

STATEMENT

Section 5.90A of the Local Government Act requires that local governments have an Attendance at Events policy. The purpose of the policy is for the council to actively consider the purpose of and benefits to the community from council members and the CEO attending events.

The policy provides a framework for the acceptance of invitations to various events, clarifies who will pay for tickets or the equivalent value of the invitation.

The tickets should be provided to the local government and not individual council members. A ticket or invitation provided by a donor to an individual in their capacity as a council member or CEO is to be treated as a gift to that person, unless the tickets or invitation is referred to the local government to be considered in accordance with the policy.

This policy is made in accordance with the provisions of Section 5.90A of the Local Government Act 1995.

SCOPE

This Policy applies to Regional Councillors and employees of the Resource Recovery Group.

OBJECTIVE

To develop the knowledge and experience of Regional Council Members and Resource Recovery Group employees to promote representation and make well-informed decisions on behalf of the region.

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 council members and 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.

ROLES & RESPONSIBILITIES

Chief Executive Officer

The Chief Executive Officer is responsible for ensuring that Councillors and employees are given appropriate access to conferences, seminars, workshops or industry events, that the due processes are followed, and that funding is made available for this to happen.

In accordance with section 5.90A(5) The CEO must publish an up-to-date version of the policy on the local government's official website.

Councillors

Regional Councillors are responsible for adhering to appropriate processes as stated in this Policy.

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Employees

Employees are responsible for ensuring that the appropriate processes are followed to request and comply with the terms of this Policy.

CONTENT

Other Criteria's for Council

1. Attendance of Conferences, seminars or industry events for Regional Councillors and CEO

- a. Regional Council members and the CEO may request to attend conferences, seminars or industry events that have a relevance to the regional purpose.

Provision of tickets to events

1. Invitations
 - 1.1 All invitations or offers of tickets for a council member or CEO to attend an event should be in writing and addressed to the CEO.
 - 1.2 Any invitation or offer of tickets not addressed to the CEO is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the Act.
 - 1.3 A list of events and attendees authorised by the local government in advance of the event is at Attachment A.
2. Approval of attendance
 - 2.1 In making a decision on attendance at an event, the council will consider:
 - a) who is providing the invitation or ticket to the event,
 - b) the location of the event in relation to the local government (within the district or out of the district),
 - c) the role of the council member or CEO when attending the event (participant, observer, presenter) and the value of their contribution,
 - d) whether the event is sponsored by the local government,
 - e) the benefit of local government representation at the event,
 - f) the number of invitations / tickets received, and
 - g) 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.
 - 2.2 Decisions to attend events in accordance with this policy will be made by simple majority or by the CEO in accordance with any authorisation provided in this policy.
 - a. The CEO will prepare a report to the next Ordinary meeting of the Regional Council or where an urgent decision is required, a decision can be dealt with by a 'Flying Minute' detailing the request. 'Flying minutes' must be signed by all Regional Councillors. The decision shall be decided by an absolute majority of Councillors. The 'Flying Minute' is to be presented to the next ordinary meeting for endorsement.
3. Payments in respect of attendance

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- 3.1 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 the council determines attendance to be of public value.
- 3.2 For any events where a member of the public is required to pay, unless previously approved and listed in Attachment A, the council will determine whether it is in the best interests of the local government for a council member or the CEO or another officer to attend on behalf of the council.
- 3.3 If the council determines that a council member or CEO should attend a paid event, the local government will pay the cost of attendance and reasonable expenses, such as travel and accommodation.
- 3.4 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 the council.
- a) “Piggy backing” on other funding arrangements (e.g.) financial assistance from member councils or where council members are attending other local government business and the CEO deems there is merit in attending or extending time to attend specific industry business the council shall consider paying for conference/accommodation/out of pocket expenses.
 - b) Budgeted Funds being available.
 - c) The CEO to report any relevant conferences, seminars and industry events to the Regional Council for information or recommendation.
 - d) Subject to approval by any of the above, the CEO has authority to arrange the registration and travel arrangements (including air fares, accommodation, etc) necessary for attendance by council members at local, interstate or international conferences, seminars and courses.

2. Regional Councillor’s Annual Conference/Travel Allowance

- a. An annual provision shall be included in the budget as determined by the Regional Council.
- b. A maximum amount of \$50,000 may be held at any one time in the Travel/Conference Reserve Fund for Councillor requirements. All reserve fund transfers shall be adopted by the Regional Council either with the adoption of the annual budget or by resolution of absolute majority.

3. Reimbursement of Costs to council members

- a. Reimbursements of expenses are referred to in Council Policy – “Reimbursement of Expenses for council members”.
- b. An amount of up to \$50 per day for interstate, and \$100 per day for international may be provided as cash advance for incidental expenses and acquitted with actual receipts upon return.
- c. Economy Class Travel is covered under this policy. Council members may upgrade to a higher class travel by meeting the difference in cost. As far as practicable, advantage is taken of any available discount fares.

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- d. General Duty of Care as defined in section 19 of the WHS Act is also applicable to extended travel arrangements. When making travel arrangements consideration must be given to long periods without rest, cramped or uncomfortable seating, refreshments and any known hazards likely to cause a risk of injury. Council members who may be at risk of injury must obtain a medical certificate from a Physician advising any medical condition and the appropriate method and/or length of travel. The certificate shall be given to the CEO who should ensure the risk of injury is minimised by provided more space through business class travel and/or breaking up longer journeys into shorter ones.
- e. Accompanying person costs is limited to an accompanying person's conference/event dinner only.

4. Attendance of Conferences, industry events or courses for Resource Recovery Group Employees

- a. Employees may request to attend local and interstate conferences, industry events or courses that have a relevance to their position and duties. The CEO has authority to arrange the registration for local and interstate conferences, events and courses subject to budget funds being available.
- b. The CEO to report to the Regional Council any relevant international conferences, industry events and study tours recommending an employee or the CEO to attend.
- c. Requests for international travel and conferences shall provide a detailed report for the next Regional Council Meeting and recommendation for a Council decision.
- d. Subject to approval by any of the above, the CEO has authority to arrange the registration and travel arrangements (including air fares, accommodation, etc) necessary for attendance by Employees at local, interstate or international conferences, events and courses.
- e. A maximum amount of \$50,000 may be held at any one time in the Travel/Conference Reserve Fund for Employee requirements. All reserve fund transfers shall be adopted by the Regional Council either with the adoption of the annual budget or by resolution of absolute majority.
- f. Reimbursement for incidental expenses will be paid on acquittal of actual receipts or the use of Resource Recovery Group's Corporate Purchasing Card is authorised for this purpose.
- g. Economy Class Travel is covered under this policy. Employees may upgrade to a higher class travel by meeting the difference in cost. As far as practicable, advantage is taken of any available discount fares.
- h. General Duty of Care as defined in section 19 of the OSH Act is also applicable to extended travel arrangements. When making travel arrangements, consideration must be given to long periods without rest, cramped or uncomfortable seating, refreshments and any known hazards likely to cause a risk of injury. Employees must advise the CEO, or in the case of the CEO, the Chairman of any likelihood of injury from known hazards. Employees must obtain a medical certificate from a Physician advising any medical condition and the appropriate method and/or length of travel. The Resource Recovery Group should then ensure the risk of injury is minimised by provided more space through business class travel and/or breaking up longer journeys into shorter ones.

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- i. Accompanying person costs is limited to an accompanying person's conference/event dinner only.

5. Reporting Requirements

- a) Regional Councillors and Resource Recovery Group executive employees attending conferences and industry events shall provide a written report and may provide a brief presentation, either verbal or visual at the next available Agenda Briefing Session or Ordinary Meeting of Council.
- b) Regional Councillors wishing to present a report longer than 5 minutes or with the use of visual display shall advise the CEO at least three days prior to the meeting.
- c) A Travel diary must be obtained from an employee where:
 - a. Employee travels within Australia for more than 5 nights and travel is not exclusively for performing employment duties; or
 - b. Employee travels outside of Australia for more than 5 nights.
 - c. Travel diary must show where activity took place, the date and time activity commenced, and duration and nature of the activity.
 - d. Where an employee contributes towards 'private use', a declaration form is to be completed.

6. Legislative Requirements

Section 5.90A Local Government Act 1995 - Policy for attendance at events

(1) In this section —

event includes the following —

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

(2) A local government must prepare and adopt* a policy that deals with matters relating to the attendance of council members and the CEO at events, including —

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

* Absolute majority required.

(3) A local government may amend* the policy.

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* Absolute majority required.

(4) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.

(5) The CEO must publish an up-to-date version of the policy on the local government's official website.

REFERENCES & REVIEW

Statutory Compliance	<ul style="list-style-type: none"> ▪ Local Government Act 1995 Section 5.90A ▪ Occupational Safety & Health Act 1984 ▪ <i>Work Health & Safety Act 2020</i> 	
Organisational Compliance	<ul style="list-style-type: none"> ▪ Annual Budget ▪ Decision-making processes ▪ Council Reporting requirements ▪ Gift and Travel Register 	
Approved by	Regional Council – Resolution	
Next Revision Date	February 2023	
Related Documents	Reimbursement of Expenses for Regional Councillors Gifts and Travel Disclosure Form	
Policy Administration	Responsible Officer	Review Cycle
Corporate	Executive Manager Governance & Culture	Biennial
Risk Rating	Operational Risk Register – Risk HIGH	
Location of document	Resource Recovery Group Website – Members Area Staff Intranet 9 Aldous Place, Booragoon – Corporate Services 350 Bannister Road, Canning Vale – staff room	

DOCUMENT CONTROL REGISTER

Date	Review	No.	Author	Resp Officer	Council
2006	Original	1	MAF	MAF	23/02/2006
2009	Review	2	CO	MAF	28/05/2009
2011/1	Review	3	MAF	MAF	24/02/2011
2012	Review	4	DCS	DCS	25/10/2012
2014	Review	5	EMCS	CEO	28/08/2014
2016	Review	6	EMCS	CEO	30/06/2016
2018	Review	7	EMCS	CEO	21/06/2018
2020	Review	8	EMCS	CEO	27/08/2020
2022	Review	9	MGC	CEO	24/02/2022
2024	Review	10	EMGC	CEO	22/02/2024

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Attachment A - events authorised in advance

Event	Date of Event	Approved Attendee/s	Approved local government contribution to cost	Date of council resolution or CEO authorisation
<p>Example:</p> <p>State Waste and Recycling Conference & Dinner</p>	October 2022	<p>Chair Cr ?? and partner</p> <p>Deputy Chair Cr ?? and partner</p> <p>Cr ?? and partner</p> <p>CEO and partner</p>	<p>4 Conference Tickets @ \$1,000 each</p> <p>8 Dinner Tickets @ \$100 each</p> <p>Total Cost \$4,800</p>	Ordinary Council Meeting 24/02/2022

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