

Date Adopted August 2006  
Date current as at August 2019  
To be Reviewed August 2023

Fully compliant with Victorian  
Charter of Human Rights and  
Responsibilities Act 2006



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**POLICY TITLE COUNCILLOR ATTENDANCE AT FUNCTIONS**

**POLICY NUMBER CPOL/GOV009**

**1. PURPOSE**

This policy provides guidance to Councillors on representing Council at official functions or community meetings or events.

**2. SCOPE**

This policy applies to all Councillors including the Mayor.

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

**3. POLICY**

As the elected chair of Council, the Mayor is the principal representative of Council. All Councillors support the Mayor in representing Council at public occasions. Where the Mayor is unable to attend as the principal representative, he/she shall nominate a Councillor to represent Council, as per the Councillor Attendance at Functions Procedure PRO/GOV009.

If a speech is required by the Councillor representative, the Councillor will comply with the requirement to acknowledge traditional, indigenous land owners in accordance with the Aboriginal Community Partnership Strategy.

All invitations for a Council representative to attend a function or event shall be in writing, addressed to the Mayor.

**4. RELATED POLICIES**

Councillor Expense Reimbursement Policy POL/GOV004

Media Policy POL/GOV003

Aboriginal Community Partnership Strategy –Implementation Plan

**5. RELATED LEGISLATION**

Nil

Signed: Ann Young

Mayor

Date: 16/09/2019