCHEDULING AND CONDUCT OF COUNCIL, COMMITTEE AND LOCAL AUTHORITY MEETING

Victoria Daly REGIONAL COUNCIL

1.0 SUMMARY

The intent of this policy is to establish a standard set of conditions for scheduling and conduct of the meetings including but not limited to, Special, Ordinary, Confidential meetings of Council, Committee meetings and Local Authority meetings.

1.1 Purpose

Sec 95(3)(a) and 98 (3)(a) of the NT Local Government Act 2019 requires councils to establish a policy to note the member's attendance at the meeting by means of an audio or audio-visual conferencing system.

2.0 POLICY STATEMENT

2.1 Member Attendance

- 2.1.1 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.
- 2.1.2 Except in cases of emergency, members will give at least an hour written notice 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.

2.2 Responsibilities

2.2.1 CEO responsibilities

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

2.2.2 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.

2.2.3 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.



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

2.3 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.

2.4 Confidentiality

Members attending meetings remotely will:

- 2.4.1 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
- 2.4.2 not record the meeting.

2.5 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.

Policy Number	LGP002 Previously 1.1.11
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