

**POLICY NO:CE/CS/8**

**FORMER POLICY NO:**

**ATTENDANCE AT EVENTS**

<b>DIVISION</b>	<b>BUSINESS UNIT</b>	<b>RESPONSIBILITY AREA</b>
CEO	CEO	Councillor Services

**OBJECTIVE**

This policy addresses Council members and CEO (or delegated staff) attendance at any events, including concerts, conferences, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government. This Policy also sets out the Shire's position with respect to the attendance of Councillors and the CEO at events in accordance with Section 5.90A of the Act.

The purpose of the policy is to provide transparency about attendance at events of Council members and the CEO.

**POLICY**

1. Under Section 5.90A of the Local Government Act 1995, the definition of an event includes the following:
  - a) a concert;
  - b) a conference;
  - c) a function;
  - d) a sporting event;
  - e) an occasion of a kind prescribed for the purposes of this definition.
2. The attraction, development and approval of events will be in accordance with the following objectives:
  - a) Generation of direct and indirect economic benefits to the community
  - b) Generation of social benefit, vibrancy and promotion of cultural diversity and inclusion
  - c) Creation of a calendar of events which brings visitors to the region year round and provides broad activation across the area
  - d) Positive promotion of the Shire of Plantagenet and the Great Southern region of WA.
3. The Council makes an allocation of funds each year which is distributed to incorporated clubs and community organisations under the Community Grants Program. Approval of applications for grants are prioritised based on what the Council believes will provide the greatest overall benefit to the quality of life of the residents of the Shire of Plantagenet.

4. Event sponsorship can be provided as cash or in-kind contributions, with sponsorship agreements entered into with event organisers on either a single or multi-year basis.
5. Invitations/tickets to events may be provided to the Shire by event organisers. Where attendance at these events is approved in accordance with this Policy, the requirement to disclose a financial interest under the Act will not apply.
6. In addition to invitations/tickets provided by event organisers, the CEO, in consultation with the Shire President, may purchase tickets for the purposes of Council representation at an event.
7. In determining approval for attendance at an event, the Council will consider:
  - a) Who is providing the invitation or ticket to the event
  - b) The location of the event
  - c) Whether the event is sponsored by the Shire of Plantagenet
  - d) The relevance of the event to the Council's adopted policy objectives under paragraph 3.2
  - e) The role of the Council member or CEO when attending the event (participant, presenter, observer) and the value of their contribution
  - f) The cost to attend the event and/or the public value of attendance if the ticket is being provided at no cost to the Shire.
  - g) The number of invitations/tickets received
  - h) The benefits or importance of Council and/or CEO representation at the event.
8. It is considered appropriate for a Councillor or CEO's partner to accompany them to an event held outside of normal business hours. While the Shire will not generally pay for such attendance, invitations/tickets received by the Council may be provided for this purpose where they are available.
9. The Shire President can delegate any approved attendance to an event to the Deputy Shire President, another Council member or staff member.
10. An invitation provided or addressed personally to a Councillor or to the CEO (for instance via a personal email account) will not be captured by this Policy, and the requirement to disclose a financial interest where the amount exceeds the amount prescribed under the Local Government (Administration) Regulation 20A will apply.
11. This policy does not apply where a Councillor or the CEO attends an event at their own cost and in a personal capacity.

12. 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 by the Council in accordance with the Council endorsed Attendance at Event policy.
  
- b) The gift is from specified entities.

Excluded gifts are still a gift that must be disclosed and published on the Gifts Register if over the value of \$300.00 and received in the capacity of Council member or CEO.

**ADOPTED: 24 MARCH 2020**

**LAST REVIEWED: 24 MARCH 2020**