District Council of
Loxton Waikerie

APPOINTMENT TO EXTERNAL ORGANISATION POLICY

Responsible Officer/s	Executive Assistant Director Commercial and Community Services
Relevant Legislation / Documents	Local Government Act
Adopted	19 March 2004
Reviewed	19 November 2025
Next Review	19 November 2027

A. Purpose

The purpose of this policy is to define Councils position on the appointment of representatives to external organisations, including community groups, and guide Elected Members acting as delegates on their required roles and responsibilities.

B. 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

C. Policy

1. 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 and ensure effective advocacy on behalf of the community.

2. Appointment of Delegates

Council will determine the appointment of Elected Members, staff and other persons to external organisations as soon as practicable following 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 will only consider the appointment of a delegate to a body/group/organisation or forum where:

- it represents state or regional interests that are likely to have an impact on the Council;
- the terms of reference or constitution of the organisation complements the objectives of the Council and does not readily involve a conflict;
- it is considering or working on a matter or issue of significant strategic interest to the Council.
- This may be confined to local interests, involve state or regional matters, or be issue based at any level;
- it represents local interests and the Council has a direct financial or strategic interest in the affairs of that group; and
- it represents local interests and the group occupies Council property.

3. Roles and responsibilities

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.

Serving as an Elected Member delegate aligns with the *Local Government Act 1999*, which states that Councillors represent the interests of their district's electors, ratepayers, residents, workers, and visitors, and facilitate community-Council communication.

If approved as Council's delegate to an external group, an Elected Member serves in that role on behalf of the Council due to their position.

Upon appointment to an external organization, each Council member is expected to fulfill the following responsibilities:

1) **Communication Bridge**
   a) Act as a conduit for information between the Council and the community group.
   b) Ensure that Council decisions, policies, and updates are communicated clearly to the organisation.
   c) Relay feedback, concerns, and suggestions from the organisation back to the Council.

2) **Meeting Participation**
   a) Attend meetings of the community group as required.
   b) Observe discussions to stay informed about the group's activities, priorities, and challenges.
   c) Provide context or clarification on Council-related matters when appropriate.

3) **Relationship Building**

a) Foster positive relationships between the Council and the organisation.
b) Encourage collaboration and mutual understanding.
c) Help identify opportunities for partnership or support.

4) **Reporting and Feedback**
   a) Report back to the Council on relevant developments, issues, or opportunities arising from the organisation.
   b) Provide informal updates or written reports depending on Council requirements.

5) **Support and Guidance**
   a) Offer guidance on Council processes, funding opportunities, or strategic alignment.
   b) Help the organisation navigate Council systems or connect with appropriate departments.

6) **Advocacy (Non-Political)**
   a) Advocate for the needs and interests of the organisation within the Council framework, without engaging in political lobbying or decision-making.

7) **Compliance and Ethics**
   a) Maintain confidentiality and integrity in all interactions.
   b) Ensure that their role remains neutral and non-influential in decision-making processes

In addition to a Councilor's responsibilities, the following obligations apply:

1. Fiduciary Duty:
   - Act in the best interests of the external body, not solely in the interests of the council or constituents.
   - Exercise independent judgment, even if appointed by council.

2. Conflict of Interest:
   - Declare any personal or council-related interest that may conflict with the external body's interests.
   - Recuse from decisions where appropriate.

3. Governance Standards:
   - Adhere to the external organisation's constitution, charter, or governance framework.
   - Comply with reporting and participation expectations.

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 organisations and groups that Council provide delegates for.

D. Availability

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.

This policy will be available in Council's Electronic Document Management System (Content Manager).

E. Document history and version control

Date	Version	Authorisation	Amendment Details
19/03/2004	1	Council	Policy adopted
17/06/2016	2.1	Council	Last review
18/10/2023	3	Endorsed at Ordinary Council meeting held 18 October 2023	Updated onto new policy template Minor grammar changes Appendix 1 updated to new flow chart Appendix 2 reviewed Review date to every 2 years to align with review of Members representation on committees and external committees/boards
19/11/2025	4	Endorsed at Ordinary Council Meeting held 19 November 2025	Incorporated into new template, re-organised under more appropriate headings and added Councillor's roles and responsibilities. Replaced Appendix with list of organisations Council have representatives for. Replace the timeframe of 1 month to as soon as practicable. Addition of comprehensive overview of a Councilor's responsibilities as requested by Council.

Appendix 1:

DISTRICT COUNCIL OF LOXTON WAIKERIE

LIAISON REPRESENTATIVE ONLY

Organisations:

Riverland Suicide Prevention Network	Loxton Health Advisory Council
Local Government Association of SA	Local Government Finance Authority – AGM Council Representative
Loxton Chamber of Commerce	Loxton Community Centre
Loxton High School – Independent Learning Centre	Loxton High School Council
Loxton Neighbourhood Watch Committee	Muray Darling Association Region 5 Committee
Murraylands & Riverland Local Government Association Regional Transport Strategy Committee	Murraylands & Riverland Local Government Association (MRLGA)
Murray & Mallee Zone Emergency Management Committee	Riverland Biosecurity Alliance – Fruit Fly Working Committee
Riverland Local Government NRM Advisory Group of the SA Murray Darling Basin NRM Board	South Australian Fruit Fly Standing Committee (LGA Rep)
Waikerie Business Alliance	Waikerie Historical Society
Waikerie Health Advisory Council	Waikerie High School