

POLICY



Date adopted: 30/05/2017
File no: 860136-1
Minute number: 148/2017

Policy title: COUNCILLOR MEETING ATTENDANCE

Directorate: ORGANISATIONAL SERVICES

Branch: CORPORATE GOVERNANCE

Policy objective: To provide guidance on the recording and reporting of councillors attendance at local government meetings, committee and advisory committee meetings.

Policy scope:

This policy is to assist Council meet is obligations under section 186 (councillors) of the Local Government Regulation 2012.

Definitions:

TERM	DEFINITION
Local government meeting	Council's Ordinary Meeting

Policy statement:

The following procedure is to be undertaken for this policy:

1. For the purpose of annual reporting, a councillor is considered as having attended a local government meeting, committee meeting or advisory committee meeting if they are in attendance at the meeting for at least 75% of the total meeting duration.
2. For the purpose of maintaining quorums, the chairperson is to be advised if a councillor is unable to attend a meeting no later than 24 hours prior to the meeting, unless extenuating circumstances apply.
3. A request by a councillor for an apology for not attending a meeting will be recorded in the minutes of the meeting. However, for the purpose of annual reporting the councillor will not be considered as having attended the meeting.
4. In the event that a councillor declares a conflict of interest in accordance with section 173 (councillor's conflict of interest at a meeting) of the *Local Government Act 2009* and leaves the meeting room for the duration of discussion on that item, the minute clerk will record the time as an absence in the minutes or recommendations. For the purpose of annual reporting, the time the councillor is absent from the meeting for the discussion of the time will be recorded as being in attendance.

Related policies/legislation/other documents:

DOC ID	DOCUMENT TYPE	DOCUMENT NAME
-	Legislation	Local Government Regulation 2012
-	Legislation	<i>Local Government Act 2009</i>