

# POLICY 2.09

## Governance

### Community Representative Reporting

Version: 3 | Next Review: 2026



#### INTRODUCTION

The District Council of Tumby Bay is committed to accountable and responsive decision making, which is informed by effective communication between the council and the community.

Elected Members are appointed by Council as representatives to local community organisations and committees to enhance productive relationships and facilitate open communication between Council and each external body, and to support the high levels of volunteering throughout the district.

Meetings of the local organisations and committees on which Council is represented should be attended by the Council representative, and relevant information reported back to Council.

#### POLICY OBJECTIVE

The purpose of this policy is to provide direction to Elected Members on their reporting of attendance at community organisations and committees, and the reporting of issues arising from meetings attended as a Council representative.

#### POLICY STATEMENT

All Elected Members should submit a written report listing meeting attendance at those community committees and organisations that they have been appointed to by Council at the request of the organisation in writing, or via email prior to each Council Meeting for inclusion in the minutes of the meeting.

Agenda item titled "Community Representatives' Reports" of a meeting agenda will be used for Elected Members to present a formal written report to Council on significant business arising from their attendance at such meetings.

The Elected Member should only discuss a particular item of their report if it is considered to be of significant importance and which should be brought to the attention of Council. Any requests relating to the organisation/committee should be forwarded to Council in writing by the organisation/committee.

All such written reports shall comply with Policy 2.02 Council Meeting Correspondence to allow publishing in the Council Meeting agenda.

#### 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](http://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.

File Reference	Responsibility	Issued	Review Frequency	Next Review	Page
R23/7195	Chief Executive Officer	28/03/2023	4 Years	Council Election 2026	1 of 2

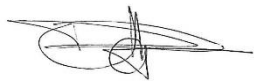
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## POLICY 2.09 – Community Representative Reporting

Strategic Reference	A Harmonious Balance Between Lifestyle and Growth Connected, Vibrant and Empowered Communities
Delegation	N/A
Effective date	28/03/2023
Minutes reference	4sp/32023
Next review date	Council Election 2026
Applicable Legislation	Nil
Related Policies	Policy 2.02 Council Meeting Correspondence
Related Documents	Community Committee Representatives List Community Representative Reporting Form

Adopted by Council: 10/11/2011 {Motion 19c/102011}  
 Reviewed by Council: 10/11/2015 {Motion 7c/112015}  
 Amended by Council: 12/05/2020 {Motion 3c/52020}  
 Adopted by Council: 28/03/2023 {Motion 4sp/32023}

Signed:



Responsible Officer

Date: 28/03/2023

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