



1/029 Attendance at Events

1. Objective

The objective of this policy is to provide for a framework to transparently manage invitations and offers of tickets to events for Elected Members and the Chief Executive Officer (CEO), whether free of charge, part of a sponsorship agreement, or paid for by the Town of Port Hedland or another party, and to avoid any real or perceived undue influence, conflicts of interest, preferment or favouritism in decision-making. This policy conforms to the requirements of section 5.90A of the *Local Government Act 1995* (the Act).

2. Content

2.1 Invitations to events

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

This policy will not apply to any invitation or offer of tickets for Elected Members or the CEO not directly addressed to the Town. Such invitations or offers of tickets to events must be disclosed in accordance with the gifts and interests provisions of the Act and Code of Conduct.

2.2 Approved attendance at events

A list of pre-approved events for attendance by Elected Members and the CEO is attached at Attachment 1. The CEO is authorised to amend the list of approved events from time to time.

Subject to the provisions of the Code of Conduct, the acceptance and use of a ticket by an Elected Member or the Chief Executive Officer, for an event in which they are attending in an official capacity representing the Town and undertaking any of the following roles:

- performing a speaking role, or some other welcoming role;
- participating as a member of a discussion panel or judging panel;
- presenting at the event as part of the event program;
- representing the Town of Port Hedland at a sponsorship acknowledgement event or award ceremony, 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;
- presenting awards or prizes to others on behalf of the Town; or



- attending an exhibition or display where the Town, its programs or services are being showcased

is deemed to be 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.

Where an invitation or offer of tickets to an event is not pre-approved as per Attachment 1 the acceptance of the invitation and/or use of the ticket by an Elected Member must be approved by the CEO. The Mayor is authorised to approve the acceptance of an invitation and/or use of a ticket by 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).

In making a decision to approve attendance at an event or acceptance of a ticket, the CEO or Mayor (as the case may be) must consider each of following matters:

- who is providing the invitation or ticket to the event;
- the location of the event in relation to the Town's district;
- the role of the Elected Member or CEO when attending the event (participant, observer, presenter, etc) and the value of their contribution;
- whether the event is sponsored by the Town;
- the benefit to the Town and the community by attendance; 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.

2.3 Costs associated with attendance at events

The Town may meet the costs of reasonable travel and accommodation costs for an Elected Member to attend an event in accordance with the *Elected Members Travel and Training Policy (4/010)*.

2.4 Disclosure

Elected Members and the CEO must disclose gifts in line with the Act and the Town's *Code of Conduct*, which will be recorded within 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.

The CEO will maintain a register of all invitations and tickets accepted and events attended in accordance with this policy.



2.5 Exemptions

This policy does not apply to any training, seminar, conference or professional development activity undertaken, or event attended in accordance with the *Elected Members Travel and Training Policy (4/010)* or any Town sponsored training, seminar, conference or professional activity or event.

Definitions

- Event*** a concert, conference, function, sporting event, or an occasion of a kind prescribed in the regulation (s5.90A(1) of the *Local Government Act 1995*).
- Function*** an official ceremony or a formal social event, such as a party or a special meal, at which a large number of people are usually present.
- Ticket*** includes an admission to an event, or an invitation to attend an event, or a complimentary registration to an event.

ATTACHMENT 1

For the purposes of the Town's Attendance at Events Policy (1/029), pre-approved events for attendance by Elected Members and the Chief Executive are events organised by:

- Western Australian Local Government Association, including WALGA Zone;
- Australian Institute of Management (AIMWA);
- Australian Institute of Company Directors;
- Pilbara Kimberley Joint Forum;
- State Government Agencies;
- Western Australian Parliament, State Government and oversight agencies (CCC, PSC, Ombudsman, Information Commissioner);
- Town of Port Hedland
- Neighbouring local governments;
- Pilbara Regional Council;
- Educational institutions;
- Chambers of Commerce; and
- Not-for-profit organisations, registered by the National Charities and Not-for-Profits Commission

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
Review frequency	2 Yearly		

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