



1.1

1. COUNCIL POLICIES
COUNCIL CHAMBER & MEETINGS
1.1.5 Mobile Phones in Meetings

Policy Measures

A phone call taken on a mobile phone during a meeting can be an unwanted distraction and is generally considered disrespectful.

Mobile telephones must be turned off or turned to “silent mode” at all times when participating in any Council meeting or Council Committee meeting.

Answering mobile phone calls during any meeting is not permitted unless the Chairperson has granted prior permission. If permission is granted and a call is received during the meeting, the Councillor, staff member or Committee member is to leave the room immediately to take the call. (This policy does not however excuse any member of a meeting from any statutory obligation to remain to vote on a matter and in such circumstance, the call should be responded to after the vote is taken).

As guidance to the Chairperson circumstances when the use of a mobile phone for phone calls in meetings may be considered necessary include but are not limited to:

- If on call for an emergency service (police, fire, ambulance, SES, rangers etc);
- If awaiting the outcome of medical treatment for a close relative;
- If awaiting contact from distinguished guests due at that or subsequent meetings; or
- Any other circumstance where the Chairperson feels the importance of the matter warrants the granting of permission to use a mobile phone during a meeting.

Administration

The administration of this policy is by the Office of the CEO.

Adoption and Date Due for Revision

REVIEWED AND ADOPTED 13 JUNE 2002
REVIEWED 27 MAY 2021
NEXT DUE FOR REVIEW MAY 2025