



## Attendance at Events Policy

Responsible Officer	Chief Executive Officer
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### Objective

This policy is required under the *Local Government Act (WA)(CKI) 1995* to provide guidance to Councillors on the acceptance of invitations to events and clarifies payment of ticket prices.

### Scope

This policy applies to all elected members and the Chief Executive Officer of the Shire of Cocos (Keeling) Islands.

### Policy

Elected Members and the CEO are often required to represent their local government and fulfil their leadership role in the community by attending events. However, to comply with legislation and to ensure transparency and accountability to the community it is essential that there are tangible benefits from spending Council funds on events and that there is no perception of bias from accepting complimentary tickets when matters affecting the donor come before Council.

Attendance at an event, whether as a representative of Shire of Cocos (Keeling) Islands 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).

Any gift received that is less than \$300 (either one gift or cumulative over 12 months from the same donor) does not need to be disclosed as an interest.

Invitations for an Elected Member or CEO to attend an event must be addressed in writing to Shire of Cocos (Keeling) Islands.

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.

Events for Elected Members and the CEO authorised in advance of the event by this policy are listed below and exclude the recipient of complimentary tickets from the requirement to disclose an interest:

- 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, ALGA, WALGA and Local Government Professionals Australia.

### **Approval of attendance**

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 i.e. 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.

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

### **Payments in respect of attendance**

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.

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.

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.

## Definitions

In accordance with s5.90A of the *Local Government Act (WA) (CKI) 1995* 'event' includes, but is not limited to, the following:

- Concert;
- Conference;
- Function;
- Sporting event;

An occasion prescribed for the purposes of this definition by the *Local Government (Administration) Regulations 1996*

## Relevant Legislation/Local Law

*Local Government Act (WA) (CKI) 1995*

Office Use Only				
Relevant Delegations				
Council Adoption	Date		Resolution #	
Reviewed/Modified	Date		Resolution #	
Reviewed/Modified	Date		Resolution #	