Title	Representation at City of Cockburn Related Forum

Policy Type

Council

Policy Purpose

To stipulate a protocol by which City of Cockburn representation to attend occasional meetings, forums or visits as deemed appropriate, can be effected.

Policy Statement

Meetings, other than Council Meetings, which are either required to be conducted by Council (e.g. Elector Meetings) or are sought by, or requested of, City representatives to be held for any specific purpose (e.g. Public Meetings / Meetings with Ratepayers / Site Visits / Developers / Politicians) will be chaired by the Mayor or nominee and attended, as appropriate, by Councillors and facilitated by nominated staff.

(1) Elected Members wishing to initiate such meetings / visits shall send a request, in writing to the Chief Executive Officer for consideration. Where the request is supported all Elected Members shall be notified of the outcome.

(2) Staff attendance at any such meetings will be at the discretion of the Chief Executive Officer and where staff do attend it will be to provide technical advice only.

(3) It will be the responsibility of the Mayor and Councillors present at these meetings to respond to or promote any Council statements or position.

(4) Unless a formal position on the subject matter has been previously resolved by Council, no indication of Council support or otherwise can be portrayed by any Council representatives to third parties in attendance, noting that any outcomes which require a formal statement to be issued on behalf of the City can only be released by the Mayor, or the CEO with the approval of the Mayor.

Strategic Link:	Strategic Community Plan
Category	Elected Members
Lead Business Unit:	Governance, Risk Management and Compliance
Public Consultation: **(Yes or No)**	No
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