

 <p>DISTRICT COUNCIL of TUMBY BAY</p>	<b>POLICY# 2.04</b> <b>Visiting Ministers, Government Officials &amp; Other Dignitaries</b>	Version No:	1
		Issued:	Oct 2011
	<b>POLICY AREA</b> <b>Governance</b>	Next Review:	2018 After Next Election

**Aims & Objectives**

To provide direction to Elected Members and Staff on instances of official visits by Government Ministers or Officials and other dignitaries.

**Policy Detail**

Where visiting Ministers or Officials of Government and other dignitaries are present in the Council area, a meeting should occur on issues affecting the area and consist of all members of the Council who are available on the day, unless specifically indicated by those officials to the contrary.

As the Mayor is the Principal Spokesperson for Council any Elected Members wishing to speak as Council representative to Ministers or Officials of Government, must have the Mayor’s approval prior to doing so. Staff need to also do likewise and have prior approval of the Chief Executive Officer.

Council believes it is in the best interest of its Electors and the District to offer a show of hospitality to such visitors when the occasion arises. To facilitate this, Council agrees to meet the costs. Council also acknowledges that on occasions it may also be appropriate for Elected Members and Staff partners to attend such functions and in doing so agrees to meet any additional costs.

**Strategic Link:**

**Delegation:**

Mayor and Chief Executive Officer

**Sub-Delegation:**

- Delegation made to a specific position (including Chief Executive Officer) extends to any person appointed to act in the position.
- In the absence of the Chief Executive Officer, delegation extends to the Deputy Chief Executive Officer.

**Documentation:**

**Authority:** Adopted by Council:10/10/2011 {Motion No 19c/102011}  
Reviewed by Council: 10/11/2015 {Motion 7c112015}

SIGNED: .....

Responsible Officer

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

*Electronic version on the Intranet is the controlled version. Printed copies are considered uncontrolled.  
Before using a printed copy, verify that it is the current version*