

Governance and Corporate Leadership

GL9 Council Delegates



24 May 2015

This policy was adopted by Council to set governing principles in place that align the strategic direction of the organisation with Goal 5 – Executive Leadership and Governance

Objectives

To provide guidance to Council on the selection of delegates and guidance to Councillors on their required roles and responsibilities

Policy

Being a Council Delegate representing the Shire of Augusta Margaret River is an important role and carries with it a high level of responsibility. It is important to ensure that the most appropriate person is appointed for a delegate position and that clear guidance is given as to the obligations of the role.

This policy :

- Prescribes the manner by which delegates nominated by Council as members of external committees or organisations may fulfil their representative role;
- Provides guidance to Councillors and the CEO on the process to be used in selecting and appointing Councillors to committees and to external bodies; and
- Outlines how appointments are to be made for some specific organisations.

Council will only consider the appointment of a delegate/s to another committee or group in the following circumstances:

- Where the body/group/organisation represents state or regional interests that are likely to impact upon the Shire of Augusta Margaret River;
- Where the body/group/organisation represents local interests and the Council has a direct financial interest in the affairs of that group; or
- Where the body/group/organisation represents local interests and the group occupies Council property.

Delegate Roles and Responsibilities

Where a Councillor has been endorsed as Council's delegate for an external committee, body or organisation the delegate shall:-

- Understand that their appointment / membership is as a representative of the Council and is by right of their position with Council;
- Ensure their availability to attend scheduled meetings, and where they are unable to do so, provide prior apology to the respective Presiding Member. The delegate must also provide timely notice of anticipated absences to any deputy delegate where one is appointed;
- Ensure that in participating and contributing to decision making of the external organisation the delegate communicates and is cognisant of Council's determined position on matters before the external organisation;

- Perform the functions and duties of a delegate in accordance with the standards set out in the Shire's Code of Conduct; and
- Keep Council informed of the activities and achievements of the external organisation in a timely manner.

Where a delegate has failed to attend three successive external organisation meetings, with or without apology, during a period where leave of absence has not been granted, the Council shall consider appointing a replacement delegate to ensure that the purpose and integrity of Council's participation in the external organisation is maintained.

If a delegate is unable to fulfil their commitment to an external organisation then the delegate must advise the Chief Executive Officer so that Council's consideration of appointing a replacement delegate can be facilitated and subsequent formal advice to the external organisation attended to.

Method for Appointing Delegates

At a meeting of the Council where a Councillor is to be appointed to a committee or to an external body (other than those positions specifically addressed in this policy) and there are more nominations than vacancies, the Chief Executive Officer is to conduct a secret ballot using the first past the post system to establish the preferred delegate or delegates to fill the position. In the event of a tied vote for a position, lots will be drawn by the Chief Executive Officer to determine the preferred delegate.

The President or Presiding Member is then to call for a resolution of Council for the preferred delegate or delegates to be appointed to the vacant position and for the next preferred delegate to be appointed the deputy for the position to carry out the duties of the appointed Councillor in his or her absence when required.

Where a Councillor has indicated their desire to nominate for a delegate position and the time for acceptance of nominations closes prior to the next available Council meeting, the Chief Executive Officer is to forward the relevant nomination and subsequently advise Council of the nomination, so that it can be considered and ratified through the normal process. Where the number of nominations from Councillors exceed the number of vacant positions, the Chief Executive Officer will consult with the President to determine an order of preference based on experience in the position of Councillor and interest and merit in the vacant position.

Application

Responsibility for the implementation of this policy rests with the President, Councillors, Council delegates and Chief Executive Officer. The policy is to be reviewed every three years

Document and version control table

Strategic outcome	Corporate Plan 2014-2018 Goal 5 – Effective Leadership and Governance
Responsible Directorate	CEO
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Contact officer	CEO EA
Date of next review	May 2020
Document No.	N129862

Version	Date issued	Brief description
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1.0	27/8/2009	Initial Issue
2.0	23/1/2013	Full review
3.0	24/5/2017	Full review