

# POLICY: EXEC-CEO-016

## ATTENDANCE AT EVENTS POLICY

### PURPOSE

Section 5.90A of the *Local Government Act* provides that a local government must prepare and adopt an Attendance at Events Policy. This policy is made in accordance with those provisions.

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).

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. Receipt of the gift will still be required under the gift register provisions.

### SCOPE

This policy applies to the Elected Members and the Chief Executive Officer of the City of Kalgoorlie-Boulder.

### DEFINITIONS

**Chief Executive Officer** means the Chief Executive Officer of the City of Kalgoorlie Boulder;

**Elected Member** means the Mayor and Councillors of the City of Kalgoorlie Boulder;

**Event** has the meaning given to it in section 5.90A of the *Local Government Act 1995*. This is not an exhaustive list.

**Gift** has the meaning given to it under the *Local Government Act 1995*.

**Ticket** includes an admission ticket to an event or an invitation to attend an event, or a complimentary registration to an event offered by a third party.

### STATEMENT

#### 1. Invitations

- 1.1 All invitations or offers of tickets for an Elected Member to attend an event should be in writing and addressed to the CEO for approval. Where an invitation or offer of a ticket is for the CEO, it must be forwarded to the Mayor for approval.
- 1.2 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.
- 1.3 Events for Elected Members and the CEO authorised in advance of the event by this policy are:

- a) awards functions specifically related to local government;
- b) City hosted or sponsored ceremonies, functions, tournaments or events;
- c) community cultural events/festivals/art exhibitions;
- d) events hosted by schools, clubs or not-for-profit organisations within the City;
- e) events where the City, its programs or services are being showcased;
- f) any free events held in the City; and
- g) events hosted by following entities:
  - Western Australian Local Government Association (WALGA);
  - Local Government Professionals Australia WA (LG Pro);
  - Australian Local Government Association (ALGA);
  - a department of the public service;
  - a government department of another State, a Territory or the Commonwealth; and
  - a local government or regional local government.

## **2. Approval of attendance**

- 2.1 In making a decision on attendance at an event, the key considerations are:
- 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 City;
  - e) the benefit of a City representative attending 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.

## **3. Payments in respect of attendance**

- 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 determine attendance to be of public value.
- 3.2 For any events where a member of the public is required to pay, unless listed at clause 1.3 above, the CEO, or Mayor in the case of requested attendance by CEO, will determine whether it is in the best interests of the local government for a council

member or the CEO or another officer to attend on behalf of the council.

- 3.3 If it is determined 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.
- 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 representative unless expressly authorised by the council.

#### 4. Excluded Events

- 4.1 Events that will not be considered for approval under this policy include:
- Political party events and fundraisers;
  - Social events;
  - Entertainment events with no link to the City; and
  - Events that primarily benefit Elected Members or the CEO in a personal capacity or in a role other than their role at the City.

#### RELEVANT DOCUMENTS

*Declaration of Gifts Form - CEO and Elected Members*

*Disclosure of Interest Form*

<b>Policy Number:</b>	EXEC-CEO-016
<b>Previous Policy Number:</b>	
<b>Relevant Legislation:</b>	<i>Local Government Act 1995 s5.90A</i>
<b>Review Frequency:</b>	Biennial
<b>Business Unit:</b>	CEO
<b>Responsible Officer:</b>	CEO