

# Councillor and CEO Attendance at Events Policy



March 2024

*This policy was adopted by Council to set governing principles in place that align with the Strategic Community Plan 2040: Focus Area Performance: Outcome PF.1: Responsible planning and ownership of outcomes.*

## Objectives

The objective of this policy is:

- For Council to set the purpose of, and benefits to the community, from Councillors and the Chief Executive Officer (CEO) attending events;
- To provide a framework for the acceptance of invitations to events; and
- To provide transparency to the community on the acceptance and payment of tickets to events.

## Application

This policy applies to Councillors and the CEO of the Shire of Augusta Margaret River (Shire).

## Definitions

A **'gift'** is as defined under section 5.57 LG Act.

**A ticket** includes an admission ticket to an event, or an invitation to attend an event, or a complimentary registration to an event, that is offered by a third party.

**Shire supported event** is an event that has received funding (or in kind support) in accordance with the relevant Shire Funding Policy. These events are listed in Attachment A which will be updated as grant funding is allocated.

## Policy

This Policy addresses the attendance by Councillors and the CEO at events, including concerts, functions, conferences, cultural, sporting or community events, whether the tickets are free of charge, discounted, part of a funding agreement, or paid for by the Shire. The purpose of the policy is to provide transparency about the attendance at events of council members and the CEO.

Attendance at an event in accordance with this policy excludes the Councillor or CEO 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 (s 5.62 1A LG Act and r 20A LG Admin Regs).

### 1. Provision of tickets to events

- 1.1 All invitations or offers of tickets for a Councillor or CEO to attend an event should be in writing and addressed to the Shire.

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- 1.2 Should a Councillor or CEO receive tickets personally, they must be forwarded to the Shire administration prior to responding.
- 1.3 A list of events and attendees authorised by the local government in advance of the event is at Part 2 and further clarified in Attachment A.

## 2. Attendance at pre-approved events

2.1 Council approves attendance at the following pre-approved events:

| Event  | Attendee           | Limitation  |
|--|--------------------|---|
| 1. Shire organised event   | CEO<br>Councillors |   |
| 2. Events that are free to members of the public within the Shire  | CEO<br>Councillors |   |
| 3. Events organised by a specified entity under r20B LG Admin Regs, which include: <ul style="list-style-type: none"> <li>a) Western Australian Local Government Association (WALGA);</li> <li>b) Australian Local Government Association (ALGA);</li> <li>c) Local Government Professional Australia WA (LG Pro);</li> <li>d) Department of a Public Service;</li> <li>e) Commonwealth, State or Territory government department;</li> <li>f) local government or regional local government.</li> </ul> | CEO<br>Councillors | *if interstate, approval required as per Part 4 of Policy |
| 4. Events held by local community or sporting groups within the Shire  | CEO<br>Councillors |   |
| 5. Events run by schools, universities, or Tafe within the Shire   | CEO<br>Councillors |   |

|  |  |   |
|--|--|---|
| 6. Events held by not for profit organisations within the Shire  | CEO<br>Councillors                                       | *if a ticket is provided free of charge   |
| 7. Events held by neighbouring local governments (City of Busselton, Shire of Nannup)  | CEO<br>Councillors                                       | *if a ticket is provided free of charge   |
| 8. Events organised by the embassy or consulate of another nation  | CEO<br>Shire<br>President<br><br>Councillors, if invited | *if interstate, approval required as per Part 4 of Policy<br>*If the Shire President cannot attend, then the Deputy President may attend, or any Councillor delegated by the Shire President to attend in his or her place.           |
| 9. Where performing one of the following function:<br>a) presenting at an event<br>b) participating as a member in a panel<br>c) presenting or accepting awards or prizes to others on behalf of the Shire<br>d) civic or ceremonial duties on behalf of the Shire | CEO,<br>Shire<br>President<br><br><br>Shire<br>President | *if interstate, approval required as per Part 4 of Policy<br><br>*If the Shire President is unable to attend, then the Deputy President may attend, or any Councillor delegated by the Shire President to attend in his or her place. |
| 10. Official opening events within the Shire   | Shire<br>President                                       | *if a ticket is provided free of charge   |
| 11. Shire supported events (as prescribed in Attachment A)   | CEO<br>Councillors                                       | *limited to events listed in Attachment A   |

### 3. Payments in respect of attendance

In relation to attendance at an approved event, the following applies in respect to payment of tickets and expenses:

3.1 Where an invitation or ticket to an event is provided free of charge, the Shire administration may contribute to appropriate expenses for attendance in accordance with the Councillor Entitlements Policy and *Determination*, if adequate funding is available in the budget.

3.2 Where an invitation or ticket to an event requires payment;

- a) the ticket may be paid for by the Shire Administration, if adequate funding is available in the budget; and

- b) the Shire administration may contribute to appropriate expenses for attendance in accordance with the Councillor Entitlements Policy and *Determination*, if adequate funding is available in the budget.

*\*unless limitations apply*

## **4. Attendance at Events that are not pre-approved**

4.1 Where a Councillor or CEO wishes to attend an event:

- a) that is not pre approved; or
- b) that is pre-approved, but there is insufficient funding available in the budget:

4.1.1 The CEO is to request approval to attend, to be determined by the Shire President.

4.1.2 The Councillor is to request approval to attend, to be determined by Council at an Ordinary or Special Council Meeting (simple majority).

OR

The Councillor or CEO may pay for a ticket at their own expense.

4.2 In making a decision on attendance at an event that is not pre-approved, Council (or Shire President in the case of the CEO requesting approval) will consider:

- a) Who is providing the ticket to the event;
- b) The location of the event in relation to the Shire;
- c) The role of the Councillor or CEO when attending the event (participant, observer, presenter) and the value of their contribution;
- d) Whether the event is sponsored by the Shire;
- e) The benefit of Shire representation at the event;
- f) The number of invitations / tickets received; and
- g) The cost to attend the event, including the cost of ticket (or estimated value of the event invitation) and any other expenses such as travel and accommodation.

## **5. Partners**

5.1 Where attendance to an event is approved, the following applies in respect of tickets for partners to attend:

- a) For events where tickets are free to members of the public, the CEO or Councillor may accept a ticket for their partner.
- b) For events where a benefit is received, such as dinner and beverage and there is no ticket price, the CEO or Councillor may accept a ticket. (disclosure of gift requirements apply s5.62(1A) LG Act).
- c) For events where tickets are required to be purchased by members of the public, the CEO or Councillor may accept a gifted or discounted ticket on behalf of a partner (disclosure of gift requirements apply s5.62(1A) LG Act).
- d) The CEO or Councillor can purchase a ticket for their partner to attend the event at own expense.

5.2 The Shire will not pay for, or reimburse the cost of tickets or associated expenses such as travel or accommodation for partners to attend events.

## 6. Register on Website

A public register documenting attendance of the Councillors and CEO, will be maintained on the Shire website.

### Relevant legislation

*Section 5.90A LG Act: Policy for attendance at events*

*Section 5.62 (1A) LG Act*

*Section 2.8 LG Act: Role of the President*

*Section 2.10 LG Act: Role of Councillors*

### Related documents

*Code of Conduct for Councillors, Committee Members and Candidates*

*Councillor Entitlements Policy*

*Community, Economic, Environmental and Events Funding Policy*

| Document and version control table  |                |                                 |  |
|-------------------------------------|----------------|---------------------------------|--|
| <b>Responsible Directorate</b>      |                | Corporate and Customer Services |  |
| <b>Contact officer</b>              |                | Governance and Risk Officer     |  |
| <b>Adopted / approved by:</b>       |                | Council                         |  |
| <b>Date of adoption / approval:</b> |                | 25/1/2023                       | <b>Decision Ref:</b> OM2023/3  |
| <b>Date of next review</b>          |                | 2026                            |  |
| <b>Document No.</b>                 | <b>N253513</b> | <b>File No.</b>                 | <b>GOV/38</b>  |
| Version                             | Date           | Decision Ref.                   | Brief description  |
| 1.0                                 | 24/3/21        | OM2021/41                       | Initial Issue  |
| 2.0                                 | 22/05/22       | OM2022/74                       | Full review  |
| 2.1                                 | 12/10/22       | OM2022/16                       | Amendment to clause 2.2: 'events organised by the embassy or consulate of another nation'.   |
| 2.2                                 | 25/1/2023      | OM2023/3                        | Addition of 'Shire sponsored major events' 2.1.(c) as a pre-approved event that all Councillors can attend, limited to attendance at the launch/opening event, or where there is no launch/opening event, an alternative scheduled event in the program. Addition of 2.1.1: method of allocation of tickets. |
| 2.3                                 | 27/03/2024     | OM2024/50                       | Major review   |

## Attachment A – Pre-approved Shire supported events

| Event details   | Date of Event        | Attendee           | Limitation   |
|---|----------------------|--------------------|--|
| <b>Margaret River Pro</b>                                   | April / May annually | CEO<br>Councillors |  |
| <b>Readers and Writers Festival</b><br><br>Approx 40 events | May annually         | CEO<br>Councillors | <i>tickets paid for by the Shire are limited to one event scheduled in the program per Councillor / CEO</i>  |
| <b>Cabin Fever</b><br><br>Approx. 50 events                 | July annually        | CEO<br>Councillors | <i>tickets paid for by the Shire are limited to one event scheduled in the program per Councillor / CEO</i>  |
| <b>Cinefest Oz</b><br><br>Multiple events held over 9 days  | August annually      | CEO<br>Councillors | <i>tickets paid for by the Shire are limited to one event scheduled in the program per Councillor / CEO</i>  |
| <b>Open Studios</b><br><br>Multiple events                  | September annually   | CEO<br>Councillors | <i>tickets paid for by the Shire are limited to one event scheduled in the program per Councillor / CEO</i>  |
| <b>Fine Vines Festival of Wine</b><br><br>Approx 30 events  | October annually     | CEO<br>Councillors | <i>tickets paid for by the Shire are limited to one event scheduled in the program per Councillor / CEO.</i> |
| <b>Strings Attached</b>                                     | October annually     | CEO<br>Councillors | <i>tickets paid for by the Shire are limited to one event scheduled in the program per Councillor / CEO</i>  |
| <b>Lunar Circus</b>   | January annually     | CEO<br>Councillors | <i>tickets paid for by the Shire are limited to one day ticket per Councillor / CEO</i>                      |
| <b>Augusta River Festival</b>                               | March annually       | CEO<br>Councillors |  |