GOVERNANCE

G 1.21   Council Members Leave of Absence

Responsible Department	CEO Office
Resolution Number	C.4690
Resolution Date	15/03/2023
Next Scheduled Review	2024/25
Related Shire Documents	Nil
Related Legislation	*Local Government Act 1995, Section 2.25*

OBJECTIVE

To provide guidance and criteria for Council Members to include in applications for leave of absence from attending to Council related duties and responsibilities, pursuant to Section 2.25 of the *Local Government Act 1995.*

SCOPE

This polices applies to all Shire of Northam Council Members.

POLICY

1. Applications by Council Members for formal Leave of Absence from Council commitments are to be provided in writing to the CEO.

2. Applications are required to include the following information, as a minimum:

   2.1 Period of Leave sought (dates from beginning to end).
   2.2 Reason for Absence (e.g. Holiday, Health, Work Related).
   2.3 Expected number of Ordinary Council Meetings held during applicable period of leave.
   2.4 Any Meetings, Briefings or other functions conducted by the Shire during the requested period of leave which the member expressly wishes to attend.

3. Any application for a period of leave will be presented to a Council Meeting for consideration, as soon as practicable, to ensure the matter is dealt with in a timely manner.

4. All applications will be subject to an officer recommendation which addresses whether:
   4.1   The application conforms with the requirements of (1) and (2) above.

4.2   The details and reasons provided in the application are considered valid.

5. The Council Member is expected to be absent from all Shire related commitments during the applicable period, including Ordinary Council Meetings, except for those to which the Council Member has already notified their attendance in advance.

6. Where the Council Member does not have leave approved in advance for a Council or Committee meeting, the member is to be recorded as an apology for that meeting.