

Protocol Guidelines

The Mayor and Council thank you for your invitation. They know how important your event is to your group and our community.

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 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 or present an award.

All invitations for a Council representative to attend a function or event must be in writing and should be forwarded to the Mayor's Office with as much advance notice as possible. We suggest 3 weeks at minimum.

If your event is a ticketed event, please provide complimentary passes for the Mayor or Councillor(s). Please advise if the Councillor's partner is invited 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 are unsure as to who should be coordinating an event, please contact the Mayor's Office for clarification.

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. Please contact our Communications & Engagement Team if you are unsure about any aspect of this.

Representatives

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

The Deputy Mayor will substitute for the Mayor at a function or event where the Mayor is unable to attend. Where the Deputy Mayor cannot attend, the Mayor will nominate another Councillor 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 issues and is prepared for the function.

Forms of address

Mayor - 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:

1. When the function is attended by one Council representative:
"The Mayor /Deputy Mayor of Tamworth Regional Council, Cr Joe Bloggs" or "Councillor Joe Bloggs"

After the initial introduction the Mayor may be referred to and directly addressed as Cr Bloggs or Mr/Madam Mayor.

2. When attended by more than one Council representative:
Acknowledge the Mayor/Deputy Mayor as above. Councillors can be acknowledged as Councillors Smith, Brown, Jones etc.
3. 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."
4. 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.

If you have invited the Premier, the Minister or any Members of Parliament to your function, there are several protocols that you need to observe during the event.

More information can be found here:

For information on how to address member of State Parliament:

<https://www.parliament.nsw.gov.au/members/pages/all-members.aspx>

For information on how to address members of the Parliament of Australia:

http://www.aph.gov.au/Senators_and_Members/Guidelines_for_Contacting_Senators_and_Members

Speeches

If you would like to Mayor or Councillor to deliver a speech, please advise the following information:

- length of speech you would like the Mayor or Councillor to make
- subject of speech
- where in the proceedings it will be made
- background of organisation or purpose of the function

This information should be provided at least two weeks prior to the event. An official acknowledgement of our traditional land owners will be included in every speech.

Timing of functions

To help us plan the Mayor and Councillor's diary, we ask that you give some consideration to the most suitable arrival and departure times. It may be important for the Mayor or Councillor to arrive just before a formal opening or for the Mayor or Councillor to arrive at a specific time during a function. Please also advise the estimated duration of the function.

Arriving at a function

The Mayor/Councillor should be met by someone from your organisation and escorted to the event, seat or hall as appropriate. We ask that you arrange for the Mayor/Councillor to be introduced to other dignitaries and leaders of your organisation and briefed about the order of the proceedings.

Dress Code

Please advise if a particular dress code is required.