

2.18 Council Members and Chief Executive Officer -Attendance at Events

Adoption		
Date	Meeting	Council Decision
17 June 2020	OCM	034/2020
Review		
Date	Meeting	Council Decision
17 June 2021	OCM	
No.	Title	
Legislative Reference		
s5.9A Local Government Act 1995		

PURPOSE

The Shire of Three Springs is required under the Local Government Act 1995 to approve and report on attendance at events for Council members and the Chief Executive Officer.

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 provides guidance to Elected Members when an invitation to an event or function, or other hospitality occasion, ticketed or otherwise, is offered free of charge.

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 to be disclosed under the gift register provisions

This applies to all Council members and the CEO of the Shire.

POLICY

This policy applies to Council members and the Chief Executive Officer of the Shire of Three Springs in their capacity as a Council member or the CEO of the Shire. Council members and the Chief Executive Officer occasionally receive tickets or invitations to attend events to represent the Shire to fulfil their leadership roles in the community.

The event may be a paid event, or a ticket/invitation may be gifted in kind, or indeed it may be to a free open invitation event for the community in general.

1. Provision of tickets to events

- All invitations or offers of tickets for an Elected Member, CEO to attend an event should be in writing and addressed to the CEO.
- Any invitation or offer of tickets not addressed to the CEO is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the Act.
- The Shire approves attendance at the following events by Council members, the Chief Executive Officer:
 - Advocacy lobbying or Ministerial briefings (Elected Members, the Chief Executive Officer and Executive Management only)
 - Meetings of clubs or organisations within the Shire of Three Springs,
 - Any free event held within the Shire of Three Springs,
 - Australian or Western Australian Local Government events,

- Events hosted by Clubs or Not for Profit Organisations within the Shire of Three Springs to which the Shire President, Council members, Chief Executive Officer has been officially invited,
- Shire hosted ceremonies and functions,
- Shire hosted events with employees,
- Shire run tournaments or events,
- Shire sponsored functions or events,
- Community art exhibitions,
- Cultural events/festivals,
- Events run by a Local, State or Federal Government,
- Events run by the local schools,
- Major professional bodies associated with local government at a local, state and federal level,
- Opening or launch of an event or facility within the Shire,
- Recognition of Service events,
- RSL events; and
- Where Shire President, Council member or Chief Executive Officer representation has been formally requested.

2. Approval of attendance

In deciding on attendance at a non-pre-approved event, the council will consider:

- 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 Elected 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

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

3. Payment in respect of attendance

- 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.
- For any events where a member of the public is required to pay, unless previously approved and listed in this Policy, the Council will determine whether it is in the best interests of the local government for a Council member or CEO to attend on behalf of the Council.
- If the Council determines that an Elected 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.
- Where partners of an authorised local government representative attend an approved event, any tickets for that person will be paid by the Shire.