



Ordinary Council Meeting 23/02/21

Item 12.7 refers

Attachment 12

**New Policy
- Attendance at Events**

Creating opportunities



BEXB3.4 ATTENDANCE AT EVENTS**Policy Objective**

To provide a framework for Elected Member and Chief Executive Officer (CEO) attendance at events.

Policy Statement

This policy is developed in accordance with the *Local Government Act 1995* (the Act) and the *Local Government (Administration) Regulations 1996* and sets out requirements for Elected Members and the CEO in relation to attendance at events.

Policy Detail

There are certain Events where attendance by Elected Members and/or the CEO provides a clear benefit to the City, the community and/or the professional development of the respective Elected Member or the CEO, and due to this benefit the respective Elected Member and/or the CEO are encouraged to attend.

In accordance with Section 5.90A of the Act Council must consider the purpose of the Event and the benefits for the community from Elected Members or the CEO attending events.

Attendance at Events by Elected Members and the CEO will be administered in accordance with the following guidelines and procedures.

1. Criteria for Attendance at Events

The following criteria are required to be met for attendance at Events by Elected Members and/or the CEO:

- a) Invitations and tickets to events are to be received by the City;
- b) Must be of benefit and relevance to the City and the community; and
- c) Must align with the City's Strategic Community Plan, Long Term Financial Plan and Corporate Business Plan.

2. Pre-approved Events

- a) The Council approves attendance by Elected Members and the CEO at the following Events:
 - i. Advocacy lobbying or Ministerial briefings.
 - ii. Awards functions specifically related to local government.
 - iii. City hosted ceremonies, functions, tournaments or events.
 - iv. Community cultural events/festivals/art exhibitions.
 - v. Events hosted by clubs or not for profit organisations within the City to which the Elected Member or CEO are officially invited.
 - vi. Events run by schools or universities within the City.
 - vii. Events run by Local, State or Federal Government.

- viii. Industry and economic briefings, specifically related to the function of local government.
 - ix. Meetings of clubs and organisations.
 - x. Events run by major professional bodies associated with government at a local, state or federal level.
 - xi. Opening or launch of an event or facility within the City.
 - xii. Where Mayor or CEO representation has been formally requested.
- b) All Elected Members and the CEO are entitled to attend a pre-approved event. If there is a fee associated with a pre-approved event two Council/City representatives may attend. In the first instance the Mayor and CEO will represent the City. The Mayor may delegate an alternative Elected Member to attend where appropriate. The CEO may delegate an alternative City officer to attend where appropriate. The fee including the attendance of a partner will be paid for by the City out of the City's budget by way of reimbursement, unless the event is a conference which is dealt with under Policy BEXB5.2 Elected Member Training, Professional Development and Travel.
- c) Where a set number of tickets or invitations are received by the City, the Mayor and CEO shall allocate the invitations or tickets. A register of an allocation of Events will be maintained to ensure an equal allocation of tickets are offered to Elected Members.

3. Approval Process

- a) Where an invitation is received to an Event that is not pre-approved under clause 2, it may be submitted for approval by completing the Elected Member Event Approval Request Form. Approval to attend or accept will be considered as follows:
- i. For Mayor acceptance and attendance, approval by the CEO;
 - ii. For Elected Member acceptance and attendance, approval by the Mayor; and
 - iii. For CEO acceptance and attendance, approval by the Mayor.
- b) The Event should satisfy the requirements set under clause 1, with consideration to be given of the following prior to approval:
- i. The cost involved for attendance (including incidentals, travel or accommodation);
 - ii. The role of the Elected Member or CEO when attending the Event (as a presenter, observer or participant);
 - iii. The numbers of Elected Members invited to attend; and
 - iv. Any justification provided by the applicant with the application.

4. Events that are not Approved

- a) If the Event is a free event to the public, no action is required.
- b) If the Event is ticketed and the Elected Member or CEO pays the full ticketed price and does not seek reimbursement, no action is required.
- c) Where an invitation is received to an Event that is not pre-approved under clause 2, clause 3 or is not received by the City it is a non-approved Event.

Consideration is to be given of the requirement to disclose receipt of the tickets as a gift** and any future disclosure of interest requirements.

- d) If the Event is ticketed and the Elected Member or CEO pays a discounted rate or is provided with a free ticket it is a non-approved Event and consideration is to be given of the requirement to disclose receipt of the tickets as a gift** and any future disclosure of interest requirements.
5. Gifts (including Hospitality) excluded from Conflict of Interest provisions (Excluded Gifts)
- a) Any gift, or multiple gifts, over \$300 received during the course of a year by an Elected Member, or the CEO is specifically excluded from being considered a closely associated person (conflict of interest disclosure) if the gift relates to attendance at an Event when attendance has been approved in accordance with clauses 2 and 3 or made by specified entities under section 5.62(1B)(b) of the Act and Regulation 20B of the *Local Government (Administration) Regulations 1996* being –
- i. WALGA;
 - ii. Australian Local Government Association Limited (ABN 31 008 613 876);
 - iii. Local Government Professionals Australia WA (ABN 91 208 607 072);
 - iv. a department of the Public Service;
 - v. a government department of another State, a Territory or the Commonwealth;
 - vi. a local government or regional local government.
- b) **Elected Members or the CEO should note that attendance at pre-approved Events under clause 2 and clause 3 and Events held by entities outlined in clause 5(a) are still considered a gift**** and, when received in the capacity of Elected Member or CEO must be disclosed and published on the City's Gift Register. Conflict of Interest provisions do not apply in relation to these gifts.

** Refer to Disclosure of Gift requirements as set out in the *Local Government Act 1995* s5.87A, s5.87B and s5.87C and the City of Belmont Code of Conduct.

More information on the Gifts Framework is available on the Department of Local Government, Sport and Cultural Industries [Gifts and Conflicts of Interest Frequently Asked Questions](#) sheet.

Reference/Associated Documents

[Local Government Act 1995](#)

[Local Government \(Administration\) Regulations 1996](#)

Elected Member Event Approval Request Form

Elected Members and CEO Gift Disclosure Form

City of Belmont Code of Conduct

Reference to Internal Procedure

Work Instruction - Notification of Gift/Hospitality

Definitions

1. Incidentals
Includes snacks/food that is consumed outside breakfast, lunch and dinner, drinks, laundry and dry cleaning, stationery, official telephone calls and internet.

2. Events
In accordance with section 5.90A of the Act events includes concerts, conferences, functions, sporting events and any other hospitality occasions.

Monitoring, Evaluation and Review

This policy has been risk assessed as Moderate.

The policy will be reviewed annually.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	GOVERNANCE
POLICY OWNER:	MANAGER GOVERNANCE

<u>AMENDMENT STATUS</u>		
<u>DATE OF AMENDMENT</u>	<u>STATUS OF AMENDMENT</u>	<u>MINUTE ITEM REFERENCE</u>
xx/xx/xx	NEW POLICY	

NEXT REVIEW DATE	ANNUALLY
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