

1. Governance and Administration

1.15 C-1AEP015 – Attendance at Events Policy

PART A - Policy

Objective

The objective of this policy is to address attendance at any events, including concerts, conferences, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the Shire. The purpose of the policy is to provide transparency about the attendance at events of council members and the chief executive officer (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. 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. Receipt of the gift will still be required under the gift register provisions.

Policy Statement

The Shire supports a transparent approach to ensuring Elected Members and/or the CEO attendance at events is in the best interests of the Shire and community. Elected Members and the CEO are often invited or required to attend events to fulfil their leadership role in the community.

Whether the event is a paid event or a ticket/invitation or gifted in kind the acceptance of the invitation should be considered within the framework of the procedures associated with this policy.

PART B - Management Procedures

Definitions

For the purposes of this Policy:

Elected Members includes the Shire President and all Councillors.

event is defined as a:

- Concert
- Conference (where not included in Policy C-1EME015 Elected Members Entitlements and Professional Development)
- Function
- Sporting event
- Occasions prescribed by the *Local Government (Administration) Regulations 1996*.

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Provision of Tickets or Invitations

In order to meet the policy requirements tickets and invitations to events must be received by the Shire.

Pre-Approved Events

The Shire approves attendance at the following events by Elected Members and the Chief Executive Officer:

- a) Meetings of clubs or organisations within the Shire;
- b) Any free event held within the Shire;
- c) Australian or West Australian Local Government events;
- d) Events hosted by Clubs or Not for Profit Organisations within the Shire to which the Shire President, Elected Member or Chief Executive Officer has been officially invited;
- e) Functions or events to which the Shire has provided sponsored;
- f) Community art exhibitions;
- g) Cultural events/festivals;
- h) Events run by a Local, State or Federal Government;
- i) Events run by schools and universities within the Shire;
- j) Major professional bodies associated with local government at a local, state and federal level;
- k) Opening or launch of an event or facility within the Shire;
- l) Recognition of Service events;
- m) RSL Club events;
- n) Where representation by the Shire President or Chief Executive Officer has been formally requested.

All Elected Members and the Chief Executive Officer are entitled to attend a pre-approved event. If there is a fee associated with a pre-approved event, the fee, including the attendance of a partner, will be paid for by the Shire out of the Shire's budget by way of reimbursement.

In addition to the above pre-approved events, Elected Members may also attend a paid event held within the Shire, with the funds to be paid for by way of reimbursement, other than the following events:

- Party political events and fundraisers.
- Social events.
- Entertainment events with no link to the Shire.
- Events that primarily benefit Elected Members in a personal capacity or in a role other than their role at the Shire.

If there are more Elected Members than tickets provided then the Shire President shall allocate the tickets.

Non-Approved Events

Any event that is not pre-approved, is not submitted through an approval process, or is received personally is considered a non-approved event.

If the event is a free event to the public then no action is required.

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If the event is ticketed and the Elected Member or Chief Executive Officer pays the full ticketed price and does not seek reimbursement then no action is required.

If the event is ticketed and the Elected Member or Chief Executive Officer pays a discounted rate or is provided with a free ticket then the recipient must disclose receipt of the tickets (and any other associated hospitality) within 10 days.

Approval Process

Where an invitation is received to an event that is not pre-approved, it may be submitted for approval no later than three business days prior to the event for approval as follows:

- Events for the Shire President will be approved by the Deputy President;
- Events for Councillors will be approved by the Shire President; and
- Events for the Chief Executive Officer will be approved by the Shire President.

Considerations for approval of the event include:

- Any justification provided by the applicant when the event is submitted for approval.
- The benefit to the Shire of the person attending.
- Alignment to the Shire's Strategic Objectives.
- The number of Shire representatives already approved to attend.

Where an Elected Member has an event approved through this process and there is a fee associated with the event, then the cost of the event, including for attendance of a partner, is to be paid by the Shire.

Where the Chief Executive Officer has an event approved through this process and there is a fee associated with the event, then the cost of the event is to be paid for out of the Shire's budget.

Dispute Resolution

All disputes regarding the approval of attendance at events are to be resolved by the Shire President.