



ELM22 ELECTED MEMBER EVENT NOTIFICATION POLICY

Aim	This policy provides staff guidance on informing Elected Members of official functions.
Application	All Elected Members
Statutory Environment	Not Applicable
Principles	Strategic Community Plan 2017 – 2027 (Desktop Review 2019) Goal 05 Inspiring Governance Objective 3 Council leadership
Approval Date	OMC 17 December 2019 (MINUTE: 722/2019)

POLICY STATEMENT

Councillors are keen to maintain strong contacts with the community and attendance at official opening events is a valuable part of that connection. This policy provides staff guidance on informing Elected Members of upcoming official functions.

EXTENDING AN INVITATION

It is acknowledged that the event planning process needs to be flexible when considering invitation arrangements as often the state government representatives and major funding bodies/stakeholders will require preference as to the timing of the functions. Notwithstanding, the Shire President/Elected Member's availability are all to be considered when choosing the event date and Shire Staff are to endeavour to provide ample time for the opportunity to consult with and advise Elected Members of upcoming celebratory events.

Events where Councillors are invited to attend and/or participate shall also be communicated directly to the Shire President from the event organiser.

For example:

- i. Welcome Events, Anzac Day, Australia Day Opening attendances by Councillors;
- ii. Councillors to present a speech at events; and
- iii. Other requirements of Councillor specific to an event.

Invitations to the Shire President or Elected Members to attend an event are to be in writing and a copy forwarded to the Chief Executive Officer, as far in advance as possible.



REPRESENTATIVES

The Shire President is the principal representative of Council.

All Elected Members support the Shire President in representing Council at public occasions. The Deputy Shire President where practicable will substitute for the Shire President for a civic or ceremonial function of a Shire wide nature or importance where the Shire President is unable to attend. Where the Deputy Shire President cannot attend, the Shire President in consultation with the Deputy Shire President will nominate another Councillor to represent the Shire.