

## **G8 ELECTED MEMBER AND CEO ATTENDANCE AT EVENTS**

### **Governance**

**PREAMBLE:** 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.

**OBJECTIVE:** 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).

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.

**LEGISLATION:** 5.90A Policy for attendance at events:

1. *Event* includes the following:
  - Concert
  - Conference (not included in G6 Council Members Training and Development
  - Function
  - Sporting event
  - Occasions prescribed by the *Local Government (Administration) Regulations 1996*.
2. A local government must prepare and adopt\* a policy that deals with matters relating to the attendance of council members and the CEO at events, including —
  - (a) the provision of tickets to events; and
  - (b) payments in respect of attendance; and
  - (c) approval of attendance by the local government and criteria for approval; and
  - (d) any prescribed matter.

\* *Absolute majority required.*
3. A local government may amend\* the policy.
 

\* *Absolute majority required.*
7. When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.
8. The CEO must publish an up-to-date version of the policy on the local government's official website.

### **Provision of tickets to events**

#### **1. Invitations**

- 1.1 All invitations or offers of tickets for a council member or CEO to attend an event should be in writing and addressed to the Shire of Kulin.
- 1.2 Any invitation or offer of tickets not addressed to the Council is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the Act.
- 1.3 A list of events and attendees authorised by the local government in advance of the event is listed under Pre-Approved Events.

## **2. Approval of attendance**

- 2.1 In making a decision on attendance at an event, the council will consider:
- a) who is providing the invitation or ticket to the event,
  - b) the location of the event in relation to the local government (within the district or out of the district),
  - c) the role of the council member or CEO when attending the event (participant, observer, presenter) and the value of their contribution,
  - d) whether the event is sponsored by the local government,
  - e) the benefit of local government representation at the event,
  - f) the number of invitations / tickets received, and
  - g) 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.
- 2.2 Decisions to attend events in accordance with this policy will be made by simple majority or by the CEO in accordance with any authorisation provided in this policy.

## **3. Payments in respect of attendance**

- 3.1 Where an invitation or ticket to an event is provided free of charge, the local government may contribute to appropriate expenses for attendance, such as travel and accommodation, for events outside the district if the council determines attendance to be of public value.
- 3.2 For any events where a member of the public is required to pay, unless previously approved, the council will determine whether it is in the best interests of the local government for a council member or the CEO or another officer to attend on behalf of the council.
- 3.3 If the council determines that a council member or CEO should attend a paid event, the local government will pay the cost of attendance and reasonable expenses, such as travel and accommodation.
- 3.4 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.

### **Pre-Approved Events**

- a) Meetings of clubs or organisations within the Shire of Kulin
- b) Any free event held in 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 President, Elected Members or CEO has been officially invited
- e) Functions or events to which the Shire has provided sponsorship
- f) Cultural events / festivals / exhibitions held in the community
- g) Events run by a Local, State or Federal Government
- h) Events run by Kulin District High School
- i) Major professional bodies associated with local government at a local, state and federal level
- j) Opening or launch of an event or facility within the Shire
- k) Recognition of service events
- l) RSL Club events
- m) Where representation by the President or CEO has been formally requested.

### **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.

If the event is ticketed and the Elected Member or CEO 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 CEO 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.

**PROCESS:**

**Approval Process**

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

- Events for Councillors will be approved via consultation with the CEO and President; and
- Events for the Chief Executive Officer will be approved in consultation with the 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 Council of the person attending.
- Alignment to the Council's Strategic Objectives.
- The number of Council representatives already approved to attend.

Where an Elected Member or the CEO 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 out of the current year budget.

**HEAD OF POWER:** Local Government Act 1995