

Attendance at Events

Objective

The objective is to provide a policy framework for the approval of attendance at certain events by Council Members and/or the Chief Executive Officer, in accordance with s5.90A of the *Local Government Act 1995* ("the Act").

This policy is intended to promote transparency, accountability and good governance by clearly outlining how attendance at events is authorised, recorded, and disclosed.

Definitions

Code of Conduct means the Shire of East Pilbara Code of Conduct for Council Members, Committee Members and Candidates.

Event includes the following:

- a. a concert;
- b. a conference;
- c. a function;
- d. a sporting event;
- e. an occasion of a kind prescribed by the Local Government Regulations.

Ticket includes an admission to an event, or an invitation to attend an event, or a complimentary registration for an event.

Scope

This policy applies to Council Members and the Chief Executive Officer of the Shire of East Pilbara ("the Shire").

Policy

Council Members and/or the Chief Executive Officer will from time to time receive or be offered tickets or invitations to attend events as representatives of the Shire.

Gifts of tickets must be disclosed in accordance with the Act and the Code of Conduct.

When a ticket or invitation to an event is offered and accepted in accordance with this policy, the Council Member and/or Chief Executive Officer is not required to disclose an interest in the circumstances where the donor of the ticket has a matter before Council or a committee of the Council.

The Chief Executive Officer will maintain a register of all invitations and tickets accepted and events attended in accordance with this policy.

All records relating to invitations, approvals and attendance at events must be maintained in accordance with the Shire's recordkeeping practices and the *State Records Act 2000*.

1. *Invitations*

All invitations or offers of tickets for a Council Member or the Chief Executive Officer to attend an event should be in writing and addressed to the Shire of East Pilbara.

Any invitation or offer of tickets not addressed to the Shire of East Pilbara is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the Act.

2. *Pre-Approved Events*

The Shire approves attendance at the following events by Council Members and the Chief Executive Officer:

- a. Shire hosted ceremonies and functions;
- b. Shire hosted events with employees;
- c. Shire run tournaments or events;
- d. Shire sponsored functions or events;
- e. Community art exhibitions;
- f. Cultural events/festivals;
- g. Events run by schools within the Shire of East Pilbara;
- h. Opening or launch of an event or facility within the Shire of East Pilbara;
- i. Meetings of clubs or organisations within the Shire of East Pilbara;
- j. Events hosted by clubs or not-for-profit organisations within the Shire of East Pilbara to which the Shire President, Council Members or Chief Executive Officer have been officially invited;
- k. Western Australian Local Government Association, including WALGA Zone;
- l. State or Commonwealth Parliaments;
- m. Government agencies and organisations; and
- n. Neighbouring local governments.

If there are more Elected Members than tickets provided, then the Shire President shall allocate the tickets.

3. *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 for approval as follows:

- a. Events for the President will be approved by the Deputy President;
- b. Events for Elected Members will be approved by the President;
- c. Events for the Chief Executive Officer will be approved by the President.

Where the President, Deputy President or Chief Executive Officer is unavailable, the relevant Acting or Deputy position may exercise the approval function under this policy.

Considerations for approval of attendance at the event include:

- a. Any justification provided by the applicant when the event is submitted for approval.
- b. The benefit to the Shire of the person attending.
- c. Alignment to the Shire's Strategic Objectives.
- d. The number of Shire representatives already approved to attend.

Where a Council Member has an event approved through this process and there is a fee associated with the event, then the cost of the event, including for attendance of a partner, is to be met by the Shire subject to budget allocations.

4. *Non-Approved Events*

Any event that is not pre-approved, i.e. it is not submitted through the approval process, or is received personally, is not covered by this policy.

If the event is a free event open to the public, the Council Member or the Chief Executive Officer may attend with no further action required.

If the event is ticketed and the Council Member or Chief Executive Officer pays the full ticketed price and does not seek reimbursement then no action is required.

If the event is ticketed and the Council Member or Chief Executive Officer pays a discounted rate or is provided with a free ticket, then the recipient must disclose receipt of the tickets within 10 days, in accordance with sections 5.87A and 5.87B of the Act and the Code of Conduct.

Authorisation Details

Reference:	s.5.90A <i>Local Government Act 1995</i>		
Authorised by:	Council		
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Responsible Officer	Manager Governance, Risk and Procurement		
File No.			