

	<p>LG517 Elected Members' Reports on External Organisations, Committees and</p>
<p>Key Focus Area Leadership and Governance</p>	<p>Responsible Directorate Office of the Chief Executive</p> <p>Relevant Council Delegation Nil</p>

Purpose

To guide Elected Members on reporting to Council on the content of meetings attended which may have an impact on the Town. This is to ensure that Council and the community are informed of any issues that may affect them.

Policy

Any Elected Member appointed to any external organisation as a representative of the Town or being on a committee or organisation by virtue of them being the Mayor or Councillor, is to make that organisations report or minutes available to Council through the Executive, via an appropriate means of communication and in a reasonable timeframe.

An Elected Member is to report matters to Council if, in the opinion of the member, any one of the responses to the following questions is positive:

1. Could there be an impact on the amenity of the Town?
2. Could the Town's Strategic Plan be adversely impacted or need amending?
3. Could the issue contravene any policy or Local Law of Council?
4. Could the issue require a new policy to be developed or change to an existing policy?
5. Could there be a cost to council that is above expenditure already approved by Council?
6. Are there possible legal implications for Council?

The report may take the form of a written report to the Mayor and Councillors and the CEO.

Document Control Box			
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Organisational:	Nil		
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