

CITY OF
CANADA BAY

REMOTE MEETING SUPPLEMENT CODE OF MEETING PRACTICE

Date of adoption: [Click here to enter a date.](#)

Effective date: [Click here to enter a date.](#)

Contents

1. Introduction	3
2. Successful Presentation of on-line/ Remote Meetings	4
2.1 Dress code	4
2.2 Audio and video	4
2.3 Microphones/ headsets	4
2.4 Live minutes	4
3. Meeting Set up and Commencement	5
3.1 Council meeting commencement time	5
3.2 Notice of on-line meetings.....	5
3.3 Joining a meeting	5
3.4 Meeting commencement.....	5
4. Remote Meeting Order of Business Guidelines	6
4.1 Motions.....	6
4.2 Amendments	6
4.3 Remote voting	6
4.4 Absences during meetings.....	6
4.5 Expulsion.....	6
5. Public Attendance and Participation – Remote Meetings	7
6. Technology	8
6.1 Transmissions of remote meetings	8
6.2 Technical Difficulties	8
7. Security and Privacy	9
Revision History	10

1. Introduction

As a result of health concerns in light of the COVID-19 pandemic, limits on public gatherings have been ordered for an indeterminate period.

The NSW Parliament passed the COVID-19 Legislation Amendment (Emergency Measures) Bill 2020 comprising a broad range of amendments to existing laws to help combat the spread of the virus.

Amendments, taking effect immediately, have been made to the Local Government Act 1993 (the Act) allowing councils to meet remotely to assist them to manage the risk of transmission of the COVID-19 virus at their meetings and to ensure compliance with the Public Health Orders.

The amendments will operate for a period of six months, but may be extended to 12 months by regulation if required.

The City of Canada Bay Council plays an important role in the delivery of essential services and local projects and are the closest level of government to the community.

This Remote Meeting supplement is intended to form part of Council's Code of Meeting Practice 2019 outlining methods of conducting remotely held on-line Council and Committee meetings.

2. Successful Presentation of on-line/ Remote Meetings

2.1 Dress code

Councillors and staff are to dress as they would for a normal Ordinary Meeting of Council.

2.2 Audio and video

The pace of in person meetings can be fast, however participants should be aware of technology delays due to varying Wi-Fi/remote access issues.

Councillors and staff should ensure their face is visible and the camera is appropriately placed (lighting/ background)

Audio and video will be recorded for the duration of the Meeting and each of the participants will be audible in the Facebook feed however only the Mayor will be visible.

2.3 Microphones/ headsets

Councillors and staff are to mute microphones during meetings and take direction from the Chair to talk on invitation.

Councillors will seek attention to speak by using online chat functionality.

Councillors and staff are to utilise headphones wherever possible to block out any background noise and ensure confidentiality if and when necessary.

2.4 Chat Functionality

Chat functionality shall only be used for the purposes of requesting the Chair to speak on an item. Following acknowledgment by the Chair the Councillor will ask a question of the Chair or Council Officers.

2.5 Live minutes

Live minutes will be taken during meetings with the availability of screen sharing.

3. Meeting Set up and Commencement

3.1 Council meeting commencement time

Remote Council Meetings will officially commence at 6pm, which may be subject to change as necessary. Council will notify the public of meeting details in accordance with sections 4.3, 4.4 and 4.5 of the Code of Meeting Practice.

3.2 Notice of on-line meetings

Council staff will notify Councillors and in advance of a proposed on-line meeting, which will include Remote access details.

3.3 Joining a meeting

Council staff will host the meetings.

Councillors are requested to join the on-line meeting at least fifteen (15) minutes prior to the scheduled commencement time to identify any technology issues and enable the Chair to establish a quorum in advance.

3.4 Meeting commencement

At the commencement of meetings the Chair will welcome Councillors and attending staff by name.

4. Remote Meeting Order of Business Guidelines

4.1 Motions

Motions may be moved and seconded by the Councillor stating his or her name and the Chair will verbally confirm the mover and seconder.

4.2 Amendments

Where a Councillor intends to move a motion which is different to a Councillor or officer's recommendation:

- a) where possible, relevant details should be provided to the General Manager or Director of Corporate Services prior to the meeting;
- b) During the meeting:
 - i. The minute taker can then share a screen to show a new or amended motion.

4.3 Remote voting

When voting on a motion or an amendment, the Chair will call for Councillors against. If no Councillors are speaking against the Motion, the Chair will declare the Motion carried.

4.4 Absences during meetings

A participant will mute audio/ remove headphones and will remove him/herself from their room when leaving for reasons of a conflict of interest.

Councillors will notify the General Manager; Director of Corporate Services or the Chair of any conflicts of interest prior to the meeting.

4.5 Expulsion

If a councillor, attendee or a member of the public fails to leave a remote meeting immediately after they have been expelled, the Chair may request that the meeting organiser remove the expelled person for the remainder of the meeting.

5. Public Attendance and Participation – Remote Meetings

While orders operate to limit gatherings, meetings of the Council will not be open to the public.

Council meetings will be live streamed/broadcast via Facebook.

A member of the public may email a written submission addressing Council, if it is received by 3pm on the day of the meeting. The submission will be circulated to the Councillors subject to the approval of the Chair.

6. Technology

6.1 Transmissions of remote meetings

Council meetings conducted remotely via audio visual means will be made available to the public streamed via Council's Facebook page.

6.2 Technical Difficulties

If a remote meeting encounters technical difficulties resulting in a breakdown of the communications, the Chair is to adjourn the meeting while the fault is addressed. If there is no longer a quorum of remote attendees the Chair will abandon the meeting.

7. Security and Privacy

Microsoft Teams is the current platform being used by the City of Canada Bay Council to undertake on-line Council and Committee meetings. Streaming will occur through Facebook. Both platforms have stringent security measures in place. To participate in a Council or Committee meeting, the Councillors and staff will require a meeting request, and will need to click on the relevant link to proceed. The Councillor/Committee member will need to be a member of the 'Team' in Microsoft Teams to participate in the meeting.

Revision History

Amended By (Name and Position)	Date	Change Description	Owner Approved	Version	Doc Set ID
Melissa Lee	20/04/2020	New Remote Meeting Supplement drafted	Bob Pigott – Director Corporate Services	1	