

Elected Member Registers - Other

Policy Objective

To establish a protocol for keeping and publishing registers of Elected Member disclosures of:

- a) attendance at meetings;
- b) training undertaken;
- c) travel and conferences;
- d) attendance at functions and events;
- e) membership of a Political Party;
- f) membership of a Community Group; and
- g) being a permanent resident in the City of Belmont

The City of Belmont aims to provide the highest standards in openness and accountability by requiring disclosures of Elected Member travel and conferences, training undertaken, attendance at functions and events, political party membership, community group membership and full residential address and the publication of these on the City's website.

Policy Detail

1. Recording of Disclosures

- a) The CEO will on a monthly basis update Elected Member attendance at meetings.
- b) An Elected Member must disclose any Council related travel, conference or training attendances.
- c) An Elected Member must disclose to the Mayor's office their prior intention to attend any function or event that occurs on weekends or weeknights. Subsequent attendance to be verified with the Mayor's office by the Elected Member concerned.
- d) An Elected Member must disclose their:
 - (i) membership of a Political Party; and
 - (ii) membership of a Community Group;

Disclosure is to be on the prescribed form and lodged with the Annual Return to the CEO annually or within 10 days of change of circumstances.

2. Disclosures Register

The Chief Executive Officer is to maintain a register of the disclosures as set out in Part 1 and publish them on the City's website.

The register will be updated monthly.

Reference/Associated Documents

Elected Member Conference Report Form

Elected Member Disclosures – Contact Details and Memberships Form

Elected Member Professional Development and Authorised Travel Nomination Form
Travel Contribution Disclosure Form – Elected Members
Webform – Functions and Events Attendance Form
Elected Member Representatives on Committees and Other Groups
Policy 17 – Attendance at Events.

Reference to Internal Procedure

Work Instruction – Manage Council Policy 27 - Elected Member Registers – Other

Definitions

‘Meeting’ means council, special council, agenda briefing forum, information forum, annual electors, committees or workshops but does not include other committees and groups as detailed in the Elected Member Representatives on Committees and Other Groups document.

‘Travel’ means any travel funded, or partially funded by a third party.

‘Conference’ means any conference undertaken in relation to Council activities.

‘Functions, events and other’ means any function, event or other gathering attended in the capacity as, or associated with being an elected member that is approved, or pre-approved in accordance with Council Policy 17 – Attendance at Events.

‘Membership’ means being a member of a particular group, whether financial or not.

‘Training’ means any course (full or part), seminar or other training undertaken in relation to Council activities.

‘Verified’ means so as to comply with the definition of functions and events and physical attendance.

This Policy is supported by:		
Policy No:	CP27	
Strategic Community Plan:	Goal 5: Responsible Belmont Strategy: 5.6 Deliver effective, fair and transparent leadership and decision-making, reflective of community needs and aspirations	
Register of Delegations:	N/A	
Service Area:	Corporate and Governance	
Policy Owner:	Manager Governance, Strategy and Risk	
Policy Stakeholder:	N/A	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
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25/09/18	Minor	12.5
24/05/22	Review - Minor	12.7
22/08/23	Review - Minor	12.10