



DISTRICT COUNCIL OF LOXTON WAIKERIE

Appointment to External Organisations Policy

Policy Identification:	
Policy type:	Council
Summary:	The policy defines Councils position on the appointment of representatives to external organisations.
Record number:	9.63.1
Date of adoption or approval:	19 March 2004
Last Review:	17 June 2016
Next Review Date:	2018 Every 4 years, prior to the end of each term of council
Approval:	Council
Responsible department:	
Responsible officer:	Director Corporate & Community Services
Review officer:	Governance Officer
Consultation required:	
Relevant references:	
Delegations:	
Legislation:	
Related policies:	Induction Policy for Elected Members
Related procedures:	

1. Introduction

The purpose of this policy is to define Councils position on the appointment of representatives to external organisations.

2. Principles

Council recognises that representation on government and non government bodies including school councils and community organisations is desirable in order to represent the needs of the community of the District Council of Loxton Waikerie to other levels of government and the wider community.

Council recognises that representation on key bodies external to the Council is an important means by which the Council can engage with others to address issues of mutual concern.

3. Strategic reference

Collaboration and partnerships LW Unity: strategy 4.4.1 develop partnerships and relationships to ensure effective advocacy on behalf of the community.

4. Objective

The District Council of Loxton Waikerie is a progressive Council that wishes to convey a strong link with the community.

Council wishes to ensure that Elected Members obtain the views of the wider community and consider that representation on external organisations is the most appropriate means of obtaining the views of the community.

5. Roles and Responsibilities

Where possible, Council will determine the appointment of Elected Members, staff and other persons to external organisations within one month of the declaration of office by Elected Members with sufficient time being given to enable the provision of all relevant information, ie terms of reference, meeting time and frequency, objectives of the organisation.

Council is committed to being represented on the following external bodies and will make appointments at the appropriate times:

- Local Government bodies
- Statutory bodies
- Community organisations (when considered appropriate)

Council acknowledges the importance of liaison with community groups and appoints people to organisations as liaison members. These members will attend meetings as required and act as a point of liaison with Council but do not have voting rights.

Insurance for Elected Members, staff and other persons appointed to external organisations must be provided by the body to which the appointment has been made.

The external organisation requesting a Council representative must provide evidence of the appropriate insurance cover prior to Council appointing a representative.

Generally, Council will not appoint representatives to community interest groups and sporting organisations.

Elected Members, staff and other persons are free to be associated with community groups of their choice including positions of office bearers, provided that:

- They make it clear to the respective groups that they do so in a private capacity and not as a representative of the District Council of Loxton Waikerie,
- They do not make claims against Council relating to their involvement with the groups,
- They exercise their responsibility to declare conflicts or potential conflicts of interest to Council when Council is considering any business of the group to which an Elected Member or employee is a member.

Please see Appendix 1 to see the process that is undertaken when a request is received by Council for a representative on a board or community group.

Please see Appendix 2 for legal advice provided by Norman Waterhouse Lawyers regarding the role and responsibility of elected members of council subsidiaries, 15 April 2009.

6. Availability of the Policy

This Policy will be available for inspection at the Council Offices at Loxton or Waikerie during ordinary business hours at no charge.

Copies of this Policy will also be available from Councils website www.loxtonwaikerie.sa.gov.au or postal copies may be obtained from the Council Office, free of charge.

7. Review

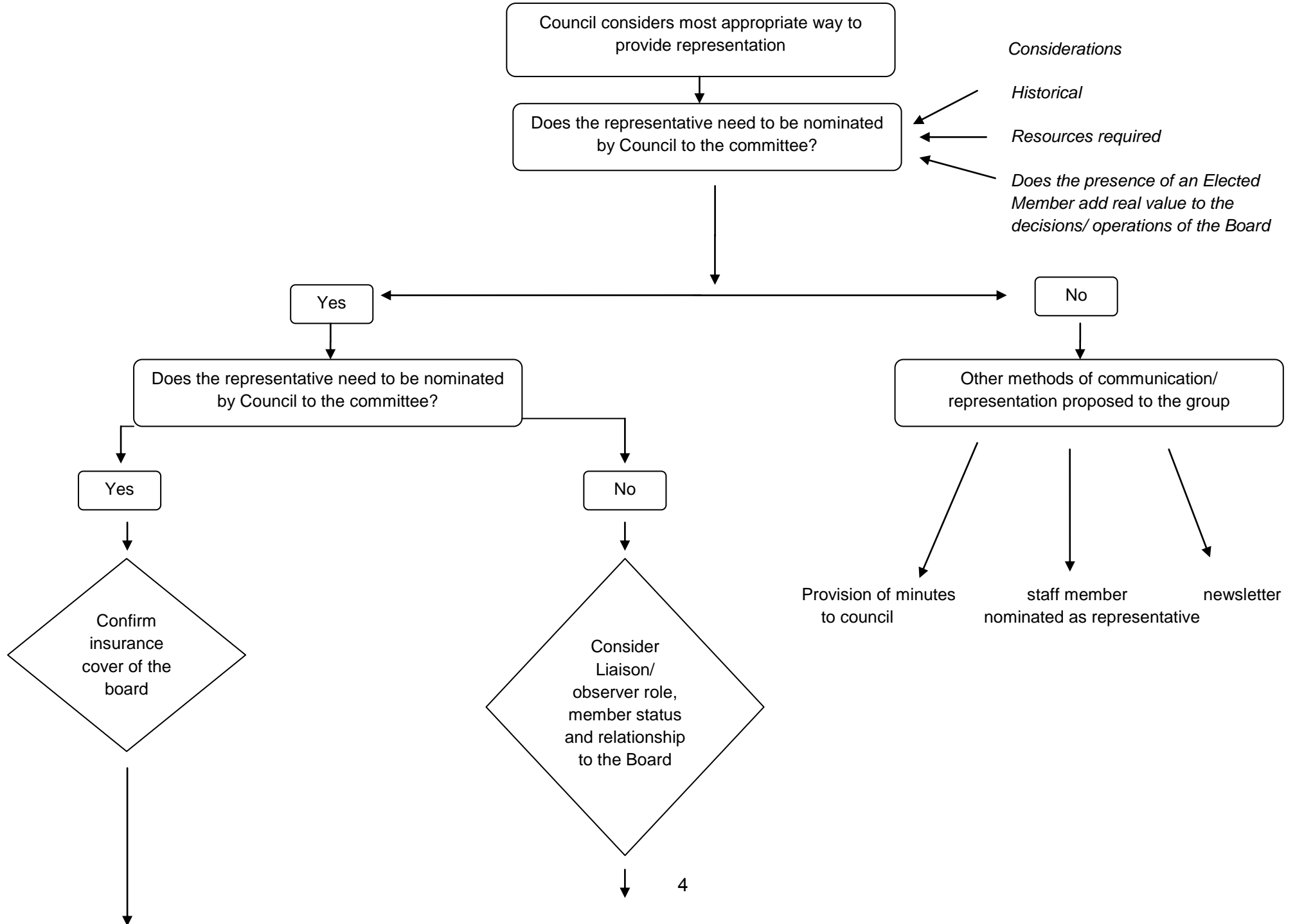
This policy will be reviewed every 4 years prior to the end of each term of council.

8. Document history and version control

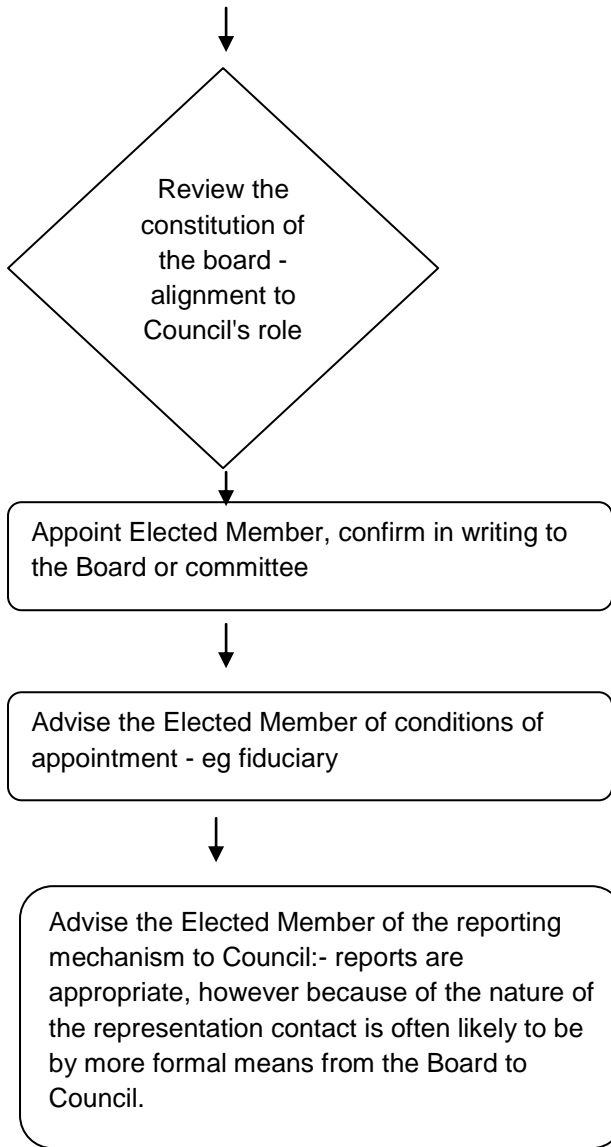
Date	Version	Authorisation:- council/ committee/ senior management team/ director	Amendment details
17/06/2016	2.1	Council	Noted the current strategic reference and extended the review period to every 4 years prior to the end of each term of council.

Appendix 1

Request from a board or community group for a council representative (other than statutory)



Appendix 1



Request from a board or community group for a council representative (other than statutory)

