



1.19 ATTENDANCE AT EVENTS POLICY

Distribution	Elected members, Executive Management
Responsible Officer	Chief Executive Officer
Date adopted	17 March 2021
File Reference	33

Purpose

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 the Council Members.

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

Objective

To establish standards for the attendance of the Council Members at both intrastate and interstate conferences and the reimbursement of expenses incurred during those attendances (as required by section 5.90A of the *Local Government Act 1995*)

Scope

Elected Members

Standard

PROVISION OF TICKETS TO EVENTS

1. Invitations
 - a. All invitations or offers of tickets for the Council Members to attend an event should be in writing and addressed to the Shire of Goomalling
 - b. Any invitation or offer of tickets not addressed to the Shire of Goomalling 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 per below.
 - Advocacy lobbying or ministerial briefings
 - Meetings of clubs or organisations within the Shire of Goomalling
 - Any free event held within the Shire of Goomalling

- West Australian-based local government events (such as WA Local Government Week)
- Events hosted by clubs or not-for-profit organisations within the Shire of Goomalling to which the Council Member has been officially invited
- Shire of Goomalling hosted events, ceremonies and functions
- Local Community exhibitions
- Shire of Goomalling local cultural events/festivals
- Events run by a local, state or federal government
- Events run by schools and universities within the Shire of Goomalling
- Opening or launch of an event or facility within the Shire of Goomalling

2. Approval of attendance

- a. In making a decision on attendance at an 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 Council Member when attending the event (participant, observer, presenter) and the value of their 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 events in accordance with this policy will be made by simple majority of Council and in accordance with any authorisation provided in this policy.

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 appropriate expenses for attendance, such as travel and accommodation, for events outside the district if the council determine attendance to be of public value.
- b. any events where a member of the public is required to pay, unless previously approved and listed in Appendix A, the council will determine whether it is in the best interests of the local government for a Council Member to attend on behalf of Council.
- c. If Council determines that a Council Member 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 a Council Member attend an event, any tickets for that person, if paid for by the local government, must be reimbursed by the representative unless expressly authorised by Council.

4. Register of Specific Event Approvals

Example register

Event	Date of Event if Known	Approved Attendee	Approved Local Govt Contribution	Date of Council Resolution

Roles & Responsibilities

Elected Members

- Are responsible for adherence to this policy; and
- Approval of event attendance of elected members in accordance with this will.

Chief Executive Officer

- Ensure compliance with the policy
- Ensure register is kept up to date.

Legislation

[Local Government Act 1995](#) (s5.90a)

Document Links

Strategic Community Plan

Nil

Procedures Manual

Nil

Local Law

Nil

Delegation

Nil

Review History

Version	Review date	Minute no.	Notes
1	March 2021	329. OM 170321	New policy