



Remote attendance at Council Meetings

Step No.	Public Forum remote attendance	Responsible
1.	As part of registering for Public Forum, speakers are requested to notify that they wish to attend remotely by 10am on the day of the meeting. This is to allow the necessary arrangements to be made and shared. It is noted that the Code of Meeting Practice requires notification by 4pm but this earlier notification is requested to allow staff to test connectivity and assist speakers who might be joining remotely.	Speaker
2.	Speakers participating for the first time in Public Forum remotely are invited to participate in a test session to be conducted at 12noon on the day of the meeting	Speaker
3.	Speakers participating remotely are to join the Public Forum 10 minutes prior to commencement. This is to allow the testing of their connection.	Speaker
4.	Speakers will be admitted to the Public Forum for their address only. This is to allow staff to manage the remote attendees. They will be able to follow the Public Forum webcast should they so wish.	Council Meeting Support
5.	If a Speaker is having technical issues during the meeting they are to text Council Meeting Support but need to be aware that despite all best efforts it may not always be possible to address technical issues during the meeting.	Speaker