

EME002	ATTENDANCE/TICKETS TO EVENTS		
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:	23/08/2022	REVIEW SCHEDULE:	Annually, and in election years, following commencement of new Council.
RELATED PROCEDURES:	Must be adopted by Absolute Majority		
RELATED FORMS:	N/A		
RELATED DELEGATIONS:	N/A		
RELATED POLICIES:	N/A		
LEGISLATION:	s5.90A Local Government Act 1995 s5.90A		
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL: FC7/8/22:
23/08/2022	Council	Nil	FC7/8/22
28/03/2023	Council	Nil	FC 5/3/23
26/03/2024	Council	Nil	OCM 07/03/24

EME002 Attendance/Tickets to Events

Purpose

To ensure compliance with s5.90 Local Government Act 1995 by having a compliant Policy which guides Elected Members and the CEO in relation to tickets/attendance at events.

This policy is made in accordance with those provisions and 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) and establish guidelines for the management of acceptance invitations to events or functions.

Policy Statement

This policy applies to Elected Members and the CEO. 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.

PROVISION OF TICKETS TO EVENTS

Invitations

All invitations or offers of tickets for an Elected Member or CEO to attend an event should be in writing and addressed to the Shire President or CEO.

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

In addition to tickets offered by third parties, the CEO in consultation with the Shire President may purchase tickets for the purposes of Shire representation at an event

Approval of attendance

In deciding on attendance at an event, the following matters will be considered:

- 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 Elected 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.
- h) any justification provided by the applicant when applying for attendance at event approval.

Pre- Approved Events

To meet the policy requirements tickets and invitations to pre-approved events must be received by the Shire.

The Shire President, all Elected Members and the CEO are entitled to attend a pre-approved event. If there is a fee associated with a pre-approved event the fee will be paid for by the Shire out of the Shire's budget.

When events and attendees are pre-authorised, the attendees are authorised in order of priority, subject to the number of available invitations/tickets. Where there are insufficient invitations/tickets available for all pre-authorised attendees, the Shire President (in liaison with the CEO) will determine final attendance.

The Shire approves attendance at the following events by the Shire President, Elected Members, and the CEO:

- Advocacy lobbying or Ministerial briefings,
- State and Federal Consular Events,
- Meetings of clubs or organisations within the Shire of Carnarvon,
- Any free event held within the Shire of Carnarvon,
- Australian or West Australian Local Government events,



- Events hosted by Clubs or Not for Profit Organisations within the Shire of Carnarvon to which the Shire President, Elected Members or Chief Executive Officer have been officially invited including -
 - Shire hosted ceremonies and functions,
 - Shire hosted events with employees,
 - Shire run events
 - Where the Shire President or Chief Executive Officer representation has been formally requested.

Approval Process – Events not pre-approved

Where an invitation is received to an event that is not pre-approved, it may be submitted for approval, on the form provided at Attachment A, no later than three business days prior to the event, for approval as follows:

- Events for the Shire President will be approved by the Chief Executive Officer,
- Events for Elected Members will be approved by the Shire President; and
- Events for the Chief Executive Officer will be approved by the Shire President.

Although the Shire will not generally pay for the partner of an Elected Member or the CEO to accompany them to an event, if the event is held outside of normal business hours and attendance is appropriate, invitations/tickets received by the Shire may be provided for this purpose where available.

The Shire President may delegate any approved attendance to an event (by the Shire President) to the Deputy Shire President or another Elected Member.

Payments in respect of attendance

If it is determined that an Elected Member or the CEO should attend either a pre-approved event or an event approved in accordance with the process set out in section 4 of this policy, the local government will pay the cost of attendance and reasonable expenses, such as travel and accommodation.

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:

Event includes the following –

- a concert, a conference, a function, a sporting event, or an occasion of a kind prescribed for the purposes of this definition.



ATTACHMENT A

ATTENDANCE AT EVENTS APPLICATION

Elected Member Name:

Name of Event* _____

Organisation / Person _____

Event Date/s: _____

Location: _____ Cost: _____

* Attach any information, flyer etc. you may have How will participation in this event meet the criteria in Council's policy E064 Attendance at Events?

Signature: _____ Date: _____

Office Use only Budget Allocation Available: \$ COA

- Does the request for attendance at an event meet the criteria in Council Policy EME002 – Attendance at Events? In deciding on attendance at an event, the following matters will be considered:
 - who is providing the invitation or ticket to the event,
 - the location of the event in relation to the local government (within the district or out of the district),
 - the role of the Elected Member or CEO when attending the event (participant, observer, presenter) and the value of their contribution,
 - whether the event is sponsored by the local government,
 - the benefit of local government representation at the event,
 - the number of invitations/ tickets received; and
 - 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

Yes / No* (*Circle option) If No please provide comment below:

Approved: _____ Date: _____ Shire President/ Deputy Shire President/ CEO Submit completed form to the Office of the CEO for processing no less than three working days prior to the event.