

## Attendance at Events

<b>Policy Type: Council Policy</b>	<b>Policy No. CP- 113</b>
<b>Policy Owner: Manager Governance and Property</b>	<b>Last Review Date: 21 July 2020</b>

### 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

### 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).

Attendance at an event in accordance with this policy will exclude the gift holder from the requirement to disclose an interest if the ticket is above \$300 and the donor has a matter before council. Any gift received that is less than \$300 (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest. Any acceptance of an invitation to an event, including tickets, is considered a gift and will still be required to be declared and entered into the City's Gift Register.

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
- Advocacy, lobbying or Ministerial briefings
- 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 schools and universities within the City of Melville
- 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

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.

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.

### **Payments in respect of attendance**

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.

### **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 existing policies.



### **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

### **References that may be applicable to this Policy**

Legislative Requirements:

Local Government Act 1995 (section 5.90)

Procedures, Process Maps, Work Instructions:

Codes of Conduct (Elected Members and Employees)  
Council Policy – CP092 Elected Members Professional Development  
Council Policy – CP-105 Caretaker Period

Other Plans, Frameworks, Documents Applicable to Policy:

Delegated Authority No:

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#### **ORIGIN/AUTHORITY**

Ordinary meeting of Council

21/07/2020

#### **Item No.**

M20/5751