

## OCA REPRESENTATION ON OTHER BOARDS OR COMMITTEES POLICY

### DOCUMENT CONTROL

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**REVISION RECORD**

<b>Date</b>	<b>Version</b>	<b>Revision description</b>
9 May 2013	3	Policy reviewed and adopted with title change.
9 February 2012	2	Policy reviewed and adopted.
10 February 2011	1	New policy developed.

## **1. ADOPTION**

This policy was adopted by the Outback Communities Authority (OCA) on 9 May 2013.

## **2. TITLE**

OCA Representation On Other Boards Or Committees Policy.

## **3. POLICY STATEMENT**

The OCA recognises that representation on other boards or committees is desirable to assist it in achieving the Functions and Objectives of the Outback Communities Authority as set out in the *Outback Communities (Administration and Management) Act 2009*.

## **4. PURPOSE**

The purpose of this policy is to identify the circumstance under which the OCA will support its Members or staff assigned to the OCA in representing the OCA on other boards or committees.

## **5. SCOPE**

This Policy applies to all OCA Members and staff assigned to the OCA representing the OCA on a board or committee. The Policy does not apply to adhoc project specific meetings where the technical expertise of the OCA is required.

## **6. POLICY DETAILS**

6.1. The OCA will support Members and staff assigned to the OCA seeking to represent the OCA on a board or committee where;

6.1.1. the board or committee has a strategic direction aligned to the Functions and Objectives of the Outback Communities Authority as set out in the *Outback Communities (Administration and Management) Act 2009* and

6.1.2. the OCA has prior notice of the Member/staff's intention to nominate for the board or committee.

6.2. The Member must ensure that the board or committee is providing appropriate insurance cover prior to assuming their role.

6.3. A Member or staff assigned to the OCA is entitled to reimbursement of reasonable costs incurred for travel time, vehicle mileage, accommodation and meals in representing the OCA on a board or committee provided that:

6.3.1. the OCA has, with regard to the financial resources available, agreed to reimburse the Member/staff when agreeing to support that Member/staff and

6.3.2. the Member/staff is not entitled to or receiving reimbursement from that board or committee and

- 6.3.3. an appropriate claim form is completed by the Member/staff and submitted to the OCA for consideration.
- 6.4. Where a Member/staff serving on a board or committee wishes to claim reimbursement for attending a conference or similar event over consecutive days, prior written approval must be obtained from the OCA detailing the event and expected costs.
- 6.5. The level of any reimbursement will be in accordance with Commissioner's Determination 3.2 ([www.oper.sa.gov.au](http://www.oper.sa.gov.au)) and the Government Boards and Committees Framework.
- 6.6. A Member or staff assigned to the OCA serving on a board or committee is required to report to the OCA, subject to confidentiality disclosure provisions of that board or committee, on relevant matters as soon as practicable after attending a meeting.
- 6.7. A Member or staff assigned to the OCA serving on a board or committee must declare any conflict of interest in any matter arising to both the OCA and the relevant board or committee.
- 6.8. The Office for the OCA will maintain and make publicly available a register of all OCA representation on other boards or committees.

## **7. OTHER RELEVANT DOCUMENTS/INFORMATION**

- 7.1. OCA Representation On Other Boards Or Committees Policy Procedural Guide.
- 7.2. Commissioner's Determination 3.2 and the Government Boards and Committee Framework.
- 7.3. Unless specifically defined within the policy all words have the normal dictionary meaning.

## **8. AVAILABILITY OF THE POLICY**

Members of the public may obtain a copy of the policy at the office of the OCA during normal office hours. The policy is also available from the OCA's website: [www.oca.sa.gov.au](http://www.oca.sa.gov.au).

## **9. REVIEW OF THE POLICY**

The effectiveness of the policy will be reviewed on an annual basis.

## **10. OCA CONTACT PERSON**

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