

**Title:** Alternate Representative on Committees - Roles  
**Policy No:** 343  
**Responsibility:** Chief Executive Officer

Version	Decision Number	Decision Date	History
1	19\4078	27/02/07	Adopted
2	19\4604	12/06/07	Reviewed
3			
4			

### Purpose

This Policy seeks to clarify the role of Council appointed alternate representatives.

### Details

The Council from time to time appoints alternate representatives to committees and organisations to ensure that the Council can be represented should the principal representative be unavailable.

Where alternate representatives have been appointed the Council has an expectation that the appointee will make the effort to be sufficiently familiar or aware of the nominated committee/organisation so as to be able to attend a meeting with some knowledge of the organisation and its affairs.

To assist, alternate representatives shall be provided with copies of minutes, agendas, newsletters etc., that are provided to the Council.

Should the principal representative receive information and material direct, copies may be provided to the Chief Executive Officer for distribution to the alternate.

As with principal representatives, alternate representatives generally have no authority to commit the Council to anything.