

EM 8 – ELECTED MEMBER AND CEO ATTENDANCE AT EVENTS

Objective

The event attendance policy is to enable elected members and the Chief Executive Officer (CEO) to attend events as a representative of the Shire without restricting their ability to participate in council meetings in accordance with section 5.90A of the *Local Government Act 1995*.

This policy is not to be used as a mechanism to avoid conflict of interest provisions.

POLICY SCOPE:

This policy applies to all Elected Members and the Chief Executive Officer.

DEFINITIONS:

closely associated person has the meaning given to it in the Act.

event has the meaning given to it in the Act and Regulations, however it does not include an event run by the Shire.

gift has the meaning given to it in the Act and Regulations.

POLICY STATEMENT:

1. This policy addresses invited attendance at any events, including concerts, conferences, forums, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government. It does not address attending public non-ticketed cultural and religious events on Christmas Island where the Chief Executive Officer (CEO) or Elected Members participate in as island residents.

The purpose of the policy is to provide transparency about the attendance at events of elected members and the Chief Executive Officer (CEO) and provide a framework for the acceptance of invitations.

Event attendance register

2. The CEO shall maintain an event attendance register listing events attended by elected members in their civic capacity, where they have been invited or received tickets, regardless of value. Elected members are required to declare their event attendance within ten (10) days. The register is listed in Schedule A.

3. Each elected member is required to declare the following information on the register:

- a. who invited the member or provided the tickets to the event
- b. the description of the event
- c. the location of the event
- d. the date of the event

- e. the role that the elected member fulfilled at the event (i.e. presenter, observer or participant)
- f. the benefit of the elected member attending the event for the Shire of Christmas Island
- g. the value of the event (if any).

4. Where the value of the event attended exceeds \$300, or the invitations received from a donor has exceeded \$300 over a twelve-month period, the elected member or CEO must declare the event as a gift in accordance with sections 5.87A and 5.87B of the Act.

5. The event attendance register shall be published on the Shire website and updated at least once a month, provided attendance at an event is declared.

Events pre-approved by Council

6. Where the value of an event attended exceeds \$300, and the donor has a matter before Council, the attendee must disclose an interest relating to the event attendance as a 'closely associated person'. Such disclosure prevents an elected member from participating in debate or voting on that matter, or in the case of the CEO, providing advice on the matter, unless otherwise pre-approved by Council under clause 7 of this policy.

7. In accordance with the Act, Council may resolve to pre-approve attendance to a specific event. It must do this through a Council resolution at an Ordinary Council Meeting in advance of the event.

In this circumstance, the attendee will not need to disclose an interest relating to that event attended as a 'closely associated person'.

Attending a pre-approved event means that an elected member can participate in debate and vote on the matter, or in the case of the CEO, can provide advice.

All pre-approved events shall be recorded in Schedule B of this policy.

8. Where the value of the pre-approved event attended exceeds \$300, or the invitations received from a donor has exceeded \$300 over a twelve-month period, the elected member or CEO must declare the event as a gift in accordance with sections 5.87A and 5.87B of the Act.

Event invitations or tickets addressed to the Shire of Christmas Island

9. Where event invitations or tickets are addressed to the Shire of Christmas Island, and not an individual, the Council shall determine how they are to be allocated at a Council Meeting.

10. Should the recipient of an event invitation or ticket, received under clause 9, be an elected member or the CEO, and the value of the event attended exceeds \$300, or the invitations received from a donor has exceeded \$300 over a twelve-month period, the elected member or the CEO must declare the event attendance a gift in accordance with sections 5.87A and 5.87B of the Act.

Purchase of event tickets by the Shire of Christmas Island

11. Where it is considered significant and necessary for a representative of the Shire to attend an event, in line with considerations made under clause 11 of this policy, the CEO may approve the purchase of event tickets. Any approval to purchase event tickets must be in line with the adopted annual budget.

12. Clause 11 does not apply to the purchase of conference tickets and any associated costs thereof. Purchases relating to conference tickets, and any associated costs thereof, must be in line with the Policy for Elected Member Professional Development.

Schedule A – Elected Member and CEO Event Attendance

Party that Invited the Member	Event Description	Location	Date	The role that the elected member fulfilled at the event (i.e. presenter, observer or participant)	The benefit of the elected member attending the event for the Shire of Christmas Island	The value of the event (if any)

Schedule B – Events Authorised in Advance

Event	Date of Event	Approved Attendees	Approved local government contribution to cost	Date of Council Resolution

RELATED DOCUMENTS:

Local Government Act 1995

Local Government (Administration) Regulation 1996

Key Performance Indicators

Extent of adherence to the policy
Compliance with Act

Keywords

Elected Member, CEO, Event

Related Policies

HR Policy & Procedure Manual

Version	Approved, Amended, Rescinded	Date	Officer	Resolution number	Key changes/ notes	Next Review date	File Ref No.
1	Approved, Absolute Majority	Feb 2021	CEO	4/21			2.11.38
3	Approved, Absolute Majority	26/7/2022	GRPG	67/22		July 2024	2.11.38