

## GOVERNANCE

### G 1.3 Attendance by the Chief Executive Officer at Events

<i>Responsible Department</i>	Chief Executive Officer
<i>Resolution Number</i>	C.4081
<i>Resolution Date</i>	18/11/2020
<i>Next Scheduled Review</i>	2022
<i>Related Shire Documents</i>	
<i>Related Legislation</i>	<i>Local Government Act 1995 s5.90A</i>

#### OBJECTIVE

To establish standards for the attendance of the Chief Executive Officer at both intrastate and interstate conferences and the reimbursement of expenses incurred during those attendances (as required by section 5.90A of the *Local Government Act 1995*).

#### PURPOSE

This policy addresses attendance at any events, including concerts, conferences, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government. The purpose of the policy is to provide transparency about the attendance at events of the Chief Executive Officer (CEO).

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. Receipt of the gift will still be required under the gift register provisions.

#### LEGISLATION

*Local Government Act 1995 - 5.90A*, policy for attendance at events, defines an event as being:

- (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.

## PROVISION OF TICKETS TO EVENTS

### 1. Invitations

- a. All invitations or offers of tickets for the CEO to attend an event should be in writing and addressed to the Shire of Northam
- b. Any invitation or offer of tickets not addressed to the Shire of Northam is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the Act
- c. A list of events and attendees authorised by the local government in advance of the event is at Appendix A.

### 2. Approval of attendance

- a. The Chief Executive Officer is approved to attend and local, state or national conference in accordance with his/her current contract of employment
- b. In making a decision on attendance at an event, Council will consider:
  - i. who is providing the invitation or ticket to the event
  - ii. the location of the event in relation to the local government (within the district or out of the district)
  - iii. the role of the CEO when attending the event (participant, observer, presenter) and the value of their contribution
  - iv. whether the event is sponsored by the local government
  - v. the benefit of local government representation at the event
  - vi. the number of invitations / tickets received, and
  - vii. the cost to attend the event, including the cost of the ticket (or estimated value of the event per invitation) and any other expenses such as travel and accommodation.
- c. Decisions to attend events in accordance with this policy will be made by simple majority of Council and in accordance with any authorisation provided in this policy.

### 3. Payments in respect of attendance

- a. Where an invitation or ticket to an event is provided free of charge, the local government may contribute to appropriate expenses for attendance, such as travel and accommodation, for events outside the district if Council determine attendance to be of public value.
- b. any events where a member of the public is required to pay, unless previously approved and listed in Appendix A, Council will determine whether it is in the best interests of the local government for the CEO or another officer to attend on behalf of Council.
- c. If the council determines that a CEO should attend a paid event, the local government will pay the cost of attendance and reasonable expenses, such as travel and accommodation.
- d. Where partners of an authorised local government representative attend an event, any tickets for that person, if paid for by the local government,

must be reimbursed by the representative unless expressly authorised by Council.

**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
- e. Events hosted by clubs or not-for-profit organisations within the Shire of Northam to which the Chief Executive Officer 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. Major professional bodies associated with local government at a local, state and national level
- l. Opening or launch of an event or facility within the Shire of Northam

**APPENDIX B – Specific Event Approvals**

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