

# POL 0041: External Committee Representation

## Purpose

To provide a clear direction as to the role and responsibilities of Councillors appointed to external committees as a Council representative

## Scope

This policy applies to Councillors appointed to represent Council on external committees.

## Definitions

N/A

## Practice

Any Councillor appointed to an external committee as a representative of Council is to represent Council's interests at all times when involved in the business of the external committee. The Councillor also plays an important role by providing a conduit for information between the Council and the external committee.

Key duties of the Councillor are -

1. To vote in accordance with any formally established position of Council.
2. To vote with the best interests of Council and the community in mind when any issue is being considered that no formal position of Council has been established.
3. Provide all committee minutes for inclusion in the Council records at the first available opportunity following any meeting of the external committee.
4. Provide an informal briefing of the external committee's activities if requested.

.....End.....

## Document Information

Responsible Position	Chief Executive Officer
Risk Rating	Low

## Referencing Documents

- *Local Government Act 1995*

## Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
Nov 2013	1		New policy	O1113-019	Nov 2015
Mar 2018	2	D16/29034	Biennial review, no change	O0318-073	Mar 2020
Nov 2019	3	D16/29034[v2]	Change responsible officer	O1119-248	Nov 2021
Jan 2022	4	D16/29034[v3]	Biennial review, no change	O0122-012	Jan 2024
Jan 2024	5	D16/29034[v4]	Include scope	O0124-004	Jan 2026