

# Attendance at Events Policy



<b>Responsible Division</b>	Office of the CEO
<b>Responsible Business Unit/s</b>	Office of the CEO, Governance
<b>Responsible Officer</b>	Chief Executive Officer
<b>Affected Business Unit/s</b>	All Business Units
<b>Document Ref</b>	3579617

## 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. This will policy will ensure that the City of Bayswater ('the City') both meets community expectations and meets the legislative requirements under section 5.90A of the Local Government Act 1995 (WA) which requires all Local Governments to prepare and adopt an Attendance at Events Policy.

## Policy Statement

### 1. Invitations

- a) All invitations or offers of tickets for an Elected Member or CEO to attend an event should be in writing and addressed to the Council.
- b) Any invitation or offer of tickets not addressed to the Council is not captured by this Policy and must be disclosed in accordance with the gift and interest provisions in the Act.
- c) A list of events and attendees authorised by the City in advance of the event will be maintained in a Register available on the City's website.

### 2. Approval of Attendance by Council

- a) In making a decision on attendance at an event, the Council will consider:
  - i) Who is providing the invitation or ticket to the event;
  - ii) The location of the event in relation to the City (within the district or out of the district);
  - iii) The role of the Elected Member or CEO when attending the event (for example as participant, observer presenter etc) and the value of their contribution;
  - iv) Whether the event is sponsored by the City;
  - v) The benefit of Local Government representation at the event;
  - vi) The number of invitations/tickets received; and
  - vii) 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.
- b) Decisions to attend events in accordance with this policy will be made by simple majority or by the Mayor in accordance with clause 3 below.

### 3. Approval of Attendance by Mayor

- a) Where an invitation has been received and a response is required prior to the next Ordinary Council Meeting, the Mayor will be authorised to approve attendance.
- b) In approving attendance, the Mayor will consider the following:
  - i) Who is providing the invitation or ticket to the event;
  - ii) The location of the event in relation to the City (within the district or out of the district);
  - iii) The role of the Elected Member or CEO when attending the event (for example as participant, observer presenter etc) and the value of their contribution;
  - iv) Whether the event is sponsored by the City;
  - v) The benefit of City representation at the event;
  - vi) The number of invitations/tickets received; and
  - vii) 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.
- c) All approvals made by the Mayor will be reported to the subsequent Ordinary Meeting along with the assessment made in accordance with the above criteria.

### 4. Payments in respect of attendance

- a) Where an invitation or ticket to an event is provided free of charge, the City may contribute to appropriate expenses for attendance, such as travel and accommodation, for events outside the district if Council determines attendance to be of public value.
- b) For any events where a member of the public is required to pay, unless previously approved and listed in the Register available on the City's website, Council will determine whether it is in the best interests of the City for an Elected Member or the CEO to attend on behalf of the City.
- c) If Council determines that an Elected Member or CEO should attend a paid event, the City will pay the cost of attendance and reasonable expenses, such as travel and accommodation,
- d) Where partners of an authorised City representative attend an event, any tickets for that person, if paid for by the City, must be reimbursed by the City representative unless expressly authorised by Council.

## Definitions

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

**Event** is defined as a:

- Concert;
- Conference (that is not included in the *Elected Members Attendance at Conferences, Seminars, Training and Professional Development Policy*, or in the case of the Chief Executive Officer, the *Senior and Executive Staff attendance at Conferences, Seminars and Training*)
- Function; or
- Sporting Event.

## Related Legislation

*Local Government Act 1995 (WA) s 5.90A*

## Related Documentation

*Nil*

<b>Relevant Delegations</b>	Nil.
<b>Risk Evaluation</b>	Nil.
<b>Council Adoption</b>	8 December 2020
<b>Review/Modified</b>	7 December 2021
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<b>Review/Modified</b>	