

POL	REPRESENTATION AT COUNCIL RELATION FORUM	SC9
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POLICY CODE:	SC9
DIRECTORATE:	Executive Services
BUSINESS UNIT:	Executive Support
SERVICE UNIT:	Executive Support
RESPONSIBLE OFFICER:	Director, Governance & Community Services
FILE NO.:	086/001
DATE FIRST ADOPTED:	15 August 2000
DATE LAST REVIEWED:	8 June 2017
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	N/A
VERSION NO.	2

Dates of Amendments / Reviews:	
DAPPS Meeting:	22 March 2012 28 November 2013 18 May 2017
OCM:	17 September 2002 12 April 2012 12 December 2013

BACKGROUND:

Council often seeks, or is requested or required, to arrange or attend meetings or visits extraneous to the normal business of Council.

PURPOSE:

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

POLICY:

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.

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

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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.

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

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.