

POL	ELECTED MEMBERS REPRESENTING COUNCIL ON EXTERNAL COMMITTEES	SC29
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POLICY CODE:	SC29
DIRECTORATE:	Executive Services
BUSINESS UNIT:	Executive Support
SERVICE UNIT:	Executive Support
RESPONSIBLE OFFICER:	Director, Governance & Community Services
FILE NO.:	086/001
DATE FIRST ADOPTED:	18 May 2004
DATE LAST REVIEWED:	12 December 2013
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	N/A
VERSION NO.	2

Dates of Amendments / Reviews:	
DAPPS Meeting:	21 April 2004 22 March 2012 28 November 2013
OCM:	18 May 2004 12 April 2012

BACKGROUND:

Following Council elections every two years, Elected Members are appointed to both Internal Committees and as Council representatives to externally based organisations and committees as a means of conducting two way communication between Council and the organisations.

PURPOSE:

To ensure that Council appointed delegates to external committees do not compromise or commit Council on issues of mutual interest to both organisations where it is known that Council has, or may in the future have, a formal position on a matter under consideration by the external committee.

POLICY:

- (1) Council shall formally appoint delegates to external organisations at the same meeting as it appoints membership to its internal Committees following each Council election.
- (2) Council appointed delegates to external committees or organisations may provide input and vote on matters under consideration, provided that their input is not, or could be, in conflict with a position of Council and is otherwise considered by the delegate to be in the best interests of the City of Cockburn.

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- (3) Where an issue, or issues, under consideration by an external committee or organisation is known to be, or could be, in conflict with a formal position of Council, it is the responsibility of the Council appointed delegate to present the formal Council position to the committee or organisation at which he or she is representing Council.
- (4) In cases where a matter under consideration by the external committee or organisation is known in advance and is likely to be of specific interest to Council, the Council appointed delegate should notify the Chief Executive Officer (CEO) of the matter immediately, and prior to the meeting at which the matter is to be discussed, for advice.
- (5) Where, in the opinion of the CEO, the matter is of a politically sensitive nature, the CEO shall refer the matter to the Mayor to, if appropriate, make a statement on behalf of the City.
- (6) Where the Mayor speaks on behalf of Council on an issue pursuant to sub-clause (4) above, this position shall be made known to the Council appointed delegate to convey to the relevant meeting at which the issue is to be considered.
- (7) Should an issue arise at or during a meeting of which no previous indication or notice was given, and which is, or could be, of interest to Council, the Council appointed delegate should inform the meeting of that fact and refrain from formally participating in any outcome associated with the issue or committing Council, or presenting an opinion on the matter, on behalf of Council.
- (8) Where a Council appointed delegate to an external committee or organisation is uncertain whether an item or issue raised at a meeting of the committee or organisation is, or is likely to be, an issue of interest to the Council, the delegate should preface any remarks or action taken in the role of Council delegate that, in the absence of any formal position adopted by the City in relation to the matter, the comments and other participatory action by the delegate are provided to the best of the delegate's knowledge as being in the best interests of the City of Cockburn, but may be subject to being amended or overruled in the future, by decision of the Council.