Notification of Appointment of Substitute Council Delegate for one meeting only

#### Pursuant to Clause 12 of the [LGA Constitution](https://www.lga.sa.gov.au/page.aspx?u=6840) a Delegate must be a council member of the Ordinary Member appointing him or her, both when appointed and at the General Meeting when acting as delegate.

The purpose of this form is to notify the LGA of a temporary delegate if a council’s registered voting delegate is unable to vote at an LGA General Meeting.

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| **For the LGA General Meeting of** | *(meeting date)* |
| **Council Name** |  |
| **Council Appointed Delegate on Voting Register** | Mayor / Chairperson / Councillor  *(insert full name)* |
| **Substitute Council Delegate** (appointed for the above meeting date only and lapses after that meeting has occurred) | Mayor / Chairperson / Councillor  *(insert full name)* |
| **Name and Signature of**  **Chief Executive Officer** | *(insert name)*  *(signature)* |
| **Date** |  |

Please return completed form to [lgasa@lga.sa.gov.au](mailto:lgasa@lga.sa.gov.au).

For a permanent change to a council’s appointed voting delegate please submit the *Notification of Appointment of Council Delegate* form available on the [LGA website](https://www.lga.sa.gov.au/about-lga/lga-meetings/ogmagm).