

---

# Council appointed elected member liaison policy

## Contents

1	Preamble.....	2
2	Policy purpose .....	2
3	Policy .....	2
3.1	Background information.....	2
3.2	Roles and responsibilities .....	2
4	Process .....	3
4.1	Term .....	3
4.2	Biennial process for appointment .....	3
5	Declaration of interest.....	4
6	Further information .....	4
7	Document control .....	4

## **1 Preamble**

The contents of and the commitments that council makes in this policy are not intended to be and should not be interpreted to be any more than a statement of the City of Onkaparinga's general position in relation to those matters, and to facilitate its aspirations wherever it is reasonable to do so.

## **2 Policy purpose**

The purpose of this policy is to define the City of Onkaparinga's position on the appointment of elected members to liaise with external organisations.

This is separate to the process to be followed for Elected member representation on regional and state/local government bodies which is outlined in the Elected Member Allowance, Benefits and Support Procedure 2014.

## **3 Policy**

Council recognises that the opportunity to liaise with external organisations within the City of Onkaparinga including community and business groups, school councils and management committees is an important means by which the Council can engage with others and provide a strong link with the community.

### **3.1 Background information**

The City of Onkaparinga has appointed elected members to liaise with external organisations in some form since 2001. Council maintains an official schedule of external organisations who have requested the appointment of an elected member. Acknowledging the importance of liaison with external organisations council regularly invites additional external organisations to make a written request to Council for the appointment of an elected member liaison.

### **3.2 Roles and responsibilities**

Council appointed liaisons to external organisations:

- act as a primary point of contact between the organisation and Council
- act as an information provider from Council to the external organisation and vice-versa
- support Council's approach to any matters associated with the external organisation
- advise the external organisation of council services and direct the organisation to the online service request form when a request for service is appropriate
- can, upon invitation from the external organisation, observe and participate in discussions at a meeting of the external organisation

- are not required to attend all meetings of the external organisation, but when invited should endeavour to attend, and ensure a response to invitations is supplied
- cannot be appointed as a member representing Council on the external organisations Board/Committee
- are not a voting member of the external organisation
- represent the City of Onkaparinga and uphold the values and behaviours contained in the Code of Conduct for Council Members.

#### **4 Process**

##### **4.1 Term**

Council will determine the appointment of elected members to external organisations as soon as possible in each new Council term. Appointments are for a term of two years and will be reviewed by Council at the conclusion of the two year term.

##### **4.2 Biennial process for appointment**

The process for elected member nominations to external organisations is as follows:

1. Governance will review the schedule of existing external community organisations.
2. Governance will contact the external organisations contained in the official schedule to determine that the organisation:
  - is currently operational
  - requires an elected member liaison for the next two year term
  - has any preference for a preferred elected member
  - contact and meeting details are current
3. Council's current databases and media resources will be utilised to notify external organisations within the City of Onkaparinga of the opportunity to request a Council appointed elected member liaison.
4. Written requests to council are required should new organisations wish to take up the opportunity and are to include the following detail:
  - name of external organisation and contact details
  - name of preferred elected member (if known)
  - details of the organisation's meetings, frequency, location, time
  - copy of organisation's constitution and registration
5. Elected members will be provided with a schedule of external organisations that seek an elected member liaison. The schedule will indicate requests from the external organisation where a preferred elected member has been requested. Where possible the groups/committees time, place and frequency of meeting will be included in the schedule.

6. Elected members identify their preferences on the schedule and return to Governance in preparation for a Council report.
7. The report to Council identifies all external organisations, and elected member nomination preferences. A ballot may take place at the Council meeting should the number of elected member preferences exceed the external organisation's requirements.
8. Governance will advise all external organisations on the schedule, in writing, of their Council appointed elected member liaison and their contact details.

External organisations may request a Council liaison at any time outside of the existing biennial process. The request is required to be made to Council in writing and a report is presented to Council for an appointment, and the organisation is added to the schedule.

Any extraordinary appointment will be made on a pro-rata basis to the next ordinary expiry date.

#### 5 Declaration of interest

Elected members will not be regarded as having a conflict of interest actual or perceived in a matter, to be discussed at a meeting of Council or Committee by reason only of the elected member's role as a Council appointed liaison.

#### 6 Further information

This policy is available for inspection, during business hours at:  
City of Onkaparinga, Ramsay Place, NOARLUNGA CENTRE SA 5168.

It is also available for inspection, downloading or printing from our website  
[www.onkaparingacity.com.au](http://www.onkaparingacity.com.au).

#### 7 Document control

<b>Author</b>		
<b>Position</b>	<b>Name</b>	
Senior Governance Officer	Therese Brunotte	
<b>Stakeholders</b>		
Elected Members External Organisations within the City of Onkaparinga		
<b>Reviewed by:</b>		
<b>Position</b>	<b>Name</b>	<b>Date reviewed</b>
Senior Governance Officer	Therese Brunotte	31 July 2019

*Uncontrolled once removed from webpage or Onkanet (printed or downloaded).  
Before using a printed or downloaded copy, verify that it is the current version.*

<b>Approved by</b>			
<b>Position / Group</b>	<b>Name</b>	<b>Approval date</b>	<b>Approval ECM number</b>
Council	N/A	21 March 2017 20 May 2021	ECM 3889377 ECM 4952899
<b>Current version:</b>			
<b>Current version number</b>	<b>Release date</b>	<b>Review cycle</b>	
V 2.0		Next review 2023	
<b>History:</b>			
<b>Date</b>	<b>Author</b>	<b>Nature of change</b>	
3 March 2015	Council	Reviewed and adopted.	
April 2016	Senior Governance Officer	Conflict of Interest provisions came into operation 31 March 2016. Policy updated April 2016.	
March 2019	Council	Provided to Council for information when appointing Council liaisons for 2019-2021.	
<b>Document location:</b>			
<b>Published location</b>			<b>Original in ECM</b>
Onkanet and public website			ECM 4952899

*Uncontrolled once removed from webpage or Onkanet (printed or downloaded).  
Before using a printed or downloaded copy, verify that it is the current version.*