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## **Electronic Council Proceedings - Guidelines** **(April 2020)**

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### **Purpose**

To set out the format and procedure for Council and Committee Meetings (Council proceedings) that are held electronically in accordance with regulation 14C of the Local Government (Administration) Regulations 1996 (due to a public health emergency or state of emergency).

### **Guidelines**

1. Format of electronic Council proceedings
  - The Chair is to determine the electronic meeting method, and is to notify the CEO of this in writing, in accordance with regulations 14D (3) & (4).
  - The preferred method is video-conference.
  - Notice of the format of the electronic meeting is to be provided on the TPRC's website.
2. Public questions and statements
  - Council Meetings and Committee Meetings include a time for public questions and statements.
  - The public are invited to submit questions or statements in writing to the TPRC prior to 3pm on the day of the Council Meeting or Committee Meeting.
  - Questions / statements are to be emailed to [mail@tamalapark.wa.gov.au](mailto:mail@tamalapark.wa.gov.au) and must include the person's full name and suburb of residence.
  - The questions / statements will be read out during public question time, but cannot exceed 3 minutes. Responses to all questions (including if the question is addressed at the Council proceeding) will be provided in the next Council or Committee Meeting Agenda.
3. Leave of absence requests and conflicts of interest
  - Elected Members must disclose any conflicts of interest by completing the Disclosure of Financial and Proximity Interest and Disclosure of Impartiality Interest forms.
  - The completed disclosure of interest form must be emailed to [mail@tamalapark.wa.gov.au](mailto:mail@tamalapark.wa.gov.au) by 3pm on the day of the Council proceeding.
  - Elected Members can apply for leave of absence by emailing [mail@tamalapark.wa.gov.au](mailto:mail@tamalapark.wa.gov.au) by 3pm on the day of the Council proceeding.
  - The email must include the dates of the requested leave of absence and a reason (for example - holiday or interstate work commitments)

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### 4. Procedure at Council proceedings

- All participants in the video-conference are encouraged to mute their microphone when not speaking to minimise background noise.
- Elected Members' faces must be visible in the video-conference at all times, unless the Presiding Member has approved their leave from the video-conference.
- Elected Members' titles – "Chair..., Cr..." must be displayed at all times in the video-conference.
- To request leave from the video-conference the Elected Member is to raise their hand, wait for verbal acknowledgement from the Presiding Member, and advise the Presiding Member of their reason for requesting leave or anticipated period of time (for example – I request leave from the video-conference for 2 minutes). The Presiding Member will verbally confirm that the leave has been granted to the Elected Member.
- Elected Members who have disclosed an interest in an item and cannot vote must leave the video- conference in the same manner as set out above. The Presiding Member will verbally confirm that the Elected member has disclosed a financial or proximity interest in the item and cannot vote and has left the video-conference for the item.
- When returning to the video-conference, Elected Members must wait for the Presiding Member to acknowledge their return, by verbally confirming that the Elected Member has returned to the video- conference.
- The above procedure will ensure accurate records of Elected Member participation in items is recorded in the Minutes.
- To request to speak on an item Elected Members must raise their hand and wait for verbal acknowledgement by the Presiding Member. Once acknowledged, the Elected Member may commence speaking.
- To move, second or vote on an item Elected Members must raise their hand and wait for verbal acknowledgement by the Presiding Member that the mover / seconder or vote has been noted.

### 5. Matters behind closed doors

- Council may pass a motion to go behind closed doors.
- At the conclusion of the confidential discussion the the Presiding Member will read out the confidential resolution.

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### 6. Technical Difficulties

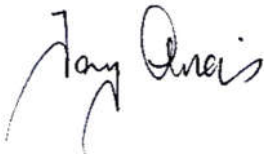
- The Presiding Member may adjourn the Council proceeding for a short period of time to allow technical difficulties to be resolved. The Presiding Member will state the reason for the adjournment and anticipated length, prior to the live streaming being suspended.
- Once the technical difficulty is resolved the Presiding Member will explain the technical difficulty prior to the Council proceeding recommencing.

### **Scope**

These Guidelines apply to Elected Members and staff during electronic Council proceedings.

These Guidelines are authorised by the Chief Executive Officer on 16 April 2020.

Signature:



Name: JOHN ANTHONY ARIAS

Date: 16 April 2020