

<b>Responsible Directorate</b>	<b>Chief Executive Officer</b>
<b>Responsible Business Unit/s</b>	<b>Governance</b>
<b>Responsible Officer</b>	<b>Manager Governance</b>
<b>Affected Business Unit/s</b>	<b>All Business Units</b>

## Objective

The objective of this policy is:

- For Council to set the purpose of, and benefits to the community, from Elected Members and the Chief Executive Officer attending Events;
- To provide a framework for the acceptance of invitations to Events; and
- To provide transparency to the community on the acceptance and payment of tickets to Events.

## Scope

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

## Policy

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 will receive tickets or invitations to attend Events to represent the City on Council Business. 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 pre-approves attendance at the following Events, for Council Business, by the Elected Members and the Chief Executive Officer:

- Advocacy lobbying, Mayoral representation or Ministerial briefings;
- Industry and economic briefings, specifically related to the operation of local government;
- Community cultural and sporting Events, festivals and art exhibitions within the City;
- Opening or launch of an Event or Facility within the City;
- Professional development in accordance with the Elected Member Professional Development Policy;
- Networking in accordance with the Elected Member Entitlements Policy;
- Conference or formal representation by the Chief Executive Officer in accordance with the Employee Conference Management Practice and/or City contract;
- Where the Mayor or the Chief Executive Officer representation has been formally requested;

Events hosted, run or sponsored by:

- The City;
- The community (including meetings) held within the City, to which the Elected Members or the CEO have been officially invited; and

- iii. Major professional bodies associated with local government, such as WALGA and Local Government Professionals;
- iv. Local, State or Federal government agencies; and
- v. Educational institutions within the City.

## **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 as follows:

- (a) Events for the Mayor will be approved by the Chief Executive Officer; and
- (b) Events for Councillors or 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, relation to their official role, alignment to the City's Strategic Community Plan key result areas and the number of City representatives already approved to attend.

## **3. Gift Disclosure**

Elected Members and the Chief Executive Officer must declare any Gift/s received in relation to their role at the City when valued at \$300 or more (either one gift or cumulative over 12 months from the same donor). The recipient must disclose the Gift (and any other associated hospitality) within 10 days to the City.

Where an Elected Member or the Chief Executive Officer is offered a ticket to an Event, and the ticket falls under the definition of a Gift, details of the ticket are to be disclosed in accordance with the sections 5.87A – 5.87C of the *Local Government Act 1995*. The disclosed information that is deemed a Gift, will be listed on the City's website. If there are more Elected Members than tickets provided, the Mayor shall allocate the tickets.

## **4. Declaration of Interest**

Where a donor of a Gift at/over \$300 has a matter before Council, the Elected Member and/or Chief Executive Officer must disclose a Conflict of Interest and remove themselves from the meeting (unless approval is granted by the Council or the Minister, depending on the value of the Gift).

A Gift is excluded from the Conflict of Interest provisions when:

- (a) the Gift relates to attendance at a pre-approved Event in this policy; or
- (b) the Gift is from the specified entities prescribed in section 20B of the *Local Government (Administration) Regulations 1996*.

## **5. Payment of Tickets**

Where an Elected Member attends a pre-approved Event and there is a Cost associated with the Event, the Cost of the attendance, including the attendance of a partner, is to be paid out of the Elected Member's related allowance in accordance with the Elected Member Entitlements Policy.

Where the Chief Executive Officer attends a pre-approved Event and there is a Cost associated with the Event, the Cost of the attendance, including the attendance of a partner, is to be met by the City.

If the Event is ticketed and the Elected Member or the Chief Executive Officer pays the full ticketed price from their Personal Funds and does not seek reimbursement or if the Event is a free to the public then no action is required.

## **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.

All events are considered Non-Approved if attendance would breach a local, State or Federal declaration of emergency, a controlled border or a Commonwealth travel advisory.

The Cost of the following Events is not permitted to be met by City funds:

- Party political Events and fundraisers;
- Personal Social Events; and
- Cultural and sporting Events held outside of the City unless approved in accordance with section 2 of this policy.

## **7. Record of Attendance at Events**

Elected Members and the Chief Executive Officer must:

- Inform the City of their attendance at an Event under this policy; and
- Submit any invitation and records relevant to their attendance for recording in the City's corporate record keeping management system.

## **8. Community Engagement Events**

The City approves attendance by Elected Members and the Chief Executive Officer at the following Community Engagement Events for Council Business. The partner of each Elected Member may attend the following Community Engagement Events as one of the invited Guests.

### **8.1 Community Engagement by Elected Members**

The City will host events for Elected Members to engage with the Community. These events will be hosted and paid for by the City, and will be held under the following conditions:

- (a) Each Elected Member, or any combination of Elected Members, may request an event at any time by completing an event request form.
- (b) Each Elected Member may suggest a guest list for the event and all guests must relate to the purpose of the proposed event.
- (c) Each event must be for an identified purpose that allows Elected Members to fulfill their role and advance the purposes of the City.
- (d) Final guest lists are to be approved by the Mayor's office who retains sole discretion as to whether an event is to be held and, if so, the format of the event and who is approved to attend.
- (e) Once every year the City will host a dinner in the Reception Hall for all Elected Members to which Elected Members' may invite up to nine personal friends and Relatives. This is in recognition of the contribution made by people close to an Elected Member due to the public nature of their role, their performance in the local community and the need to support Elected Members undertaking their role out of core business hours. Other than on this occasion, even Guests may not include Relatives or close personal friends of the Elected Member without approval of the Mayor.

The Mayor may request to host Community Engagement throughout the year that meets the strategic community engagement needs of the City. The format of the community Event is to be advised to the City in advance and with Suitable Notice. The final decision of allocation of Guests is to be made by the Mayor.

## **9. Invitations and Attendance by Dignitaries**

Invitations to Parliamentary and Vice-Regal dignitaries must be managed in accordance with:

- the protocols of the State and Federal Government and Parliaments,
- the protocols of the Vice-Regal Offices,
- any funding agreements with State and Federal Governments, and
- the requirements of the Mayoral office to ensure appropriate Parliamentary and Vice-Regal representation.

The preparation of invitation lists at City events is a responsibility of the Mayor who may grant authorisation for another person to prepare and issue invitations.

## 10. Recognition Events

Recognition Events and the installation of recognition plaques must be arranged in accordance with the Recognition Events Management Practice. The management practice sets the requirement to invite Elected Members to attend the commencement or completion of a project, facility or program and the installation of recognition plaques.

## 11. Dispute Resolution

Any disputes under this policy are to be resolved by the Mayor and the Chief Executive Officer.

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## Definitions

The following terms are defined by *Local Government Act 1995* and apply to this policy: Event, Relative, Gift.

**Community Engagement Event** means a function hosted by the Mayor to which all Elected Members are invited to engage with a section of the Community.

**Cost** means an amount of money to be paid in relation to attendance at an Event. This includes the price of the ticket, travel to the event and any other expenses incurred as a result of attending the event.

**Council Business** means any business where an Elected Member:

- a) Represents the interests of electors, ratepayers and residents of the district;
- b) Provides leadership and guidance to the community in the district;
- c) Facilitates communication between the community and the Council; or
- d) Performs such other functions as are given to a Councillor by the Local Government Act 1995 or any other written law.

**Elected Member** means a person elected under the *Local Government Act 1995* as a member of the Council. The City's Elected Members include the Mayor, Deputy Mayor and Councillors.

**Facility** means a building, park or open space located within the City.

**Gifted In Kind** means free or donated in lieu of cash.

**Accompanying Person** means person/s who have been officially invited by an Elected Member to attend a Community Engagement Event for Council Business.

**Personal Funds** mean a private payment of money from an individual, not the City.

**Social Events** means an Event of a personal nature that has no benefit to the City and its community.

**Suitable Notice** means providing advance notification of the event to enable coordination.

**Ticketed** means a ticket that requires financial payment.

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## Relevant management practices/documents

Community Engagement Event Guest Registration Form  
 Election Caretaker Policy  
 Disclosure of Gift Form

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## Legislation/local law requirements

Elected Member Code of Conduct  
*Local Government Act 1995*  
*Local Government (Administration) Regulations 1996*

Office use only			
<b>Relevant delegations</b>	Not Applicable		
<b>Initial Council adoption</b>	19 November 2019	<b>Resolution #</b>	1119/010
<b>Last reviewed</b>	<b>Date</b> 24 May 2022	<b>Resolution #</b>	0522/055
<b>Next review due</b>	<b>Date</b> 2024		