

Purpose

The Shire of Boddington (Shire) is required under Section 5.90A of the Local Government Act 1995 to prepare and adopt an Attendance at Events Policy

The purpose of this Policy is to outline the process associated with attendance at any event, whether free of charge, part of a sponsorship or paid by the local government, and provide transparency about the attendance at events of Council Members and the Chief Executive Officer.

Attendance at an event in accordance with this Policy excludes the gift holder from the requirement to disclose a potential conflict of interest if the ticket is above \$300 inclusive of GST and the donor has a matter before Council. Any gift received that is \$300 or less, either one gift or cumulative over twelve months from the same donor, also does not need to be disclosed as an interest. Receipt of the gift is still required under the gift register provisions.

Scope

This Policy only applies to Council Members and the Chief Executive Officer of the Shire. The Chief Executive Officer is required to determine and apply a Policy regarding such matters, as they apply to all employees, other than the Chief Executive Officer.

Definitions

Term	Meaning
Policy	This Shire of Boddington policy titled "Attendance at Events".
District	The Peel region of Western Australia and the Local Government areas covered by the Hotham-Williams Economic Development Alliance.
Council Members	Includes all Councillors.
Event	In accordance with section 5.90A of the Local Government Act 1995, an event is defined as a: <ul style="list-style-type: none"> • Concert • Conference • Function • Sporting event • Occasion prescribed by the Local Government (Administration) Regulations 1996.
Gift	Means a single gift or cumulative gifts within any rolling 12 month period and is not limited to either calendar or financial year.

Policy Statement

Council Members and the Chief Executive Officer occasionally receive tickets or invitations to attend events. The event may be a paid event or a ticket/invitation may be gifted in kind, or indeed it may be a free/open invitation event to the community in general.

Pre-Approved Events

In order to meet the policy requirements, tickets and invitations to events are to be received by the Shire, as opposed to in the name of a specific person in their role with the Shire. Individual tickets and associated hospitality with a dollar value above \$500, inclusive of GST and travel if relevant, provided to the Shire are to be referred to Council for determination.

Council approves attendance at the following events:

- Advocacy, lobbying or Members of Parliament or Ministerial briefings;
- Meetings of clubs or organisations within the Shire of Boddington;
- Any free event held within the Shire of Boddington;
- Australian or West Australian Local Government events;
- Events hosted by Clubs or Not for Profit Organisations within the Shire of Boddington to which the individual has been officially invited;
- Shire hosted ceremonies, functions and events;
- Shire sponsored functions or events;
- Community art exhibitions within the Shire of Boddington or District;
- Cultural events/festivals within the Shire of Boddington or District;
- Events run by a Local, State, or Federal Government;
- Events run by schools and universities within the Shire of Boddington;
- Major professional bodies associated with local government at a local, state, and federal level;
- Opening or launch of an event or facility within the Shire of Boddington or District;
- Recognition of Service events within the Shire of Boddington or District;
- RSL events within the Shire of Boddington or District;
- Events run by Western Australian Local Government Association (WALGA), Local Government Insurance Scheme (LGIS), or other recognised and incorporated WA based local government professional association; and
- Where Council Member or employee representation has been formally requested.

If there is a fee associated with a pre-approved event, the fee, including the attendance of a partner, may be paid for by the Shire out of the Shire's budget by way of reimbursement..

If there are more Council members than tickets provided, the Council President is to allocate the tickets.

Approval Process

Where an invitation is received to an event that is not pre-approved, it may be submitted for approval prior to the event as follows:

- Events for the Council President may be approved by the Deputy Council President;
- Events for Councillors may be approved by the Council President; and
- Events for the Chief Executive Officer may be approved by the Council President;

Considerations for approval of the event are to include:

- Any justification provided by the applicant when the event is submitted for approval,
- The benefit to the Shire of the person attending,
- Alignment to the Shire's Strategic Objectives, and
- The number of Shire representatives already approved to attend.

Where a Council Member has an event approved through this process and there is a fee associated with the event, the cost, including for attendance of a partner, is to be paid out of the Members Receptions budget. Where an employee has an event approved through this process and there is a fee associated with the event, then the cost is to be paid for out of the Shire's relevant budget line.

Non-Approved Events

Any event that is not pre-approved, is not submitted through an approval process, or is received personally is considered a non-approved event and dealt with as follows:

- If the event is a free event to the public, then no action is required.

- If the event is ticketed and the attendee pays the full ticketed price and does not seek reimbursement then no action is required.
- If the event is ticketed and the attendee pays a discounted rate or is provided with a free ticket/s with a discount value greater than \$300, the recipient is to disclose the ticket/s and associated hospitality within ten days to the Chief Executive Officer (or Council President if recipient is the Chief Executive Officer).

If a Council Member receives a ticket in their name, in their role as a Council Member, and of \$300 value or greater, they are still required to comply with normal gift disclosure requirements.

An event does not include training, which is dealt with separately.

Responsible Officer	Chief Executive Officer
History	Adopted 28 May 2020 (Resolution 49/20) Amended 23 March 2023 (Resolution 25/23)
Delegation	
Relevant Legislation	Section 5.90A of the Local Government Act 1995
Related Documentation	Forms & Templates : Declaration of Gifts, Code of Conduct