POLICY 2.04

Governance

Visiting Ministers, Government Officials and Other Dignitaries

Version: 4 | Next Review: November 2030

DISTRICT COUNCIL of TUMBY BAY

1. INTRODUCTION

The District Council of Tumby Bay (the Council) is committed to providing leadership on behalf of the community, advocating for enhanced essential services, and supporting sustainable growth of the local community and economy through partnerships with key stakeholders, including government.

2. POLICY OBJECTIVE

The purpose of this Visiting Ministers, Government Officials and Other Dignitaries Policy (the Policy) is to provide direction to Elected Members and Council Staff to ensure that all interactions with visiting Ministers, Government officials, and dignitaries are conducted in accordance with legislative requirements, and reflect transparency, accountability, and appropriate roles and responsibilities.

3. LEGISLATIVE REQUIREMENTS

The *Local Government Act 1999* (the Act) prescribes the roles of the Principal Member (Mayor) and Chief Executive Officer under sections 58 and 99, and establishes core governance principles in section 8, including openness, transparency, and accountability in Council decision-making and community engagement.

Elected Members are required to perform their duties with appropriate conduct and representation, and to engage with external stakeholders in line with the *Local Government (Member Conduct) Regulations 2020* and the *Code of Conduct for Council Members.*

In its interactions with public officials, Council is required to maintain high standards of integrity and ethical conduct, and to appropriately manage conflicts of interest in accordance with the *Independent Commission Against Corruption Act 2012*.

4. COUNCIL PROTOCOLS & REQUIREMENTS

When Ministers, officials of Government and/or other dignitaries are present in the Council district, a meeting may occur on issues affecting the area and may consist of all members of the Council, unless indicated by those officials to the contrary.

As Council's principal member, the Mayor acts as the principal spokesperson of the Council as per section 58(1)(g) of the *Local Government Act 1999*. Any Elected Member wishing to speak as a Council representative in an official capacity to the visiting Minister, Government official or other dignitary must have the prior approval of the Mayor. The same prior approval applies to Council Staff who must gain prior approval from 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. To facilitate this, Council will meet the costs of any official visit. On some occasions it may also be appropriate to invite Elected Members' and/or staff partners to attend such functions and in doing so Council will meet any additional costs incurred.

All interactions with visiting Ministers, Government officials and dignitaries must be conducted in accordance with applicable legislative requirements, Council policies and approved communication protocols.

5. POLICY REVIEW

This Policy will be reviewed every four (4) years. The Council has the right to review this Policy at any time, if considered desirable.

6. AVAILABILITY OF POLICY

This Policy will be available for inspection at the Council's offices during ordinary business hours and via the Council's website www.tumbybay.sa.gov.au. Copies will also be provided to the public upon request, and upon payment of a fee in accordance with the Council's Schedule of Fees and Charges.

7. FURTHER INFORMATION

File reference	R26/9695
Responsibility	Chief Executive Officer
Version	4
Effective date	14/07/2026
Last revised date	12/09/2023
Minutes reference	18c/72026
Next review date	November 2030
Applicable Legislation	*Local Government Act 1999* *Local Government (Member Conduct) Regulations 2020* *Independent Commission Against Corruption Act 2012*
Related Policies	Code of Conduct for Council Members Policy 2.20 – Social Media Policy 2.33 – Community Engagement
Related Procedures	

AUTHORITY:	Adopted by Council:	10/10/2011	{Motion 19c/102011}
	Reviewed by Council:	10/11/2015	{Motion 7c/112015}
	Reviewed by Council:	12/05/2020	{Motion 3c/52020}
	Adopted by Council:	12/09/2023	{Motion 4c/92023}
	Adopted by Council:	14/07/2026	{Motion 18c/72026}

SIGNED: 

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Responsible Officer

DATE: 14/07/2026