



COUNCIL MEMBER AND CHIEF EXECUTIVE OFFICER ATTENDANCE AT EVENTS AND FUNCTIONS POLICY

1. POLICY 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.

2. POLICY STATEMENT

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).

3. PRE-APPROVED EVENTS

Attendance at an event in accordance with this policy relieves the gift holder from the requirements to disclose an interest if the donor has a matter before Council. Receipt of the gift is still however, required under the Gift Register provisions. The Shire approves the attendance at the following events by Council Members and the CEO:

1. Events where President or CEO representation has been formally requested;
2. Events that are Council approved events in accordance with agreed sponsorship pertaining to their application (e.g. Kimberley Art and Photographic Prize);
3. Meetings with the Shire of Derby/West Kimberley's clubs or organisations;
4. Ceremonies and functions hosted by the Shire of Derby/West Kimberley;
5. Sporting tournaments or events run by the Shire of Derby/West Kimberley;
6. Cultural Events and Festivals hosted by the Shire of Derby/West Kimberley;
7. Events run by schools within the Shire of Derby/West Kimberley;
8. The opening or launch of an event or facility within the Shire of Derby/West Kimberley;
9. Events with employees;
10. Events run by a Local, State or Federal Government; and
11. Not for Profit Association events

4. APPROVAL PROCESS

Where an invitation is received to an event that is not pre-approved, it may be submitted for approval under the following guidelines:

Provision of Tickets to Events

All invitations or offers of tickets for a Council Member or CEO to attend an event should be in writing addressed to the CEO, and must be approved by Council pursuant to this policy before being used. The tickets should be provided to the Shire, not individual Council Members or the CEO.

A ticket or invitation provided by a donor to an individual in their capacity as a Council Member or CEO is to be treated as a gift to that person, unless the tickets or invitation is referred to the Shire to be considered in accordance with this policy.

Any invitation or offer of tickets not addressed to the CEO is not captured by this policy and is required to be disclosed in accordance with the gift and interest provisions in the *Local Government Act 1995*.



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Approval of Attendance

In deciding on attendance at an event, Council should consider:

1. Who is providing the invitation or ticket to the event;
2. The location of the event in relation to the Shire of Derby/West Kimberley;
3. The role of the Council Member or CEO when attending the event (participant, observer, presenter) and the value of their contribution;
4. Whether the event is sponsored by the local government;
5. The benefit of Shire of Derby/West Kimberley's representation at the event;
6. The number of invitations/tickets received;
7. The cost to attend the event, including the cost of the ticket/s (or estimated value of the event per invitation) and any other expenses such as travel and accommodation; and
8. That it is not to restrict the ability to participate in Council meetings or to be used as a mechanism to avoid conflict of interest provisions where significant matters are likely to come before Council from the provider of the invitation.

Decisions to attend events in accordance with this policy may be made by simple majority or by the CEO in accordance with any authorisation provided in this policy.

Payments in Respect of Attendance

Where an invitation or ticket to an event is provided free of charge, the Shire of Derby/West Kimberley may contribute to appropriate expenses for attendances, such as travel and accommodation for events outside of the Shire if Council determines attendance to be of public value.

For any events where a member of the public is required to pay, Council should determine whether it is in the best interests of the Shire for a Council Member or the CEO or another officer to attend on behalf of Council.

If Council determines that a Council Member or the CEO should attend a paid event, the Shire is required to pay the cost of attendance and reasonable expenses, such as travel and accommodation.

Where partners of an authorised representative attend an event, any tickets for that person, if paid for by the Shire, are to be reimbursed by the representative unless expressly authorised by Council.



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Policy Details			
Original Adoption date:	29 October 2020 (Item 10.6, Res. 183/20)	Review Frequency (Annual/Bi-ennial):	2 years
		Next Review Due:	November 2027
Policy Implementing Officer or Team:	Governance	Policy Reviewer:	Director Corporate Services
Legislative Head of Power (Act, Regulation, or Local Law):	<p>Section 5.90A of the <i>Local Government Act 1995</i> requires a local government to prepare and adopt an Attendance at Events Policy.</p> <p>Sections 5.87A and 5.87B of the <i>Local Government Act 1995</i> requires Council Members and Employees to disclose gifts that are received in their capacity as a Council Member (or Employee).</p> <p><i>Local Government (Rules of Conduct) Regulations 2007.</i></p>		
Related Documents (other Policies, Operational Procedures, Delegations, etc.):	<p>Council Member and Employee Training and Professional Development Policy</p> <p>Code of Conduct (Council Members, Committee Members and Candidates)</p> <p>Code of Conduct (Employees)</p>		
Version Control Council Meeting Review Details:			
Review #:	Council Meeting Date:	Item/Resolution#:	
1.	24 June 2021	Item 11.2 Res. 57/21	
2.	29 June 2023	Item 12.3 Res. 70/23	
3.	27 November 2025	Item 14.1 Res. 44/25	