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| POL | COUNCIL SPONSORED COMMUNITY COMPETITIONS | ACS15 |
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| POLICY CODE: | ACS15 |
| DIRECTORATE: | Governance and Community Services |
| BUSINESS UNIT: | Corporate Communications |
| SERVICE UNIT: | Marketing and Media |
| RESPONSIBLE OFFICER: | Manager Corporate Communications |
| FILE NO.: | 182/001 |
| DATE FIRST ADOPTED: | 9 March 2017 |
| DATE LAST REVIEWED: | |
| ATTACHMENTS: | N/A |
| DELEGATED AUTHORITY REF.: | N/A |
| VERSION NO. | 1 |

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| Dates of Amendments / Reviews: | |
| DAPPS Meeting: | 23 February 2017 |
| OCM: | |

BACKGROUND:

The City runs external and internal competitions for education and engagement purposes.

There are different types of competitions including skills or merit based competitions, competitions with token prizes, some with larger prizes. There are competitions judged by panels AND there are raffles and other draws.

These competitions require standard minimum terms and conditions around them to ensure good governance.

The families of Elected Members and many staff live in the City of Cockburn. In September 2016, 40.25% of employees including casuals, or 336 employees live in the City of Cockburn. Many of their children and partners are highly engaged with City services and events such as Libraries, Youth Centre, Environmental Services programs and the free community events the City runs. It is pertinent that there is a policy around staff and Elected Member participation in competitions

PURPOSE:

To ensure a consistent approach to the delivery of community wide competitions and to ensure good governance is followed.

POLICY:

(1) Definitions:

1. Close family – spouse/partner, parents, children and grandchildren of staff or Elected Members.

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2. High value competitions – the prize money or value of the prize is greater than \$100 (see exceptions below).
- (2) This Policy takes a prudent but common sense approach.
1. It advocates that close family of staff and Elected Members are not penalised from entering competitions where there is no or little possibility of favouritism.
 2. It ensures that close family of staff and Elected Members do not participate in competitions where there is a possibility of favouritism or there are prizes of high value.
- (3) If there is an entry fee of more than 55c to enter the competition, a permit must be sought first from the Gaming and Wagering Commission: www.rgl.wa.gov.au
- (4) Staff running competitions must write terms and conditions. This is a requirement of the Gaming and Wagering Commission Act 1987. The prescribed terms and conditions below include requirements of the Gaming and Wagering Commission Act 1987 and City specific requirements. This does not apply to prize draws or raffles drawn on the same day, when they are sold in front of an audience.
1. If the terms and conditions are not written on the competition documentation, it must be clear where to obtain a copy.
 2. The terms and conditions must include:
 - a. whether the competition is limited to residents of the City of Cockburn according to the service. In general competitions should be limited to City of Cockburn residents and ratepayers, but if a service has a customer base beyond the City of Cockburn, they may limit entry to competitions to members or customers.
 - b. how and where to enter;
 - c. who to contact for queries;
 - d. what the prizes are;
 - e. when and where the competition will be judged;
 - f. how it will be judged or the prize drawn;
 - g. where the winners names will be published and when and how winners will be notified;
 - h. what happens if the City is unable to contact the winner;
 - i. that the judges' decision is final;
 - j. who to contact for questions.

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- k. The terms and conditions will advise whether or not staff, Elected Members and their close family are allowed to enter the competition (see point 3 below).
 - l. A disclaimer to advise that the City will not be using the information the entrant provides for anything other than the competition. Otherwise the competition needs to clearly state what their contact details will be used for.
- (5) Judges, whether they are staff, Elected Member or a community member must declare a conflict of interest if they become aware that they are judging work of a close family member or family friend, where those people are permitted to enter.
 - (6) Employees and their close family, Elected Members and their close family may not enter City of Cockburn (including Cockburn ARC) competitions. This applies to high profile, high value prize competitions such as and including Battle of the Bands and Cockburn's Got Talent. The following exceptions apply:
 - (7) City staff and Elected Members may not take part in competitions run by Cockburn ARC. The exception is fun runs, charity events or similar as long as the entrant pays the entry fee. Families of City staff and Elected Members may take part in competitions if they are full fee paying members.
 - (8) Photography and art competitions; and competitions run by Library Services: Where a separate category for staff, close family of staff and close family of Elected Members is created for these competitions, they may enter. The entry form must make provision for staff, Elected Members or their close family to identify themselves. If there is no stated provision for staff and Elected Members, they may not enter and the terms and conditions must state this.
 - (9) Close family of staff and close family of Elected Members are permitted to enter skills or merit-based competitions that are judged on the day where there is a clear winner and only token prizes are given e.g. competitions held at the Youth Centre such as pool, board games, chess and sports.
 - (10) Random draws such as raffles, where the winning ticket is drawn out of a container in front of an audience. Staff, Elected Members and their close families are permitted to enter.
 - (11) Bibra Lake Fun Run. Staff, Elected Members and their close families are permitted to enter. The risk of anyone being able to cheat has been ascertained as negligible.
 - (12) Skate competitions include third party pro skater judges. Staff, Elected Members and their close families are permitted to enter.