

1. PURPOSE

The purpose of this policy is to provide transparency and consider the purpose of, and benefits to the community from Elected members and the Chief Executive Officer attending events.

2. SCOPE

This policy is applied to the Shire of Kellerberrin Elected members, Chief Executive Officer and employees. This policy is not intended to provide guidance on the acceptance of a gift.

3. DEFINITIONS

Term	Meaning
CEO	Chief Executive Officer of the Kellerberrin Shire
Elected Members	(a) Elected President of the Shire of Kellerberrin; or (b) A Councillor on the council.
Employees	Shire of Kellerberrin staff (part time, casual, full time and contract)
President	Person elected by electors of the district as President to the Council of Shire of Kellerberrin.
Shire	Local Government of the Shire of Kellerberrin, as per <i>Act Division2, Section 2.5</i>

4. STRATEGIC CONTEXT

This policy links to key goal areas:

1. Relationships that bring us tangible benefits (to the Shire and our community)
2. Our lifestyle and strong sense of community
3. We are prepared for opportunities and we are innovative to ensure our relevancy and destiny

5. POLICY STATEMENT

This policy applies to Elected Members, the CEO and all employees of the Shire of Kellerberrin (the Shire) in their capacity as an Elected Member or employee of the Shire and where they may receive free or discounted tickets or invitations to attend events to represent the Shire to fulfil their leadership roles in the community, generally, from a third party.

Attendance at an event, in accordance with this policy, will exclude a gift recipient 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 12 months from the same donor) also does not need to be disclosed as an interest.

Notations

- If an Elected Member receives a ticket in their name, in their role as an Elected Member, of \$300 or greater value, they are still required to comply with normal gift disclosure requirements.
- Whilst the law permits gifts greater than \$300 to be accepted by the CEO (but not other employees), in their role with the Shire, the CEO and all other employees, by operation of this Policy, are prohibited from accepting any gift greater than \$300, unless from the Shire as the organiser of the event, or as a gift pursuant to Section 5.50 of the Act (gratuity on termination).
- If the CEO or an employee receives a ticket in their name, in their role as an employee, of between \$50 and \$300, they are required to comply with normal gift disclosure requirements and the Code of Conduct re; notifiable and prohibited gifts.
- An event does not include training, which is dealt with separately via employment contract and Councils Policy Elected Member Training.
- Nothing in this Policy shall be construed as diminishing the role of the CEO in attending or approving attendance at activities or events by other employees, that in the opinion of the CEO, are appropriate, relevant and beneficial to the Shire and its employees as long as it does not involve gifted or discounted attendance fees.

5.1. Permitted Events

All Elected Members, the CEO and employees with the approval of the CEO or their respective Line Manager, are entitled to attend permitted events to assist represent the Shire.

If there is a fee associated with a permitted event, the fee, including the attendance of a partner, and if deemed necessary, travel and accommodation, may be paid for by the Shire out of the Shire's budget by way of reimbursement, unless the event is a conference which is dealt with under clause 4 of this policy.

If there are more Elected Members than tickets provided then the Shire President shall allocate the tickets.

Notewell: Donated or Discounted individual tickets and any associated hospitality with a discount / donated estimated or face value above \$500 (inclusive of GST and if relevant, travel) provided to the Shire are to be referred to Council for determination.

The following events are permitted subject to the provisions of this policy:

- (a) Advocacy, lobbying or Members of Parliament or Ministerial briefings (Elected Members, the CEO and Line Management only);
- (b) Meetings of clubs or organisations within the Shire of Kellerberrin;
- (c) Any free event held within the Shire of Kellerberrin;
- (d) Australian or West Australian Local Government events;
- (e) Events hosted by Clubs or Not for Profit Organisations within the Shire of Kellerberrin to which the Shire President, Elected Member, CEO or employee has been officially invited;
- (f) Shire hosted ceremonies and functions;
- (g) Shire hosted events with employees;
- (h) Shire run tournaments or events;
- (i) Shire sponsored functions or events;
- (j) Community art exhibitions within the Shire of Kellerberrin or District;
- (k) Cultural events/festivals within the Shire of Kellerberrin or District;
- (l) Events run by a Local, State or Federal Government;
- (m) Events run by schools and universities within the Shire of Kellerberrin;
- (n) Major professional bodies associated with local government at a local, state and federal level;

- (o) Opening or launch of an event or facility within the Shire of Kellerberrin or District;
- (p) Recognition of Service event's within the Shire of Kellerberrin or District;
- (q) RSL events within the Shire of Kellerberrin or District;
- (r) Events run by WALGA, LGIS or a recognised and incorporated WA based local government professional association; and
- (s) Where Shire President, Elected Member or CEO representation has been formally requested.

5.2. Approval Process

Where an invitation is received to an event that is not listed as permitted and not prohibited or requiring Council approval, it may be submitted for approval prior to the event for approval as follows:

- Events for the Shire President may be approved by the Deputy Shire President;
- Events for Councillors may be approved by the Shire President;
- Events for the CEO may be approved by the Shire President; and
- Events for employees may be approved by the CEO or their respective Line Manager.

Considerations for approval of the event 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.
- The number of Shire representatives already approved to attend.

5.3. Other Matters

- If the event is a free event to the public then no action is required.
- If the event is ticketed and the Elected Member, CEO or employee pays the full ticketed price and does not seek reimbursement, then no action is required.
- If the event is ticketed and the Elected Member, CEO or employee pays a discounted rate, or is provided with a free ticket(s), with a discount value, then the recipient must disclose receipt of the tickets (and any other associated hospitality) within 10 days to the CEO (or President if the CEO) if the discount or free value is greater than \$50 for employees, other than the CEO, and greater than \$300 for Elected Members and the CEO.

5.4. Conference Registration, Bookings, Payment and Expenses

Shall be dealt with in accordance with Council Policies and relevant employment contracts:

- Elected Member Training
- Conference & Meeting attendance & Expenses

5.6 Dispute Resolution

All disputes regarding the approval of attendance at events are to be resolved by the Shire President in relation to Elected Members and the CEO and the CEO in relation to other employees.

PROCEDURES

Organisations that desire attendance at an event by a particular person(s), such as the President, Deputy President, Elected Member, CEO or particular officer of the Shire, should clearly indicate that on the offer, together what is expected of that individual, should they be available, and whether the invite / offer or ticket is transferable to another Shire representative.

Free or discounted Invitations / offers or tickets that are provided to the Shire without denotation as to who they are for, are to be provided to the CEO and attendance determined by the CEO in liaison with the Shire President, based on relative benefit to the organisation in attending the event, the overall cost in attending the event, inclusive of travel or accommodation, availability of representatives, and the expected role of the relevant Elected Member or employee.

Forms and Templates

Declaration of Gifts/Contributions to Travel Form is required to be completed and lodged within 10 days, if the gift of free or discounted attendance is provided in their name due to or as part of their role with the Shire as follows:

- If the gift is provided to the Elected Member and the discount or free value is over \$300, inclusive of GST, with the CEO;
- If the gift is provided to the CEO and the discount or free value is over \$300, inclusive of GST with the Shire President; and
- If the gift is provided to an employee, other than the CEO, and the discount or free value is over \$50, inclusive of GST, with the CEO.

6. RELATED LEGISLATION/ DOCUMENTATION

- (1) Section 5.90A of the Act requires the Shire to prepare and adopt* a policy that deals with matters relating to the attendance of Elected Members and the CEO at events, including:
 - (a) The provision of tickets to events; and
 - (b) Payments in respect of attendance; and
 - (c) Approval of attendance by the local government and criteria for approval; and
 - (d) Any prescribed matter.

**Absolute majority required*

- (2) A policy or an amendment to the policy must comply with any prescribed requirements relating to the form or content of a policy under this section.
- (3) The CEO must publish an up-to-date version of the policy on the Shire's website.

7. HISTORY

Original Adoption	Date	20/04/2021	Resolution #	MIN 043/21
Last Reviewed	Date		Resolution #	
Amended	Date		Resolution #	