



## **POLICY – 1.11 – Attendance at Events**

### **Relevant Delegation**

N/A

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### **Objective**

This policy addresses attendance at events, including concerts, conferences, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government. The purpose of the policy is to provide transparency about the attendance at events of council members and CEOs. This policy should be read in conjunction with section 5.90A of the *Local Government Act 1995*, and any associated prescribed requirements.

Attendance at an event in accordance with this policy will exclude the event attendee from the requirement to disclose an interest if the event ticket is above the prescribed amount and the donor has a matter before council.

### **Policy Statement**

To enable council to actively consider the purpose of and benefits to the community from attendance at events by elected members and the chief executive officer (CEO) of the Shire. Invitations / tickets to an event provided to an individual (rather than the Shire) are to be treated as a gift and disclosed as required.

### **Entertainment Events**

Where there is an event of a commercial nature (i.e. ticketed events where a member of the public is required to pay to attend) such as concerts or sporting events, this policy provides for how invitations to events are to be managed.

If attendance by the CEO or elected member/s at an entertainment event is considered in the best interest of the Shire, the CEO will prepare details for council to consider and make a decision on attendance at that event as detailed within the 'Approval of Attendance' sections of this policy.

### **Non-Entertainment Events**

Where there is an event of a commercial nature (i.e. ticketed events where a member of the public is required to pay to attend) such as conferences or seminars, this policy provides for how invitations to events are to be managed.

If attendance by the CEO or elected member/s at a commercial non-entertainment event is considered in the best interest of the Shire, the CEO will prepare details for council to consider and make a decision on attendance at that event as detailed within the 'Approval of Attendance' sections of this policy.

### **Community / Local Events**

A community / local event is defined as an event held within the district, is open to all members of the general public and where members of the public are not required to pay to attend the event. Invitations received by elected members and / or the CEO to community/local events (including where to attend in an official capacity to perform a civic function) are included as a 'Preauthorised Event' within this policy.

## **Provision of Tickets to Events**

### **Invitations**

- All invitations for a council member or CEO to attend an event shall be in writing and addressed to the Shire.
- Any invitation not provided to the Shire is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the Act.
- A list of preauthorised events and attendees is included under the heading 'Preauthorised Events'.

### **Approval of Attendance – General**

The CEO will prepare an agenda item for council to consider, relating to attendance at events, detailing the following information:

- Who is providing the ticket to the event (the organiser of the event or a third party);
- The location of the event in relation to the local government (within the district or out of the district);
- The role of the council member, CEO when attending the event (participant, observer, presenter);
- Whether the event is sponsored by the local government;
- The benefit to the district of council representation at the event;
- Which elected member and / or officer should be authorised to attend event; and
- The cost to attend the event and availability of funding within adopted annual budget.

Decisions to attend events in accordance with this policy will be made by simple majority.

### **Approval of Attendance – Short Notice**

Where the timing of receipt of an invitation and the event itself does not provide an opportunity for council to consider attendance at an event (such as when received at short notice), the CEO shall:

- a) Prepare an agenda item in accordance with 'Approval of Attendance – General' and circulate to the council via email;
- b) Email correspondence is to set a reasonable period of notice for elected members to respond (not less than 24 hours);
- c) If no objections are raised within the set notice period by an elected member to the CEO, it will be taken by the CEO the elected member agrees with the recommendation;
- d) Decision to attend events at short notice will be made once agreement has been received from a simple majority of all elected members; and
- e) Decision is to be presented for noting at the next ordinary meeting of council.

The council may also delegate attendance to an event to another council member or the CEO or another officer after a decision has been made, by a circular email from the CEO explaining the proposed change. The subsequent process shall be as described at (b), (c) and (d) above.

### **Payments in Respect of Attendance**

For an invitation to attend an event where a ticket is provided with no charge, the local government may contribute to appropriate expenses for attendance, such as travel and accommodation, for events outside the district.

For any events where a member of the public is required to pay, unless listed under heading 'Preauthorised Events', the council will determine whether it is in the best interests of the local government for a council member or the CEO to attend on behalf of the council.

If the council determine that a council member or the CEO should attend a paid event, the local government will pay the cost of the ticket and appropriate expenses, such as travel and accommodation for events outside the district, and the cost of the ticket for events within the district.

Any ticket purchased or additional travel / accommodation costs for the partner or family member of the local government representative is not paid for by the local government.

**Preauthorised Events**

Event	Date	Attendee	Contribution to cost
Community / Local Event (as defined within policy)	Misc	Misc	N/A

**Amendments to this Policy**

Amendments to this policy require an absolute majority decision of council, and the amended policy is to be published on the Shire’s official website.

– *End of Policy*

COMMENT

Formerly	New Policy March 2021	
Last Reviewed		
Next Review Date	March 2022	
Amended		
Adopted	March 2021 (NW1125)	
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