

Council Policy

Elected Member and Chief Executive Officer Attendance at Events



Council Policy

Legislation/local law requirements	Acts/Regulations <i>Local Government Act 1995</i> <i>Local Government (Administration) Regulations 1996</i>
Related policy procedures and documents	Elected Members Allowances, Expenses and Gifts Policy Elected Members Training and Development Policy

1. Introduction

Section 5.90A of the *Local Government Act 1995* (Act) requires that local governments have an attendance at events policy. This policy is made in accordance with those provisions and addresses event attendance by the Elected Members and Chief Executive Officer (CEO) of the City of Kwinana (City). Events include concerts, conferences, functions, or sporting events, whether attending free of charge, as part of a sponsorship agreement or attendance is paid for by the City.

2. Purpose

The purpose of the policy is to promote greater transparency through the establishment of guidelines for the appropriate disclosure and management of event attendance by the City's Elected Members and 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. Receipt of the gift will still be required under the gift register provisions.

3. Objective

Elected Members and the CEO are required to attend events as part of fulfilling their leadership role in the community. The objective of this policy is to establish guidelines for them doing so.

4. Scope

This policy applies to the City's Elected Members and CEO in attending an event in their official capacity.

This Policy does not apply to events run by the City of Kwinana involving any form of refreshments or entertainment and to which there is an expectation that Elected Members (and spouse) will be invited to attend.

Policy Provisions

5. Definitions

Nil

6. Policy statement

6.1 Invitations – Elected Members

Elected Members and the CEO are required to attend events as part of fulfilling their leadership role within the community.

Elected Members are permitted to accept invitations (including offers of tickets) from third parties to attend events falling into the following categories:

- a) concerts.
- b) conferences.
- c) functions; and
- d) sporting events.

Where an invitation is extended to specified Elected Members, the relevant Elected Member is able to accept or decline such invitation in their own right.

If an Elected Member is unable or otherwise does not wish to attend the event to which the invitation relates, the Elected Member is to advise the event organiser. At the discretion of the event organiser, the invitation may be gifted to another Elected Member of their choosing.

Where an invitation to attend an event including tickets, is extended to the City, and is addressed to the Mayor, the Mayor may either accept the invitation or offer the invitation to the Deputy Mayor in the first instance. If the Deputy Mayor declines such invitation, it may be offered to other Elected Members by way of a ballot.

Where an invitation is received by the Mayor and is extended to multiple unspecified Elected Members, the Mayor may distribute the invitation (including offers of tickets) to Elected Members of their choosing.

Where an Elected Member accepts tickets to any event in accordance with this policy and the value of such tickets exceeds \$300, it must be declared and entered in the City's Gift Register in accordance with Section 5.87A of the Act.

The Council Governance Officer (Elected Members)/Executive Assistant to the CEO and Mayor are to be given notification of all events.

6.2 Invitations – CEO

The CEO may accept invitations (including offers of tickets) addressed to either the CEO or the City from third parties for attendance at events within the following categories:

- a) concerts.
- b) conferences.
- c) functions; and
- d) sporting events

If the CEO is unable, or otherwise does not wish to attend the event to which the invitation relates, the CEO is to advise the event organiser. At the discretion of the event organiser, the CEO may distribute such tickets to a staff member of their choosing.

Where multiple invitations are received by the CEO to attend an event, the CEO may distribute such invitation to staff members of their choosing.

The Executive Assistant to the CEO and Mayor is to be notified of events.

6.3 Approval of attendance

In making a determination regarding attendance at an event, the Mayor and/or CEO is to consider the following:

- a. who is providing the invitation or ticket to the event.
- b. the location of the event in relation to the local government (whether within or outside of the district)
- c. the role of the Elected Member or CEO when attending the event (for example, participant, observer or 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. any cost to attend the event, including the cost of ticket (or estimated value of the event per invitation) and any other expenses such as travel and accommodation.

Approval to attend events in accordance with this policy will be made by the Mayor and/or CEO in accordance with any authorisation provided in this policy.

6.4 Payments in respect of attendance at events

Where an invitation or ticket to an event is provided free of charge, the City may contribute to appropriate associated expenses including travel and accommodation where the event is outside the district, provided the Mayor and/or CEO determines attendance to be of public value.

For any events where a member of the public is required to pay, unless previously approved and one of the following event types:

- Advocacy lobbying or Ministerial briefings.
- Annual General Meetings of clubs or organisations within the City of Kwinana.
- Any free event held in the City of Kwinana.
- Australian or West Australian local Government events.
- Awards nights/dinners of clubs within the City of Kwinana.
- City hosted events, ceremonies, and functions.
- City hosted events with employees.
- City run tournaments or events.
- City sponsored functions or events.
- Community art exhibitions.
- Cultural events or festivals.
- Events run by a local, state, or federal government.
- Events run by schools, universities, or educational institutions.
- Major professional bodies associated with local government.
- Opening or launch of an event or facility within the City of Kwinana.
- Recognition of service events.
- Service club events (eg Rotary, Lions, RSL etc); or
- Events where the Mayor, Elected Member or CEO attendance has been formally requested,

Then the Mayor and/or CEO will determine whether it is in the best interests of the local government for an Elected Member or the CEO or another officer to attend on behalf of the Council.

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

Where spouses of an authorised local government representative attend an event, the City will pay for such attendance. Alternatively, invitations/tickets received by the City may be provided for this purpose (where available).

6.5 Event Attendance

Attendees are authorised in order of priority, subject to the number of available invitations/tickets. Where there are insufficient invitations/tickets available for all authorised attendees to attend, the CEO (in liaison with the Mayor) will determine attendance.

It is considered appropriate for a spouse of an Elected Member or the CEO to accompany them to an event held outside of normal business hours. The City will pay for such attendance. Alternatively, invitations/tickets received by the City may be provided for this purpose (where available).

The Mayor may delegate any approved attendance to an event to the Deputy Mayor or another Elected Member.

Invitations/tickets to events may be provided to the City by event organisers. Where attendance at these events is approved in accordance with this Policy, the requirement to disclose a financial interest under the Act will not apply.

An invitation provided or addressed personally to an Elected Member or to the CEO (for instance via a personal email account) will not be captured by this Policy, and the requirement to disclose a financial interest where the amount exceeds the amount prescribed under the *Local Government (Administration) Regulations 1996, Regulation 20A* will apply.

OFFICER USE ONLY

Officers may amend this section without council approval

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