



## COUNCIL POLICY Elected Members

1.1.6

<b>Title:</b>	<b>1.1.6 ELECTED MEMBER AND CEO ATTENDANCE AT EVENTS</b>
<b>Adopted:</b>	18 December 2019
<b>Reviewed:</b>	15 December 2021 (amended)
<b>Associated Legislation:</b>	Local Government Act 1995 Local Government Amendment Act 2019
<b>Associated Documents:</b>	Shire of Mingenew Code of Conduct for Council Members, Committee Members, and Candidates, Elected Member Training and Professional Development Policy, and Elected Member Entitlements Policy
<b>Review Responsibility:</b>	Governance & Community Manager
<b>Delegation:</b>	-

Previous Policy Number/s: Nil

### **Objective:**

To provide guidance and clarify eligibility and responsibilities for Elected Members and the CEO in attending events as representatives of the Shire of Mingenew.

### *Definitions*

An event includes: a concert, conference, function, sporting event and any other occasion as prescribed.

### **Policy Statement:**

Elected Members and the CEO are encouraged to engage with the community and attend events as representatives of the Shire of Mingenew.

The President reserves the right to attend as the key representative/guest on behalf of the Shire of Mingenew. In the event of the President relinquishing attendance at a function to the Deputy President, CEO or Council-delegated alternative Elected Member, the CEO will communicate with the nominated Elected Member to ensure that they are aware of relevant issues and is prepared for the function.

Where the event is of relevance to a group or committee to which an Elected Member has been appointed, then one of the appointed Elected Members will be the designated representative (where there is more than one, Council may appoint a delegate for the event).

Attendance at training and professional development events may be approved and purchased in accordance with the Elected Member Training and Professional Development Policy and Elected Member Entitlements Policy.

Application responsibility for the implementation of this policy rests with the President, Councillors and Chief Executive Officer.

### **Invitations**

Invitations are to be addressed to Council, the CEO or Elected Member Committee delegate, rather than to individual Councillors. Where a specific number of tickets/allocations are provided, an invitation should be referred to a 'Council representative'.



Invitations received by Councillors for events may be forwarded to the CEO/President for eligibility and disclosure requirements to be checked and timely advice provided where necessary. This also enables consideration of whether an officer should accompany the nominated Elected Member, whether a speech needs to be developed for the President/Elected Member, and whether the event should be used as an opportunity for a media release.

Before accepting an invitation, consideration must be given to the political implications and community expectations that may be inadvertently placed on the Elected Member or CEO for attending an event.

### **Approval**

Tickets and associated costs to events may be approved under the following circumstances:

- The applicant is an Elected Member or CEO; and
- They are attending as representatives of the Shire of Mingenew; and
- An appropriate allocation in the budget has been made/Council approval given/costs borne by individual; and
- The disclosure of financial interests and gifts requirements are met; and
- Records are kept in relation to the costs and attendance at the event; and
- The donor does not have a matter before Council or the donor is not expected to have a matter presented to Council (i.e. a pending application or recent known contact suggests a decision of Council may be required) which may imply a real or perceived conflict of interest.

Subject to the requirements above being met, Council pre-approves the attendance to any event that is offered by one of the following organisations:

- WALGA (but not LGIS)
- Local Government Professionals Australia (WA)
- Australian Local Government Association
- A State Government department or agency
- The Federal Government
- A local government or regional local government
- Local community organisation or sporting club (based in the Shire of Mingenew)

### **Tickets and Associated Costs**

This section relates to the purchasing or gifting of tickets, accommodation, travel and any other contributions associated with the attendance at an event.

The procedure for purchasing of tickets and associated costs for approved events will be in accordance with the Shire's Elected Member Entitlements Policy.

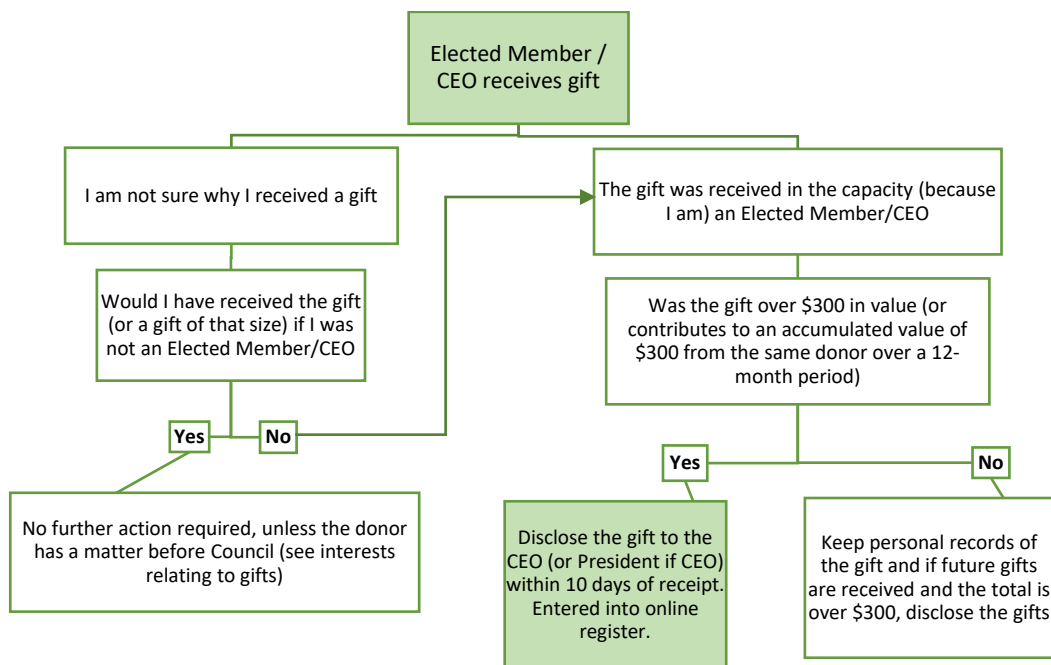
The acceptance of gifted tickets and associated costs must be approved in accordance with this policy and legislated gift provisions.

The acceptance of any tickets or associated costs for events valued over \$300 (or contributes to an aggregated value of \$300 from the same person/organisation over a 12-month period) must be disclosed. Where tickets or associated costs are offered at no cost to the receiver, the value of the cost/s must first be obtained and considered against the gift provisions.



Elected Members and the CEO may have regard to the following flowchart to assist with their decision making and disclosure:

### Gift Disclosure Flowchart



Should an Elected Member or the CEO be attending an event in a private capacity and not performing any official duties, the cost and associated arrangements will be borne by the individual. However, the Elected Member/CEO may still be required to act in a manner that befits their role as an Elected Member/CEO and are beholden to the requirements of the Code of Conduct.

#### Interests relating to gifts

If a council member receives any gift (or a series of gifts in a 12-month period) valued at \$300 or above and the donor has a matter before Council, the Elected Member must disclose an interest and remove themselves from the meeting (unless approval is granted by the Council or the Minister, depending on the value of the gift). The donor becomes a closely associated person in accordance with section 5.62.

#### Review

The policy is to be reviewed biennially following each ordinary local government election, and at any other time as deemed appropriate.