

Policy number	Policy 024
Policy title	Event attendance
Strategic outcomes supported	CL8 – Visionary civic leadership with sound and accountable governance that reflects objective decision making.

POLICY OBJECTIVE:

The event attendance policy is to enable elected members and the Chief Executive Officer (CEO) to attend events as a representative of the Town without restricting their ability to participate in council meetings in accordance with section 5.90A of the *Local Government Act 1995*.

This policy is not to be used as a mechanism to avoid conflict of interest provisions.

POLICY SCOPE:

This policy applies to all elected members and the Chief Executive Officer.

DEFINITIONS:

closely associated person has the meaning given to it in the Act.

event has the meaning given to it in the Act and Regulations, however it does not include an event run by the Town.

gift has the meaning given to it in the Act and Regulations.

POLICY STATEMENT:

1. 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).

Event attendance register

2. The CEO shall maintain an event attendance register listing events attended by elected members in their civic capacity, where they have been invited or received tickets, regardless of value. Elected members are required to declare their event attendance within ten (10) days.

3. Each elected member is required to the declare the following information on the register:

- a. who invited the member or provided the tickets to the event
- b. the description of the event
- c. the location of the event

- d. the date of the event
 - e. the role that the elected member fulfilled at the event (i.e. presenter, observer or participant)
 - f. the benefit of the elected member attending the event for the Town of Victoria Park
 - g. the value of the event (if any)
4. Where the value of the event attended exceeds \$300, or the invitations received from a donor has exceeded \$300 over a twelve-month period, the elected member or CEO must declare the event as a gift in accordance with sections 5.87A and 5.87B of the Act.
 5. The event attendance register shall be published on the Town website and updated at least once a month, provided attendance at an event is declared.

Events pre-approved by Council

6. Where the value of an event attended exceeds \$300, and the donor has a matter before Council, the attendee must disclose an interest relating to the event attendance as a 'closely associated person'. Such disclosure prevents an elected member from participating in debate or voting on that matter, or in the case of the CEO, providing advice on the matter, unless otherwise pre-approved by Council under clause 7 of this policy.
7. In accordance with the Act, Council may resolve to pre-approve attendance to a specific event. In this circumstance, the attendee will not need to disclose an interest relating to that event attended as a 'closely associated person'. Attending a pre-approved event means that an elected member can participate in debate and vote on the matter, or in the case of the CEO, can provide advice. All pre-approved events shall be recorded in Schedule A of this policy.
8. Where the value of the pre-approved event attended exceeds \$300, or the invitations received from a donor has exceeded \$300 over a twelve-month period, the elected member or CEO must declare the event as a gift in accordance with sections 5.87A and 5.87B of the Act.

Event invitations or tickets addressed to the Town of Victoria Park

9. Where event invitations or tickets are addressed to the Town of Victoria Park, and not an individual, the Mayor shall determine how they are to be allocated.
10. Methods of allocation are:
 - a. Providing the event invitations or tickets to elected members
 - b. Providing the event invitations or tickets to a club, volunteer group or other non-for-profit organisation within the Town
 - c. Holding a public competition for the event invitations or tickets to be given to the community
 - d. Authorising the CEO to allocate the tickets
 - e. Refusing the event invitation or tickets

11. In allocating the event invitations or tickets, the Mayor will consider:
- 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 person when attending the event (participant, observer, presenter)
 - whether the event is sponsored by the local government
 - the benefit of local government representation at the event
 - the number of event invitations or tickets received
 - the cost to attend the event, including any associated expenses
12. Should the recipient of an event invitation or ticket, received under clause 9, be an elected member or the CEO, and the value of the event attended exceeds \$300, or the invitations received from a donor has exceeded \$300 over a twelve-month period, the elected member or the CEO must declare the event attendance a gift in accordance with sections 5.87A and 5.87B of the Act.

Purchase of event tickets by the Town of Victoria Park

13. Where it is considered significant and necessary for a representative of the Town of Victoria Park to attend and event, in line with considerations made under clause 11 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.
14. Clause 13 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 line Policy 022 Elected Member Professional Development.

RELATED DOCUMENTS:

[Local Government Act 1995](#)

[Local Government \(Administration\) Regulation 1996](#)

Policy manager	Manager – Governance and Strategy
Responsible officers	Governance Advisor – Compliance
Approval authority	Council
Next Evaluation Date	

Version	Approved, Amended, Rescinded	Date	Authority	Resolution Number	Key Changes/Notes
1	Approved		Council		

SCHEDULE 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

