

## **ATTENDANCE AT EVENTS POLICY**

### **Policy Objective**

This policy addresses attendance at events, including concerts, conferences, functions, or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government. The purpose of the policy is to provide transparency about the attendant at events of Council Members and the CEO.

This policy should be read in conjunction with section 5.90A of the Local Government Act 1995, and any associated prescribed requirements.

Attendance at an event in accordance with this policy will exclude the event attendee from the requirement to disclose an interest if the event ticket is above the prescribed amount and the donor has a matter before council.

### **Application of the Policy**

The policy only applies to attendance at events by the elected members of the Council and the Chief Executive Officer (CEO).

For the sake of clarity, the policy does not apply to Shire of Laverton staff (other than the CEO) who attend events as part of their work requirements or duties. Attendance at events by other staff is a matter to be determined by the CEO, subject to the applicable staff conditions and policies.

Nothing in this policy should be interpreted as preventing a Councillor from attending an event at his or her own expense unless a resolution of the Council or a matter of protocol would prohibit such attendance.

### **Policy Statement**

To enable the Council to actively consider the purpose of and benefits to the community from attendance at events by elected members and the Chief Executive Officer (CEO) of the Shire of Laverton.

Invitations/tickets to an event provided to an individual (rather than the Shire) are to be treated as a gift and disclosed as required.

### **Entertainment Events**

Where there is an event of a commercial nature (i.e., ticketed events where a member of the public policy provides for how invitations to events are to be managed.

If attendance by the CEO or elected member/s at an entertainment event is considered in the best interest of the Shire, the CEO will prepare details for the council to consider and decide on attendance at that event as detailed within the “Approval of Attendance” sections of this policy.

### **Non-Entertainment Events**

Where there is an event of a commercial nature (i.e., ticketed events where a member of the public is required to pay to attend) such as conferences or seminars, this policy provides for how invitations to events are to be managed.

If attendance by the CEO or elected member/s at a commercial non-entertainment event is considered in the best interest of the Shire, the CEO will prepare details for the Council to consider and decide on attendance at that event as detailed within the “Approval of Attendance” sections of this policy.

### **Community/Local Events**

A community/local event is defined as an event held within the district, is open to all members of the public and where members of the public are not required to pay to attend the event. Invitations received by elected members and/or the CEO to community/local events (including where to attend in an official capacity to perform a civic function) are included as a “Pre-authorized Event” within this policy.

### **Provision of Tickets to Events**

#### **Invitations**

- All invitations for a council member or CEO to attend an event shall be in writing and addressed to the Shire of Laverton.
- Any invitation not provided to the Shire of Laverton is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the Act.
- A list of authorised events and attendee is included under the heading “Preauthorised Events”.

### **Approval of Attendance – General**

The CEO will prepare an agenda item for the Council to consider, relating to attendance at events, detailing the following information:

- Who is providing the ticket to the event (the organiser of the event or a third party).
- The location of the event in relation to the local government (within the district or out of the district).
- The role of the Council Member, CEO when attending the event (participant, observer, presenter).
- Whether the event is sponsored by the local government.

- The benefit to the district of council representation at the event.
  - Which elected member and/or officer should be authorised to attend the event.
  - Whether the proposed Shire of Laverton’s representatives’ partner(s) should also attend the event with expenses paid by the Shire of Laverton; and
  - The cost to attend the event and availability of funding within the adopted annual budget.
- Decisions to attend events in accordance with this policy will be made by a simple majority.

### **Approval of Attendance – Short Notice**

Where the timing of receipt of an invitation and the event itself does not provide an opportunity for the council to consider attendance at an event (such as when received at short notice), the CEO shall:

- a) Prepare an agenda item in accordance with “Approval of Attendance – General “and circulate to the council via email.
- b) Email correspondence is to set a reasonable period of notice for elected members to respond (not less than 24 hours).
- c) If no objections are raised within the set notice period by an elected member to the CEO, it will be taken by the CEO that every elected member who has not responded agrees with the recommendation.
- d) The decision to attend events at short notice will be made once agreement has been received from a simple majority of all elected members; and
- e) The decision is to be presented for noting at the next ordinary meeting of the council.

The council may also delegate attendance to an event to another council member or the CEO or another officer after a decision has been made, by a circular email from the CEO explaining the proposed change. The subsequent process shall be as described at (b), (c) and (d) above.

### **Travel to events outside the district**

Where travel by road is required, the Chief Executive Officer will (subject to availability) make a Shire of Laverton vehicle available.

Representatives who use their own motor vehicles to travel to events approved under this policy are to be reimbursed at the appropriate rate per kilometre as set out in the Local Governments Officers’ (Western Australia) Award and as at the date of the most recent determination of the Salaries and Allowances Tribunal for Local Government Chief Executive Officers and Elected Members.

### **Payments in Respect of Attendance**

For an invitation to attend an event where a ticket is provided with no charge, the local government may contribute to appropriate expenses for attendant, such as travel, meals (excluding alcoholic beverages) and accommodation for events outside the district.

For any events where a member of the public is required to pay unless listed under the heading “Pre-authorized Events”. The council will determine whether it is in the best interests of the local government for a council member or the CEO to attend on behalf of the council.

If the council determines that a council member and/or the CEO should attend a paid event, the local government will pay the cost of the ticket and appropriate expenses, such as travel, meals (excluding alcoholic beverages) and accommodation for events outside the district, and the cost of the ticket for events within the district.

Any ticket purchased or additional travel, meals and/or accommodation costs for the partner or family member of the Shire of Laverton representative(s) is/are not to be paid for by the Shire of Laverton unless the attendance of the partner with expenses paid by the Shire of Laverton has been specifically authorised by this policy or by a prior Council resolution.

### Pre-authorized Events

Nothing in this section of the policy is to be interpreted as preventing the Council from authorising by a resolution carried prior to the event by a simple majority attendance at an event by additional Councillors.

The following event attendances are pre-authorized by this policy:

| Event  | Date   | Authorised Attendee(s)  | Shire contribution to the costs  |
|--|--|---|--|
| Community/Local Events (as defined within this policy)                                       | Various                                      | Various   | Not applicable   |
| WA Local Government Convention (“Local Government Week”) including any associated receptions | Set annually by WALGA (usually early August) | All Councillors and the CEO   | Registration, travel, accommodation, and meals for representatives; plus, meals for attendees’ partners but not “partner program” fees nor additional travel costs for partners. |
| National General Assembly of Local Government  | Set annually by ALGA (usually September)     | The CEO and up to two elected members with precedence to the Shire President but otherwise on a rotational basis. | Registration, travel, accommodation, and meals for representatives; plus, meals for attendees’ partners but not “partner program” fees nor additional travel costs for partners  |
| National Local Roads and Transport Congress  | Set annually by ALGA (usually September)     | The CEO and up to two elected members with  | Registration, travel, accommodation,   |

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|   |                           | precedence to the Shire President but otherwise on a rotational basis.       | and meals for attendees.                                      |
| Goldfields Voluntary Regional Organisation of Councils (GVROC) meetings | Various                   | The CEO and the Shire's delegates and proxy delegate                         | Travel, accommodation, and meals for attendees.               |
| GVROC CEOs group  | Various                   | The CEO  | Travel, accommodation, and meals for attendees                |
| Goldfields-Esperance Country Zone of WALGA                              | Various (set by the Zone) | The CEO and the Shire's delegates and proxy delegate                         | Travel, accommodation, and meals for attendees                |
| Northern Goldfields Group   | Various                   | The CEO and the Shire President.   | Travel, accommodation, and meals for attendees                |
| Northern Goldfields CEOs Group  | Various                   | The CEO  | Travel, accommodation, and meals for attendees                |
| Outback Highway   | Various                   | The CEO and Shire President up to four elected members on a rotational basis | Travel, accommodation, and meals for attendees.               |
| Diggers and Dealers Kalgoorlie  | July yearly               | The CEO and Shire President up to four elected members on a rotational basis | Travel, registration, accommodation, and meals for attendees. |
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### **Equitable Opportunities**

It is desirable that every Councillor has an opportunity to attend external events outside the district.

If the Shire President is unable to unwilling to attend a pre-authorised event for which his attendance would take precedence over attendance by another elected member, that precedence will transfer to the Deputy President.

“Rotational basis” is used in this policy to mean that, once the Shire President’s precedence is exhausted, then if there are more elected members wishing to attend than this policy allows, precedence should be given first to elected members who have never previously attended an event of that type and then to the elected member(s) whose attendance at an event of that particular type is furthest in the past.

### **Amendments to this Policy**

Amendments to this policy require an absolute majority decision of the council, and the amended policy is to be published on the Shire's official website.

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| Document Control |
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| Responsible Officer                           | Chief Executive Officer          |
| Relevance Section                             | Governance                       |
| Legislative Requirement                       | S5.90A Local Government Act 1995 |
| Council Meeting Held & Adopted,<br>Resolution |                                  |
| Review Dates & Resolution                     |                                  |
| Next Review Date                              |                                  |