

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

Due to the State of Emergency and Public Health Emergency declaration, attendance at Interstate travel will be approved under the following circumstances:

- a. At the time of approval of the travel, the destination must be rated ‘very low risk’ by the WA Government;**
- b. At the time the travel is commenced, the destination must be rated ‘very low risk’ by the WA Government; and**
- c. The accommodation must not be booked in a facility that is also being used to quarantine international travellers.**

Attendance at International Conference and Training have been suspended.

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:

- (a) Advocacy lobbying, Mayoral representation or Ministerial briefings;
- (b) Industry and economic briefings, specifically related to the operation of local government;

- (c) Community cultural and sporting Events, festivals and art exhibitions within the City;
- (d) Opening or launch of an Event or Facility within the City;
- (e) Professional development in accordance with the Elected Member Professional Development Policy;
- (f) Networking in accordance with the Elected Member Entitlements Policy;
- (g) Conference or formal representation by the Chief Executive Officer in accordance with the Employee Conference Management Practice and/or City contract;
- (h) Where the Mayor or the Chief Executive Officer representation has been formally requested;

Events hosted, run or sponsored by:

- i. The City;
- ii. The community (including meetings), held within the City, to which the Elected Members or the Chief Executive Officer 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:

- Events for the Mayor will be approved by the Chief Executive Officer; and
- 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. Ticketed Events

3.1 Gift Disclosure

Elected Members and the Chief Executive Officer must declare Gift/s received in relation to their official role at the City when a Gift is valued \$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, and the ticket falls under the definition of a Gift, details of the ticket is to be disclosed in accordance with the sections 5.87A – 5.87C of the Local Government Act 1995 (the Act). The disclosure information for tickets received by Elected Members and employees that are 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.

3.2 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:

- the Gift relates to attendance at a Pre-Approved Event in this policy; or
- the Gift is from the specified entities prescribed in section 20B of the Local Governance (Administration) Regulations 1996.

3.3 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.

4. 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.

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.

5. 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.

6. 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.

6.1 Community Engagement By Elected Members

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

- (a) Each Elected Member may host up to six dinners and two lunches each calendar year.
- (b) Each Elected Member may invite up to nine Guests to each dinner and lunch.
- (c) The lunches and dinners are for the purpose of allowing Elected Members to fulfill their role and advance the purposes of the City.
- (d) When attending a lunch or dinner, each Elected Member must provide the name and reason how each Guest relates to their role and/or advances the purposes of the City. The hosting Elected Member must complete and submit the 'Community Engagement Event Guest Registration Form' to the City, before the conclusion of each lunch and dinner hosted.
- (e) At the commencement of each calendar year, the Manager Governance is to approve a schedule of dates for the Community Engagement by Elected Members Events. Elected Members will be allocated dates within the schedule.
- (f) Elected Members may request changes to their allocated dates in advance, which will be assigned according to availability and in relation to condition (a).
- (g) Once every year each Elected Member is entitled to host one lunch or one dinner to which personal friends and Relatives may be invited. This is in recognition of the contribution made by people close to an Elected Member due to the public nature of their role, their prominence in the local community and

the need to support Elected Members undertaking their role out of core business hours. Other than on this occasion, Guests may not include Relatives or personal friends of the Elected Member.

Guest registration forms (guest lists) from Elected Members are to be reported to the Audit Committee on a quarterly basis.

The Mayor may request to host Community Engagement By Council Events throughout the year as an alternative to hosting a lunch or dinner, that meet 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.

7. Dispute Resolution

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

Definitions

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

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

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.

Cost mean an amount of money to be paid in relation to attendance at an Event.

Elected Member/s 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.

Guest/s means person/s who have been officially invited by an Elected Member to attend a Community Engagement Event for Council Business. Guest/s invited must relate to the role of the Elected Member and/or advances the purposes of the City. Guest/s must not include a Relative or a personal friend of an Elected Member.

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

Pre-Approved Event/s means Events Council has approved in advance (in accordance with this policy).

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

Suitable Notice means a submission to Governance with all Event details – no less than two weeks prior to the Event.

Relevant management practices/documents

Community Engagement Event Guest Registration Form
Council Election Caretaker Policy
Disclosure of Gift Form
Elected Member Professional Development Policy
Elected Member Entitlements Policy

Legislation/local law requirements

City of Stirling Code of Conduct

Local Government Act 1995

Local Government (Administration) Regulations 1996

Office use only			
Relevant delegations	Not Applicable		
Initial Council adoption	19 November 2019	Resolution #	1119/010
Last reviewed	Date 27 April 2021	Resolution #	0421/014
Next review due	Date 2022		