



G10 Attendance by Council Members and the Chief Executive Officer at Events

Policy Objective

To ensure compliance with Section 5.90A(2) of the Local Government Act 1995 which requires local governments to adopt a policy in relation to the attendance of Council Members and Chief Executive Officers at events.

Policy

This policy deals with the attendance of Council Members and the Chief Executive Officer at events including:

- (a) the provision of tickets to events;
- (b) payments in respect of event attendance; and
- (c) approval of attendance by the local government and criteria for approval.

Excluded Gifts

Council Members and the Chief Executive Officer may receive tickets or invitations to attend events to represent the Shire. Attendance at events covered by this policy are "excluded gifts" as defined in section 5.62(1B) of the *Local Government Act 1995*.

Acceptable Events

Council Members and the Chief Executive Officer may accept an invitation to attend any of the following events:

- (a) Events sponsored by the Shire.
- (b) Events held at any facility owned by the Shire (including facilities on land vested in the Shire).
- (c) Events hosted by the Shire.
- (d) Events hosted by any incorporated associations or not-for-profit organisations.
- (e) Events hosted by other local governments, regional local governments, WALGA or any State or Commonwealth Government department or agency.

Reimbursement

Council Members may be reimbursed for travel associated with their attendance at an event in accordance with Council Policy – G3 – Council Member Training and Development.

Conferences

Attendance by Council Members at conferences shall be in accordance with Council Policy – G3 – Council Member Training and Development.

Attendance by the Chief Executive Officer at conferences shall be in accordance with the Chief Executive Officer's employment contract and Council Policy – A12 – Staff Training and Development.



DOCUMENT CONTROL BOX		
Custodian: Chief Executive Officer		Decision Maker: Council
Compliance Requirements: Appropriate Annual Budget Allocations		
Legislation: 5.87A [Council members to disclose gifts] & 5.87B [CEO's to disclose gifts], and S5.90A [Policy for attendance at events], Local Government Act 1995		
Industry:		
Organisational:		
Document Management:		
Risk Rating: Low	Review Frequency: 2 Years	Next Due:
Version #	Decision Reference:	Description:
a	OCM 21/07/2020 Item 13.3	New Policy - To comply with new requirements of the Local Government Act 1995 [s5.90A(2)].
b	OCM 19/07/2022 Item 12.1.2	Comprehensive Policy Register Review
c	OCM 17/12/2024 Item 12.1.2	Policy Reconfirmed – No Amendments