

## **ATTENDANCE BY ELECTRONIC MEANS**

### **Frequently Asked Questions**

This document should be read in conjunction with the "[Conducting Electronic Meetings and Attendance by Electronic Means Policy](#)" (the Policy).

Requirements detailed below only apply to Ordinary Council Meetings, Special Council Meetings and formal committees Council. These requirements are not applicable to advisory groups, representatives meetings, working groups, workshops or Council Forums.

#### **PUBLIC PARTICIPATION**

Members of the public are not able to attend meetings by electronic means, however, there are means of public participation detailed below.

#### **How will I be notified if a Council or committee meeting is to be held by electronic means?**

Details of a meeting open to the public to be conducted electronically will be:

- published on the Shire's official website
- provided in the Notice of Meeting/Agenda; and
- broadly promoted through social media, newsletters, on noticeboards, etc.

#### **How do I submit questions or provide a presentation if the meeting is held by electronic means?**

Questions for public question time or presentations (deputations, petitions and presentations) can be submitted in writing two business days prior to the meeting.

#### **How will my question or presentation be heard?**

The Presiding Member will read out the question or presentation. Details of the question or presentation and the response will be included in the minutes.

#### **How will I be able to observe the meeting proceedings?**

Where the meeting is 'open to members of the public', then the Council or committee meeting will be publicly broadcasted on the Shire's website, and a video recording of the meeting made accessible to the public.

#### **EXTERNAL PARTIES REQUESTING TO ATTEND BY ELECTRONIC MEANS**

An external party may include a consultant invited to attend a Council meeting to provide information regarding a confidential item on the agenda or an auditor attending an Audit Committee meeting.

**I am an external party invited to participate in a closed part of an electronic meeting. What are my requirements?**

- Complete sections of the “Request to Attend Meeting by Electronic Means and Declaration Form” relevant to item 4.2 of the Policy including the confidentiality declaration. If you are unable to access or complete the form, your request may be submitted in writing.
- Submit the completed Form or request to the Shire President no later than 12.00pm on the day of the meeting.
- You must receive approval to participate prior to joining the meeting.

For clarity, these provisions do not apply to participation in public question time or presentations.

**COUNCIL MEMBERS AND COMMITTEE MEMBERS REQUESTING TO ATTEND BY ELECTRONIC MEANS**

**What am I required to do if I need to attend an in-person meeting electronically?**

- Complete sections of the “Request to Attend Meeting by Electronic Means and Declaration Form” relevant to item 4.1 of the Policy including the confidentiality declaration. If you are unable to access or complete the form, your request may be submitted in writing.
- Submit the completed Form or request to the Shire President no later than 12.00pm on the day of the in-person meeting.
- You must receive approval to participate prior to joining the meeting.

**I am a member of a committee seeking to attend an in-person meeting electronically, can the Presiding Member of the committee approve my request?**

No, the Presiding Member of a committee is unable to approve your request.

Only the Shire President can approve your request.

**What happens if the Shire President is unavailable to approve or rejects a request?**

Your request is to be considered by Council. Where the Shire President rejects a request, you may ask Council to re-consider the request.

Requests from Shire President may be referred to the Deputy Shire President or to Council for decision.

**The meeting is scheduled to be held by electronic means. What am I required to do?**

- Complete sections of the “Request to Attend Meeting by Electronic Means and Declaration form” relevant to item 4.2 of the Policy including the confidentiality declaration. If you are unable to access or complete the form, your request may be submitted in writing.
- Submit the completed Form or request to the Shire President no later than 12.00pm on the day of the meeting.
- You must receive approval to participate prior to joining the meeting.

## **COUNCIL MEMBERS AND COMMITTEE MEMBERS PARTICIPATING IN MEETINGS BY ELECTRONIC MEANS**

At the start of meeting, the Presiding Member will confirm the authorisation and declaration of each member participating by electronic means.

### **What if I am the person presiding the meeting?**

You cannot preside an in-person meeting by electronic means. In this case you are required to defer to the deputy presiding person for the purpose of presiding at the meeting.

### **How do I request to speak?**

To request to speak, use the 'raise hand' feature and wait to be invited to speak by the Presiding Member. When you start speaking 'lower hand'.

### **How are votes recorded?**

To cast a vote, you must show your actual hand, not use the 'raise hand' feature.

### **What do I do if my connection drops off during the meeting?**

If you experience a technical fault during meeting, you must note the time and advise the Presiding Member and CEO by alternate means as soon as practicable. The minutes will reflect the time at which you left and re-enter the meeting.

### **What else is required when participating electronically?**

- Your video must be on while you participate.
- Your microphone must be muted unless you are invited to speak.
- If you need to leave the meeting, you must first notify the Presiding Member.
- While your video is turned off, you will be noted as having left the meeting.

The chat function is not to be used during electronic meetings.

If you require additional information the documents below are available on the Shire's website:

- Attendance by Electronic Means and Declaration Form
- Code of Conduct for Council Members, Committee Members and Candidates Policy (1.1)
- Livestreaming and Recording of Meetings Policy (OR-27)