

Policy Title: ATTENDANCE AT EVENTS POLICY

Policy Statement:

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.

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 MRC Councillors and the Chief Executive Officer (CEO).

Statutory Requirements:

Local Government Act 1995

5.90A Policy for attendance at events

(1) In this section —

event includes the following —

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

(2) A local government must prepare and adopt* a policy that deals with matters relating to the attendance of MRC Councillors 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 prescribed matter.

* *Absolute majority required.*

(3) A local government may amend* the policy.

* *Absolute majority required.*

(4) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.

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

1. Invitations

- 1.1 All invitations or offers of tickets for a MRC Councillor or CEO to attend an event should be in writing and addressed to the Mindarie Regional Council.
- 1.2 Any invitation or offer of tickets not addressed to the Mindarie Regional Council is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the Act.
- 1.3 A list of events and attendees authorised by the local government in advance of the event is at Attachment A

2. Approval of attendance

- 2.1 In making a decision on attendance at an event, the council will consider:
 - 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 MRC Councillor 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.
- 2.2 Decisions to attend events in accordance with this policy will be made by simple majority or by the CEO in accordance with any authorisation provided in this policy.
- 2.3 The CEO must report to Council annually of all decisions to approve or refuse MRC Councillors, CEO or employee's attendance at Events that are not Pre-Approved Events in accordance with this policy.

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 previously approved and listed in Attachment A, the council 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 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.
- 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. Exemptions:

4.1 In accordance with regulation 20B of the Local Government (Administration) Regulations 1996, invitations or offers of tickets from the following organisations are excluded from the conflict of interest provisions, but Gifts from these sources (if over \$300) must still be disclosed and published on the gifts register:

- WALGA (excluding LGIS);
- Local Government Professionals Australia (WA);
- Australian Local Government Association;
- A department of the public service or statutory authority;
- A government department of another State, a Territory or the Commonwealth; and
- A local government or regional local government.

Invitations or offers of tickets in accordance with the above list will exclude the Gift holder from the requirement to disclose an interest, if the donor has a matter before Council and the ticket is above \$300. However, receipt of the Gift will still be required to be disclosed and published on the MRC's gift register in accordance with the gift provisions. Any other invitation or offer of tickets not sent to the MRC are not captured by this policy and must be disclosed.

5. Purchase of event tickets by the MRC:

5.1 Where it is considered significant and necessary for a representative of the MRC to attend an event, in line with considerations made under clause 2 of this policy, the CEO may approve the purchase of event tickets. Any approval to purchase event tickets must be in line with the adopted annual budget.

5.2 Clause 5 does not apply to the purchase of conference tickets and any associated costs thereof. Purchases relating to conference tickets, and any associated costs thereof, must be in the adopted annual budget and in line with Policy CP 03 – Conference Attendance (MRC Councillors) CP 04 – Conference Attendance (MRC Employees).

Legislation	Local Government Act 1995 s5.57, s5.62(1B), s.5.90A Local Government (Administration) Regulations 1996 regulation 20B
Responsible Officer	Chief Executive Officer
Council Meeting Date	21 September 2023
Created date:	01/08/2022
Next Review Date	01/08/2024
Revision History	

Attachment A - Pre-approved events

The Council has pre-approved the following events which are exempt from the disclosure of interest provisions of the *Local Government Act 1995*:

Event and venue	Date of event	Attendee/s	Cost	Date of Council resolution