



TELECONFERENCING ARRANGEMENTS FOR MEETINGS OF COUNCIL POLICY

Document No: A4603963

1.1 Objectives: The objective of this policy is to allow a councillor or other person to attend a meeting of the local government by teleconferencing.

1.2 Regulatory Authority:

Local Government Regulation 2012

Local Government Act 2009

Council Procedure – Teleconferencing Arrangements for meetings of Council

Council Resolution – *Item 11 - Policy and Administration Board No. 2013(01) of 5 February*

2013 – City Management and Finance Committee No. 2013(02) of 12 February 2013 –

Council Ordinary Meeting of 19 February 2013.

1.3 Policy Statement:

Council will allow teleconferencing to occur in its Council Ordinary Meetings and any of its standing committees as stipulated in the supporting procedure – Teleconferencing Arrangements for meetings of Council.

1.4 Scope:

This policy relates to all councillors and other persons, invited by the meeting or the chairperson, to participate in a meeting of local government (specified in the supporting procedure – Teleconferencing Arrangements for meetings of Council) by teleconferencing.

1.5 Security and Confidentiality:

A person taking part in a meeting of local government by teleconferencing is not permitted to make an audio recording of the meeting.

1.6 Roles and Responsibilities

The committee section of the Corporate Services Branch is responsible for organising and facilitating the teleconferencing for any meetings relating to Ordinary Meetings of Council and any of Council's standing committees.

1.7 Definitions:

Teleconferencing is the use of a telephone, video conferencing equipment or other means of instant communication that allows a person to take part in discussions as they happen. (s276(1) of the *Local Government Regulation 2012*)

Local Government is an elected body that is responsible for the good rule and local government of a part of Queensland. (s8(1) of the *Local Government Act 2009*)

Meeting means a meeting of the local government; or a meeting of a committee of a local government. (s271(2) of the *Local Government Regulation 2012*).

1.8 Policy Author: Corporate Services Branch of the Finance and Corporate Services Department.

Date of Review: 9 February 2018

Date of Council Resolution: 19 March 2013

Committee Reference and Date: Policy and Administration Board No. 2013(02) of 5 March 2013 - City Management and Finance Committee No. 2013(03) of 12 March 2013

No. of Resolution: 10

Date to be Reviewed: 9 February 2020