

POLICY NUMBER	M.30
POLICY SUBJECT	Applications by Councillors for Leave of Absence
ADOPTION DATE	24 September 2009 (C.26/0909)
LAST VARIATION DATE	26 November 2020 (C.05/1120)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

1. A Councillor should:
 - (a) inform the CEO if the councillor intends to be absent from a scheduled meeting of Council;
 - (b) prior to the convening of a scheduled meeting of Council submit an apology for non-attendance as a courtesy to other councillors and for recording in the Council Minutes.
2. Where a Councillor intends to be absent from three or more consecutive ordinary meetings of Council, he or she should formally apply to Council for approval of a leave of absence for the meetings in question.
3. Applications for leave of absence should:
 - (a) be made as early as possible;
 - (b) be in writing or via email
 - (c) state the reasons* for the intended absence; and
 - (d) identify the Council meetings for which leave of absence is sought, alternatively the general period for which leave is sought.
4. Applications for leave of absence for six or more consecutive ordinary Council meetings should be made in the same way as described in Clause 3 and will be submitted to the Minister for Local Government as required by Section 2.25(2) of the Local Government Act.

** The decision of Council to approve or reject the application is a discretionary determination. Note “reasons” for the intended leave of absence are to be provided with the application so that Council can consider the application and if resolving to reject the application it will be able to set out the reasons for such a decision.*