

	COUNCIL POLICY	
	Councillor Attendance Council Policy	
	Policy Number	CP008
	Directorate	Organisational Services
	Owner	Executive Manager Governance & Customer Service
	Last Approved	28/08/2024
	Review Due	28/08/2027

1. PURPOSE

This policy sets out Council’s expectation of a Councillor to carry out their responsibilities as described in the Code of Conduct for Councillors in Queensland relating to committee meetings, informal meetings, briefings, relevant workshops and training opportunities.

2. SCOPE

This policy is to give direction to Councillors on section 1.1 of the Code of Conduct for Councillors in Queensland, 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, committee meetings, informal meetings, briefings, relevant workshops and training opportunities to assist them in fulfilling their roles other than in exceptional circumstances and/or where prior leave of absence is given.”

3. HEAD OF POWER

Local Government Act 2009

4. DEFINITIONS

To assist in the interpretation of this Policy the following definitions apply:

‘Meetings’ means the ordinary meaning of the word and includes any Council meetings, committee meetings, informal meetings, briefings, workshops, and training opportunities.

‘Chief Executive Officer’ means the person appointed and employed by the Council as its Chief Executive Officer pursuant to Section 194 of the *Local Government Act 2009*.

5. POLICY STATEMENT

5.1. 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.

5.2. Authority to Change or Cancel Meetings

The Chief Executive Officer is authorised to change the date of an approved meeting or cancel a meeting, subject to consultation with the Chairperson of the meeting. If the meeting date is changed, attendance at the rescheduled meeting is not mandatory for Councillors.

5.3. Attendance

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

5.4. 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.

5.5. 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.

5.6. Complaints

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

6. ASSOCIATED DOCUMENTS

Complaint Management Policy
Councillor Complaint Investigation Policy

7. REVIEW

This Policy will be reviewed when related legislation/documents are amended or replaced, other circumstances as determined from time to time by Council or at intervals of no more than three years.

Version Control

Version Number	Key Changes	Approval Authority	Approval Date	Document Number
1	New Policy		27/03/2019	3738968
2	Amended to align with the updated Code of Conduct for Councillors in Queensland dated the 22 February 2024 and general administrative changes.	Council	28/08/2024	3738968