



# ATTENDANCE AT EVENTS POLICY

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## 1. OBJECTIVE

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 and the Chief Executive Officer (CEO).

## 2. DEFINITIONS

- Event: In accordance with Section 5.90A an event is a concert, conference, function, sporting event or other occasion as may be prescribed by legislation.
- Ticket: Means a ticket to an event pre-approved or not.

## 3. PRINCIPLES

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. However declaration of gifts will still be required under the gift register provisions.

## 4. PROVISION OF TICKETS TO EVENTS

### 4.1 Invitations

- 4.1.1 All invitations or offers of tickets for an elected member or the CEO to attend an event should be in writing and addressed to the City of Karratha.
- 4.1.2 Any invitation or offer of tickets not addressed directly to the City is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the Act.
- 4.1.3 Attendance at events identified in Attachment A is considered to be pre-approved.

### 4.2 Approval of Attendance

- 4.2.1 If the event is not pre-approved as per Attachment A, the following approval process will occur:
- a) Events for the Mayor will be approved by the CEO.
  - b) Events for Councillors will be approved by the CEO.
  - c) Events for the CEO will be approved by the Mayor.
- 4.2.2 In making a decision on attendance at an event, the decision maker will consider the following:
- a) who is providing the invitation or ticket to the event;
  - b) the location of the event in relation to the local government (within the district or out of the district);

- c) the role of the council member or CEO when attending the event (participant, observer, presenter) and the value of their contribution;
- d) whether the event is sponsored by the local government;
- e) the benefit of local government representation at the event;
- f) the number of invitations / tickets received; and
- g) 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.

### 4.3 Payments in respect of attendance

- 4.3.1 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 determines attendance to be of value.
- 4.3.2 For any events where a member of the public would be required to pay for their attendance, unless previously approved and listed in Attachment A, the Council will determine whether it is in the best interests of the local government for an elected member or the CEO to attend on behalf of the Council.
- 4.3.3 If the 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.
- 4.3.4 Where partners of an authorised local government representative attend an event, any tickets for that person, if paid for by the local government, must be reimbursed by the elected member or officer unless expressly authorised by the Council.

## 5. CONSEQUENCES

This policy represents the formal policy and expected standards of the Council. Appropriate approvals need to be obtained prior to any deviation from the policy. Elected Members and Employees are reminded of their obligations under the Council's Code of Conduct to give full effect to the lawful policies, decisions and practices of the Council.

## 6. ROLES AND RESPONSIBILITIES

The Mayor, Councillors and CEO must inform the City of their attendance at an event under this policy and submit any invitation and records relevant to their attendance for recording in the City's record keeping management system.

## 7. REFERENCES TO RELATED DOCUMENTS

- 5.90A *Local Government Act 1995*
- *CH-11 Travel & Accommodation Expenses Policy*
- *Code of Conduct*

Policy Number:	CG-17
Previous Policy Number:	N/A
Resolution Numbers:	154647-Aug 2020
Last Review:	August 2020 (New)
Next Review:	August 2023 (Every 3 years)
Responsible Officer:	Manager Governance and Organisational Strategy

*This policy takes effect from the date of adoption by Council and shall remain valid until it is amended or deleted.*

## **ATTACHMENT A**

The Council has approved attendance at the following events by the Mayor, Councillors and CEO:

- (a) Any free event held in the City of Karratha;
- (b) Australian or West Australian local government events;
- (c) Awards nights/dinners of clubs within the City of Karratha;
- (d) City of Karratha hosted events, ceremonies and functions;
- (e) City of Karratha run functions or events;
- (f) City of Karratha sponsored functions or events;
- (g) Community art exhibitions, e.g. Cossack Art Awards;
- (h) Cultural events or festivals;
- (i) Events run by a local, state or federal government;
- (j) Events run by schools, universities or educational institutions;
- (k) Events run by professional bodies associated with local government;
- (l) Opening or launch of an event or facility within the City of Karratha;
- (m) Recognition of service events;
- (n) Service club events (e.g. Rotary, Lions, RSL etc.);
- (o) Events where Mayoral, Councillor or CEO attendance has been formally requested;
- (p) Political functions and events relevant to the City;
- (q) Industry and peak body functions, events and conferences.