

1.1.7 Attendance at Events

Type:	Office of the CEO - Elected Members
Legislation:	Section 5.90A of the <i>Local Government Act 1995</i>
Delegation:	Nil
Other Related Document:	Nil.

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 Elected Members, the Chief Executive Officer (CEO) and all Employees of the Town of East Fremantle.

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 Scope

Invitations

1. 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.
2. 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.
3. A list of events and attendees authorised by the local government in advance of the event is at Annexure A.

Approval of attendance

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:

- Events for the Mayor will be approved by the Deputy Mayor;
- Events for Councillors will be approved by the Mayor; and
- Events for the Chief Executive Officer will be approved by the Mayor.
- Events for staff to be approved by the Chief Executive Officer

Considerations for approval of the event include:

- any justification provided by the applicant when the event is submitted for approval.
- the benefit to the Town of the person attending.
- alignment to the Town's Strategic Objectives.
- the number of Town representatives already approved to attend.

Approved Events

Listed in Annexure (A)

Non-Approved Events

Any event that is not pre-approved, is not submitted through an approval process, or is received personally is considered a non-approved event.

If the event is a free event to the public then no action is required.

If the event is ticketed and the Elected 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 Elected 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 (and any other associated hospitality) within 10 days.

Payments in respect of attendance

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 public value.
2. For any events where a member of the public is required to pay, 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 or another officer to attend on behalf of the Council.
3. If the Council determines that a council 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. 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 representative unless expressly authorised by the Council.

Definitions

Elected Members includes the Mayor and all Councillors.

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

- Concert
- Conference
- Function
- Sporting event
- Occasions prescribed by the Local Government (Administration) Regulations 1996.

Responsible Directorate:	Office of the CEO
Reviewing Officer:	Chief Executive Officer
Decision making Authority:	Council
Policy Adopted:	21/4/20
Policy Amended/Reviewed:	
Next Review Date:	

Annexure A – Pre-Approved Events

The Town approves attendance at the following events by Elected Members, the Chief Executive Officer and employees of the Town: -

- a) Meetings or event of clubs or organisations within the Town of East Fremantle;
- b) Local Government Insurance Service (LGIS);
- c) Planning Institute of Australia
- d) Urban Development Institute of Australia WA Division Inc
- e) Local Government Chief Officer Group Australia & NZ
- f) Any State or national sporting event
- g) A government department of another State, a Territory or the Commonwealth;
- h) Events hosted by Clubs or Not for Profit Organisations within the Town of East Fremantle to which the Town, Elected Member, Chief Executive Officer or employee has been officially invited;
- i) Town 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 Richmond Primary School;
- n) Opening or launch of an event or facility within the Town of East Fremantle;
- o) South West group event(s) & Conferences; and
- p) Where Mayor, Elected Member, Chief Executive Officer or staff representation has been formally requested.