

Attendance at Events Policy

Objectives

The Town of Bassendean (the Town) is required under section 5.90A of the *Local Government Act 1995* to adopt a policy on attendance at events for Council Members and the Chief Executive Officer (CEO).

Council Members and the CEO as representatives of the local government may be requested to attend events or may be offered tickets to events by third parties. In order to carry out their functions impartially, Council Members and the CEO are required to demonstrate that they are not improperly influenced by third parties through the acceptance of invitations to these events.

The policy aims to provide transparency concerning the attendance at events by Council Members and the CEO.

Scope

This policy applies to attendance at events by Council Members and the CEO of the Town of Bassendean, attending in their capacity as a Council Member or CEO and includes –

- Approval for attendance at events and the criteria for approval
- The provision of tickets to events, and
- Payments in respect of event attendance.

The policy does not apply to Town of Bassendean officers (other than the CEO).

Policy statement

Definitions –

Chief Executive Officer means the Chief Executive Officer of the Town of Bassendean.

Council Member means the Mayor and Councillors of the Town of Bassendean.

Event has the meaning given to it under the *Local Government Act 1995*.

Gift has the meaning given to it under the *Local Government Act 1995*.

Ticket includes an admission ticket to an event or an invitation to attend an event, or a complimentary registration to an event offered by a third party.

1. Pre-approved events

Council Members and the CEO are authorised to accept invitations, including tickets, from third parties to attend events where the ticket is offered by the following –

- (a) The Western Australian Local Government Association (WALGA)
- (b) The Australian Local Government Association (ALGA)
- (c) Local Government Professionals (WA;
- (d) A department of the WA public service
- (e) Events conducted by a local government or regional local government, State or Federal Government department or agency
- (f) A State or Federal Member of Parliament, other than for party political events or fundraisers
- (g) Town of Bassendean hosted events, and
- (h) A civic/cultural, community organisation within the Town of Bassendean.

Attendance at pre-approved events covered by this policy is considered “excluded gifts” as defined in section 5.62(1B) of the *Local Government Act 1995*.

2. Other Events

An invitation to an event accepted by a Council Member or CEO without payment, where a member of the public is required to pay, unless noted as a pre-approved event in this policy, will generally be classified as a gift to which the declaration of interest provisions apply.

Where an event is a free event to the public then no action is required by the recipient. If the event is ticketed and the Council Member or CEO pays the full ticketed price and does not seek or obtain reimbursement, then no action is required by the recipient.

3. Approval Process (Event metropolitan)

All invitations or offers of tickets for a Council Member to attend an event must be forwarded in writing and addressed to the CEO for approval.

Where an invitation or offer of a ticket is for the CEO, it must be forwarded to the Mayor for approval.

In making a decision on attendance at an event, the following matters must be taken into consideration –

- a) The provider of the invitation or ticket to the event, including whether the provider is undertaking or may seek to undertake an activity involving a Council decision
- b) The location of the event in relation to the local government (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 Town
- e) The benefit of local government representation at the event
- f) The number of invitations/tickets received
- g) Alignment to the Town's Council Plan 2023-33, and
- h) 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.

Events that will not be considered for approval include –

- Political party events and fundraisers
- Entertainment events that do not have any relevance to the Town or to the business of local government, or
- An event that benefits a Council Member or CEO in a personal capacity.

4. Approval Process (Event intrastate, interstate and overseas)

Council is required to approve attendance at events held intrastate, interstate or overseas.

5. Complimentary tickets and benefits under sponsorship agreements

Where an entitlement to complimentary tickets or other benefit exists under a sponsorship agreement between the Town and a third party, the CEO shall manage the allocation of tickets or benefits.

6. Payments in respect of attendance

Where a Council Member is approved to attend an event, they may be reimbursed for travel and reasonable incidental expenses associated with their attendance in accordance with the Council Member Continuing Professional Development Policy. Where the CEO is approved to attend an event, they may be reimbursed for travel and reasonable incidental expenses associated with their attendance at the event in accordance with the CEO's employment contract.

Accompanying persons attending an event with a Council Member or the CEO, must do so at no cost to the Town.

Attendance by Council Members at conferences shall be in accordance with the Council Member Continuing Professional Development. Attendance by the CEO at conferences shall be in accordance with the CEO's employment contract.

7. Distribution of Tickets

Where an invitation to attend a pre-approved event, including tickets, is extended to the Town and is addressed to the Mayor, and the Mayor is unable to attend the event,

the CEO may with the consent of the event organiser, distribute the ticket to the Deputy Mayor or another Council Member.

Where an invitation to attend a pre-approved event, including tickets, is extended to a specific Council Member, and the individual Council Member is unable or does not wish to attend the event, the CEO is to advise the event organiser of their inability to attend, and if the event organiser agrees, the CEO may nominate another Council Member.

Where an invitation to attend a pre-approved event, including tickets, is extended to the CEO, and the CEO is unable, or does not wish to attend the event, the CEO is to advise the event organiser of their inability to attend and may, if the event organiser agrees, distribute the invitation to a nominated officer.

8. Reporting

Gifts received by Council Members and the CEO will be listed in the Town's Gift Register in accordance with section 5.87A and section 5.87B of the *Local Government Act 1995*.

| Document Control Box | | | |
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