

Introduction

It is important for elected council members and the Chief Executive Officer (CEO) to attend events to represent the Shire of Capel. This key function of community leadership positions, requires transparency and must be justified to deliver identifiable and tangible benefits to the community.

Purpose

The purpose of this policy is to provide a framework for elected members and the CEO to consider and accept invitations to attend various events, pursuant to Section 5.90A Local Government Act.

This policy clarifies who will pay costs associated with attending events and where certain criteria are met, enables Councillors to attend events as representatives of Council without restricting their ability to participate in Council Meetings.

Policy statement

This policy applies to elected members and the CEO of the Shire of Capel.

Attendance at an event in accordance with this policy includes, but is not limited to:

- Concerts
- Conferences
- Functions
- Hospitality occasions
- Sporting events
- Other events such as agricultural shows, cultural events and festivals etc.

Attendance at an event in accordance with this policy will exclude the gift holder from the conflict of interest provisions if the ticket is above \$300 (either one gift or cumulative over 12 months from the same donor) and the donor has a matter before Council.

Receipt of the gift will still be required under the gift register provisions.

Any gift received that is less than \$300 also does not need to be disclosed as an interest.

Application

1. Invitations

All invitations or offers of tickets for a council member or CEO to attend an event shall be in writing and addressed to the CEO, by mail to PO Box 369, Capel, WA 6271 or by email to info@capel.wa.gov.au

Any invitation or offer of tickets not addressed to the CEO is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the Act.

A register of events and attendees authorised by the local government in advance of the event will be maintained.

2. Pre-Approved Events

The Shire approves attendance at the following events by Elected Members and the Chief Executive Officer, subject to:

- where an Elected Member is invited, approval from the Shire President is required
- where the Chief Executive Officer is invited, the Chief Executive Officer may attend or delegate attendance to his/her representative.

- a. Meetings and events held by clubs or organisations within the Shire of Capel
- b. Any free event held within the Shire of Capel
- c. WA Local Government Association events (not including the Annual General Meeting or conference)
- d. Australian Local Government Association events (not including the Annual General meeting or conference)
- e. Shire of Capel hosted ceremonies, events and functions
- f. Shire of Capel sponsored events
- g. Events run by Local, State or Federal Governments
- h. Professional bodies that are apolitical
- i. Community cultural and festival events
- j. Events where the Shire President or Chief Executive Officer have formally been requested to attend.

All elected members and the Chief Executive Officer are entitled to attend pre-approved events, associated fees will be paid by the Shire of Capel.

Attendance at the WA and Australian Local Government Association Annual General meetings and conferences are to be referred to council for approval.

3. Approval of attendance

In making a decision on attendance at non pre-approved events, the request is to be referred to council, the council will consider:

- a) Who is providing the event invitation or ticket
- b) Where is the event located
- c) What is the role/contribution of the council or staff member in attending the event -participant, observer or presenter
- d) What benefit will participation at this event bring to the Shire of Capel and its community
- e) How many invitations/tickets are offered
- f) The full cost to attend the event, including the ticket and any other expenses such as meals, travel and accommodation
- g) The estimated value of any complimentary ticket/invitation and any other expenses such as travel and accommodation.

Decisions to attend events in accordance with this policy will be made by simple majority of the council or by the Shire President, Deputy Shire President or the Chief Executive Officer in accordance with any compliance with this policy.

- Events for the Shire President will be approved by the Deputy President;
- Events for Councillors will be approved by the Shire President;

- Events for the Chief Executive Officer will be approved by the Shire President; and
- Events for officers, will be approved by the Chief Executive Officer.

4. Payments in respect of attendance

Where an invitation or ticket to an approved event is provided free of charge, Council will fund expenses such as travel and accommodation incurred through attendance subject to prior approval and claim.

For events where a member of the public is required to pay, the council will determine whether it is in the best interests of the local government for a council member or the CEO or another officer to attend on behalf of the council.

If the council determines that a council member or CEO should attend a paid event, the local government will pay the cost of attendance and reasonable expenses, such as travel and accommodation.

Where partners of an authorised local government representative attend an event, any tickets for that person, if paid for by the local government, must be reimbursed by the representative unless expressly authorised by the council.

If the event is ticketed and the Elected Member or Chief Executive Officer pays the full ticketed price and does not seek reimbursement then no action is required.

If the event is ticketed and the Elected Member or Chief Executive Officer pays a discounted rate or is provided with a free ticket then the recipient must disclose receipt of the tickets (and any other associated hospitality) within 10 days

5. Events not included in this Policy

Conferences, seminars and training that are considered part of elected member professional development under Policy 1.6 – Conference and Training Expenses or the CEO under Policy 3.10 – Conference, Training & Travel Expenses are excluded. Events sponsored or managed by the Shire of Capel, or events that are of an honorary or procedural nature are exempt from this policy.

The following events are excluded where the ticket or invitation is received from one of the following organisations. The gift is still required to be recorded on the Shire Gift register.

- Western Australia Local Government Association (excluding LGIS);
- Local Government Professionals Australia (WA);
- A local government or regional local government;
- Department of the WA state public service; and
- Government department of another State, a Territory or the Commonwealth.

The following events are excluded from this policy as they are not considered Council business. Any Councillor attending such events are attending in their personal capacity:

- Party political events and fundraisers
- Social events
- Entertainment events with no link to the Shire
- Events that primarily benefit Councillors in a personal capacity or in a role other than their role at the Shire.

Procedure

Department:	CEO's Division	Next review:	December 2022
Reviewer:	CEO	Legislation:	Local Government Act 1995, s2.7(2)(b)
Adopted:	Minute OC164/2020, 30.09.20	Delegation:	
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