



1/029 Attendance at Events

1. Objective

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.

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 Council members and the Chief Executive Officer (CEO) and establish guidelines for the management of acceptance invitations to events or functions.

2. Scope

This policy applies to all Elected Members of the Town of Port Hedland and covers all events, including but not limited to conferences, functions, sporting events, and ceremonies where attendance is sought in an official capacity.

3. Policy Detail

3.1 Legislation

The *Local Government Act 1995* section 5.90A requires a local government to prepare and adopt a policy relating to the attendance of Council members and the CEO at events.

3.2 Invitations to Events

All invitations or offers of tickets for Elected Members or the CEO must be addressed to the Town and received at least five (5) working days prior to the event.

Any invitation or offer of tickets not directly addressed to the Town are subject to the gifts and interests provisions of the Act and Code of Conduct.

3.3 Approved Attendance at Events

Pre-Approved Events:

In order to meet the policy requirements, tickets and invitations to pre-approved events must be received by the Town.



The Mayor, all Elected members and the CEO are entitled to attend pre-approved events. If there is a fee associated with a pre-approved event, the fee will be paid for by the Town from the Town's budget.

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

Events organised by the following entities are pre-approved for attendance by Elected Members and the CEO:

- Western Australian Local Government Association (WALGA).
- Australian Institute of Management (AIMWA).
- Australian Institute of Company Directors.
- Pilbara Kimberley Joint Forum.
- State Government agencies and oversight bodies.
- Town of Port Hedland.
- Neighbouring local governments.
- Pilbara Regional Council.
- Educational institutions.
- Chambers of Commerce.
- Registered not-for-profit organizations.
- Major professional or industry associations.
- Civic, arts, cultural, business, or community organisations within the Town's district.

Official Representation:

Attendance is deemed approved for the purposes of s5.62(1B)(a)(i) and (ii) of the Act and does not need to be disclosed as a gift in accordance with ss5.87A and 5.87B of the Act when the Elected Member or CEO is:

- a) Performing a speaking or welcoming role.
- b) Participating in a panel or as a judge.
- c) Representing the Town at sponsorship acknowledgments or award ceremonies, where the primary purpose of attendance is not for the entertainment of the Elected Member, Chief Executive Officer or employee, but to enable the Town to fulfil its role, and exercise its rights as a sponsor;
- d) Attending exhibitions where the Town's programs or services are showcased.



Approval Process for Non-Pre-Approved Events:

- The CEO must approve invitations for Elected Members.
- The Mayor must approve invitations for the CEO.

In such instances, acceptance of the invitations and/or use of ticket does not need to be disclosed as a gift (s5.90A of the Act).

Approval considerations include:

- a) Alignment with Town priorities and strategic objectives.
- b) The benefit to the Town and community by their attendance.
- c) Associated cost implications and available budget allocation.
- d) The donor providing the invitation.
- e) The event's location relative to the Town's district.
- f) Relevance to the elected member's role (participant, observer, presenter, etc) and the value of their contribution.
- g) Whether the event is sponsored by the Town.

Where the value of attendance exceeds \$1,000, Council approval is required through an ordinary council meeting.

The Mayor may delegate any approved attendance to an event (by the Mayor) to the Deputy Mayor or another council member.

3.5 Costs associated with attendance at events

The Town will cover reasonable costs associated with approved event attendance, including:

- Registration or ticket fees
- Travel expenses
- Accommodation where necessary
- Meals not included in the event registration

All expenses must comply with the Town's existing Elected Member Allowances Facilities and Expenses Policy (4/008).

3.6 Disclosure Requirements

Gifts must be disclosed per the Act and the Town's *Code of Conduct*, recorded in the Gift Register.

Pursuant to section 5.62(1B)(a)(i) and (ii) of the Act, there is no requirement for an Elected Member or CEO to disclose attendance at an event undertaken in



accordance with this Policy, in the circumstances where the donor of the ticket has a matter before the Council or a committee of the Council.

A register of elected member event attendance will be maintained and published on the Town's website, including:

- a) Name of elected member
- b) Event description
- c) Event date
- d) Cost to the Town
- e) Benefit to the community

The register will be updated quarterly and presented to Council annually.

3.7 Exemptions

This policy does not apply to:

- Training, seminars, conferences, or professional development activities.
- Events attended under the Elected Member Professional Development Policy (4/010) or Town-sponsored training or professional activities.

3.8 Professional Development

Events attended for professional development purposes must align with the Town's Elected Member Professional Development Policy.

Attendance at professional development events counts towards the annual training requirements under Section 5.126 of the *Local Government Act 1995*.

4. Administration

4.1 Allocation of Tickets

Tickets received by the Town may be allocated by the CEO to Elected Members based on the event's relevance and the representative role required.

Complimentary tickets under sponsorship agreements are managed by the CEO and disclosed in accordance with this policy.

4.2 Approval Process for Non-Pre-Approved Events

Requests for approval should consider:

- The value and source of the invitation.
- The event's relevance to the Town.



- Budget availability and fair distribution of attendance opportunities.

4.3 Time Limit on Claims and Reimbursements

Requests for reimbursement must be submitted within three (3) calendar months of incurring expenses.

4.4 Dispute Resolution

Disputes regarding this policy are referred to the CEO and, if unresolved, to the Council for consideration.

5. Roles and Responsibilities

Elected Members:

- Submit timely requests for event attendance
- Provide post-event reports when required
- Represent the Town professionally at all events
- Declare any gifts received in accordance with the Act

Chief Executive Officer:

- Assess and approve event attendance requests
- Ensure maintenance of the attendance register
- Monitor policy compliance and budget allocation

Administration:

- Process approved requests
- Maintain accurate records
- Update the public register
- Process expense claims

6. Related Policies and Legislation

Local Government Act 1995 (sections 5.57, 5.87A, 5.87B, 5.90A)

Local Government (Administration) Regulations 1996

Elected Member Allowances, Facilities and Expenses (4/008)

Department of Local Government, Sport and Cultural Industries, Operational Guidelines:

- Attendance at Events Policy
- Disclosure of gifts and interests relating to gifts



Definitions

“**Town**” means the Town of Port Hedland.

“**Act**” means *Local Government Act 1995*.

“**Event**” means a concert, conference, function, sporting event, or an occasion of a kind prescribed in the regulation (s5.90A(1) of *the Act*).

“**Function**” means an official ceremony or a formal social event where a large number of people are usually present.

“**Gift**” means as defined in section 5.57 of *the Act*, including financial benefits, property, or travel contributions.

“**Ticket**” includes admission to an event, an invitation to attend an event, or a complimentary registration.

“**Elected Member**” A person elected under the Local Government Act 1995 as a member of the council of the Town of Port Hedland

Relevant legislation	Local Government Act 1995 – Sections 5.90A, 5.62(1B)(a)
Delegated authority	Yes
Business unit	Governance
Directorate	Corporate Services

<i>Governance to complete this section</i>			
Version Control	Version No.	Resolution No.	Adoption date
	V01	CM202021/103	16 December 2020
	V02	CM202425/270	5 March 2025
Review frequency	2 Yearly		

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