

Policy Title:	COUNCILLOR ATTENDANCE POLICY
Policy Subject:	Governance
Policy Number:	DOC#3738968v1 – CP008
Directorate:	Organisational Services
Department:	Governance & Customer Service
Section:	Governance
Responsible Officer:	Executive Manager Governance & Customer Service
Authorised by:	Council
Adopted Date:	27/03/2019
Review Date:	27/03/2022
Amended Date:	
Risk:	Low

1. OBJECTIVE

To detail Council's expectation of a Councillor to carry out their responsibilities as described in the Code of Conduct for Councillors in Queensland relating to meetings, briefings, relevant workshops and training opportunities.

2. SCOPE

The Department of Local Government, Racing and Multicultural Affairs released in December 2018 the Code of Code for Councillors in Queensland as required under section 150D of the Local Government Act 2009. This policy is to give direction on one component of this document, that is:

Standards of Behaviour

1. *Carry out RESPONSIBILITIES conscientiously and in the best interests of the Council and the community.*

For example, Councillors will, at a minimum:

1.1 Attend and participate meaningfully in all Council meetings, briefings, relevant workshops and training opportunities to assist Councillors in fulfilling their roles other than in exceptional circumstances and/or where prior leave is given.

Local Government Meetings (Ordinary Meetings) as defined in the Local Government Act 2009 are not included in this policy as the Act is specific in the requirements for Councillor attendance.

For the purpose of this policy meeting refers to meetings, briefings, workshops and training opportunities and will be given its ordinary meaning

3. MEETING DETERMINATION

For the purpose of this policy, Council will approve at each Ordinary Meeting of Council, a list of meetings that are considered mandatory for Councillors to attend for the following month.

As a general guide meetings will only include those that have a formal Council appointment or those that will involve all Councillors for a strategic planning or policy purpose.

When a meeting that has been resolved by Council is changed, the meeting no longer becomes a mandatory meeting regardless of the notification period.

4. ATTENDANCE

All meetings will record the attendance of Councillors via an attendance sheet or meeting minutes, whichever is suitable for the type of meeting.

5. NON-ATTENDANCE

The Mayor or Chief Executive Officer will give leave in advance for a Councillor who cannot attend an approved meeting. Leave of absence must be requested in writing by the Councillor.

6. ADDITIONAL MEETINGS

For meetings not approved at an Ordinary Meeting, only the Chief Executive Officer can call additional meetings that require all or a number of Councillors to attend. A minimum of five working days' notice must be given for a meeting to be considered mandatory for this policy to apply.

7. COMPLAINTS

Complaints relating to attendance at meetings will be managed as per the Complaints Management Policy and Councillor Complaints Investigation Policy.

8. HEAD OF POWER:

Local Government Act 2009

9. RELATED LEGISLATION:

N/A

10. RELATED DOCUMENTS (LOCAL LAWS, POLICIES, DELEGATIONS, ETC):

Complaint Management Policy
Councillor Complaint Investigation Policy

11. DEFINITIONS:

N/A

12. HISTORY:

Amended: N/A

13. ATTACHMENT TO POLICY:

N/A