

Shire of Wiluna Policy Manual

ATTENDANCE AT EVENTS

Policy 1.29

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 Wiluna 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 Wiluna.

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 is required to pay to attend) such as concerts or sporting events, this 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 make a decision on attendance at that event as detailed within the "Approval of Attendance" sections of this policy.

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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 make a decision 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 general 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-authorised 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 Wiluna.
- Any invitation not provided to the Shire of Wiluna 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 "Pre-authorised 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 Wiluna's representatives' partner(s) should also attend the event with expenses paid by the Shire of Wiluna; 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.

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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 Wiluna 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 Section 30.6 of the *Local Governments Officers’ (Western Australia) Interim Award 2011* 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 Wiluna representative(s) is/are not to be paid for by the Shire of Wiluna unless the attendance of the partner with expenses paid by

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the Shire of Wiluna has been specifically authorised by this policy or by a prior Council resolution.

Pre-authorised 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-authorised 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 precedence to the Shire President but otherwise on a rotational basis.	Registration, travel, accommodation, and meals for attendees.
Developing Northern Australia Conference	Set annual by the Office of Northern Australia (usually early to mid-July)	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 attendees.
SEGRA Conference	Set annually by SEGRA. (The SEGRA 2020 conference will be held on 22-24 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 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

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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
Goldfields-Esperance Regional Roads Group	Various (set by MRWA)	The CEO and the Shire's delegates and proxy delegate	Travel, accommodation and meals for attendees
Goldfields Joint Development Assessment Panel	As required (dates will be set by WA Planning Commission)	The CEO and the Shire's delegates and proxy delegates (two required)	Travel, accommodation and meals for attendees
Murchison Country Zone of Walga ("Cue Parliament")	Set by the Zone (usually in May and November)	The CEO, Shire President and Deputy President	Travel, accommodation and meals for attendees
Murchison Executive Group (MEG)	Various (3 times per year)	The CEO	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

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 particular 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.

Document Control	
Responsible Directorate	Office of the CEO
Relevant Section	Governance
Legislative Requirement	S5.90A Local Government Act 1995
Council Meeting Held & Adopted, Resolution #	26 Feb 2020 015/20
Amendments, Date & Resolution #	
Review Dates & Resolution #	
Next Review Date	2022