

14.1 APPLICATION TO ATTEND AN EVENT

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Acting Chief Executive Officer
SENIOR OFFICER:	N/A
DATE OF REPORT:	19 October 2022
PREVIOUS REPORT(S):	N/A
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	RC.EV.3
ATTACHMENTS:	1. Council policy A.23 Attendance to events

OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

- 1. That Council approve attendance by the President Cr Phil Blight at the 2022 Lexus Melbourne Cup at the invitation of the Victorian Racing Club.**

Carried 0/0

BRIEF SUMMARY

Council is requested to approve the acceptance of an invitation of the Victorian Racing Club and endorse the attendance by the President Cr Phil Blight and his wife as representatives of the Shire of Wagin.

BACKGROUND/COMMENT

The Lexus Melbourne Cup and custodians visited Wagin 17 August as part of a select national tour. The Victorian Racing Club very generously extends an invitation to participating communities that includes the attendance of two persons as guests of the club to see the running of the Cup live. Travel, accommodation and entry to the members area is included in this invitation.

The President Cr Phil Blight is in a position to accept the invitation and will make a declaration for the gifts register as required by s.5.87A of the Local Government Act 1995.

It is a requirement of Council policy A.23 that a vote of council be exercised to support attendance of events of this nature and paragraph 2.2 of the policy indicates this is by simple majority.

This event falls outside the list of pre-approved events at Annexure A of the policy and no payment by Council is requested.

CONSULTATION/COMMUNICATION

Chief Executive Officer; administration staff; President and Deputy President, Cr's P Blight and G Ball.

STATUTORY/LEGAL IMPLICATIONS

Section 5.87A Local Government Act 1995.



POLICY IMPLICATIONS

Policy A.23 Attendance to Events is relevant.

FINANCIAL IMPLICATIONS

There are no financial implications to this item.

STRATEGIC IMPLICATIONS

There are no direct strategic implications to this item.

VOTING REQUIREMENTS

Simple majority.



A.23. ATTENDANCE TO EVENTS

POLICY NUMBER	A.23
POLICY TYPE	ADMINISTRATION
DATE ADOPTED	26 MAY 2020
REVIEW DATE	
DELEGATION APPLICABLE	NO

OBJECTIVE

The Shire of Wagin is required under Section 5.90A of the *Local Government Act 1995* prepare and adopt an Attendance at Events Policy. This policy addresses the attendance of Council members, CEO and Senior Managers 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.

The purpose of the policy is to provide transparency about the attendance at events and to provide guidance when an invitation to an event or function, or other hospitality occasion, ticketed or otherwise, is offered free of charge.

Attendance at an event in accordance with this policy will exclude the gift holder from the requirement to disclose an interest if the ticket is above \$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.

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

This policy applies to Elected Members, the Chief Executive Officer and all Senior Employees of the Shire of Wagin (the Shire) in their capacity as an Elected Member or Employee of the Shire.

Elected Members, the Chief Executive Officer and Senior Managers occasionally receive tickets or invitations to attend events to represent the Shire to fulfil their leadership roles in the community. The event may be a paid event or a ticket/invitation may be gifted in kind or indeed it may be to a free / open invitation event for the community in general.

Under Section 5.90A of the *Local Government Act 1995* an event includes the following

- a) A concert;
- b) A conference;
- c) A function;
- d) A sporting or community event
- e) An occasion of a kind prescribed for the purposes of this definition.

PROVISION OF TICKETS TO EVENTS

1. INVITATIONS

- 1.1 All invitations or offers of tickets for an Elected Member, CEO or employee to attend an event should be in writing and addressed to the CEO.
- 1.2 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.
- 1.3 Whilst not required by the legislation the CEO will maintain a list of events and attendees authorised by the local government in advance of the event. See Annexure A – Pre-Approved Events
- 1.4 Attendance at any events not pre-approved in Annexure A will require approval by Council.

2. APPROVAL OF ATTENDANCE

2.1 In making a decision on 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 in relation to the local government (within the district or out of the district),

- c) the role of the council member or CEO when attending the event (participant, observer, presenter) and the value of their contribution,
 - d) whether the event is sponsored by the local government,
 - e) the benefit of local government representation at the event,
 - f) the number of invitations / tickets received, and
 - g) the cost to attend the event, including the cost of the ticket (or estimated value of the event per invitation) and any other expenses such as travel and accommodation.
- 2.2 Decisions to attend non pre-approved events in accordance with this policy will be made by simple majority of Council. A register of these events shall be maintained by the CEO. See Annexure B – Register of Events Approved by Council

3. PAYMENTS IN RESPECT OF ATTENDANCE

- 3.1 Where an invitation or ticket to an event is provided free of charge, the local government may contribute to appropriate expenses for attendance, such as travel and accommodation, for events outside the district if the council determines attendance to be of public value.
- 3.2 For any events where a member of the public is required to pay, unless previously approved and listed in Annexure A, the Council will determine whether it is in the best interests of the local government for an Elected Member, CEO or another Officer to attend on behalf of the Council.
- 3.3 If the Council determines that an Elected 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.
- 3.4 Where partners of an authorised local government representative attend an approved event, any tickets for that person will be paid by Council.

Forms and Templates

Annexure A – Pre-Approved Events List

Annexure B – Register of Events Approved By Council

Annexure A – Pre-Approved Events

The Shire approves attendance at the following events by Elected Members, the Chief Executive Officer and employees of the Shire: -

- i. Advocacy lobbying or Ministerial briefings (Elected Members, the Chief Executive Officer and Executive Management only);
- ii. Meetings of clubs or organisations within the Shire of Wagin;
- iii. Any free event held within the Shire of Wagin;
- iv. Australian or West Australian Local Government events;
- v. Events hosted by Clubs or Not for Profit Organisations within the Shire of Wagin to which the Shire President, Elected Member, Chief Executive Officer or employee has been officially invited;
- vi. Shire hosted ceremonies and functions;
- vii. Shire hosted events with employees;
- viii. Shire run tournaments or events;
- ix. Shire sponsored functions or events;
- x. Community art exhibitions;
- xi. Cultural events/festivals;
- xii. Events run by a Local, State or Federal Government;
- xiii. Events run by the Wagin District High School;
- xiv. Major professional bodies associated with local government at a local, state and federal level;



- xv. Opening or launch of an event or facility within the Shire of Wagin;
- xvi. Recognition of Service events
- xvii. RSL events; and
- xviii. Events run by the Wagin Agricultural Society.

Annexure B – Register of Events Approved by Council (by Simple Majority decision)

Event	Date of Event	Approved Attendee/s	Approved local government contribution to cost	Date of Council resolution



GUIDELINES

- *Local Government Act 1995*
- *Local Government Administration Regs*

HISTORY

- Nil

RESPONSIBLE OFFICER

- Chief Executive Officer