



APPOINTMENT TO EXTERNAL ORGANISATION POLICY

<i>Responsible Officer/s</i>	Director Commercial & Community Services Executive Assistant
<i>Relevant Legislation / Documents</i>	Local Government Act Other Policy/Procedure
<i>Adopted</i>	19 March 2004
<i>Reviewed</i>	18 October 2023
<i>Next Review</i>	18 October 2025

A. Purpose

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

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. 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.

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.

D. 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

Appendix 1

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

