

Policy Number:	ADM31
Policy Type:	Administration
Policy Name:	Electronic Attendance at Meetings
Policy Owner:	Chief Executive Officer
Date of Approval	27 August 2026
Council Resolution #	OCM270826.9

POLICY STATEMENT

The Shire of Nannup supports electronic attendance at Council and Committee meetings where appropriate, while ensuring transparency, effective decision-making and legislative compliance.

OBJECTIVE AND PURPOSE

Objective

To establish a clear and consistent framework for the attendance of Elected Members and Committee Members at meetings by electronic means and for the conduct of meetings held electronically.

Purpose

The purpose of this policy is to:

- provide guidance on the approval and management of electronic attendance at meetings;
- establish expectations regarding suitable locations, equipment and conduct when attending electronically;
- support continuity of governance and decision-making;
- ensure compliance with the *Local Government Act 1995* and associated regulations; and
- promote transparency, accountability and participation in Council decision-making processes.

DEFINITIONS

Act	<i>Local Government Act 1995.</i>
Committee Member	A person appointed to a committee established under the Act.
Elected Member	A person elected to the Council of the Shire of Nannup.
Electronic Means	The approved electronic communication platform and associated equipment that enables instantaneous audio and visual communication between participants.
Electronic Meeting	A meeting conducted wholly by electronic means in accordance with the Regulations.
In-person meeting	A meeting where attendees are ordinarily present at the designated meeting venue.
Member	An Elected Member or a Committee Member.
Meetings	Meetings include ordinary council meetings, special council meetings and the Audit, Risk and Improvement Committee.
Presiding Member	The person presiding at the meeting.
Regulations	<i>Local Government (Administration) Regulations 1996.</i>
Relevant Meeting	An Ordinary Council Meeting, Special Council Meeting, or Audit, Risk and Improvement Committee Meeting.
Relevant Period	The 12-month period referred to in Regulation 14C.

SCOPE

This policy applies to

- all Elected Members of the Shire of Nannup and Committee Members appointed under the Act;
- Ordinary Council Meetings;
- Special Council Meetings; and
- Audit, Risk and Improvement Committee Meetings.

This policy does not apply to:

- informal Elected Member briefings;
- workshops;
- training sessions; or
- administrative meetings that do not constitute a meeting under the Act.

IMPLICATIONS

Implementation of this policy may require the provision and maintenance of suitable information technology, software licenses and meeting infrastructure.

IMPLEMENTATION

1. General Principles

- 1.1 Council meetings are intended to be held primarily in person.
- 1.2 Electronic attendance is provided to support participation in exceptional or practical circumstances where attendance in person is not reasonably possible or would cause undue hardship or inconvenience. Electronic attendance is not intended to replace regular physical attendance at meetings.
- 1.3 Electronic attendance is a privilege and not an entitlement.
- 1.4 Members attending electronically remain subject to all legislative obligations, meeting procedures and codes of conduct.

2. Requests for Electronic Attendance

- 2.1 A Member seeking approval to attend an in-person meeting by electronic means must submit a request in writing to the Shire President and where practical, on the form provided for this purpose, with a copy to the Chief Executive Officer.
- 2.2 Requests should be submitted as early as practicable and, where possible, no less than 24 hours before the meeting.
- 2.3 The request should include:
 - the reason electronic attendance is sought;
 - confirmation that the proposed location complies with this policy; and
 - confirmation that suitable equipment and internet connectivity are available.

- 2.4 Where circumstances prevent 24 hours' notice, the Shire President may consider a late request.

3. Approval of Requests

- 3.1 Approval may be granted by:

- the Shire President; or
- Council by simple majority.

- 3.2 Where the Shire President seeks approval to attend electronically, the request shall be considered by the Deputy Shire President or Council.

- 3.3 Council may reconsider a request that has been declined by the Shire President.

4. Grounds for Approval

- 4.1 Requests for attendance by electronic means may be approved where a Member is:

- travelling on Council business;
- undertaking employment-related travel;
- experiencing illness or injury that does not prevent participation in the meeting;
- providing care to a family member;
- affected by exceptional personal circumstances;
- prevented from travelling due to weather, transport disruptions or emergency circumstances; or
- otherwise able to demonstrate reasonable grounds to the satisfaction of the Shire President or Council.

- 4.2 Each request will be considered on its individual merits

5. Maximum Number of E-attendees

- 5.1 A maximum number of two Members are permitted to attend a relevant meeting electronically.

- 5.2 Requests will be considered and determined in the order of receipt.

6. Recording of Approval

- 6.1 Where the Shire President makes the decision, the record is to be retained as a local government record (e.g. email communication); and

- 6.2 Where Council makes the decision, the decision must be recorded in the minutes of the relevant meeting. [Admin.r.11(d)].

7. Suitable Locations

- 7.1 Members attending electronically must participate from a location that:

- allows clear and uninterrupted participation;
- maintains the confidentiality of proceedings;
- is free from excessive background noise and distractions;
- is safe and appropriate for the conduct of official business.

- 7.2 A Member must not participate from a location where confidential discussions may be overheard or where meeting proceedings may be compromised.

8. Equipment and Technology

- 8.1 The approved electronic means for attendance at meetings is Microsoft Teams, unless another platform is authorised by the Chief Executive Officer.

- 8.2 Members attending electronically must ensure they have:

- a device capable of audio and video communication;
- a reliable internet connection;
- access to all meeting documents;
- sufficient battery power or power supply; and
- the ability to maintain communication throughout the meeting.

- 8.3 The Shire is not responsible for personal internet or equipment failures experienced by Members participating remotely.

- 8.4 Where external parties are invited to participate in a closed part of an electronic meeting (such as an auditor attending an Audit, Risk and Improvement Committee meeting) before being approved to attend by the Shire President or Council, they are first to confirm they have met the electronic means, location and equipment suitability requirements of this policy, including maintaining confidentiality.

9. Conduct During Electronic Attendance

- 9.1 Members attending electronically are considered present for quorum purposes where permitted under legislation.

- 9.2 Members attending electronically must:

- remain visible via video whenever practicable;
- identify themselves before speaking;
- comply with directions of the Presiding Member;
- advise the Presiding Member immediately if connection issues arise; and
- devote their full attention to the meeting.

- 9.3 The Member attending the meeting by electronic means must mute their microphone unless called upon to speak and to declare the vote.

- 9.4 Members must not record meetings unless authorised by legislation or Council resolution.

10. Loss of Connection

- 10.1 If a Member loses electronic connection during a meeting, the Presiding Member may temporarily adjourn proceedings to allow reconnection.

- 10.2 If reconnection is not achieved within a reasonable period, the meeting may continue provided a quorum remains present.

- 10.3 The minutes shall record any significant interruptions to a Member's attendance.

11. Confidential Meetings

When a meeting or part of a meeting is closed to the public pursuant to the Act, Members attending electronically must ensure:

- no unauthorised person can hear or observe proceedings;
- meeting documents are secured from access by others; and
- confidentiality is maintained at all times.

12. Electronic Meetings

12.1 Meetings will primarily be held as in-person meetings.

12.2 Council may determine that a meeting be conducted wholly by electronic means where permitted under legislation.

12.3 The conduct of wholly electronic meetings must comply with the Act and Regulations.

12.4 Public access, public question time, notice requirements and meeting recordings must be provided in accordance with legislative requirements.

12.5 Where a meeting is authorised to be held as an electronic meeting, the CEO must ensure details are:

- published on the Shire's website;
- provided in the notice of meeting Agenda;
- broadly promoted to ensure community awareness, such as through social media, newsletters and notice boards.

13. Legislative Attendance Limits

13.1 In accordance with Regulation 14C of the *Local Government (Administration) Regulations 1996*, a Member must not attend more than 50 per cent of eligible in-person meetings by electronic means during the relevant rolling 12-month period unless exempt under legislation.

13.2 The Chief Executive Officer will maintain attendance records for all Members and monitor compliance with the statutory attendance limit.

13.3 Where approval of a request would result in a Member exceeding the legislative limit, the request must not be approved unless an exemption provided under the legislation applies.

13.4 Members are responsible for ensuring they remain aware of their level of electronic attendance throughout the relevant period.

ROLES AND RESPONSIBILITIES

- Shire President - consideration and approval of attendance requests and management of meetings.
- Chief Executive Officer - Administration of the policy, maintenance of attendance records and provision of technological support.
- Members - Compliance with the policy and all legislative requirements.

DISPUTE RESOLUTION (if applicable)

Any dispute concerning the interpretation or application of this policy shall be referred to the Executive Manager Corporate Services in the first instance.

Where resolution cannot be achieved, the matter shall be referred the CEO for consideration.

EVALUATION AND REVIEW

The effectiveness of this policy will be assessed through:

- compliance with legislative requirements;
- attendance and participation levels;
- achievement of meeting quorums;
- reliability of technological arrangements;
- feedback from Members and administration; and
- review of any governance issues arising from electronic attendance.

Revision Frequency - Annual (1yr) ☐, Biennial (2yr) ☐, Triennial (3yr) ☒

RELATED DOCUMENTS

- Standing Orders Local Law
- Council Members, Committee Members and Candidate Code of Conduct
- Records Management Policy

REFERENCES

- *Local Government Act 1995*
- *Local Government (Administration) Regulations 1996*
- *Local Government (Model Code of Conduct) Regulations 2021*
- Department of Local Government, Industry Regulation and Safety, Guidelines for Developing Policies on Electronic Attendance and Meetings (2026)

RESPONSIBILITY FOR IMPLEMENTATION

Chief Executive Officer

Version:	Council Approval Date	OCM Ref. #	Date Document Ceased	ECM Ref. #
1.	27 August 2026	270826.9		INT26/19AE5E51
2.				
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