



POLICY NO. CP 5.4.48

POLICY STATEMENT

ATTENDANCE BY ELECTED MEMBERS AND THE CHIEF EXECUTIVE OFFICER AT EVENTS

PURPOSE

To ensure compliance with Section 5.90A(2) of the *Local Government Act 1995* which requires local governments to adopt a policy in relation to the attendance of Council Members and CEOs at events.

SCOPE

This Policy deals with the attendance of Elected Members and the CEO at events including:

- (a) the provision of tickets to events;
- (b) payments in respect of event attendance; and
- (c) approval of attendance by the local government and criteria for approval.

POLICY

1. Elected Members and the CEO may receive tickets or invitations to attend events to represent the City. Attendance at events covered by this policy are "excluded gifts" as defined in section 5.62(1B) of the *Local Government Act 1995*.
2. Elected Members and the CEO may accept an invitation to attend any of the following events:
 - (a) Events sponsored by the City.
 - (b) Events held at any facility owned by the City (including facilities on land vested in the City).
 - (c) Events hosted by the City.
 - (d) Events hosted by any incorporated associations or not-for-profit organisations.
 - (e) Events hosted by other local governments, regional local governments, WALGA or any State or Commonwealth Government department or agency.
3. Elected Members may be reimbursed for travel associated with their attendance at an event in accordance with Council Policy 5.4.23 - Elected Member Allowances, Expenses and Supplies, and Council Policy 5.4.12 - Elected Member Training and Development.
4. Attendance by Elected Members at conferences shall be in accordance with Council Policy 5.4.12 - Elected Member Training and Development.
5. Attendance by the CEO at conferences shall be in accordance with the CEO's employment contract.
6. Where an Elected Member or the CEO wishes to attend an event not covered by this policy, attendance will be subject to Council approval.

**GOVERNANCE REFERENCES**

Statutory Compliance	5.62(1B), S5.90A(2), 5.87A & 5.87B, <i>Local Government Act 1995</i>
Industry Compliance	Nil.
Organisational Compliance	Council Policy 5.4.12 - Elected Member Training and Development Council Policy 5.4.23 - Elected Member Allowances, Expenses and Supplies Council Policy 5.4.45 - Publishing of Information relating to Elected Members. Including associated costs by Elected Members Administration Policy 4.3.21 - Staff Training and Development
Process Links	Nil.

POLICY ADMINISTRATION

Directorate		Officer Title		Contact:	
Business Services		Director Business Services		9397 3000	
Risk Rating	Low	Review Cycle	Triennial	Next Due:	2026
Version	Decision Reference	Synopsis			
1.	OCM 48/10/03/2020	New Policy Adopted - To comply with new requirements of the <i>Local Government Act 1995</i> [s5.90A(2)].			
2.	OCM 230/10/10/2023	Reviewed and amended.			