

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.5456
<i>Resolution Date</i>	17/12/2025
<i>Next Scheduled Review</i>	2027/28
<i>Related Shire Documents</i>	
<i>Related Legislation</i>	<i>Local Government Act 1995 s5.90A Local Government (Administration) Regulations 1996</i>

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 Council Members and the Chief Executive Officer (the CEO). 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.

SCOPE

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

POLICY

1. Application of this Policy

In accordance with Section 5.90A of the Act 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.

Council Members and the CEO attend events to fulfil their leadership role in the community. Council Members and/or the CEO 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.

If a Council Member and/or the CEO have been provided or offered -

- (a) one or more of the items in subclauses (i) to (iv):

- (i) tickets to an Event which will confer a financial benefit on the Council Member and/or the CEO;
- (ii) payments in respect of attendance at an Event;
- (iii) hospitality, entertainment, training and/or professional advice at an Event;
- (iv) a Travel Contribution,

and

- (b) the Donor is not one of the entities listed in Regulation 20B of the *Local Government (Administration) Regulations 1996*, including the Shire,

and

- (c) the Council Member and/or the CEO consider acceptance of the item(s) provided or offered may create an Interest Relating to a Gift that will require disclosure of that interest in accordance with the Act, then the Council Member and/or the CEO may apply to the Shire for an Approval to Attend an Event in accordance with section 3 of this Policy, if the event is not an event authorised in advance (Appendix A); and

- (d) The CEO must record any decision made in accordance with clause (c) above in the Register of Excluded Gifts due to an Approval to Attend an Event granted in accordance with this Policy (Appendix B). The CEO must record the date of the grant of an Approval to Attend an Event and the reasons for approval in the Register of Gifts for any decision made in accordance with clause (b) above.

2. 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 Council Members and the CEO.

All Council Members and the CEO 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 5 of this policy.

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

3. 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 (3) business days prior to the event for approval as follows:

- Events for the President will be approved by the CEO and submitted for approval no later than three (3) business days prior to the event;
- Events for Council Members, the Deputy President and the CEO will be approved by the President and submitted for approval no later than three (3) business days prior to the event.
- Events which include flights internationally must be approved by the Council and submitted for approval no later than ten (10) business days prior to the event.

Considerations for approval of the event include:

- Who is providing the ticket to the event;
- The location of the event in relation to the local government (within the district or out of the district);
- 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, if any; and
- 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.

Where an Council Member or the CEO 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 attendance at an event is approved but the ticket or invitation is provided free of charge or at a discounted rate, and no equivalent payment is made by the Shire, consideration must be given to the gift and disclosure of interest provisions in section 1 of this policy.

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

4. 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 Council Member or the CEO pays the full ticketed price and does not seek reimbursement, then no action is required.

If the event is ticketed and the Council Member or the CEO 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 ten (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.

5. Conferences

The Shire supports Council Members and the CEO in attending conferences. Conferences encourage development and networking opportunities. Council policy, CP.1 Council Members - Continuing Professional Development, governs conference entitlements.

6. Dispute Resolution

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

7. 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 Councillor Portal, 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 – Register of Excluded Gifts / Specific Event Approvals

This form is to be used by the CEO when an Approval to Attend an Event is granted in accordance with the Shire of Northam’s Attendance at Events Policy

Date of Request	Name of Donor	Event	Date of Event if known	Approved attendee / Applicant	Total estimated value of financial benefit provided or offered by the Donor	Total estimated value of any consideration in money or money’s worth passing from to the Donor for the Event:	Approved local government contribution	Brief description of benefit to the Shire from attendance at the event	Decision Maker	Date of Decision