

**Title:** Council Meetings – Apologies and Leave of Absence  
**Policy No:** 87  
**Responsibility:** Chief Executive Officer

Version	Decision Number	Decision Date	History
1	18\6475	16/03/04	<a href="#">Adopted – Version 1</a>
2	19\4604	12/06/07	Reviewed and Amended
3			
4			

- **Single Meeting**
  - A Member of the Council who becomes aware of a situation or circumstance that will prevent that member’s attendance at a meeting should notify the Chief Executive Officer, Committee Administrator or other Council staff or another elected member to register their apology at the meeting.
  
- **Multiple Meetings**
  - A member of the Council who is aware of circumstances that will prevent attendance at more than one meeting may:
    - Submit a written request for leave of absence with such request detailing the inclusive dates of the absence.

The written requests will be included on the agenda or tabled at a meeting of the Council prior to the period of absence commencing.

or

  - Notify the Council’s management or another elected member, of their absence on a meeting by meeting basis as for an apology for a single meeting.

NOTE: The Council has an expectation that, for a range of operational reasons, members will, wherever possible, seek leave of absence for multiple meetings in advance.
  
- **Lord Mayor and Deputy Lord Mayor**
  - In order to comply with the Local Government Act and appoint an Acting Lord Mayor when it becomes known that both the Lord Mayor and the Deputy Lord Mayor will be unavailable, the Council shall be made aware of the known absence or other inability to perform the functions of Lord Mayor or Deputy Lord Mayor in sufficient time to enable the Council to consider and appoint an Alderman to be Acting Lord Mayor.