

ATTENDANCE AT EVENTS POLICY

1. INTRODUCTION

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 is made in accordance with those provisions.

2. PURPOSE

The purpose of the policy is to provide transparency about the acceptance of invitations and attendance at events for Council Members and the Chief Executive Officer (CEO).

This policy deals with matters relating to the attendance of Council Members and the CEO at events, including —

- a) the provision of tickets to events; and
- b) payments in respect of attendance; and
- c) approval of attendance by the local government and criteria for approval; and
- d) any other prescribed matter.

POLICY

Any ticket/s accepted without payment by a Council Member or the CEO for any event, for which a member of the public is required to pay (whether sponsored by the Shire of Denmark or not), will generally be classified as a gift for the purposes of the Act and Regulations.

For the purposes of this policy *event* includes the following —

- a) a concert;
- b) a conference;
- c) a function;
- d) a sporting or community event;
- e) an occasion of a kind prescribed for the purposes of this definition, under Regulations.

All invitations or offers of tickets for a Council Member or CEO to attend an event should be in writing and addressed to the Shire President or the CEO. If not, then it is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the Act & Regulations.

If the cost of attendance is subsidised by a third party and that value is above \$300 per individual attendee, each attendee/s is required to treat the cost as a “gift” and is required to report the gift, within 10 working days, to the CEO so that it can be recorded in the Gift Register. This notwithstanding, the attendee is not required to disclose the gift (interest) should the event organiser have a matter before Council, either at the time or any time in the future.

Note: If the *gift* (ticket and/or associated attendance costs) is 1 of 2 or more gifts made by 1 person or entity to the Council Member at any time during a year, the amount of the gift is the sum of the amounts of those 2 or more gifts.

Whilst not required by legislation, the CEO will maintain two registers which will be published as Appendices to this Policy;

- Appendix A – Event Attendance Approved in Advance by the Council; and

- Appendix B – Event Attendance Authorised by the CEO or, in the case of the CEO, the Shire President or Deputy Shire President

3. APPROVAL OF ATTENDANCE

Decisions to attend events will be made by the CEO in accordance with this policy. In the case of the CEO, the decision will be made by the Shire President or Deputy Shire President.

In making a decision on attendance at an event, the following considerations will be made:

- 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 and the value of that contribution versus the value of the ticket or registration;
- e) the benefit of local government representation at the event;
- f) does the cost outweigh the value of any benefit to the local government and/or the community;
- g) the number of invitations / tickets received; and
- h) 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. RECORDING REQUIREMENTS

The CEO will record decisions and/or approvals in Appendix 1 or Appendix 2.

The CEO must publish an up-to-date version of the policy on the local government's official website.

APPENDIX 1 - Event Attendance Authorised in Advance (by Council)

Event	Date of Event	Approved Attendee/s	Cost contribution offered by Third Party (if any)	Approved local government contribution to cost	Date of Council Resolution or CEO Authorisation	Reasons for Approval

APPENDIX 2 - Event Attendance Authorised by the CEO or, in the case of the CEO, the Shire President or Deputy Shire President

Event	Date of Event	Approved Attendee/s	Cost contribution offered by Third Party (if any)	Approved local government contribution to cost	Date of Council Resolution or CEO/President Authorisation	Reasons for Approval

Note: Approved Attendance for Council Members and/or the CEO recorded in the above Registers, need to also be recorded as gifts received by the attendee, should the gift be above \$300.