

Council is committed to ensuring that members of the community are informed about the correct protocol when inviting and addressing the Mayor, Deputy Mayor and Councillors.

These guidelines do not apply to meetings or functions open to members of the public where a Councillor attends in a private capacity, rather than in an official capacity.

PROTOCOL FOR INVITATIONS

As the elected Chair of Council, the role of the Mayor is to assist you in celebrating and recognising achievements and milestones. Given the numerous and varied events in our region each year, we appreciate that every function is unique. You may request the Mayor to formally open an event, welcome guests, present an award or attend as a special guest only.

All invitations for a Council representative to attend a function or event must be via the [Online Mayoral Invitation Form](#) with as much advance notice as possible. We suggest four weeks at a minimum.

If your event is a ticketed event, please provide complimentary passes for the Mayor. Please advise if the Mayor is welcome to bring a guest to the function.

Please note that all invitations for the opening of official Council related business will be handled by Council officers in consultation with the relevant community stakeholders. If you have any queries in regards to Council opening events, please contact the Public Relations and Media Team on AdminPR@ssc.nsw.gov.au

When you are preparing any documentation, marketing collateral or signage for an event, please ensure it meets the terms and conditions associated with any grant funding provided for the event or project and Council's branding guidelines. Please contact our Communications & Engagement Team on Engagement@ssc.nsw.gov.au for further information on Council's brand guidelines.

REPRESENTATIVES

The Mayor is the principal representative of Council and all Councillors support the Mayor.

For a function or event where the Mayor is unable to attend, he/she will nominate a substitute Councillor to attend on his/her behalf after taking into consideration whether the function is associated with a Councillor's portfolio.

In the event of the Mayor delegating attendance of a function to a Councillor, the Council will communicate with the nominated Councillor to ensure that the Councillor is aware of the relevant information and is prepared for the function.

FORMS OF ADDRESS

The Mayor takes precedence in local affairs over any other person. This precedence also applies to the Deputy Mayor who has been deputised by the Mayor to represent him/her during any absence.

This precedence does not apply to functions coordinated by a State or Federal Government department and in these cases the local State or Federal Member would take precedence.

WHEN INTRODUCING THE MAYOR OR COUNCILLORS

When the function is attended by one Council representative:
"The Mayor of Sutherland Shire, Cr [Insert first and surname]"
or *"Councillor [Insert first and surname]"*

After the initial introduction, the Mayor may be referred to and directly addressed as *"Cr [insert surname]"* or *"Mr/Mrs/Ms Mayor"*.

When attended by more than one Council representative:
Acknowledge the Mayor/Deputy Mayor as above. Councillors can be acknowledged as Councillors Smith, Brown etc.

When introducing a Councillor who is deputising for the Mayor, example:
"I would like to introduce Councillor Jane Smith who is deputising for the Mayor in his/her absence."

After formal introductions have taken place, forms of address are at the discretion of the incumbent Mayor or Councillor. The Councillor will confirm with you their current preference.