



# MAYOR, DEPUTY MAYOR AND COUNCILLOR ATTENDANCE AT FUNCTIONS POLICY

Policy Number	C57	Directorate	Corporate and Community Services
Council Item No.	5.X	Department	Innovation and Council Business
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## 1. POLICY OBJECTIVE

The objective of this policy is to provide guidance to Councillors and staff about attending and representing Council at official functions, events or community events.

## 2. POLICY SCOPE

This policy applies to all Councillors, including the Mayor and Deputy Mayor, where a Council representative is invited to represent Council at a function or event. This may also include a requirement to make a speech or take a leading role in the proceedings.

This policy does not apply to functions open to all members of the public and where a Councillor attends in a private rather than an official capacity.

## 3. POLICY STATEMENT

The role of Mayor, in accordance with section 73 of the Act, is to take precedence at all municipal proceedings within the municipal district. In undertaking this role, the Mayor is Council's principal councillor representative to attend key, strategic events or functions.

The general role of the Deputy Mayor is to deputise for the Mayor in providing a leadership and formal representational presence at civic, ceremonial and public engagements and in chairing Council meetings on occasions when the Mayor is unable to or incapable of doing so.

All Councillors support the Mayor in representing Council at public occasions. Where the Mayor is unable to attend as the principal representative, the Deputy Mayor may attend in his/her place. However if the Mayor and Deputy Mayor cannot attend, the Mayor will nominate another Councillor to represent Council.

### ***Traditional Custodians***

If the Council representative is required to give a speech at a function within the South Gippsland Shire, the Councillor is encouraged to make an Acknowledgement of Country at the commencement of the speech. The following form is recommended:

*"I would like to show my respect and acknowledge the traditional custodians of this land, of elders past and present, on which this event takes place."*



### **Invitations**

Any invitations for events that fall within this policy received by Councillors, other than those made in writing to the Mayor, must be forwarded to the Chief Executive Officer (CEO) as soon as practicable.

Prior to accepting invitations, consideration needs to be given by the Mayor and CEO to political implications that may inadvertently be placed on Council to support a particular cause, project or event that may not necessarily be supported by Council. This may occur in instances where a particular group seeks the involvement of the Mayor in their function to influence Council or raise community expectations that Council backs their position. If there are concerns in this regard, the invitation may be politely refused, or modified as to the role the Mayor would have, if any, in the proceedings.

### **Support for attending Councillors**

The Mayor and CEO will consider each invitation and decide whether an officer should accompany the nominated Councillor, whether a speech needs to be developed for the Mayor/Councillor, and whether the event should be used as an opportunity for a media release.

A request for speech/brief information will be sent by the CEO to the inviting organisation for completion and returned to the CEO two weeks prior to the event. Council staff from the Directorate primarily related to the event will provide assistance to the organisation to prepare the "Request for Speech/Brief Information".

In the event of the Mayor relinquishing attendance at a function to a Councillor, the CEO will communicate with the nominated Councillor to ensure that the Councillor is aware of relevant issues, and is prepared for the function.

### **Representatives**

The Deputy Mayor will normally substitute for the Mayor, however where the Deputy Mayor cannot attend, the Mayor will nominate another Councillor, having regard to the following:

Whether the function is associated with the Councillor's Ward.

Whether the function is associated with a group or committee to which a Councillor has been appointed as Council's representative.

Where the event relates to an issue relevant to a Ward, a designated Councillor from that Ward shall be the delegated attendee.

Where the event is of relevance to a group or committee to which a Councillor has been appointed, then one of the appointed Councillors will be the designated representative.



In reaching a determination, the Mayor will have regard to whether the invitation is made to an individual Councillor or Councillors.

In the event that the nominated Councillor/s cannot attend, the Mayor may nominate a substitute representative.

#### ***Information to assist Council representative***

Every effort should be made to obtain information on the nature of the event and specific requirements from the host organisation. This helps to ensure that the Council representative is prepared for the event and therefore can represent Council well. A Running Sheet Template for Mayor or Councillor Attendance at Community Events and Functions can be found in **Attachment 1**.

Protocols for welcoming or introducing other dignitaries or Councillors attending the function, are outlined as a guide in **Attachment 2**.

Information to be provided if a speech is required, is outlined in **Attachment 3**.

#### **4. IMPLEMENTATION STATEMENT**

A copy of this policy will be provided to all Councillors and placed on Council's website.

After the election of each Mayor and Deputy Mayor, the CEO will brief both about this Policy.

The CEO will provide the administrative support necessary to implement this Policy.

#### **5. RISK ASSESSMENT**

Council will have representation at a level appropriate to the occasion. This will mitigate Council's reputational risk arising from over or under-representation.

The preparation of speeches and background information prior to the event, will also mitigate Council's reputational risk of a Councillor being under-prepared to represent Council.

#### **6. LEGISLATIVE PROVISIONS AND COUNCIL POLICY**

##### ***Legislative Provisions***

Local Government Act 1989

Victorian Charter of Human Rights and Responsibilities Act 2006

##### ***Council Policy***

Acceptance of Gifts and Donations Policy

Councillor Code of Conduct

Civic and Mayoral Reception Policy

Councillor Support and Expenditure Policy



## 7. DEFINITIONS

**Function:** Is defined as official functions and engagements (including civic and ceremonial), meetings, events or community activities organised by Council or external to Council to which a Councillor is formally invited to represent Council. Functions include those organised and managed by the Council where it is customary for the Mayor to be invited. Examples include:

- Music for the People;
- Sustainability Festival;
- Opening of Council managed facilities;
- Community organised and managed events where the Mayor or Councillor is invited as a guest e.g. Arty Gras Festival, local Agricultural Shows, Daffodil Festival.

## 8. ATTACHMENTS

**Attachment 1:** Running Sheet Template for Mayor or Councillor Attendance at Community Events and Functions

**Attachment 2:** Protocol for introductions based on the Victorian Table of Precedence for Introducing Government Dignitaries

**Attachment 3:** South Gippsland Shire Speech Template

**ATTACHMENT 1****South Gippsland Shire Council Running Sheet for Mayor or Councillor  
Attendance at Community Events and Functions**

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Name of Inviting Organisation:	
Background of organisation and purpose of the function:	
Type of Function e.g. meeting, opening of event, presentation:	
Date:	
Starting Time:	
Councillor's partner invited?:	
Venue and address of venue:	
Person/s who will meet Council representative and where:	
Time of arrival of Council representative if different from above:	
Departure time of Council representative:	
Finishing Time if different from departure time of Council representative:	
Telephone number (including mobile) of organiser or their representative:	
Special guest attending e.g. MPs, dignitaries, other Councillors:	
Is a speech required: Yes/No  If Yes then:  Duration: e.g. 5 minutes  Subject:  Any matters that should be included in speech:	
Dress e.g. white tie, black tie, lounge suit, jacket and tie, jacket, casual:	

This form should be completed and returned to the CEO's office at least five working days before the event.



## ATTACHMENT 2

### Protocol for introductions based on the Victorian Table of Precedence for Introducing Government Dignitaries

- I. The Governor
- II. The Premier
- III. The Mayor (when in own municipality e.g. South Gippsland Shire)
- IV. Victorian Parliamentary Ministers
- V. Federal Parliamentary Ministers
- VI. Victorian Members of Parliament
- VII. Federal Members of Parliament
- VIII. Councillors
- IX. Councillors (including Mayors) of other Councils

### Introductions of Mayor and Councillors

1. When function attended by one Council representative  
“introducing the Mayor, Councillor...” or “Councillor...”
2. When function attended by more than one Council representative  
“introducing the Mayor, Councillor ... and Councillors...”
3. When introducing a Councillor who is deputising for the Mayor  
“introducing Councillor...who is deputising for the Mayor in their absence”



### ATTACHMENT 3

#### South Gippsland Shire Council Speech Template

The information you provide in this template will allow the Media & Communications Team to prepare an informative and accurate speech. Please include as much information as you can.

**Please Note: The following details must be returned to the Media & Communications Team at least two working weeks prior to the event.**

**Name of Event:** \_\_\_\_\_

**What is the Event:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Contact Telephone Number:** \_\_\_\_\_

**Contact Email:** \_\_\_\_\_

**Date of Function:** \_\_\_\_\_

**Location of Function:** \_\_\_\_\_

**TIME:**  
**START:** \_\_\_\_\_ **FINISH:** \_\_\_\_\_

**Time you would like the Mayor/Councillor to arrive:**  
\_\_\_\_\_

**Who will meet the Mayor/Councillor:**  
\_\_\_\_\_

**Dress: (PLEASE CIRCLE)      FORMAL/BUSINESS/CASUAL**

**What is the Mayor/Councillor's role at the function?** ie. speech, presentation of awards? Please give as much detail as possible and attach an order of proceedings.

\_\_\_\_\_

**How long would you like the Mayor/Councillor to speak for?** (maximum of five minutes is recommended) \_\_\_\_\_

#### **Please attach a copy of the running order**

**What is Council's role in the event?**  
\_\_\_\_\_  
\_\_\_\_\_

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**Please list people to be acknowledged at beginning of speech:** e.g. important guests (VIPs. MPs, event organisers)

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**What would you like the Mayor/Councillor to speak about?** Please provide as much detail as possible and attach any supporting documentation available.

**In order for the Mayor/Councillor to speak informatively at your event please provide the following details about your group/organisation:  
A History – When, How, Why, Was Your Group/Organisation Formed?**

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**Community Role – the Group/Organisation’s contribution to the community:**

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**What else has the Council done or supported in this area recently?** Relevant policies, programs, strategies, partnerships etc.

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**Any opportunities for people in the audience to attend future events or take part in programs?**

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**People to be thanked (at end of speech):**

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**PLEASE ATTACH ANY OTHER INFORMATION THAT MAY BE RELEVANT**