

# City of Greater Geraldton Council Policy

## 4.29 ATTENDANCE AT EVENTS

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### SUSTAINABILITY THEME

#### Leadership

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### OBJECTIVES

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.

### POLICY STATEMENT

This policy applies to council members and the CEO.

Attendance at an event in accordance with this policy will exclude the gift holder from the requirement to disclose an interest if the ticket is above \$300 and the donor has a matter before council. Receipt of the gift will still be required under the gift register provisions.

Any gift received that is less than \$300 (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest.

### POLICY DETAILS

#### 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.

#### 2. Invitations

- 2.1. All invitations or offers of tickets for a council member or CEO to attend an event should be in writing and addressed to the Mayor or CEO.
- 2.2. Any invitation or offer of tickets that is not addressed to the Mayor or CEO is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the Act.
- 2.3. In addition to tickets offered by third parties, the CEO in consultation with the Mayor may purchase tickets for the purposes of City representation at an event.

#### 3. Approval of attendance

- 3.1. In making a decision on attendance at an event, the following matters will be considered:
  - 3.1.1. who is providing the invitation or ticket to the event;
  - 3.1.2. the location of the event in relation to the local government (within the district or out of the district);

- 3.1.3. the role of the council member or CEO when attending the event (participant, observer, presenter) and the value of their contribution;
- 3.1.4. whether the event is sponsored by the local government;
- 3.1.5. the benefit of local government representation at the event;
- 3.1.6. the number of invitations /tickets received;
- 3.1.7. 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; and
- 3.1.8. any justification provided by the applicant when submitting an application for attendance at event approval.

#### 4. Pre- Approved Events

- 4.1. In order to meet the policy requirements tickets and invitations to pre-approved events must be received by the City.
- 4.2. The Mayor, all council members and the CEO are entitled to attend a pre-approved event. If there is a fee associated with a pre-approved event the fee will be paid for by the City out of the City's budget.
- 4.3. When events and attendees are pre-authorised, the attendees are authorised in order of priority, subject to the number of available invitations/tickets. Where there are insufficient invitations/ tickets available for all pre-authorised attendees, the Mayor (in liaison with the CEO) will determine final attendance.
- 4.4. The City approves attendance at the following events by the Mayor, council members and the CEO:
  - Advocacy lobbying or Ministerial briefings;
  - State or Federal Consular Events;
  - Meetings of clubs or organisations within the City;
  - Any free event held within the City;
  - Australian or West Australian Local Government events;
  - Memorial Services;
  - Events hosted by clubs or not for profit organisations within the City to which the Mayor, council members or CEO have been officially invited including:
    - Midwest Sports Federation Awards;
    - Geraldton Yacht Club - Geraldton Ocean Classic/ Season Opening;
    - Rotary Club of Batavia Coast events and change over dinner;
    - Rotary Club of Greater Geraldton events and change over dinner;
    - Great Northern Football League – JJ Clune Medal Count dinner;
    - Ngala presentations and dinner;
    - Mullewa Fire and Rescue Service Captains Dinner;
    - Geraldton Volunteer Fire and Rescue – Brigade Captains Dinner;
    - Doug Hogue Medal and Awards Night (Cricket);
    - Clontarf Awards Night;
    - Relay for Life Opening / Closing Ceremony;

- Geraldton Volunteer Tour Guides events and dinner;
- Sporting group events / country championships / sporting competitions;
- Scout groups events and presentations;
- Surf Life Saving WA and Geraldton Surf Life Saving Club events and presentations;
- Geraldton Menshed events and presentations; and
- Carols by Candlelight.
- City hosted ceremonies and functions;
- City hosted events with employees;
- City run tournaments or events;
- City community grant funded events;
- Mayoral Discretionary funded events;
- City sponsored functions or events including:
  - The Mullewa Show day; and
  - Mullewa Rodeo.
- Community art exhibitions;
- Cultural events/festivals, including –
  - Geraldton Greenough Sunshine Festival;
  - Naidoc Week;
  - Midwest Multicultural Association Events including Harmony Festival and Festival of Lights; and
  - Shore Leave Festival.
- Events run by Local, State or Federal Government;
- Events run by schools and universities within the City of Greater Geraldton including:
  - Central Regional TAFE;
  - The Geraldton Universities Centre Graduation; and
  - Primary and High School Presentation / Graduation / Awards Ceremonies.
- Events hosted by national bodies, major professional bodies associated with local government at a local, state and federal level, including:
  - Western Australian Local Government Association;
  - Local Government Professionals WA;
  - Regional Capitals Alliance (RCA) and Regional Capitals Alliance Western Australia (RCAWA);
  - Opening or launch of an event or facility within the City of Greater Geraldton;
  - RSL events;
  - Midwest Chamber of Commerce and Industry events including awards and Industry forums;
  - Master Builder Association Awards;

- o Cruise Ship visits; and
- o Where Mayoral or Chief Executive Officer representation has been formally requested.

## 5. Approval Process – Events not pre-approved

5.1. Where an invitation is received to an event that is not pre-approved, it may be submitted for approval, on the form provided at Attachment A, no later than three business days prior to the event, for approval as follows:

- Events for the Mayor will be approved by the Chief Executive Officer;
- Events for council members will be approved by the Mayor; and
- Events for the CEO will be approved by the Mayor.

5.2. Although the City will not generally pay for the partner of a council member or the CEO to accompany them to an event, if the event is held outside of normal business hours and attendance is appropriate, invitations/tickets received by the City may be provided for this purpose where available.

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

## 6. Payments in respect of attendance

6.1. If it is determined that a council member or CEO should attend either a pre-approved event (section 4 of this policy) or an event approved in accordance with the process set out in section 5 of this policy, the local government will pay the cost of attendance and reasonable expenses, such as travel and accommodation.

6.2. Where partners of an authorised local government representative attend an event, any tickets for that person, if paid for by the local government, must be reimbursed by the representative unless expressly authorised by the council.

### KEY TERM DEFINITION

**City** means City of Greater Geraldton

**Event** includes the following:

- a concert;
- a conference;
- a function;
- a sporting event; or
- an occasion of a kind prescribed for the purposes of this definition.

### ROLES AND RESPONSIBILITIES

The Director of Corporate Services is responsible for implementing and maintaining this policy.

### WORKPLACE INFORMATION

*Local Government Act 1995 – s.5.62 (1B), 5.90A*

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

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

## POLICY ADMINISTRATION

Directorate		Officer	Review Cycle	Next Due
Corporate Services		Manager Corporate Compliance and Safety	Biennial	2026
Version	Decision Reference	Synopsis		
3.	<a href="#">CS099</a> 27/02/2024	Policy Review		

## ATTACHMENT A

### ATTENDANCE AT EVENTS APPLICATION

Elected Member Name: \_\_\_\_\_

Name of Event\* \_\_\_\_\_

Organisation / Person \_\_\_\_\_

Holding event \_\_\_\_\_

Date/s: \_\_\_\_\_ Location: \_\_\_\_\_

Cost: \_\_\_\_\_

*\* Attach any information, flyer etc. you may have*

How will participation in this event meet the criteria in Council's policy 4.29 Attendance at Events?

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Office Use only

Budget Allocation Available: \$ \_\_\_\_\_ Ledger Number \_\_\_\_\_

Does the request for attendance at an event meet the criteria in Council Policy 4.29 Attendance at Events?  
In making a decision on attendance at an event, the following matters will be considered:

- 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 council member or CEO when attending the event (participant, observer, presenter) and the value of their contribution;
- whether the event is sponsored by the local government;
- the benefit of local government representation at the event;
- the number of invitations/ tickets received; 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.

Yes / No\* (\*Circle option)

*If No please provide comment below:*

\_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

*Mayor/ Deputy Mayor/ CEO*

Submit completed form to the Office of the CEO for processing no less than three working days prior to the event.