

# Council Policy 6.3

## Attendance at Events

### Strategic Plan Objective

3.3 To provide responsible and accountable governance and management of the EMRC.

### Purpose

The purpose of this policy is to meet legislative requirements of Section 5.90A of the *Local Government Act 1995 (Act)* and to provide transparency regarding Events attended by council members and the Chief Executive Officer (CEO) where tickets, or invitations have been provided to the EMRC as a Gift, without restricting a council member's or the CEO's ability to participate in Council meetings.

### Scope

This policy covers invitations addressed to the CEO, Chairman or Councillor of the EMRC that invite EMRC council member/s or the CEO to attend an Event. Any invitations or offer of tickets not addressed in this manner is not captured by this policy and must be disclosed in accordance with the Gift and interest provisions in the Act.

### Definitions

**Event(s)** In accordance with section 5.90A of the *Local Government Act 1995* events includes, but is not limited to, concerts, conferences, functions and sporting events.

**Gift** refers to free, subsidised and discounted tickets to an event or any travel and accommodation that is related to attending the event.

### Legislation

Section 5.90A of the *Local Government Act 1995*

Regulation 20B of the *Local Government (Administration) Regulations 1996*

### Policy Statement

Council recognises that attendance at Events including conferences, seminars and study tours contributes to the personal and professional development of council members and is consistent with Council's objectives.

Attendance by a council member at an event should be consistent with the current or future direction of the EMRC and must be related to a subject matter directly referred to in Council's approved and adopted publications (i.e. Strategic Plan for the Future or annual budget) and identified as an organisational objective.

### Invitations or Tickets to Events

Invitations or offers of tickets should be in writing and sent to the EMRC.

A ticket or invitation not sent to the EMRC is not captured by this policy, and is subject to both the Gift and interest provisions of the Act.

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 EMRC's gifts register in accordance with the gift provisions.

Any other invitation or offer of tickets not sent to the EMRC are not captured by this policy and must be disclosed.

#### **Criteria for Events requiring Council Approval (by simple majority)**

Attendance by council members and/or the CEO at intrastate, interstate or international Events including conferences, seminars and study tours will be authorised in advance by Council.

Matters to be considered by Council in the deliberation of whether to have an EMRC council member or the CEO represent the EMRC at an Event include:

- Who is providing the ticket to the event;
- The location of the event (within the Perth Eastern Region or outside the Perth Eastern Region);
- The benefit of EMRC representation at the Event, particularly the relevance to the EMRC's corporate business plan;
- The cost to attend the Event, including the cost of the ticket and any other expense, such as travel and accommodation;
- The budget allocated to individual council members for attendance at Events;
- The number of invitations/tickets received; and
- The number of representatives that may already be approved to attend.

A written report shall be prepared for Council's information by each council member and the CEO who intends to travel intrastate, interstate or overseas in an official capacity. In the event that one or more council members/CEO attend the same Event, for the purposes of this policy, only one written report is required.

#### **Events that Council Members and the CEO are prohibited from attending as a representative of the EMRC**

These Events are

- Political party events and fundraisers; and
- Events that primarily benefit a council member or the CEO in a personal capacity or role unrelated to the EMRC.

#### **Accommodation and Travel**

Any expenses, including travel and accommodation associated with Events will be paid for in accordance with existing policies and procedures.



### **Partner Attendance**

Where partners of an authorised council member or the CEO attend an Event, any tickets for that person, if paid for by the EMRC, must be reimbursed by the council member or CEO respectively (unless expressly authorised by the EMRC Council).

### **Attendance Register**

Events attended by a council member or the CEO are to be recorded on the attendance register. These events will be publicly listed on the EMRC's website for the duration of the council member's term or CEO's employment.

### **Attendance at Events not to Unduly Interfere with the Business of Council**

Attendance at Events specified under this policy should not unduly interfere with the business of the EMRC (i.e. affects a quorum for a Council or Committee meeting).

### **Financial Considerations**

An amount will be provided in the annual budget to meet estimated costs associated with attendance at Events by council members and the CEO.

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**Adopted/Reviewed**

**25 March 2021**

**Next Review**

**Following the Ordinary Elections 2021**

**Responsible Unit**

**CEO's Office**