

CP.2 Attendance at Events - Council Members and the Chief Executive Officer

<i>Responsible Department</i>	Chief Executive Officer Office
<i>Resolution Number</i>	C.4691
<i>Resolution Date</i>	15/03/2023
<i>Next Scheduled Review</i>	2025
<i>Related Shire Documents</i>	
<i>Related Legislation</i>	Local Government Act 1995 s5.90A Local Government (Administration) Regulations 1996

OBJECTIVE

The Shire of Northam is required under the Local Government Act 1995 (the Act) to adopt a policy to govern the attendance at events for Elected Members and the Chief Executive Officer. The purpose of this policy is to outline the process associated with attendance at an event in accordance with section 5.90A of the Act.

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. Where the value of the ticket exceeds \$300, receipt of the gift will still be required under the gift register provisions.

SCOPE

This policy applies to Elected Members and the Chief Executive Officer of the Shire of Northam (the Shire).

POLICY

In accordance with Section 5.90A of the *Local Government Act 1995* an event is defined as:

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

Elected Members and the Chief Executive Officer attend events to fulfil their leadership role in the community. Elected Members and/or the Chief Executive

Officer may receive tickets or invitations to attend events to represent the Shire. The event may be a paid event or a ticket/invitation may be gifted in kind.

1. Pre-Approved Events

In order to meet the policy requirements, tickets and invitations to events must be received by the Shire.

The Shire approves attendance at the events listed in Appendix A by Elected Members and the Chief Executive Officer.

All Elected Members and the Chief Executive Officer are entitled to attend pre-approved events. If there is a fee associated with a pre-approved event, the fee will be paid for by the Shire out of the Shire's budget (either beforehand or 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 President shall allocate the tickets.

2. Approval Process

Where an invitation is received to an event that is not pre-approved, it may be submitted for approval no later than three business days prior to the event for approval as follows:

- Events for the President will be approved by the Chief Executive Officer;
- Events for Councillors, the Deputy President and the Chief Executive Officer will be approved by the President.

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; and
- The number of Shire representatives already approved to attend.

Where an Elected Member or Chief Executive Officer have an event approved through this process and there is a fee associated with the event, then the cost of the event will be paid out of the Shire's budget (either beforehand or by way of reimbursement), unless the event is a conference which is dealt with under clause 4 of this policy.

Where partners of an Elected Member or Chief Executive Officer attend an event, any ticket for that person, if paid by the local government, must be reimbursed by the Elected Member or Chief Executive Officer unless expressly authorised by Council.

3. 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.

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

If the event is ticketed and the Elected Member or Chief Executive Officer pays the full ticketed price and does not seek reimbursement then no action is required.

If the event is ticketed and the Elected Member or Chief Executive Officer pays a discounted rate or is provided with a free ticket then the recipient must disclose receipt of the tickets (and any other associated hospitality) within 10 days.

Any event where flights are associated with the attendance and are to be paid by the local government is a non-approved event.

4. Conferences

The Shire supports Elected Members and the Chief Executive Officer in attending conferences. Conferences encourage development and networking opportunities. Council policy Council Members - Continuing Professional Development governs conference entitlements.

5. Dispute Resolution

Any disputes under this policy are to be resolved by the President.

6. Reporting

Where attendance at an event is paid by the local government, the Council Member or Chief Executive Officer must report to Council on the benefit of attending the event.

APPENDIX A – Events Authorised in Advance (subject to available budgets)

- a. Advocacy lobbying or ministerial briefings
- b. Meetings of clubs or organisations within the Shire of Northam
- c. Any free event held within the Shire of Northam
- d. West Australian-based local government events (such as WA Local Government Week)
- e. Events hosted by clubs or not-for-profit organisations within the Shire of Northam to which the Council Member has been officially invited
- f. Shire of Northam hosted events, ceremonies and functions
- g. Local Community art exhibitions
- h. Shire of Northam local cultural events/festivals
- i. Events run by a local, state or federal government
- j. Events run by schools and universities within the Shire of Northam
- k. Opening or launch of an event or facility within the Shire of Northam
- l. Events where President or Chief Executive Officer representation has been formally requested
- m. Major professional bodies associated with local government at a local, state and federal level
- n. Events hosted by Local Government Professionals
- o. Events hosted by Regional Capitals Alliance Western Australia (subject to available budget)

The above events are excluded where flights are associated with the attendance and are to be paid by the local government.

APPENDIX B – Specific Event Approvals

Event	Date of Event if known	Approved attendee	Approved local government contribution	Date of Council resolution