

Policy Number	Policy Title
CP45	Attendance at Events (Council Members and CEO)

OBJECTIVE

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 and is to be read in conjunction with *Guideline 06 Attendance at Events*.

POLICY

Council acknowledges that it is an important function of Council Members and the CEO to represent the Shire of Irwin and fulfill their leadership role in the community.

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 for by the Shire of Irwin. The purpose of the policy is to provide transparency about the attendance at events of Council Members and the Chief Executive Officer (CEO).

Scope

The policy applies to Council Members and the CEO of the Shire of Irwin in respect of their acceptance of invitations to events where it is offered at a discounted rate or free of charge, as part of a sponsorship agreement or paid for the Shire of Irwin.

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.

Council Members and the CEO are not required to disclose interest in relation to gifts or event invitations from the following entities:

- Western Australian Local Government Association (WALGA)
- Local Government Professionals Australia WA (LG Pro)
- Australian Local Government Association (ALGA)
- A department of the public service
- A government department of another State, Territory or the Commonwealth
- A local government or regional local government

However, Council Members and the CEO are statutorily obligated to disclose the receipt and acceptance of the gift or event invitation in accordance with section 5.87A and 5.87B of the *Local Government Act 1995*.

Definition

In accordance with section 5.90A of the *Local Government Act 1995*, an event includes the following:

- a concert;
- a conference;
- a function;
- a sporting event;
- an occasion of a kind prescribed for the purposes of this definition.

Provision of tickets to events

- 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 Irwin.
- 2) Any invitation or offer of tickets not addressed to the Shire of Irwin is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the Act.
- 3) A list of events and attendees authorised by the Shire of Irwin in advance of the event are included in *Guideline 06 Attendance at Events*.

Approval of attendance

Decisions to attend events in accordance with this policy are to be made by simple majority.

In making a decision on attendance at an event, *Guideline 06 Attendance at Events* outlines considerations to be made by Council.

Payments in respect of attendance

- 1) Where an invitation or ticket to an event is provided free of charge, the Shire of Irwin may contribute to appropriate expenses for attendance, such as travel and accommodation, for events outside the district if Council determine attendance to be of public value.
- 2) For any events where a member of the public is required to pay, unless previously approved and listed in *Guideline 06 Attendance at Events*, Council will determine whether it is in the best interests of the Shire of Irwin for a Council Member or the CEO or another officer to attend on behalf of Council.
- 3) If Council determines that a Council Member or CEO should attend a paid event, the Shire of Irwin will pay the cost of attendance and reasonable expenses, such as travel and accommodation.
- 4) Where partners of an authorised Shire of Irwin representative attend an event, any tickets for that person, if paid for by the Shire of Irwin, must be reimbursed by the representative unless expressly authorised by Council.

Legislative Requirements

In accordance with Section 5.90A (2) (3) of the *Local Government Act 1995*, adoption and modification of this policy requires an Absolute Majority decision by Council.

In accordance with Section 5.90A (5) of the *Local Government Act 1995*, the CEO must publish an up-to-date version of the policy on the Shire of Irwin website.

Date of Adoption:	25/08/2020	Adoption Ref:	100820 (INT20/236CA52E)
Date of Review:	25/08/2020	Review frequency:	Biennial
Responsible Directorate:	Corporate		
Legislation:	Local Government Act 1995, Part 5, Division 10 Local Government (Administration) Regulations 1996, Part 10		
Related Management Policy and/or Procedure:	Guideline 05 - Councillor Training		