



City of Salisbury Values: Respectful, Accountable,
Collaborative, Helpful

Representation of the City of Salisbury by Elected Members

Approved by:	Council
Responsible Division:	Governance
First Issued/Approved:	17 December 2012
Last Reviewed:	26 July 2021
Next Review Date:	July 2023

1. Introduction/Purpose

- 1.1 The City of Salisbury seeks to ensure that it is appropriately represented at events and functions hosted by schools, community groups and businesses throughout the City.
- 1.2 This Policy provides guidance to ensure appropriate representation to the City of Salisbury at events/functions to which the Mayor has been invited and is unable to attend.

2. Scope

This Policy applies to all City of Salisbury Elected Members, including the Mayor.

3. Legislative Requirements and Corporate Policy Context

Nil.

4. Interpretation/Definitions

Elected Members means the Mayor and Councillors of the City of Salisbury

5. Policy Statements

- 5.1 Where an invitation is received by the Mayor and the Mayor is not able to attend the event or function for which the invitation has been extended, the Deputy Mayor is the first call for attendance in the place of the Mayor, followed by both the relevant Ward Councillors.
- 5.2 Where an invitation has been accepted by the Mayor and the Mayor is subsequently no longer able to attend the event, the Deputy Mayor is the first call for attendance in the place of the Mayor, followed by both the relevant Ward Councillors.
- 5.3 In circumstances where the event occurs outside of the City of Salisbury, or there is a limited time available to confirm an alternative attendee, every effort will be made to contact members in accordance with the order of precedence. Where it is not possible to confirm an attendee from the order of precedence, guidance will be sought from the Mayor or Deputy Mayor as to who should be asked to attend the event/function.
- 5.4 Where a Councillor accepts an invitation as an alternative attendee and then is subsequently not able to attend the event or function for which the invitation has been extended, the Councillor is to contact the Executive Office to advise that they are unable to attend the event/function and to request an alternative attendee be approached to attend the event/function.
- 5.5 Details of invitations to events received by the Mayor, including confirmed attendees, will be communicated to all Elected Members via the Elected Member Portal and by email within 7 days of receipt of the invitation providing the opportunity for an Elected Member to nominate to attend an event where an attendee has not been confirmed from the order of precedence set out above.

6. Related Policies and Procedures

Nil.

7. Approval and Change History

Version	Approval Date	Approval By	Change
5	26/07/2021	Council	Reference to notice period in Clause 5.5

8. Availability

- 8.1 The Policy is available to be downloaded, free of charge, from Council's website www.salisbury.sa.gov.au
- 8.2 The Policy will be available for inspection without charge at the Civic Centre during ordinary business hours and a copy may be purchased at a fee as set annually by Council.

City of Salisbury Community Hub
34 Church Street, Salisbury SA 5108
Telephone: 84068222
Email: city@salisbury.sa.gov.au

9. Review

This Policy will be reviewed within 12 months of a Council election or as deemed necessary by Council.

Further Information

For further information on this Policy please contact:

Responsible Officer: Manager Governance
Address: 34 Church Street, Salisbury SA 5108
Telephone: 8406 8222
Email: city@salisbury.sa.gov.au