

## Policy Type

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Council

## Policy Purpose

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To provide guidance and criteria for elected members to include in applications for leave of absence from attending to Council related duties and responsibilities, pursuant to Section 2.25 of the Local Government Act 1995.

## Policy Statement

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- (1) Applications by elected members for formal Leave of Absence from Council commitments are to be provided in writing to the CEO.
- (2) Applications are required to include the following information, as a minimum:
  1. Period of Leave sought (dates from beginning to end).
  2. Reason for Absence (e.g. Holiday, Health, Work Related).
  3. Expected number of Ordinary Council Meetings held during applicable period of leave.
  4. Any Meetings, Briefings or other functions conducted by the City during the requested period of leave which the member expressly wishes to attend.
- (3) Where the period of absence is anticipated to be less than three (3) months, members should consider lodging an apology for Ordinary Council Meetings which fall within the related leave of absence period.
- (4) Any application for a period of leave which would result in the relevant member being absent for three (3) or more consecutive Ordinary Council Meetings will be presented to a Council Meeting for consideration, as soon as practicable, to ensure the matter is dealt with in a timely manner.
- (5) All applications will be subject to an officer report and recommendation, on the following basis:
  1. The application conforms with the requirements of (1) and (2) above.
  2. The details and reasons provided in the application are considered valid.
  3. The member is unable to submit an apology on or before an Ordinary Council Meeting, where the period of leave requested is for less than three (3) months.

<b>Policy</b>	<b>Elected Members Leave of Absence</b>
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4. The member is expected to be absent from all City related commitments during the applicable period, including Ordinary Council Meetings, except for those to which the member has already notified their attendance

Strategic Link:	Strategic Community Plan
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