

## ATTENDANCE AT EVENTS COUNCIL POLICY

### POLICY STATEMENT

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The City of Bunbury is required under the *Local Government Act 1995* (the Act) to adopt a policy to govern the attendance at events for Elected Members and the Chief Executive Officer. The purpose of this policy is to outline the process associated with attendance at an event in accordance with section 5.90A of the Act.

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. Where the value of the ticket exceeds \$300, receipt of the gift will still be required under the gift register provisions.

### POLICY SCOPE

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This policy applies to Elected Members and the Chief Executive Officer of the City of Bunbury (the City).

### POLICY DETAILS

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

- Concert;
- Conference;
- Function;
- Sporting event;
- Occasions prescribed by the *Local Government (Administration) Regulations 1996*.

Elected Members and the Chief Executive Officer attend events to fulfil their leadership role in the community. Elected Members and/or the Chief Executive Officer may receive tickets or invitations to attend events to represent the City. The event may be a paid event or a ticket/invitation may be gifted in kind.

#### 1. Pre-Approved Events

In order to meet the policy requirements, tickets and invitations to events must be received by the City.

The City approves attendance at the following events by Elected Members and the Chief Executive Officer:

- a. Meetings of clubs or organisations within the City of Bunbury
- b. Any free event held within the City of Bunbury
- c. Australian or Western Australian Local Government events
- d. Events hosted by Clubs or Not for Profit Organisations within the City of Bunbury to which the Mayor, Elected Member or Chief Executive Officer have been officially invited
- e. City hosted ceremonies and functions
- f. City run tournaments or events
- g. City sponsored functions or events
- h. Community cultural events/festivals within the City
- i. Events run by a Local, State or Federal Government
- j. Major professional bodies associated with local government at a local, state and federal level
- k. Opening or launch of an event or facility within the City of Bunbury
- l. Events where Mayoral or Chief Executive Officer representation has been formally requested

All Elected Members and the Chief Executive Officer are entitled to attend pre-approved events. If there is a fee associated with a pre-approved event, the fee will be paid for by the City out of the City's budget (either beforehand or by way of reimbursement), unless the event is a conference which is dealt with under clause 4 of this policy.

If there are more Elected Members than tickets provided then the Mayor shall allocate the tickets.

## **2. Approval Process**

Where an invitation is received to an event that is not pre-approved, it may be submitted for approval no later than three business days prior to the event for approval as follows:

- Events for the Mayor will be approved by the Deputy Mayor;
- Events for Councillors will be approved by the Mayor; and
- Events for the Chief Executive Officer will be approved by the Mayor.

Considerations for approval of the event include:

- Any justification provided by the applicant when the event is submitted for approval;
- The benefit to the City of the person attending;
- Alignment to the City's Strategic Objectives; and
- The number of City representatives already approved to attend.

Where an Elected Member or Chief Executive Officer have an event approved through this process and there is a fee associated with the event, then the cost of the event will be paid out of the City's budget (either beforehand or by way of reimbursement), unless the event is a conference which is dealt with under clause 4 of this policy.

## **3. 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 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 tickets (and any other associated hospitality) within 10 days.

#### 4. Conferences

The City supports Elected Members and the Chief Executive Officer in attending conferences. Conferences encourage development and networking opportunities. Council policies Continuing Professional Development of Elected Members; and Elected Member Entitlements govern conference entitlements.

#### 5. Dispute Resolution

Any disputes under this policy are to be resolved by the Mayor.

## COMPLIANCE REQUIREMENTS

### LEGISLATION

- *Local Government Act 1995, section 5.90A*
- *Local Government (Administration) Regulations 1996*

### ORGANISATIONAL

- *City of Bunbury Code of Conduct*
- *Council Policy: Elected Member Entitlements*
- *Council Policy: Continuing Professional Development of Council Members*

Document Control					
<b>Document Responsibilities:</b>					
<b>Owner:</b>	Director Strategy & Organisational Performance	<b>Owner Business Unit:</b>	Governance		
<b>Reviewer:</b>	Manager Governance	<b>Decision Maker:</b>	Council		
<b>Document Management:</b>					
<b>Adoption Details</b>	Council Decision 133/20 23 June 2020	<b>Review Frequency:</b>	biennial	<b>Next Due:</b>	2024
<b>Review Version</b>	<b>Decision Reference:</b>	<b>Synopsis:</b>			
DOC/576764[v1]	Council Decision 137/22 28 June 2022	Reviewed with no changes.			
DOC/576764[v1]		Section 5.90A(2) <i>Local Government Legislation Amendment Act 2019</i> requires a local government to have in place a policy that deals with matters relating to the attendance of Council Members and the CEO at events.			
<b>Date Printed</b>	23 August 2022				