

## ATTENDANCE AT EVENTS POLICY

### PURPOSE

Section 5.90A of the *Local Government Act 1995* provides that a local government must prepare and adopt an Attendance at Events Policy.

This policy addresses attendance at any 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 Elected Members, the Chief Executive Officer (CEO) and all employees of the Shire of Quairading.

### OBJECTIVE

The policy provides guidance to Elected Members and employees when an invitation to an event or function, or other hospitality occasion, ticketed or otherwise, is offered free of charge.

Attendance at an event in accordance with this policy will exclude the gift holder from the requirement to disclose an interest if the ticket is above \$300 and the donor has a matter before Council. Any gift received that is less than \$300 (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest. Receipt of the gift will still be required under the gift register provisions.

### POLICY

This policy applies to Elected Members, the CEO, and all employees of the Shire.

Elected Members, the CEO and other employees occasionally receive tickets or invitations to attend events representing the Shire. The event may be:

- A paid event;
- A ticket/invitation gifted in kind; or
- A free/open invitation event for the community in general.

### PROVISION OF TICKETS TO EVENTS

#### 1. Invitations

- a. All invitations or offers of tickets for an Elected Member, CEO or employee to attend an event should be in writing and addressed to the CEO.
- b. Any invitation or offer of tickets not addressed to the CEO is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the Act.
- c. A list of events and attendees authorised by the local government in advance of the event is at Annexure A – Pre-Approved Events and Annexure B – Example Register.

## 2. Approval of Attendance

- a. In making a decision on attendance at a non-pre-approved event, Council will consider:
  - i. Who is providing the invitation or ticket to the event;
  - ii. The location of the event in relation to the local government (within the district or out of the district);
  - iii. The role of the Elected Member or employee attending the event (participant, observer, presenter) and the value of the contribution;
  - iv. Whether the event is sponsored by the local government;
  - v. The benefit of local government representation at the event;
  - vi. The number of invitations/tickets received; and
  - vii. The cost to attend the event, including the cost of the ticket (or estimated value of the event per invitation) and any other expenses such as travel and accommodation.
- b. Decisions to attend non pre-approved events in accordance with this policy will be made by simple majority of Council or by the CEO in accordance with delegated authorisation.

## 3. Payments in Respect of Attendance

- a. Where an invitation or ticket to an event is provided free of charge, the local government may contribute to expenses for attendance (e.g. travel and accommodation) at events outside the district if Council determines attendance to be of public value.
- b. For any events where a member of the public is required to pay, unless previously approved and listed in Annexure A, Council will determine whether it is in the best interests of the local government for an Elected Member, CEO, or another officer to attend on behalf of the Council.
- c. If Council determines that an Elected Member or CEO should attend a paid event, the local government will pay the cost of attendance and reasonable expenses, such as travel and accommodation.
- d. Where partners of an authorised local government representative attend an approved event, any tickets for that person will be paid by Council.

## GUIDELINES

*Local Government Act 1995 S50.9A*

**Annexure A** – Pre-Approved Events

**Annexure B** – Example of Register of Events Approved by Council (by Simple Majority decision)

## DEFINITIONS

Elected Members include the Shire President and all Councillors.


In accordance with Section 5.90A of the Local Government Act 1995 an event is defined as a:

- a. Concert
- b. Conference
- c. Function
- d. Sporting event

- e. Occasions prescribed by the *Local Government (Administration) Regulations 1996*.

### STATUTORY ENVIRONMENT

*Local Government Act 1995 S5.9A*

Record of Policy Review						
Version	Author	Council Adoption	Resolution	Reason for Review	Review Date	CEO Signature
01	Graeme Fardon	29/08/13	50-13/14	New Policy		
02	Graeme Fardon	27/09/18	97-20/21	Policy Review Project – 6/09/2018		
03	Graeme Fardon	17/12/20	97-20/21	Biennial Policy Review	Dec 2022	
04	Nicole Gibbs	24/11/2022	125 - 22/23	Biennial Policy Review	Nov 24	

## ANNEXURE A – PRE-APPROVED EVENTS

The Shire approves attendance at the following events by Elected Members, the CEO and other employees of the Shire:

- a. Advocacy lobbying or Ministerial briefings (Elected Members, the CEO and Executive Management only);
- b. Meetings of clubs or organisations within the Shire of Quairading;
- c. Any free event held within the Shire of Quairading;
- d. Australian or West Australian local government events;
- e. Events hosted by clubs or not-for-profit organisations within the Shire of Quairading to which the Shire President, Elected Member, CEO or employee has been officially invited;
- f. Shire-hosted ceremonies and functions;
- g. Shire-hosted events with employees;
- h. Shire-run tournaments or events;
- i. Shire-sponsored functions or events;
- j. Community art exhibitions;
- k. Cultural events/festivals;
- l. Events run by a Local, State or Federal Government;
- m. Events run by the Quairading District High School;
- n. Major professional bodies associated with local government at a local, state and federal level;
- o. Opening or launch of an event or facility within the Shire of Quairading;
- p. Recognition of service events
- q. RSL events; and
- r. Where Shire President, Elected Member or CEO representation has been formally requested.

**ANNEXURE B – REGISTER OF EVENTS APPROVED BY COUNCIL (BY SIMPLE MAJORITY DECISION)**

Event	Date of Event	Approved Attendee/s	Approved local government contribution to cost	Date of Council resolution