



Shire of West Arthur Council Policy – Attendance at Events Elected Members and CEO

Policy Number	G1.2
Policy Title	Attendance at Events Elected Members and CEO
Related Legislation	S5.90A of the Local Government Act
Strategic Outcome Supported	Outcome 5.2: ACCOUNTABLE service delivery by Council and well trained, motivated, customer focused staff. STRATEGY: <ul style="list-style-type: none">• Policy Development and Review• Develop new policies as required and regularly review existing policies.
Adopted by Council	18 May 2021
Review	

1. Objective

The purpose of the policy is to provide transparency for Councillor and CEO attendance at events, whether free of charge, part of a sponsorship agreement, or paid by the Shire of West Arthur.

S5.90A of the Local Government Act 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 tickets should be provided to the local government and not individual council members. A ticket or invitation provided by a donor to an individual in their capacity as a council member or CEO is to be treated as a gift to that person, unless the tickets or invitation is referred to the local government to be considered in accordance with the policy.

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.

2. Scope

Applies to all Councillors and the Chief Executive Officer.

3. Definitions

Act: Local Government Act 1995.

CEO: means the Chief Executive Officer of the Shire of West Arthur

Elected Member: means the Councillors of the Shire of West Arthur

Event: an occasion hosted by an individual or organisation, including concerts, conferences, functions, sporting events or any other activity in accordance with s5.90A(1)(e) of the Act.

Gift: has the meaning given to it under the Local Government Act 1995. Ticket includes an admission ticket to an event or an invitation to attend an event, or a complimentary registration to an event offered by a third party.

4. Policy Statement

S5.90A of the Local Government Act requires that local governments have an attendance at events policy. The purpose of the policy is for the council to actively consider the purpose of and benefits to the community from council members and the CEO attending events.

The policy provides a framework for the acceptance of invitations to various events, clarifies who will pay for tickets or the equivalent value of the invitation.

The tickets should be provided to the local government and not individual council members. A ticket or invitation provided by a donor to an individual in their capacity as a council member or CEO is to be treated as a gift to that person unless the tickets or invitation is referred to the local government to be considered in accordance with the policy.

4.1 Invitations

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 President.

Any invitation or offer of tickets not addressed to the Shire President is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the Act.

A ticket or invitation received by a person not in their capacity as an Elected Member or CEO will not be captured by this Policy. The requirement to disclose a financial interest where the amount exceeds the amount prescribed under the Local Government (Administration) Regulation 20A applies in this case.

Event	Event Organiser or Date	Approved Attendees
Local Government Week, including WALGA Annual General Meeting and other events hosted by Western Australian Local Government Association (WALGA)	Western Australian Local Government Association (WALGA)	All Councillors Chief Executive Officer
Events hosted by Local Government Professionals Australia WA (LG Pro)	Local Government Professionals Australia WA (LG Pro)	All Councillors Chief Executive Officer
Local Events (within the Shire of West Arthur) – where there is a clear link between the Shire and attendance at the event	Sporting Cultural Industry	Shire President Deputy Shire President
Events hosted by Australian Local Government Association (ALGA)	Australian Local Government Association (ALGA)	Shire President Deputy Shire President Chief Executive Officer

Events hosted by a local government or regional local government.	Events hosted by a local government or regional local government.	Shire President Chief Executive Officer
Events hosted by a department of the public service, a government department of another State, a Territory or the Commonwealth	Any Federal, State or Territory Government agency	Shire President Chief Executive Officer

A ticket or invitation provided to an individual in their capacity as an Elected Member or CEO is to be treated as a 'gift' to that person unless the ticket or invitation is referred to the local government for consideration regarding this policy.

The following events and attendees are pre-approved for the purposes of this policy:

4.2 Approval of attendance

In deciding on attendance at an event, Council must consider:

- a) who is providing the invitation or ticket to the event,
- b) the location of the event in relation to the Shire (within the region or out of the region),
- c) the role of the Elected Member or CEO when attending the event (participant, observer, presenter) and the value of their contribution,
- d) whether the event is sponsored by the Shire of West Arthur,
- e) the benefit of Shire of West Arthur 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.

Decisions to attend pre-approved events in accordance with this policy will be made by simple majority of Council or by the Shire President.

In addition to invitations or tickets provided by event organisers, the CEO, in consultation with the Shire President, may purchase tickets for an event where Shire attendance is deemed to be beneficial and appropriate. Where attendance at an event is approved in accordance with this policy, the requirement to disclose a financial interest under the Act will not apply.

4.3 Payments in respect of attendance

Where an invitation or ticket to an event is provided free of charge, the Shire may contribute to appropriate expenses for attendance, such as travel and accommodation, for events outside the region if the Council determine attendance to be of value to the organisation.

For any events where a member of the public is required to pay, unless previously approved or listed in this policy as a pre-approved event, Council will determine whether it is in the best interests of the Shire for an Elected Member, the CEO, or another employee to attend on behalf of Council.

If Council determines that an Elected Member or CEO in consultation with the Shire President should attend a paid event, the Shire will pay the cost of attendance and reasonable expenses, such as travel and accommodation.

Where partners of an authorised Shire 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 Council.

This policy does not apply where a Councillor or the CEO attends an event at their own cost and in a personal capacity.

4.4. Excluded Events

Events that will not be considered for approval under this policy include:

- Political party events and fundraisers,
- Entertainment events with no link to the Shire; and
- Events that primarily benefit Councillors or the CEO in a personal capacity or in a role other than their role at the Shire.

5. Legislative and Strategic Context

S5.90A of the Local Government Act requires that local governments have an attendance at events policy.

In accordance with the Act, the Policy must be adopted by an absolute majority of Council members and be published at the local government website.

6. Review Position

Chief Executive Officer

7. Associated Documents

Departmental Circular 14 2019 - New Gifts framework