

Policy Type

Council

Policy Purpose

To provide guidance and criteria for elected 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.

Policy Statement

1. Applications by elected 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 City during the requested period of leave which the member expressly wishes to attend.
3. Any application for a period of leave which would result in the relevant member being absent for three (3) or more consecutive Ordinary Council Meetings 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. Council may consider the non-payment of the monthly attendance fee for Elected Members who are granted a period of leave which includes the dates of any Ordinary Council Meetings, based on the details contained in the application.

Policy	Elected Members Leave of Absence
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Strategic Link:	Strategic Community Plan
Category:	Elected Members
Lead Business Unit:	Legal and Compliance
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