

ATTENDANCE AT EVENTS POLICY



Legislation / local law requirements	Section 5.90A(2) of the <i>Local Government Act 1995</i> – requires local governments to adopt a policy in respect to event attendance by Elected Members and the CEO. Section 5.62(1B) of the <i>Local Government Act 1995</i> – defines excluded gifts. Clause 2.17 of the Meeting Procedures Local Law
Relevant delegations	Nil.
Related policy procedures and supporting documentation	City's Register of Gifts (public) Disclosure of Interest Forms (for Elected Members) Conflict of Interest Form (internal – for CEO)

PURPOSE

To ensure the City of Vincent (**City**) actively considers the purpose of and benefits to the community from Elected Members and the Chief Executive Officer (**CEO**) attending events, and to promote transparency and accountability in attendance at events by Elected Members and the CEO.

OBJECTIVE

To establish guidelines, in accordance with the requirements of section 5.90A of the *Local Government Act 1995 (Act)*, for the appropriate disclosure and management of acceptance of invitations to events or functions where Elected Members and the CEO represent the City.

SCOPE

This policy applies to invitations or tickets to events that are provided to the City (for example to the City of Vincent Council /Councillor or City of Vincent CEO).

An invitation or ticket to an event provided directly to an individual (which means personally to an Elected Member or the CEO) is to be treated as a gift (gift as defined in section 5.57 of the Act).

Elected Members or the CEO may accept these invitations, subject to disclosing the acceptance of the invitation / ticket as a gift (if valued at over \$50, in accordance with the City's Governance Framework) if they have not provided appropriate consideration for the ticket/ invitation. The gift will be disclosed on the City's public Register of Gifts.

An Elected Member or the CEO may attend an event and not disclose it as a gift if they have purchased the ticket themselves.

POLICY

Attendance at Approved Events

1. The following events are considered **Approved Events** for the purpose of this policy.
 - 1.1 events where the Elected Member or CEO is attending in an official capacity, such as presenting awards or prizes to others on behalf of the City, participating as a member of a discussion/judging panel or presenting at the event as part of the event program;
 - 1.2 events sponsored by the City;
 - 1.3 events hosted by the City;

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- 1.4 events hosted by any incorporated associations, clubs, community groups, or not-for-profit organisations; or
- 1.5 events hosted by other local governments, regional local governments, WALGA or any State or Commonwealth Government department or agency.
2. Elected Members or the CEO may at their discretion attend an Approved Events on behalf of the City, where the invitation or ticket is provided to the City and no fee is payable for attending.
3. If a fee is payable for attendance at an Approved Event, the Mayor and CEO will seek expressions of interest from Elected Members or the CEO to attend the Approved Event, provided the cost of attendance is within the approved budget.
4. Attendance at Approved Events are not treated as gifts and do not need to be included on the City's public Register of Gifts, as they are "excluded gifts" in accordance with section 5.62(1B) of the Act.
5. Attendance at Approved Events does not trigger a conflict of interest if a matter comes before Council or the CEO for consideration.

Attendance at Other Events

6. Events or functions that do not fall within the scope of Approved Events are considered gifts and must be disclosed as gifts. It is the City's position that attendance at any event that is not an Approved Event has a value over \$50 and must be disclosed and included in the City's public Register of Gifts.
7. If the City receives an invitation or ticket to an event that is not an Approved Event all Elected Members and the CEO will be invited to attend and may accept at their discretion. If the invitation or ticket is accepted, the Elected Member or the CEO must complete a gift declaration form disclosing their attendance.
8. If a matter comes before Council which triggers a conflict of interest due to an Elected Member's attendance at an event (which is not an Approved Event and declarations of interest arise according to the prescribed gift threshold) the Elected Member must disclose this interest to the CEO or Presiding Member prior to the meeting, and must be absent from consideration of the matter (item) unless Council approves otherwise. Approval to participate must be sought in accordance with clause 2.17 of the City's [Meeting Procedures Local Law](#).
9. If a matter comes before the City which triggers a conflict of interest due to the CEO's attendance at an event (which is not an Approved Event and declarations of interest arise according to the prescribed gift threshold) the CEO must disclose this conflict of interest to the Mayor and remove himself from the decision-making process.

OFFICE USE ONLY

Responsible Officer	Executive Manager, Corporate Strategy and Governance.
Initial Council adoption	DATE: <APPROVAL DATE>, REF# <TRIM REF>
Reviewed / Amended	DATE: <APPROVAL DATE>, REF#: <TRIM REF>
Next Review Date	DATE: <REVIEW DATE>.