

E-Meeting Guidelines for the Public

Background

Given the ongoing nature of the COVID-19 pandemic, and in particular social gathering and distancing requirements, the WA Government amended the *Local Government (Administration) Regulations 1996 (Regulations)* some time ago to enable an Ordinary Council Meeting, a Special Council Meeting and/or Committee meetings (Meeting) to be held via electronic means.

Meetings held by electronic means are called E-meetings.

E-meeting are a viable means to support and ensure the health and safety of staff, Elected Members and the general public.

Prior Notice of Meeting to be held by Electronic Means (E-meeting)

Where the Shire President proposes that a Meeting is to be held as an E-Meeting, prior consultation occurs with the Chief Executive Officer. A determination is then formally made in writing under the Regulations.

Following a decision for an E-Meeting that the public have the right to attend, the Shire will provide community advice via its Website, Facebook and if time permits, via notice in local newspaper circulating the district that a particular meeting will be an E-Meeting.

What Does this Mean for the Public?

The existing schedule of Ordinary Council Meetings will remain unchanged. However, an E-Meeting may substitute an in-person Meeting, as and when required.

What Platform will be used for E-Meetings?

Zoom has been decided as the platform for E-Meetings.

Can I Attend an E-Meeting?

No, at this stage the Shire does not have the capacity to provide this. However, the Unconfirmed Minutes of Meetings will be placed on the Shire website within five (5) days of the meeting.

Can I still ask a Question at an E-Meeting (Public Question Time)?

Yes, although the procedure for Public Question Time will be now slightly different.

Your, questions for Ordinary Council Meeting are still required to be in writing and they can be submitted:

- In person at the Shire of Murray Administration Office, 1915 Pinjarra Road, Pinjarra during normal business hours;
- By telephone 9531 7777;
- Online using this link : [Public Questions | Shire of Murray](#); or
- Completing this form ([Public Question Time](#)) and then email to coes@murray.wa.gov.au

Questions must be submitted by noon on the day of the Ordinary Council Meeting. Public Question time is not available for Special Council Meetings, unless it directly relates to a matter on the Agenda.

Further information is available here: [General](#)

Can I make a Deputation to an Item on the Meeting Agenda at an E-Meeting?

Yes. Deputations can still be presented. Deputations must be lodged online at [Deputations | Shire of Murray](#); Documents can be attached with your submission, but there is a size limitation.

Submissions must be received at least two clear business days before the Meeting you wish to present the deputation too.

Further information is available here: [General](#)

On the day of the E-meeting an Officer will contact you to explain the process for you to participate in the E-meeting and deliver your deputation.
