



1. Intention

To ensure that the attendance of Shire of Waroona Elected Members and the Chief Executive Officer (CEO) at events is appropriately considered, authorised and managed, having regard to the purpose and benefits of attendance to the Shire and the community, and to provide transparency regarding the acceptance of invitations, provision of tickets and payment of associated costs, in accordance with section 5.90A of the *Local Government Act 1995*.

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
- Any occasion prescribed by the *Local Government (Administration) Regulations 1996*.

3.1 Provision of tickets to events

All invitations or offers of tickets for Elected Members or the CEO to attend an event must be received by the Shire in writing no later than five business days prior to the event or RSVP date (whichever occurs first). Invitations shall be **addressed to the Shire**, using formal position titles, and sent by mail to PO Box 20, Waroona WA 6215 or emailed to warshire@waroona.wa.gov.au;

3.2 Types of Events

3.2.1 Pre-Approved Events

1. Subject to paragraph 3.1.1, Council attendance by Elected Members and the CEO at the following events is considered a pre-approved event:
 - Any free public 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 coordinated ceremonies, functions, tournaments or events;
 - Shire sponsored ceremonies, functions, tournaments or events;

- Peel Chamber of Commerce and Industry's Small Business Awards event or similar awards events for local businesses, held within or outside the Shire of Waroona district;
 - Community cultural events or festivals within the Shire of Waroona district;
 - An opening or launch of an event or facility within the Shire of Waroona district; and
 - Other events where Shire representation has been formally requested by invitation, including events from:
 - (i) Western Australian Local Government Association (WALGA);
 - (ii) Australian Local Government Association Limited (ABN 31 008 613 876);
 - (iii) Local Government Professionals Australia WA (ABN 91 208 607 072);
 - (iv) LG Professionals Australia (ABN 85 004 221 818);
 - (v) a department of the Public Service;
 - (vi) a government department of another state, territory or the Commonwealth; and
 - (vii) a local government or regional local government.
2. Elected Members and the CEO may attend pre-approved events, subject to the usual number of delegates as specified in Council policy ELP003 – Elected Member Continuing Professional Development.
 3. If there are more Elected Members than tickets or invitations provided, then the CEO shall consult with the Shire President to determine attendance at their discretion.
 4. Payments in respect of attendance to pre-approved events
 - (a) Fees or other costs will be paid for by the Shire, as budgeted, either directly or by way of reimbursement.
 - (b) Any costs relating to accompanying partners will be the responsibility of the relevant Elected Member or the CEO.

3.2.2 Non-pre-approved Events

1. Any event for which a ticket or invitation addressed to Elected Members or the CEO is received, that is not listed as a pre-approved event in paragraph 3.2.1 of this policy, is considered a non pre-approved event.
2. Subject to paragraph 3.1.1, tickets or invitations addressed to Elected Members for non pre-approved events will be assessed and authorised by the CEO.
3. Subject to paragraph 3.1.1, tickets or invitations addressed to the CEO for non pre-approved events will be assessed and authorised by the Shire President.
4. Retrospective approval will not be granted for non pre-approved events.
5. The following factors will be considered when deciding on attendance at a non pre-approved event:
 - (a) who is providing the invitation or ticket to the event;
 - (b) any justification provided by the applicant when the event is submitted for consideration;

- (c) the location of the event in relation to the Shire (within the district or outside of the district);
 - (d) the proposed role and contribution of the Elected Member or CEO attending the event (participant, observer or presenter) and the value of their contribution;
 - (e) the number of invitations or tickets received;
 - (f) the cost to attend the event, including the cost of the ticket (or estimated value of the event per invitation) and any other relevant expenses such as travel and accommodation;
 - (g) the direct benefit of attendance to the Shire;
 - (h) alignment to the Shire's strategic objectives; and
 - (i) the number of Shire representatives already approved to attend.
6. An invitation or offer of ticket to an event that has not been submitted for approval under the process contained in this policy, or is received personally, is considered a non pre-approved event.
7. Payments in respect of attendance to non pre-approved events
- (a) For any non-pre-approved event, where a general member of the public is required to pay, unless it is a pre-approved event under paragraph 3.2.1, 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.
 - (b) If the CEO and/or 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, as budgeted, either directly or by way of reimbursement.
 - (c) 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.
 - (d) 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 paragraph, and making a determination.

3.3 Other Matters Excluded

This policy does not apply to -

- (a) An Elected Member's attendance of the normal business activities of a local community or sporting group or not-for-profit organisation of which the Elected Member has been directly nominated by Council as a Council representative;
- (b) An Elected Member's participation in "ongoing professional development" and mandatory training, paid for by the Shire.
- (c) CEO attendance at conferences or training, paid for by the Shire to assist in achieving the organisation's goals and objectives.

- (d) Invitations or offers of tickets *not* addressed to the 'Shire of Waroona'. Refer to sub-clause 3.1.

3.4 Disclosure of receipt of invitations or tickets as 'Gifts'

1. Elected Members and the CEO must disclose gifts in accordance with the *Local Government Act 1995* where the applicable statutory disclosure requirements are met.
2. A gift that is a ticket or invitation to, or otherwise relates to, attendance at an event is **an excluded gift** for the purposes of section 5.62(1B)(a) of the *Local Government Act 1995* where the **Shire approves** the Elected Member's or CEO's attendance at the event in accordance with this Policy.
3. Where a gift is an excluded gift under section 5.62(1B)(a), the gift remains subject to the applicable gift register requirements. The CEO is to record the disclosure in the Shire's gifts register in accordance with section 5.89A of the *Local Government Act 1995*, including the date of approval and reasons for the approval where required.
4. Where a gift is required to be disclosed, the Elected Member or CEO must make the disclosure within 10 days of receiving the gift. The CEO must record the disclosure in the Shire's gifts register within 10 days after the disclosure is made, in accordance with section 5.89A of the *Local Government Act 1995*.

1. Legislative and Strategic Context

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

2. Review

This policy is to be reviewed biennially.

3. 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.

4. Document Control

Division	Corporate & Governance		
Policy Number	ELP005		
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		
File Number	CM.7		
Risk Rating	Low	Review Frequency	Biennially
Next Review	May 28	Date Adopted	17/12/2019
OCM Number	OCM19/12/163		

5. Previous Policy No's.

Policy No.	Title
1.19	Councillor Representation at ANZAC Day Service
CORP007	Attendance at Events and Functions
CGP006	Attendance at Events and Functions

6. Amendments

Date	Details of Amendment	Reference	Record Number
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	
23/07/2024	Updated as part of Biennial Review	OCM24/07/108	
22/09/2026	Updated policy, and significant amendments applied to text. Policy number and title changed.	OCM26/09/124	CM.7