

POLICY NO AND TITLE	<b>1.1.2</b>	<b>Behaviour of Councillors and Staff policy</b>
PROCEDURE	1.1.2(g)	Responding to invitations
VERSION AND DATE ADOPTED	1	27 November 2007
RESPONSIBLE OFFICER		General Manager

### Introduction

Council regularly receives invitations for the Mayor and General Manager to attend award ceremonies for local government and industry award presentations. In many instances Council has been nominated and possibly short listed for an award.

Invitations are also occasionally received for other significant industry or allied events. These are usually addressed to the Mayor.

It is current Council procedure for a report to be prepared to resolve attendance at such an event by the Mayor and/or Councillors. This process of reporting to Council on each occasions is resource intensive when an agreed procedures can provide an approved procedure to cover these situations. The determination of staff attendance is managed by the General Manager and does not require reporting to Council.

### Procedure

#### Awards ceremonies

On receipt of an invitation to an awards ceremony for which Council has been nominated and/or short listed the Mayor or his/her Councillor delegate will represent the Council.

On receipt of an invitation to an awards ceremony for which the Council has been nominated and/or short listed to the General Manager the General Manager or his/her staff delegate will represent the Council administration.

Budget for the attendance will be met by Delegates expenses and the budget must be available and expenditure approved by the General Manager.

#### Significant industry or allied events

On receipt of an invitation for the Mayor to a significant industry or allied event an assessment of whether attendance at the event is strategically appropriate for this Council needs to be undertaken by the General Managers office and budget availability identified.

### Reporting

Attendance by the Mayor or his/her delegate at all events approved via this process need to be reported quarterly in the Governance section of the quarterly report and associated costs are now required to be identified in the Annual Report.