

# Teleconferencing

## Council Policy



Policy Name	Teleconferencing		
Type	Council Policy		
Owner	Director Corporate Services		
Responsible Officer	Manager Governance		
Decision Number	20902	Approval Date	27/04/2020
Records Number	D2020/009169	Next Review Date	5/04/2021

### 1 Purpose

The purpose of this policy is to facilitate access and participation in Council Meetings, Council Committee Meetings and workshops by permitting Elected Members, Committee Members and appropriate staff to participate by way of teleconferencing, subject to meeting provisions in accordance with the *Local Government Act* (the Act).

Council aims to provide greater flexibility to access meetings for the effective conduct of business and governing of Council. Effective meetings are a fundamental requirement of good governance.

### 2 Definitions

For the purposes of this policy, the following definitions apply:

Term	Definition
Teleconferencing	Meeting through a telecommunications medium, linking people at multiple locations and providing two-way communications to enable users' active participation. Teleconferencing methods at Council may include audio, audiographics, computer and video.

### 3 Policy Statement

- Elected Members, Committee Members and appropriate staff are required to seek prior approval to use teleconferencing. Prior approval is to be sought at the time of requesting a Leave of Absence. Elected Members, Committee Members and appropriate staff may also seek leave of the Council to attend a meeting via teleconferencing on short notice should unforeseen circumstances arise. In the event of an emergency (as determined by the CEO), the CEO will advise if teleconferencing of meetings is required and will provide notification of such via email communication to Elected Members and Committee Members.
- Elected Members, Committee Members and appropriate staff are entitled to teleconferencing for Ordinary and Special Council Meetings, Council Committee Meetings and Council workshops if:
  - they have received a Leave of Absence;
  - are greater than 100km from the appointed place of meeting but within Australia;
  - physically prevented from attending;
  - directed to ensure compliance with any other imposed Legislation; or
  - directed by the CEO in the event of an emergency.

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- Elected Members, Committee Members and appropriate staff will be connected to the teleconferencing system prior to the commencement of the Meetings.
- Elected Members, Committee Members and appropriate staff will be entitled to participate as if they were physically present at the meeting.
- Should Elected Members, Committee Members and appropriate staff not be able to view presentations being made at the meeting, electronic copies will be provided prior to the meeting.
- Should Council be unable to accommodate an Elected Member, Committee Member or appropriate staff's request to teleconference, they will be advised in advance of the meeting.
- Confidentiality must be maintained by those participating in teleconferencing of a meeting to the extent that would be expected if they were present in person.
- Audio or video recording of a meeting by members of the public, including media, is prohibited. Non-compliance may result in exclusion from future meetings by an individual.
- Media will have access to an Ordinary meeting of Council held via a teleconferencing medium to enable reporting on the meeting. In any such event, the media outlet is instructed to mute their microphone and turn off video.
- General public (non-media) will not have access to Council teleconferencing but may continue to participate in the Council decision making process via all other existing methods in accordance with the Alice Springs (Council Meetings and Procedures) By-laws 2008.
- Unless otherwise stated in this policy, usual meeting procedures and requirements under the Act apply for any meetings conducted by teleconferencing.

## 4 Responsibilities

Director Corporate Services is responsible for implementation of this policy and ensuring that appropriate ICT arrangements are in place for Elected Members, Committee Members and other staff as required by this policy.

Individuals participating in audio/teleconferencing are responsible for adhering to this policy and Teleconferencing Protocol Guidelines and ensuring confidentiality is maintained at their physical location.

## 5 Related Documents

- Code of Conduct for Elected Members
- Code of Conduct for Staff
- Teleconferencing Protocol Guidelines

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## 6 Version History

Title/Version	Date	Approved by
Audio/Audio Visual Attendance at Council Meetings	29/3/2010	Council

## 7 Communication and Training

Will this policy be communicated through internal communications?	Yes
Where will this policy be available?	ASTC website, Content Manager
Will training needs arise from this policy? If yes, who will be responsible.	Yes, Manager ICT