

Attendance at Events for Elected Members and Chief Executive Officer

Policy Statement

The purpose of this policy is to comply with section 5.90A of the *Local Government Act 1995*, which requires local governments to adopt a policy with regards to the attendance of Elected Members and the Chief Executive Officer at events.

This Policy outlines the following:

1. The provision of tickets to events;
2. Payments in respect of event attendance; and
3. Approval of attendance by the local government and criteria for approval.

Policy Details

Councillors and the CEO may receive tickets or invitations to attend events to represent the Town. To ensure the Town is carrying out its function impartially, elected members and the CEO must be able to demonstrate they are not improperly influenced by third parties through the acceptance of tickets to events.

Attendance at Events covered by this policy are “excluded gifts” as defined in section 5.62(1B) of the *Local Government Act 1995*.

Pre-approved events:

Elected Members and the CEO may accept an invitation to attend any of the following events:

- A. Where the Elected Member or CEO is attending an event in official capacity, such as:
 1. Performing a speaking role or some other welcoming role;
 2. Participating as a member of a discussion panel or judging panel;
 3. Presenting at the event as part of the event program;
 4. Representing the Town of Mosman Park at a sponsorship acknowledgement event or award ceremony, where the primary purpose of attendance is not for the entertainment of the individual Elected Member or CEO, but enable the Town to fulfil its role;
 5. Presenting awards or prizes to others on behalf of the Town; and
 6. Attending an exhibition or display where the Town, its program or services are being showcased at the event.

B. Where the ticket is offered by:

1. Events held at any facility owned by the Town (including facilities on land vested in the Town).
2. The Western Australian Local Government Association;
3. The Australian Local Government Association;
4. Local Government Professionals;
5. Other local governments or regional local governments
6. A department of the Public Service;
7. A government department of another State, Territory or Commonwealth department or agency;
8. A civic, community or education institutions within the Town of Mosman Park.

Expenses

Any expenses incurred by councillors with their attendance at an event will be reimbursed in accordance with the Town's Policy 4.2.1 Council Members' Allowances and Expenses.

Any expenses incurred by the Chief Executive Officer for attendance at any event will be reimbursed in accordance with terms of the Chief Executive Officer's contract.

Where a Elected Member or the CEO wishes to attend an event not covered by this policy, attendance will be subject to approval by the Chief Executive Officer or the Mayor.

The CEO will be responsible for keeping a register of all events attended and any costs associated.

Definitions

Town means the Town of Mosman Park

CEO means Chief Executive Officer

Events in accordance with 5.90A (1) includes:

- a. a concert;
- b. a conferences;
- c. a function;
- d. a sporting event; or
- e. an occasion of a kind prescribed for the purposes of this definition

Governance References

Statutory Compliance	S5.90A (1),5.87A & 5.87B <i>Local Government Act 1995</i>
Organisational Compliance	Attendance at Event Pro-mapp (to be developed)

Policy Administration

Directorate:		Officer title:
Executive Services		Carissa Bywater CEO
Next Review		Review Cycle
June 2021		Yearly or as required
Version	Date	Ref
1	28 July 2020	OCM-104-2020
2		
3		