

Name of Procedure	Attendance by Councillors at Meetings by Audio-Visual Link		
Document Register ID	250.2021.37.2	Date Approved	07 October 2021
Document Author	Governance Administration Support		
Authorised by	Coordinator Governance		
Applicable to	Councillor SMRC Staff		
Purpose	The purpose of this document is to: Manage request and attendance by Councillors at a council meeting and committee of the council comprising wholly of Councillors, via audio visual.		
Frequency	When will this procedure be followed For all council meeting meetings and is in effect until 31 December 2021.		
Hazard Identification	N/A		
Level of risk	Various levels of risk may be determined in the analysis of identified hazards. Levels of risk identified in each circumstance should be managed in accordance with Councils enterprise risk management system.		
PPE required for procedure	N/A		

1 Procedures for attendance by councillors at meetings by audio-visual link:

1.1 What is an “audio visual link”

For the purposes of these procedures, an audio-visual link is a facility that enables audio and visual communication between persons at different places.

1.2 Approval for councillors to attend meetings by audio-visual link:

The council and committees of the council comprising wholly of councillors may, in response to a request made by a councillor, resolve to permit the councillor to attend one or more meetings of the council or committee remotely by audio visual link where it is satisfied that the councillor will be prevented from attending the meeting/s in person because of illness, disability, caring responsibilities, or such other reason that is acceptable to the council or committee.

Requests by councillors to attend meetings remotely by audio-visual link must be made in writing to the Chief Executive Officer by Monday, the week of the Council meeting (as per resolution

190/21), and must provide information about the meetings the councillor will be prevented from attending in person and the reason why the councillor will be prevented from attending the meeting/s in person.

A resolution by the council or a committee of the council permitting a councillor to attend one or more meetings by audio-visual link must provide the following information:

- the grounds on which the councillor is being permitted to attend meetings remotely by audio visual link, but not where those grounds relate to illness, disability or caring responsibilities, and
- details of the meetings the resolution applies to

The council or committee of the council may permit more than one councillor to attend a meeting by audio-visual link but must not permit all councillors to attend a meeting by audio-visual link.

A decision to permit a councillor to attend a meeting remotely by audio-visual link is at the council's or the committee's discretion. The council and its committees must act reasonably when considering requests by councillors to attend meetings remotely by audio-visual link.

The council and its committees are under no obligation to permit a councillor to attend a meeting remotely by audio-visual link where the technical capacity does not exist to allow the councillor to attend a meeting by these means.

The council and its committees may refuse a councillor's request to attend a meeting remotely by audio-visual link where the councillor has failed to appropriately declare and manage conflicts of interest, observe confidentiality or comply with the council's code of meeting practice on one or more previous occasions when they have attended a meeting of the council or its committees by audio-visual link.

Where changes in legislation occur that prevent a councillor from physically attending a meeting and those changes occur after the notice period has passed, the notice period in clause 1.2 shall not be required.

1.3 Attendance by councillors at meetings by audio visual link

Where a councillor attends a meeting by audio-visual link with the approval of the council or a committee of the council they are to be taken as attending the meeting in person for the purposes of the council's code of meeting practice and will have the same voting rights as if they were attending the meeting in person.

The council's code of meeting practice will apply to a councillor attending a meeting remotely by audio-visual link, in the same way it would if the councillor was attending the meeting in person.

Councillor must give their full attention to the business and proceeding of the meeting when attending a meeting by audio-visual link.

Councillors must be appropriately dressed when attending meetings by audio visual link and must ensure that no items are within sight of the meeting that are inconsistent with the maintenance of order at the meeting or that are likely to bring the council or the committee into disrepute.

Where a councillor attends a meeting of the council or a committee of the council by audio-visual link, the minutes of the meeting must record that they attended the meeting by audio-visual link.

1.4 Conflicts of Interest

Councillors attending a meeting by audio-visual link must declare and manage any conflicts of interest they may have in matters being considered at the meeting in accordance with the council's code of conduct.

Where a councillor has declared a pecuniary or significant non-pecuniary conflict of interest in a matter being discussed at the meeting, the councillor's audio-visual link to the meeting must be terminated and the councillor must not be in sight or hearing of the meeting at any time during which the matter is being considered or discussed by the council or committee, or at any time during which the council or committee is voting on the matter.

1.5 Confidentiality

Councillors attending a meeting by audio-visual link must ensure that no other person is within sight or hearing of the meeting at any time that the meeting has been closed to the public under section 10A of the Local Government Act 1993.

1.6 Maintenance of Order

Where a councillor is attending a meeting by audio-visual link, the chairperson or a person authorised by the chairperson may mute the councillor's audio link to the meeting for the purposes of enforcing compliance with the council's code of meeting practice.

If a councillor attending a meeting by audio-visual link is expelled from a meeting for an act of disorder, the chairperson of the meeting or a person authorised by the chairperson, may terminate the councillor's audio-visual link to the meeting.

1.7 Compliance with the Health Privacy Principles

The council must comply with the Health Privacy Principles prescribed under the Health Records and Information Privacy Act 2002 when collecting, holding, using and disclosing health information in connection with a request by a councillor to attend a meeting remotely by audio-visual link.

2 Related Documents

This procedure should be read in conjunction with the following documents:

Documentation

List the name and document reference number of any other document referred to in this document, including any related policies and procedures

250.2016.72.72 Code of Meeting Practice

250.2016.1.4 Code of Conduct