

## Governance 16: **Elected Member and Chief Executive Officer Attendance at Events Policy**

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### **1. Purpose**

The purpose of this Policy is to provide a clear framework and guidelines for the acceptance of tickets or invitations by Elected Members and the Chief Executive Officer (CEO) to attend events or functions to ensure that the City of Kalamunda (the City) meets the requirements of the legislation and community expectations.

### **2. Policy Statement**

Elected Members and the CEO are often invited or required to attend events to fulfil their leadership role in the community.

Elected Members and/or the CEO will 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.

### **3. Definitions**

For the purposes of this Policy:

***Elected Members*** includes the Mayor and all Councillors.

***event*** is defined as a:

- Concert
- Conference (not included in Policy Governance 3 - Elected Members – Entitlements, Travel and Professional Development)
- Function
- Sporting event
- Occasions prescribed by the *Local Government (Administration) Regulations 1996*.

### **4. Provision of Tickets or Invitations**

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

### **5. Pre-Approved Events**

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
- b) Any free event held within the City
- c) Australian or West Australian Local Government events

- d) Events hosted by Clubs or Not for Profit Organisations within the City to which the Mayor, Elected Member or Chief Executive Officer has been officially invited
- e) Functions or events to which the City has provided sponsored
- f) Community art exhibitions
- g) Cultural events/festivals
- h) Events run by a Local, State or Federal Government
- i) Events run by schools and universities within the City
- 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
- l) Recognition of Service events
- m) RSL Club events
- n) Where representation by the Mayoral or Chief Executive Officer has been formally requested.

All Elected Members and the Chief Executive Officer are entitled to attend a pre-approved event. If there is a fee associated with a pre-approved event, 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.

In addition to the above pre-approved events, Elected Members may also attend a paid event held within the City, with the funds to be paid for by way of reimbursement, other than the following events:

- Party political events and fundraisers.
- Social events.
- Entertainment events with no link to the City.
- Events that primarily benefit Elected Members in a personal capacity or in a role other than their role at the City.

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

## **6. 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.

## 7. 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.
- The number of City representatives already approved to attend.

Where an Elected Member has an event approved through this process and there is a fee associated with the event, then the cost of the event, including for attendance of a partner, is to be paid out of the Elected Member's Networking Allowance.

Where the Chief Executive Officer has an event approved through this process and there is a fee associated with the event, then the cost of the event is to be paid for out of the City's budget.

## 8. Dispute Resolution

All disputes regarding the approval of attendance at events are to be resolved by the Mayor.

Status	
Related Local Law	
Related Council Policies	
Relevant Delegation	
Related Internal Procedures	
Related Budget Schedule	
Legislation	<i>Local Government Act 1995</i> <i>Local Government (Administration) Regulations 1996</i>
Notes and Conditions	
Authority	
Adopted	Next Review Date