

Draft suggested Covid 19 email to be sent by Mayor or Shire President to CEO and councillors

Pursuant to Regulation 14D of the *Local Government (Administration) Regulations 1996* I note that a state of emergency was declared in Western Australia under the Emergency Management Act 2005 on 15 March 2020 at 12.45pm and on 16 March 2020 the Minister for Health declared a public health emergency under the *Public Health Act 2016* with effect from 17 March 2020 at 12am.

A direction called the **Mass Gathering Directions (No2)** was issued which prohibits non-essential mass gatherings in order to prevent the serious public health risk by the Emergency Officer on 20 March 2020. On 23 March 2020 the State Emergency Coordinator, Mr Chris Dawson issued directions, **Closure of Certain Places of Business, Worship and Entertainment Directions (No2)** which ordered the closure of affected places until 13 April 2020, which included local government facilities.

Therefore I request pursuant to Reg 14D (4) of the *Local Government (Administration) Regulations 1996* that the Ordinary Council meeting on [date] be held by electronic means in particular video conferencing [using Zoom] with only essential personal attending by video conference.

Please advise whether you agree to this request so that we can issue a determination under Reg 14D (3) of the *Local Government (Administration) Regulations 1996* as soon as possible.

I note that pursuant to Reg 14E(3)(b) of the *Local Government (Administration) Regulations 1996* the meeting will be considered open to members of the public under s5.23(1) if the council complies with the requirement to make the unconfirmed minutes available for public inspection under regulation 13.

Where an electronic meeting is held, s5.24 is modified such that the requirement for the council to allocate time for raising questions by members of the public and the asking of questions will be fulfilled if:

- (a) The council provides a means to submit a question prior to the meeting; and
- (b) The council determines at the meeting to respond to the question submitted by a member of the public at the meeting in accordance with normal council process.

If you agree to my request for an electronic meeting, I request that you issue a notice on the council's website advising of our intention to hold our council meeting using electronic mean and calling for members of the public to submit their questions on line prior to the meeting.

Further I hereby provide authorisation to all elected members to attend the ordinary meeting of council by electronic means pursuant to Reg 14 C of the *Local Government (Administration) Regulations 1996* by reason of the public health emergency and state of emergency that exists currently in WA.

In order to minimise the number of essential staff required to attend the meeting electronically I request that elected members advise the CEO and all councillors of any matters on which they have questions that require further information from the administration so that either the information can be provided prior to the meeting or only those essential staff can attend by electronic means.

I propose circulating an electronic meeting process which will outline how elected members can indicate their desire to speak on a matter and the manner in which voting will occur using the electronic medium later today.