

 <p>DISTRICT COUNCIL of TUMBY BAY</p>	POLICY# 2.09 Community Delegates/ Representative Reporting POLICY AREA Governance	Version No:	1
	Issued:	Oct 2011	
	Next Review:	2018 After Next Election	

Aims & Objectives

To provide direction to Elected Members on their reporting of attendance and the reporting of issues arising from meetings attended as a Council representative.

Policy Detail

All Elected Members should submit a written list/report listing meeting attendance at those community committees, boards, organisations that they have been appointed to by Council at the request of the organisation. The list shall be submitted at the Ordinary Council Meeting or prior for inclusion in the minutes of the Ordinary Meeting.

Agenda item titled: “Community Delegates/Representatives’ Reports” of an ordinary meeting agenda will be used for Elected Members to present a formal written report to full council on significant business arising from their attendance at such meetings as described above. The elected member should only discuss a particular item of his/her report if it is considered to be significant importance which should be brought to the attention of full council or contains a recommendation which should be considered by council. All such written reports shall comply with the correspondence & late correspondence policy (No. 2.02) to allow publishing in the Ordinary Council Meeting Agenda.

Strategic Link:

Delegation:

Documentation:

Authority: Adopted by Council:10/10/2011 {Motion No 19c/102011}
Reviewed by Council: 10/11/2015 {Motion 7c/112015}

SIGNED:
Responsible Officer

Date: ____/____/____

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