

Shire of Mundaring

POLICY

ATTENDANCE AT EVENTS

Policy Ref:	OR - 26		
Committee Rec:	ARC3.02.20	Date:	18 Feb 2020
Adopted:	C7.03.20	Date:	10 Mar 2020
Amended:		Date:	
Reviewed:		Date:	
Related Policy:	OR-01 Attendance by Elected Members at Conferences	Delegation Ref:	
Statute Ref:	<i>Local Government Act 1995</i> section 5.90A		
Local Law Ref:			

PURPOSE

- For Council to actively consider the purpose of and benefits to the community from Elected Members and the CEO attending events;
- To provide a framework for the acceptance of invitations to such events;
- To clarify who pays for tickets to events; and
- To provide transparency to the community on the acceptance of tickets to events.

POLICY

Section 5.90A of the *Local Government Act 1995* (the Act) provides that a local government must prepare and adopt an Attendance at Events policy. This policy is made in accordance with those provisions.

Scope

This policy applies to Elected Members and the CEO of Shire of Mundaring. It must be read in conjunction with Policy OR-01 "Attendance by Elected Members at Conferences".

This policy does not apply to Shire of Mundaring employees other than the CEO. Refer to OP-10 "Employee Attendance at Conferences and Travel".

Definition

In accordance with section 5.90A of the *Local Government Act 1995*, **event** includes:

- a concert;
- a conference;

- a function;
- a sporting event; and
- an occasion prescribed for the purposes of this definition by the *Local Government (Administration) Regulations 1996*.

This is not an exhaustive list. This policy also applies to agricultural shows, cultural events and festivals etc.

Policy

Council acknowledges that it is an important function for Elected Members and the CEO to represent their local government and fulfil their leadership role in the community.

Council's accountability to the community requires it to ensure that tangible benefits from spending ratepayers' money can be identified and that there is no perception of bias from accepting complimentary tickets when matters affecting the donor come before Council. It is important that Elected Members and the CEO make decisions – and are seen to be making decisions – free from influence and in the best interests of the community.

Attendance at an event, whether as a representative of Shire of Mundaring or otherwise as an Elected Member or CEO, where the Elected Member or CEO has not paid for the ticket or hospitality, is a gift and must be disclosed if the gift is valued over \$300 (either one gift or cumulative over 12 months from the same donor).

However attendance at an event in accordance with clause 1.3 of this policy will exclude the recipient of complimentary tickets from the requirement to disclose an interest if the ticket is over \$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.

1. Provision of tickets to events

1.1 All invitations for an Elected Member or CEO to attend an event must be addressed in writing to Shire of Mundaring.

1.2 Invitations addressed to Elected Members or the CEO, but not submitted in writing to the Shire, are not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the Act.

1.3 Events for Elected Members and the CEO authorised in advance of the event by this policy are:

- a. Shire hosted or sponsored ceremonies, functions, events and art exhibitions;
- b. Meetings and events hosted by clubs and not-for-profit organisations in the shire;
- c. Any free events held in the shire;
- d. Cultural events or festivals in the shire;
- e. Events run by schools within the shire;
- f. Events for which representation by the Shire President or the CEO has been requested; and

- g. Events run by other local governments, WALGA and Local Government Professionals Australia.

2. Approval of attendance

2.1 In making a decision on attendance at an event, Council will consider:

- a) who is providing the ticket to the event;
- b) the location of the event ie whether in the district or out of the district;
- c) the role of the Elected Member or CEO when attending the event, i.e. 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 or tickets received;
- g) the cost to attend the event, including the cost of the ticket and any other expenses such as travel and accommodation.

2.2 Decisions to attend events in accordance with this policy will be made by simple majority and may be delegated.

3. Payments in respect of attendance

3.1 Where an invitation or ticket to an event outside the Shire is provided free of charge, the Shire may contribute to appropriate expenses for attendance, such as travel and accommodation, if Council determines attendance to be of public value.

3.2 Unless listed at clause 1.3, for any events where generally members of the public are required to pay, Council will determine whether it is in the best interests of the Shire for an Elected Member or the CEO to attend on behalf of Council.

3.3 If Council determines that an Elected Member or CEO should attend a paid event, the Shire will pay the cost of attendance and appropriate expenses, such as travel and accommodation, for events outside the Shire and the cost of attendance for events within the Shire.

3.4 Where partners of an authorised Shire representative attend an event, any tickets for that person, if paid for by the Shire, must be reimbursed by the representative.