
CGP006 – Attendance at Events and Functions

1. Intention

To provide a framework for Elected Members and the Chief Executive Officer (CEO) attendance at any events, including concerts, conferences, functions or sporting events or other prescribed occasions, whether free of charge, part of a sponsorship agreement, or are paid by the local government. An effective framework provides transparency about the attendance at events by Elected Members and the CEO.

2. Scope

This policy applies to Elected Members and the CEO of the Shire of Waroona.

3. Statement

In accordance with Section 5.90A of the *Local Government Act 1995* an event is defined as a:


- Concert;
- Conference;
- Function;
- Sporting event; or
- Occasions prescribed by the *Local Government (Administration) Regulations 1996*.

3.1 Pre-approved Events

To meet the policy requirements, tickets and/or invitations to events must be received by the Shire, as outlined in sub-clause 3.2(a)(i) in the case of any external groups or organisations, notwithstanding that attendance at the following by Elected Members and the CEO is pre-approved:

- Any public free event held within the Shire of Waroona district;
- Events hosted by Clubs or Not for Profit Organisations within the Shire of Waroona district;
- Shire hosted or run ceremonies, functions, tournaments or events;
- Shire sponsored ceremonies, functions, tournaments or events;
- Peel Chamber of Commerce and Industry Small Business Awards or similar awards for local businesses held within or outside the Shire of Waroona district;
- Community cultural events/festivals within the Shire of Waroona district;
- Opening or launch of an event or facility within the Shire of Waroona district; and,
- Other events where the Shire representation has been formally requested by invitation, including events from:
 - (a) Western Australian Local Government Association;
 - (b) Australian Local Government Association Limited (ABN 31 008 613 876);
 - (c) Local Government Professionals Australia WA (ABN 91 208 607 072);
 - (ca) LG Professionals Australia (ABN 85 004 221 818);
 - (d) a department of the Public Service;
 - (e) a government department of another State, Territory or the Commonwealth; and
 - (f) a local government or regional local government.

All Elected Members and the CEO are entitled to attend pre-approved events. If there are more Elected Members than tickets or invitations provided, then the CEO after consultation with the Shire



President, shall determine attendance at their discretion. If there is a fee or any other cost associated with a pre-approved event, the fee or other cost will be paid for by the Shire out of the annual budget (either beforehand or by way of reimbursement). Any costs relating to accompanying partners to any preapproved event will be the responsibility of the relevant Elected Member or the CEO.

3.2 Non-pre-approved Events

(a) Provision of Tickets (Invitations)

- i. All invitations or offers of tickets for Elected Members or the CEO to attend an event must be in writing received no later than five business days prior to the event or the RSVP date (whichever occurs first), addressed to the Shire using formal position titles, and sent by mail to PO Box 20, Waroona WA or by e-mail to warshire@waroona.wa.gov.au;
- ii. Any invitation or offer of tickets not addressed to the Shire is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the *Local Government Act 1995* and the associated Regulations.

(b) Approval of Attendance

- i. Events addressed to Elected Member will be assessed and authorised by the CEO.
- ii. Event Invitations for the CEO will be assessed and authorised by the Shire President.

(c) Considerations for Approval for a Non-pre-approved Event

Retrospective approval will not be given. In deciding on attendance at an event, consideration will be given to:

- i. who is providing the invitation or ticket to the event;
- ii. any justification provided by the applicant when the event is submitted for consideration;
- iii. the location of the event in relation to the Shire (within the district or outside of the district);
- iv. the role of the Elected Member or CEO attending the event (participant, observer, presenter) and the value of their contribution;
- v. the number of invitations/tickets received;
- vi. 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;
- vii. the direct benefit of attendance to the Shire;
- viii. alignment to the Shire's Strategic Objectives; and,
- ix. the number of Shire representatives already approved to attend.

(d) Payments in Respect of Attendance

- i. For any non-pre-approved event, where a member of the public is required to pay, unless it is a pre-approved event under sub-clause 3.1, the CEO and/or the Shire President will determine whether it is in the best interests of the Shire for an Elected Member or the CEO to attend using the considerations provided in this sub-clause.
- ii. If the CEO and/or the Shire President determines that an Elected Member or CEO should attend a non-pre-approved event, the Shire will pay the cost of attendance and reasonable expenses, such as travel and accommodation from the Shire's budget (either beforehand or by way of reimbursement).
- iii. Any costs relating to accompanying partners to any event will be the responsibility of the relevant Elected Member or the CEO, unless otherwise approved by a specific resolution of Council.

- iv. Where an invitation or ticket to an event is provided free of charge, the CEO may decide that the Shire contributes to appropriate expenses for attendance, such as travel and accommodation, including events outside the district, after applying the considerations provided in this sub-clause and making a determination.

Note: Any event that has not been pre-approved, is not submitted through an approval process, or is received personally, is considered a non-pre-approved event.

4. Other Matters Excluded

- (a) Where an Elected Member is appointed by Council to be directly involved with a local community/sporting group or not-for-profit organisation in an official capacity, this policy does not apply to the group or organisation's normal business activities.
- (b) The attendance by Shire employees at pre-approved or non-pre-approved events is determined by the CEO and this policy is not applicable. However, the gift and travel reporting requirements under the *Local Government Act 1995* and the associated Regulations remain applicable, as are any legislative provisions relating to conflict-of-interests.
- (c) The attendance by Shire employees at training or conferences at pre-approved or non-pre-approved events is determined by the appropriate Director or the CEO and this policy is not applicable. However, the gift and travel reporting requirements under the *Local Government Act 1995* and the associated Regulations remain applicable, as are any legislative provisions relating to conflict-of-interests.
- (d) Elected Member ongoing professional development and mandatory training paid for by the Shire.
- (e) CEO attendance at conferences or training paid for by the Shire to assist in achieving the organisation's goals and objectives.

5. Disclosure of Interest

Any gift received over \$300 is specifically excluded from the conflict-of-interest provisions if:

- (a) the gift relates to attendance at an event where attendance has been approved under this policy,
- (b) or the gift is made by any of the following specified entities, as prescribed by regulation 20B of the *Local Government (Administration) Regulations 1996*:
 - i. WALGA;
 - ii. Australian Local Government Association Limited;
 - iii. Local Government Professionals Australia WA;
 - iv. LG Professionals Australia;
 - v. a department of the Public Service;
 - vi. a government department of another State, a Territory or the Commonwealth; or
 - vii. a local government or regional local government.

Excluded gifts are still a gift that must be disclosed and published on the gifts register if over the value of \$300 and received in the capacity of Elected Member or CEO.

6. Gifts Generally

This policy provides guidance to Elected Members and the CEO when an invitation to an event or function, or other hospitality occasion, ticketed or otherwise, is offered. Any contribution to travel or the provision of tickets, subject to the exceptions in section 5.83 of the *Local Government Act 1995*, must still be disclosed in writing to the CEO within 10 days of receipt, if over the value of \$300.

7. Legislative and Strategic Context

The *Local Government Act 1995* and the associated subsidiary legislation provide the broad framework within which this policy operates.

8. Review

This policy is to be reviewed biennially.

9. Associated Documents

Other documents that have an association to this policy and that may be useful reference material are:

- Department of Local Government, Sport and Cultural Industries – Operational Guidelines – Attendance at Events Policy, December 2019.
- Department of Local Government, Sport and Cultural Industries - Gifts and Conflicts of Interests - Frequently Asked Questions.
- Department of Local Government, Sport and Cultural Industries Circular No 11-2019 – New Gifts Framework.

Division		Corporate & Governance			
Policy Number		CGP006			
Contact Officer		Chief Executive Officer			
Related Legislation		Local Government Act 1995 Local Government Legislation Amendment Act 2019 Local Government (Administrations) Regulations 1996			
Related Shire Documents		CGMP005 – Elected Member Payments CG4 – Elected Member Payment Form			
Risk Rating	Low	Review Frequency	Biennially	Next Review	May 2025
Date Adopted		17/12/2019		OCM19/12/163	

Amendments		
Date	Details of Amendment	Reference
25/05/2021	Amended to reflect updated legislation.	OCM21/05/060
22/06/2021	Updated as part of major review and reformatted.	OCM21/06/071
22/08/2023	Updated as part of Biennial Review	OCM23/08/101
Previous Policies		
CORP007 – Attendance at Events and Functions 1.19 – Councillor Representation at ANZAC Day Service		