

<b>Responsible Officer</b> Executive Services	<b>Adopted</b> 27 Feb 2007
<b>Local Government Act 1999 Reference</b> N/A	<b>Reviewed</b> May 2020
	<b>Next Review*</b> Nov 2023

## OBJECTIVE

To define the role and responsibility of Council representatives appointed to external organisations.

## POLICY

Council recognises that representation on government and non-government bodies is desirable in order to represent the needs of the community of the Renmark Paringa Council to other levels of government and the wider community.

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.

Representatives of Local Government and Statutory bodies are appointed under the Constitution of that organisation and as such have a fiduciary duty responsibility as a member of that organisation to act in the best interests of that organisation. They therefore have the responsibility to debate and vote on any decisions made by the organisation. It is therefore recognised that the representative may not act in the interests of the Council.

To ensure the best interests of Council members and staff appointed in such instances, it shall be Council policy that it only appoint such representatives when the relevant organisation has appropriate insurance to indemnify its members against civil liability.

The Chief Executive Officer shall annually verify that the representative of Council is protected by insurance for civil liabilities.

“Informal Representatives” may be appointed, at the invitation of a local organisation which does not have the Constitutional power to appoint a formal representative, by Council to attend meetings of the Management Board or Committee of that organisation.

In such instances the “informal representative” has no power to debate or vote on issues before that Board or Committee.

They must at all times act in the best interest of the Council observing the following:-

- a) Not act as a spokesperson for the Council
- b) If invited to express an opinion, make it clear to those present that the opinion to be



expressed is personal and not the opinion or views of the Council.

c) In the event of a contentious issue arising, which may relate to Council business, they shall consider leaving the meeting and ask that their departure is noted in the minutes of that meeting.

d) Behave in an appropriate manner, respecting the views and opinions of the members of that organisation and remembering that they are a guest of the Board or Committee

e) Advise the organisations that any matters requiring a Council opinion or decision must be made in writing to the Council, through its Chief Executive Officer.

Invitations to provide representatives to community groups shall be confirmed in writing by the Chief Executive Officer following the inductions of Elected Members every four years.

## **DELEGATION**

That pursuant to section 44 of the Local Government Act 1999, Council delegates to the Chief Executive Officer authority to administer Council's Policies. Refer Delegations Register for sub delegation if granted.