

Attendance by Electronic Means and Declaration Form



Conducting Electronic Meetings and Attendance by Electronic Means Policy – Appendix 1

Also refer to:

- Attendance by Electronic Means - Frequently Asked Questions - Information Sheet.
- Attendance by Electronic Means - Presiding Member Checklist - Information Sheet

Council and committee members may submit a request and complete a declaration to be approved by the Shire President.

Employees and external parties may submit a request and complete a declaration to be approved by the Chief Executive Officer (CEO).

The **CEO** may submit a request and complete a declaration to be approved by the Shire President.

Member name:	
Request to attend an in-person meeting by electronic means (item 4.1)	
Council and/or committee meeting(s) details:	
Proposed location of attendance:	
Previous meetings attended by electronic means in the preceding 12 months:	
Meeting by Electronic Means (item 4.2)	
Meeting date:	
Declaration (item 4.1 and 4.2)	
I declare that location from which I am attending is: <ul style="list-style-type: none">• safe, quiet, private, devoid of distractions; and• where a meeting is closed to the public, a place where confidentiality can be maintained.	
Signature:	Date:
Approval/ Authorisation	
Approved/Authorised by:	
Date:	Council resolution: (if applicable)