

11.1 Chief Executive Officer

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11.1 Chief Executive Officer

11.1.1 COUNCIL DECISION ACTION LIST – JUNE TO DECEMBER 2020

Attachment 1 – Council Decision Action List June to December 2020



SHIRE OF AUGUSTA MARGARET RIVER COUNCIL DECISIONS ACTION LIST 2020-2021

Please ensure that you update your action status with one of the following only:

- *Action complete*
- *No further action*
- *Action in progress*

If you update your status as 'Action in progress,' please remember to update again when the action is complete. This will greatly assist the Governance Officer / Council Support when reporting on actioned decisions to Council.

Many thanks for your kind cooperation

2020 – 2021 Council Meeting Decision Action List

Meeting Type	Date	Dir.	Item	Report Title	Report Author	Decision No.	Outcome	Progress Status
OM	09.12.20	SDI	8.1	Petition to Preserve the Gnarabup Coastline from Development	n/a	OM2020/228	Received	No further action
		CEO	8.2	Petition to Defend the Human Rights of Julian Assange	n/a	OM2020/229	Received	No further action
		CEO	11.1.1	Minutes of Audit and Risk Management Committee Meeting of 11 November 2020	Claire Schiller	OM2020/231	Adopted with amendment	No further action
			11.1.2	Lease to Margaret River Community Pantry Inc – Part of Reserve 27301	Lauren Bidesi	OM2020/232	Adopted	Action in progress
			11.1.3	Augusta Mini Golf Lease – Reserve 11533, Albany Terrace, Augusta	Lauren Bidesi	OM2020/233	Adopted	Action in progress
			11.1.4	Acting CEO for 2020/2021 CEO Annual Leave	Claire Schiller	OM2020/234	Adopted	No further action
		SDI	11.2.1	Lot 151 Salmon Place – Structure Plan – for final determination	Matt Cuthbert	OM2020/236	Adopted with amendment	Action Complete
			11.2.2	Amendment No. 68 for initiation – Tourism Development Sites, Gnarabup	Matt Cuthbert	OM2020/238	Adopted	Action Complete
			11.2.3	Proposed Holiday House (Large) – 39 (Lot 21) Isaacs Road, Margaret River	Lara Hoole	OM2020/239	Adopted	Action Complete
			11.2.4	Transfer of Ownership of Commercial Jetty and Change in Vesting of Reserve 41047 – Ellis Street, Augusta	David Nicholson	OM2020/240	Adopted	Action in progress
			11.2.5	Alexandra Bridge Foreshore Management Plan – final adoption	Merryn Delaney	OM2020/241	Adopted	No further action
			11.2.6	Draft Street Activation Policy	Angela Satre	OM2020/242	Adopted	Action complete
		CCS	11.3.1	List of Payments for October 2020	Stacey Harvey	OM2020/243	Adopted	No further action
			11.3.2	Financial Activity Statement Report – October 2020	Andrew Ross	OM2020/244	Adopted	No further action
			11.3.3	Housing Advocacy Officer Project Fourth (Final) Quarter Year Three Report	Jason Cleary	OM2020/245	Adopted	No further action
			11.3.4	Annual Report 2019-20	Stacey Hutt	OM2020/246	Adopted	Action complete
		CEO	14.2.1	Appointment of Councillor Delegate to Just Home Housing and Information Referral Service Advisory Group	Claire Schiller	OM2020/248	Adopted	Action complete
		CCS	15.1	Main Street Project Budget Reconciliation	James Shepherd	OM2020/250	Adopted	Action in progress
OM	25.11.20	CEO	11.1.1	2021 Schedule Of Dates And Venues For Ordinary Council Meetings And Committee Meetings	Claire Schiller	OM2020/224	Adopted	Action complete

2020 – 2021 Council Meeting Decision Action List

Meeting Type	Date	Dir.	Item	Report Title	Report Author	Decision No.	Outcome	Progress Status
		CCS	11.3.1	Write-Off Of Outstanding Rates	Vicki Scott	OM2020/225	Adopted	Action complete
			11.3.2	Draft GI27 Community, Economic, Environmental And Events Funding Policy	James Shepherd	OM2020/226	Adopted	Action complete
OM	11.11.20	SD	11.2.1	Proposed Additional Nine (9) Chalets – Lot 2 Armstrong Road, Cowaramup	Lezia Sandon	OM2020/215	Adopted	Action Complete
		CCS	11.3.1	List of Payments for Septmeber 2020	Stacey Harvey	OM2020/217	Adopted	No further action
			11.3.2	Financial Activity Statement Report – September 2020	Andrew Ross	OM2020/218	Adopted	No further action
			11.3.3	RFT 05-21 Provision of Beach Lifeguard Services	Dylan Brown	OM2020/219	Adopted	Action Complete
			11.3.4	Corporate Business Plan 2020-24 – Year One, Quarter One Progress Report	Stacey Hutt	OM2020/220	Adopted	No further action
		SDI	14.2.1	Accommodation for Seasonal Workers	Nick Logan	OM2020/222	Adopted	Action Complete
		MOC	12.1	Endorsement of Rodenticide Action Group's Owl Friendly Margaret River Region Campaign – Cr McLeod	Nick Logan	OM2020/214	Adopted	Action Complete
OM	28.10.20	CEO	11.1.1	Notes of Councillors Agend Briefing Sessio and Concept Forms Sessions from 8 July to 23 September 2020	Claire Schiller	OM2020/205	Adopted	No further action
			11.1.2	Adoption of Cemeteries Amendment Local Law 2020 and Activities in Thoroughfares and Public Places and Trading Amendment Local Law 2020	Lauren Bidesi	OM2020/206	Adopted	Action complete
		SDI	11.2.1	Proposed Additional Nine (9) Chalets, 36 Armstrong Road, Cowaramup	Lezia Sandon	WITHDRAWN		No further action
			11.2.2	Scheme Amendment No.67 for final determination – Wallcliffe House	Matt Cuthbert	OM2020/204	Adopted	Action Complete
			11.2.3	Electricity Supply Contract Options	Katie Biggs	OM2020/208	Adopted with amendment	No further action
		CEO	15.1	CEO Annual Performance Review 2019-20	Steph Addison-Brown / Nic Nitu	OM2020/210	Adopted with amendment	Action in progress
OM	14.10.20	CEO	11.1.1	Council Decision Action List January – June 2020	Claire Schiller	OM2020/192	Adopted	No further action
			11.1.2	Capes Region Organisation of Councils (CAPEROC) Minutes – 19 August 2020	Clare Tansley	OM2020/193	Adopted	No further action
			11.1.3	Shire Response to Climate Change – Sponsorship of PHD Student	Stephanie Addison-Brown	OM2020/194	Adopted	Action Complete

2020 – 2021 Council Meeting Decision Action List

Meeting Type	Date	Dir.	Item	Report Title	Report Author	Decision No.	Outcome	Progress Status
		SDI	11.2.1	Scheme Amendment 62 for final adoption - Reception Centre – 3 (Lot 5) Old Ellen Brook Road, Gracetown	Matt Slocomb	OM2020/196	Adopted with amendment	Action Complete
		CCS	11.3.1	List of Payments for August 2020	Stacey Harvey	OM2020/197	Adopted	No further action
			11.3.2	Financial Activity Statement Report – August 2020	Andrew Ross	OM2020/198	Adopted	No further action
			11.3.3	Final Adoption of the Community Consultation and Stakeholder Engagement Policy	Stacey Hutt	OM2020/199	Adopted	No further action
		CEO	15.1	Proposal by Owner's Representatives on Outstanding Rates and Scheme Issues on Augusta Deceased Estate	Lauren Bidesi	OM2020/201	Adopted	Action in progress
OM	23.09.20	SDI	11.2.1	Proposed Chalet Lot 12 Brockman Road, Cowaramup	Lezia Sandon	OM2020/186	Alternative adopted	Action Complete
			11.2.2	Bush Fire Advisory Committee Meeting – 19 August 2020	Adam Jasper	OM2020/187	Adopted	Action Complete
			11.2.3	Local Emergency Management Committee Meeting – 11 August 2020	Adam Jasper	OM2020/188	Adopted	Action Complete
		CCS	11.3.1	Final Strengthening Community Capacity Policy and Plan 2020-25	Jason Cleary	OM2020/189	Adopted	No further action
OM	9.09.20	SDI	11.2.1	RFT 02-21 Mechanical Services- Fire Appliances and Associated Equipment	Adam Jasper	OM2020/176	Adopted	Action Complete
			11.2.2	RFT 01-21 Weed and Turf Insect Pest Management	Grant Gordon-Kirby	OM2020/177	Adopted	Action Complete
			11.2.3	Proposed Holiday House (Large) – 39 Isaacs Road, Margaret River	Lara Hoole	OM2020/173	Deferred	No further action
			11.2.4	Proposed Road Naming – Witchcliffe Ecovillage	Greg West	OM2020/178	Adopted	No further action
		CCS	11.3.1	List of Payments for July 2020	Stacey Harvey	OM2020/179	Adopted	No further action
			11.3.2	Financial Activity Statement Report – July 2020	Andrew Ross	OM2020/180	Adopted	No further action
			11.3.3	Sport and Recreation Reference Group Meeting Minutes	Hannah Waters	OM2020/181	Adopted	Action complete
			11.3.4	Tender RFT 03-21 Lease of ICT Equipment	Andrew Ross	OM2020/182	Adopted	Action complete
			14.2.1	Margaret River Main Street – Water Main Upgrade Funding	James Shepherd	OM2020/184	Adopted with amendment	Action complete
		MOC	12.1	Endorsment of Forests for Climate Change and Forests for Life Plan - Cr Godden	Steph Addison-Brown	OM2020/175	Adopted with amendment	Action complete
OM	26.08.20	SDI	11.2.1	Draft Local Planning Scheme And Strategy - For Public Consultation	Matt Cuthbert	OM2020/163	Adopted	Action Complete

2020 – 2021 Council Meeting Decision Action List

Meeting Type	Date	Dir.	Item	Report Title	Report Author	Decision No.	Outcome	Progress Status
			11.2.2	Proposed Feedlt – Lot 100 Treeton Road, Cowaramup	Nick Logan	WITHDRAWN		No further action
		CCS	11.3.1	Corporate Business Plan 2020-24 & Review Of Community Strategic Plan 2036	Stacey Hutt	OM2020/164	Adopted	No further action
		MOC	12.1	WALGA South West Prospectus – Removal of Reference To Timber Industry Development – Cr Meldrum	Stephanie Addison-Brown	OM2020/166	Adopted with amendment	Action complete
		SDI	14.2.1	Councillor Representation on Main Roads Community Reference Group – For Treeton Road Intersection, Cowaramup	Nick Logan	OM2020/167	Adopted	Action complete
OM	12.08.20	CEO	11.1.1	White Elephant Café – Variation and extension to Sub Lease	Lauren Bidesi	OM2020/150	Adopted	Action in progress
		SD	11.2.1	Additions and Alterations at the White Elephant Beach Cafe	Lucy Gouws	OM2020/151	Adopted	Action Complete
			11.2.2	RFQ 052001 Purchase of Track-Type Loader (Waste Handling Arrangement)	Chris Yates	OM2020/152	Adopted	Action complete
			11.2.3	Margaret River Precinct Plan and Walk and Off-Road Cycle Trails Strategy	Susie Elton		WITHDRAWN	No further action
		CCS	11.3.1	List of Payments June 2020	Stacey Harvey	OM2020/153	Adopted	No further action
			11.3.2	Financial Activity Statement Report – June 2020	Andrew Ross	OM2020/153	Adopted	No further action
			11.3.3	Valuation and Rating Order	Vicki Scott	OM2020/154	Adopted	No further action
			11.3.4	Creative Culture Plan 2020-25	Jason Cleary	OM2020/156	Adopted with amendment	No further action
			11.3.5	Corporate Plan 2019-23 – Tear One, Quarter Four Progress Update	Stacey Hutt	OM2020/157	Adopted	No further action
			11.3.6	COVID-19 Financial Hardship Policy	James Shepherd	OM2020/159	Adopted with amendment	No further action
			11.3.7	Community Care Package – Economic Stimulus and Community Resilience Grant Funding Programs	James Shepherd	OM2020/161	Adopted with amendment	Action complete
OM	22.07.20	CEO	11.1.1	Minutes of Audit and Risk Management Committee – 24 June 2020	Claire Schiller	OM2020/122	Adopted	No further action
			11.1.2	Notes of Councilor Agenda Briefings and Concept Forum Sessions from 7 April to 24 June 2020	Claire Schiller	OM2020/133	Adopted with amendment	No further action
			11.1.3	Delegation – Procurement of Goods and Services Required to Address a State of Emergency	Emma Rogers	OM2020/134	Adopted	Action complete

2020 – 2021 Council Meeting Decision Action List

Meeting Type	Date	Dir.	Item	Report Title	Report Author	Decision No.	Outcome	Progress Status
			11.1.4	Cemetaries Local Law 2020 and Activities in Thoroughfares and Public Places and Trading Local Law - Amendments	Lauren Bidesi	OM2020/135	Adopted	Action complete
			11.1.5	Football Margaret River Incorporated Lease	Lauren Bidesi	OM2020/136	Adopted	Action complete
		SD	11.2.1	Additions and Alterations at the White Elephant Cafe	Lucy Gouws	WITHDRAWN	WITHDRAWN	Action complete
			11.2.2	Sustainability Reference Group (SRG) Update including Environmental Maagement Fund (EMF)	Katie Biggs	OM2020/137	Adopted	Action complete
			11.2.3	Transition of Wallcliffe Bush Fire Brigade and Rosa Brook Bush Fire Brigade to DFES	Adam Jasper	OM2020/128	Adopted with amendment	Action complete
			11.2.4	RFT 07-20 Supply of Road, Traffic and Safety Signage and Associated Accessories	Sadie Breslin	OM2020/138	Adopted	Action complete
			11.2.5	Building Envelope Variation – 59 (Lot 17) Wooditch Road, Margaret River	Matt Slocomb	OM2020/131	Alternative motion adopted	Action complete
		IS	11.3.1	List of Payments for May 2020	Stacey Harvey	OM2020/139	Adopted	No further action
			11.3.2	Financial Activity Statement Report – May 2020	Andrew Ross	OM2020/140	Adopted	No further action
			11.3.3	Event Funding for 2020-21	Hannah Waters	OM2020/141	Adopted	No further action
			11.3.4	Adoption of 2020-21 Fees and Charges	Vicki Scott	OM2020/123	Adopted	No further action
			11.3.5	Adoption of 2020-21 Differential Rates, Minimum Payment and Rate Concessions	Andrew Ross	OM2020/124	Adopted	No further action
			11.3.6	Adoption of 2020-21 Early Payment Incentives, Payment Options, Late Payment Interest and Installment Charges	Andrew Ross	OM2020/125	Adopted	No further action
			11.3.7	Draft Strengthening Community Capacity Policy and Plan 2020-25	Stacey Hutt	OM2020/142	Adopted	Action complete
			11.3.8	Community Consultant and Stakeholder Engagement Policy	Stacey Hutt	OM2020/143	Adopted	Action complete
			11.3.9	Adoption of 2020-21 Annual Budget	Andrew Ross	OM2020/126	Adopted	No further action
			11.3.10	COVID-19 Financial Hardship Policy	James Shepherd	OM2020/144	Deferred	No further action
			11.3.11	Community Care Package – Economic Stimulua and Community Resilience Grant Funding Programs	James Shepherd	OM2020/145	Deferred	No further action

Action Items still in progress from 2019/20 Council Meeting Decisions Action List

2020 – 2021 Council Meeting Decision Action List

Meeting Type	Date	Dir.	Item	Report Title	Report Author	Decision No.	Outcome	Progress Status
	10.06.20	SDI	11.2.6	Cape Leeuwin Trail – Dead Finish to Cape Leeuwin	John McKinney	OM2020/97	Alternative Adopted	Action in progress
	13.05.20	CCS	11.2.4	Flinders Bay Accessibility and Safety Improvements	Susie Elton	OM2020/71	Alternative adopted	Action in progress
OM	11.12.19	SD	11.2.2	Limestone Cliff Stability Assessment	John McKinney	OM2019/251	Adopted	Action in progress
OM	11.12.19	SD	11.2.3	Draft Climate Action Plan	Jared Drummond	OM2019/252	Adopted	Action in progress
OM	25.09.19	MOC	12.1	Call for Urgent Action on Climate Change – Cr Townshend	Stephanie Addison-Brown	OM2019/191	Adopted	Action in progress
OM	28.08.19	CEO	11.1.2	Margaret River HEART Venue Management	Stephanie Addison-Brown / Nicky	OM2019/159	Adopted	Action in progress

Action Items still in progress from 2018/19 Council Meeting Decisions Action List

OM	26.06.19	IS	11.3.1	Removal of Private Water Harvesting Infrastructure – Shire Reserves	Merryn Delaney / John McKinney	OM2019/108	Adopted	Action in progress
OM N174975	13.03.19	MOC SD	12.1	Local Municipal Heritage Listing – Caves Road	Cr McLeod / Nick Logan	OM2019/51	Adopted	Action in progress
OM N174975	13.03.19	MOC IS	12.2	Provision of Toilets at Gas Bay	Cr McLeod / Nick Logan	OM2019/53	Adopted	Action in progress
OM N172527	12.12.18	IS	11.3.1	Applicaion to Permanently Close Portion of Waddingham Road, Gracetown	Senja Pienaar Rachel Runco	OM2018/328	Adopted	Action in progress
OM N172527	12.12.18	IS	11.2.5	Local Law Determination in relation to Wallcliffe Cliffs and River	John McKinney	OM2018/327	Adopted	Action in progress
OM N167813	14.11.18	MOC	12.1	Report on Strategies to Encourage and Support Local Businesses – Cr Meldrum	Mel Aylett-Saul / Louise	OM2018/291	Adopted	Action in progress
OM N165791	10.10.18	IS	11.3.1	Leeuwin Naturaliste 2050 Cycling Strategy - for adoption	David Nicholson	OM2015/247	Adopted	Action in progress
OM N165791	10.10.18	IS	11.3.2	Closure of Old Burnside Road Alignment, Burnside	Doug Sims	OM2018/248	Adopted	Action in progress

Action Items still in progress from 2017/18 Council Meeting Decisions Action List

2020 – 2021 Council Meeting Decision Action List

Meeting Type	Date	Dir.	Item	Report Title	Report Author	Decision No.	Outcome	Progress Status
OM	13.06.18	CEO	11.1.3	Review of Governance Charter	Emma Rogers	OM2018/134	Deferred	Action in progress
SM	05.06.18	IS	5.3	Cape to Cape Track – Winter Diversion	John McKinney	SM2018/2 SM2018/3 SM2018/4 SM2018/5 SM2018/6	Adopted with 4 supplementary motions	Action in Progress
OM	09.05.18	MOC (SD)	12.1	Climate Change Initiatives – Cr Lane	Katie Biggs	OM2018/116	Adopted	Action in progress
OM	11.4.18	IS	MOC	Winter Diversion Track – Apology re. mistakes made in relation to Aboriginal Heritage	Cr Godden Jason Cleary	OM2018/104	Adopted	Action in progress
Action Items still in progress from 2016/17 Council Meeting Decisions Action List								
OCM	28.06.17	CEO	11.1.1	Adoption of Economic Development Strategy	Saul	OM2017/145	Deferred	Action in progress
OM	24.05.17	CEO	11.1.2	CEO Policy Review 2017	Emma Rogers	OM2017/119	Adopted with amendment	Action in progress
OM	26.04.17	IS	12.1	Rotary Forest Playground – Nature Play Concept Plan	Johan Louw—Nick Logan / Susan Elton	OM2017/104	Adopted	Action in progress
OM	08.02.17	IS	11.3.1	Road Dedication and Proposed Road closure of Unrequired Road Reserve – McDonald Road, Karridale	Doug Sims	OM2017/34	Adopted	Action in progress
Action Items still in progress from 2015/16 Council Meeting Decisions Action List								
OM	27.01.16	IS	11.3.1	Proposed Improvements to Tourist Directional Signage on Main Roads and Roadside Visitor Information	Senja Pienaar Rachel Runco	OM2016/13	Adopted	Action in progress

CCS
CEO
SDI
MOC

Corporate & Community Services
Chief Executive Officer
Sustainable Development and Infrastructure
Items introduced by Members of Council

2020 – 2021 Council Meeting Decision Action List

<i>Officer Recommendation:</i>	<i>Refers to recommendations made in the initial report to Council as contained in the Agenda, or, if any addendums are provided to Council prior to the meeting, then it refers to recommendations contained in the addendum.</i>
<i>Adopted:</i>	<i>officer Recommendation adopted without change.</i>
<i>Amended motion adopted:</i>	<i>Minor amendment made to officer Recommendation adopted. See link to decision.</i>
<i>Lapsed:</i>	<i>officer Recommendation not adopted. See link to decision.</i>
<i>Alternative motion adopted:</i>	<i>Alternative motion to officer Recommendation, or significantly amended officer Recommendation, adopted by Council. See link to decision.</i>

11.1 Chief Executive Officer

11.1.2 COUNCILLOR AND CEO ATTENDANCE AT EVENTS POLICY

Attachment 1 – Councillor and CEO Attendance at Events Policy

GL11- Councillor and CEO Attendance at Events Policy



February 2021

This policy was adopted by Council to set governing principles in place that align the strategic direction of the organisation with Effective Governance and Leadership.

Objectives

To provide a framework for the acceptance of tickets to events by Councillors and the Chief Executive Officer.

Application

This policy applies to Councillors and the Chief Executive Officer (CEO).

Interpretation

A 'gift' is defined under section 5.57 *Local Government Act (1995)* (LGA) as a conferral of a financial benefit (including a disposition of property) made by one person in favour of another person unless adequate consideration in money or money's worth passes from the person whose favour the conferral is made to the person who makes the conferral. It includes any contributions to travel. A door prize or raffle prize received by chance is not considered a gift.

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.

Legislation

Section 5.90A LGA: Policy for attendance at events

(1) In this section —

event includes the following —

- (a) a concert;*
- (b) a conference;*
- (c) a function;*
- (d) a sporting event;*
- (e) an occasion of a kind prescribed for the purposes of this definition.*

(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*

GL11- COUNCILLOR AND CEO ATTENDANCE AT EVENTS POLICY

(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.

(4) 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.

(5) The CEO must publish an up-to-date version of the policy on the local government's official website.

Policy

Introduction

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 sponsorship agreement, or paid for by the Shire.

The community expects high standards of ethical behaviour and integrity in decision-making by Councillors and the CEO. Attendance at events by Councillors and the CEO can benefit the community and Shire, however the gifting of tickets can influence (or be perceived to influence) decision-making and create a conflict of interest between the donor and recipient. The Policy aims to provide transparency on the provision of tickets, mitigate any actual or perceived conflicts of interest by Councillors and the CEO, and actively consider the purpose of and benefits to the community from Councillors and the CEO attending events.

Acceptance of a gifted ticket in accordance with this policy excludes a Councillor or the CEO from the requirement to disclose an interest if the gifted ticket is above \$300 and the donor has a matter before Council under section 5.62(1A) LGA. Any gift received that is less than \$300 does not require conflict of interest disclosure (r. 20A LG (*Administration*) Regulations 1996).

1. Provision of tickets to events

1.1. A ticket to an event must be provided to the CEO or Councillor in their capacity as the CEO or Councillor.

1.2. Any ticket provided to the CEO or Councillor to attend an event in their personal capacity is not captured by this Policy.

1.3. To assist in determining if the ticket is received in the capacity as the CEO or Councillor, the following question can be asked:

Would the ticket to the event have been given to me if I was not the CEO or a Councillor?

If the answer is no, then the ticket was received in your capacity as the CEO or a Councillor.

2. Attendance at pre-approved events

2.1 Council approves attendance by the CEO and Councillors at the following events (pre-approved events):

- a) Shire organised events.
- b) Events that are a free event to members of the public.
- c) Events where the CEO or Councillor is a representative on an external committee or organisation and the CEO or Councillor is in attendance for the purposes of fulfilling their role on the external committee or organisation.
- d) Where the ticket to an event is from a specified entity under r 20B *LG (Admin) Regulations 1996*, which includes:
 - o Western Australian Local Government Association (WALGA);
 - o Australian Local Government Association (ALGA);
 - o Local Government Professional Australia WA (LG Pro);
 - o Department of a Public Service;
 - o Commonwealth, State or Territory government department;
 - o local government or regional local government.

2.2 Council approves attendance by the Shire President and the CEO at the following events (pre-approved events):

- a) events held by local community or sporting groups
- b) events held by not for profit organisations
- c) events run by schools and universities within the Shire
- d) local community cultural events / festivals / art exhibitions
- e) events held by industry associations relevant to the local area
- f) Shire funded events

If the Shire President cannot attend, another Councillor delegated by the Shire President can attend in his or her place.

2.3 Council approves attendance by the Shire President at events (pre-approved events) where the Shire President is performing any of the following functions:

- a) presenting at the event
- b) participating as a member in a panel
- c) opening or launching an event or facility
- d) presenting or accepting awards or prizes to others on behalf of the Shire
- e) or any other civic or ceremonial duty on behalf of the Shire

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.

- 2.4 Council approves attendance by the CEO at events (pre-approved events) where the CEO is performing any of the following functions:
- a) presenting at an event
 - b) participating as a member in a panel
 - c) accepting an award on behalf of the Shire
- 2.5 In relation to attendance at a pre-approved event in accordance with parts 2.1 – 2.4 above, the following applies in respect to payment of tickets:
- a) Where the ticket is offered free of charge, and tickets are also offered to members of the public free of charge, the ticket may be accepted, (ticket is not considered a gift).
 - b) Where the ticket is offered free of charge, but a member of the public is required to pay, the ticket is a gift. The ticket may be accepted (see part 5 in relation to any gift disclosures required).
 - c) Where the ticket is offered, and a benefit will be received, such as dinner and beverages, but there is no purchase price for the ticket. The ticket may be accepted (see part 5 in relation to any gift disclosures required).
 - d) Where the Shire President or the CEO performs a function at the event, providing adequate consideration, or partial consideration for the ticket, the ticket may be accepted, (see part 5 in relation to any gift disclosures required where there was partial consideration for the ticket).
 - e) Where the ticket is offered at a discounted rate, the ticket may be paid for by the Shire if adequate funding is available in the budget (see part 5 in relation to any gift disclosures required for the discount received).
 - f) Where the ticket requires payment, the ticket may be paid for by the Shire if adequate funding is available in the budget.
 - g) Where the CEO or Councillor pays for the ticket, they may apply for reimbursement for the cost of the ticket in accordance with the Reimbursement of Expenses Policy, if adequate funding is available in the budget.
- 2.6 In relation to attendance at pre-approved events in accordance with parts 2.1-2.4 above, the following applies in respect to payment of expenses associated with attendance:
- a) The Shire may pay reasonable expenses associated with attendance by the CEO or Councillor, (such as travel and accommodation expenses), if adequate funds are available in the allocated budget. Accommodation expenses will only be paid for events outside of the Shire.
 - b) The CEO or Councillor may apply for reimbursement of reasonable expenses associated with attendance, (such as travel and accommodation expenses), in accordance with the Reimbursement of Expenses Policy, if adequate funding is available in the budget. Accommodation expenses will only be reimbursed for events outside of the Shire.
- 2.7 If the CEO or Councillor is invited to attend an event that is not a pre-approved event under part 2.1-2.4 above, or are not authorised to attend the event under part 2.1-2.4 above, then:

- a) the CEO or Councillor can request approval to attend the event in accordance with part 3 below; or
- b) pay for the ticket to attend the event at own expense.

3. Attendance at events requiring approval

3.1 Attendance by a Councillor or the CEO at an event which is not a pre-approved event under parts 2.1-2.4 above, must be determined by Council in the case of a Councillor's attendance, or the Shire President in the case of the CEO's attendance at the event.

3.2 Key factors for consideration include:

- 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) The benefit to the community in the Councillor or CEO attending the event.
- e) The benefit to the organisation in the Councillor or CEO attending event.
- f) Alignment to the Shire's strategic objectives.
- g) Whether the event is funded by the Shire.
- h) The number of invitations / tickets received.
- i) The cost to attend the event (if any) and any other expenses such as travel and accommodation.
- j) Whether there is a personal benefit to the CEO or Councillor in attending the event, for example if food and alcohol included, or if the benefit is primarily for entertainment.
- k) The likely community perception of the CEO or Councillor attending the event.
- l) Whether the ticket can be paid for to avoid the acceptance of a gift and risk of influenced (or perception of influenced) decision-making.

3.3 Approval is required in respect of:

- a) Attendance at the event by a Councillor or the CEO.
- b) Whether the ticket is accepted as a gift, or is paid for by the Shire.
- c) Whether the Shire pays or contributes to associated expenses such as travel or accommodation.

4. Partners

4.1 Where attendance to an event is approved under parts 2 or 3 of this Policy, the following applies in respect of tickets for partners to attend:

- a) The CEO or Councillor may accept a ticket for their partner to attend the event if the ticket is offered free of charge and tickets are also offered to members of the public free of charge, or if it is a Shire organised event (ticket is not considered a gift).
- b) The CEO or Councillor may accept a ticket for their partner to attend an event where a benefit is received, such as dinner and beverages, but there is no purchase price for the ticket, and the ticket for partner cannot be purchased by the CEO or Councillor (see part 5 in relation to gift disclosures required).
- c) The CEO or Councillor must not accept a gifted or discounted ticket for their partner to attend, where a member of the public is required to pay for a ticket.
- d) The CEO or Councillor can purchase a ticket for their partner to attend the event at own expense.

4.2 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, however, the CEO or Councillor may purchase travel or accommodation for partner at their own expense.

5. Disclosure requirements relating to tickets accepted as gifts

5.1 Where, in accordance with part 2 and 3 of this Policy, the CEO or Councillor has accepted:

- a) a ticket free of charge where members of the public are required to pay;
- b) a ticket where a benefit is received, such as dinner and beverages, but there is no purchase price for the ticket;
- c) a ticket at a discounted rate; or
- d) a ticket where they have provided partial consideration in money's worth through the performance of a function at the event;

and the value of the benefit received is over \$300 (or is one of a series of gifts received by the same donor in a 12 month period over the value of \$300), the CEO or Councillor is required to make a gift disclosure under the gift provisions s5.87A and 5.87B. The disclosure will be published on the gift register on the Shire's website (s5.89A LGA).

5.2 In accordance with part 4.1(b) above, where a Councillor or the CEO has accepted a ticket for their partner to attend an event where a benefit is received, such as dinner and beverages, but there is no purchase price for the ticket and the ticket for the partner cannot be purchased by the CEO or Councillor, then if the total value of the benefit received by the CEO/Councillor and partner is over \$300 (or is one of a series of gifts received by the same donor in a 12 month period over the value of \$300), the CEO/Councillor is required to make a gift disclosure under the gift provisions s5.87A and 5.87B. The disclosure will be published on the gift register on the Shire's website (s5.89A LGA).

5.3 The gift disclosure by a Councillor must be made to the CEO (or Shire President in the case of the CEO disclosing the gift) within 10 days of the Councillor or CEO receiving the ticket, and is to include, under s5.87C LGA:

- a) a description of the gift;
- b) the name and address of the person who gave the gift;

- c) the date on which the gift was received;
- d) the estimated value of the gift at the time it was made; and
- e) the nature of the relationship between the person who made the gift and the person who received it.

5.4 A ticket is excluded from the conflict of interest provisions if attendance to the event has been approved in accordance with this Policy (s5.62(1B) LGA). The Councillor or CEO is not required to complete a disclosure of interest if the donor has a matter before Council.

Document and version control table			
Strategic outcome	Key result area 5: Effective leadership and governance		
Responsible Directorate	Governance and Legal Services		
Authority of original issue	[TBD]		
Date of original issue	[Council meeting date DD/MM/YYYY]		
Contact officer	Governance (Legal, Risk) Officer		
Date of next review	[1-3 years from last review]		
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Version	Date issued	Brief description	
1.0	[TBD]	Initial Issue	
1.1	[TBD]	Example only	