

Attendance at Events

Policy Type: Council Policy

Policy Owner: Manager Governance and Property

Policy No. CP- 113

Last Review Date:

Policy Objectives

The purpose of this policy is to establish guidelines, in accordance with the requirements of 5.90A of the *Local Government Act 1995*, for the appropriate disclosures and management of acceptance of invitations to events or functions, or other hospitality occasions, where Elected Members and the Chief Executive Officer represent the City.

Policy Scope

This policy applies to Elected Members and the Chief Executive Officer of the City of Melville.

Definitions / Abbreviations Used In Policy

Elected Members means the Mayor and all Councillors

In accordance with section 5.90A of the *Local Government Act 1995* an **event** is defined as:

- Concert
- Conference
- Function
- Sporting event
- A prescribed occasion

Policy Statement

This policy addresses attendance at any events, including concerts, conferences, functions or sporting events, or other hospitality occasion, whether free of charge, part of a sponsorship agreement, or paid by the local government. The purpose of the policy is to provide transparency about the attendance at events of Elected Members and the Chief Executive Officer (CEO).

Elected Members and the Chief Executive Officer are authorised to accept invitations, including tickets, from third parties to attend events that fall into the following categories:

- (a) Concerts;
- (b) Conferences;
- (c) Functions;
- (d) Sporting events; and
- (e) other hospitality occasions

Which includes:

- Events run by a Local Government or Regional Local Government, State or Federal Government,
- Events which involve advocacy to, or briefing of State or Federal members or candidates on behalf of the City of Melville,
- Events hosted by Clubs or Not for Profit Organisations within the City of Melville to which the Mayor, Elected Member or Chief Executive Officer has been officially invited,
- Any free event held within the City of Melville,
- Ceremonies, functions, events or tournaments hosted by the City of Melville,
- City of Melville hosted events with employees,
- Community art exhibitions, cultural events and festivals,
- Events run by:
 - Universities and TAFEs within Western Australia;
 - schools within the City of Melville; or
 - a school outside the City of Melville where representatives from a school within the City of Melville will be participating.
- Recognition of Service events,
- Where Mayor or Chief Executive Officer representation has been formally requested,
- WALGA (but not LGIS),
- Local Government Professionals Australia (WA),
- Australian Local Government Association,

Pre-Approved Events

All Elected Members and the Chief Executive Officer are entitled to attend the pre-approved events detailed above. Any expenses, including travel and accommodation associated with a pre-approved event will be paid for in accordance with existing policies.

Acceptance and Distribution of Event Tickets

Attendance at events specified under this policy should not unduly interfere with the business of the Council (ie affects a quorum for a Council or Committee meeting).

Where an invitation to attend an event, including tickets, is extended to the City of Melville and is addressed to the Mayor, the Mayor will have the right to accept the invitation, or to offer the invitation to the Deputy Mayor in the first instance. If the Deputy Mayor declines the invitation, the Mayor may offer the invitation to another Elected Member of their choosing.

Where the invitation to attend an event, including tickets, is received by the Mayor and is extended to multiple unspecified Elected Members, the Mayor will have the right to distribute the invitation, including tickets, to Elected Members of their choosing.

Where an invitation, including tickets, is extended to a specific Elected Member or Elected Members, the relevant individual Elected Member is able to accept or decline the invitation in their own right.

If an Elected Member is unable, or does not wish to attend the event to which the invitation relates, the Elected Member is to advise the event organiser of their inability to attend or may, if the event organisation agrees, distribute the invitation to another Elected Member of their choosing.

Where an invitation, including tickets, is extended to the Chief Executive Officer, and the Chief Executive Officer is unable, or does not wish to attend the event, the Chief Executive Officer is to advise the event organiser of their inability to attend or may, if the event organisation agrees, distribute the invitation to another staff member of their choosing **and this should be recorded in the appropriate Register.**

Events not Covered by Policy

Invitations to events that are not covered by this policy will require Council approval, by simple majority, to attend. In considering the matter, the following should be taken into consideration:

- a) who is providing the invitation or ticket to the event,
- b) the location of the event in relation to the City (within the district or out of the district),
- c) the role of the council member or CEO when attending the event (participant, observer, presenter) and the value of their contribution,
- d) whether the event is sponsored by the City,
- e) the benefit of City representation at the event,
- f) the number of invitations / tickets received, and
- g) the cost to attend the event, including the cost of the ticket (or estimated value of the event per invitation) and any other expenses such as travel and accommodation.

Costs Associated with Attendance at Events

Where an invitation or ticket to an event is provided free of charge, the City may contribute to appropriate expenses for attendance, such as travel and accommodation, for events outside the district if the Council determine attendance to be of public value.

For any events where a member of the public is required to pay, unless previously approved and listed above, the Council will determine whether it is in the best interests of the City for an Elected Member or the CEO or another officer to attend on behalf of the Council.

If the Council determines that an Elected Member or CEO should attend a paid event, the City will pay the cost of attendance and reasonable expenses, such as travel and accommodation.

Where partners of an authorised City representative attend an event, any tickets for that person, if paid for by the local government, must be reimbursed by the representative unless expressly authorised by the Council.

Non-Approved Events

Any event that is not pre-approved, is not submitted through an approval process or is received personally is considered a non-approved event.

If the event is a free event to the public then no action is required.

If the event is ticketed and the Elected Member or Chief Executive Officer personally pays the full ticketed price and does not seek reimbursement then no action is required.

If the event is ticketed and the Elected Member or Chief Executive Officer pays a discounted rate or is provided with a free ticket then the recipient must disclose receipt of the ticket/s (and any other associated hospitality) within 10 days **and for this information to be entered into the appropriate Register.**

Disclosures Associated with Attendance at Approved Events

The acceptance of an invitation to an event, including tickets, is considered a gift and where required is to be declared and entered into the City's Gift Register.

In accordance with section 5.62 (1B) of the Local Government Act and Regulation 20B, a gift is excluded from the conflict of interest provisions if it relates to the attendance at an event approved by this Policy, meaning an Elected Member or the CEO is not required to disclose an interest in a matter before the Council for decision due to attendance at an event, regardless of the value of the gift.

References that may be applicable to this Policy

Legislative Requirements:

Local Government Act 1995 (section 5.90, **section 5.62(1B)**)
Local Government (Model Code of Conduct) Regulations 2021

Procedures, Process Maps, Work Instructions:

Code of Conduct - Employees
Council Policy – CP092 - Elected Members Professional Development
Council Policy – CP091 – Elected Members Allowances and Expenses
Council Policy – CP-105 Caretaker Period

Other Plans, Frameworks, Documents Applicable to Policy:

Delegated Authority No:

ORIGIN/AUTHORITY
Ordinary Meeting of Council

XX/XX/XXXX

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