

## POL 0047: Attendance at Events

### Purpose

To address Elected Members and the Chief Executive Officer's (CEO) attendance at events, whether free of charge, a sponsorship agreement, or paid by the Shire of Esperance.

The purpose of this Policy is to provide transparency for Elected Member and CEO attendance at events.

### Scope

This document summarises the protocols for Elected Members and CEO of the Shire of Esperance when attending events.

### Definitions

**Event:** an occasion hosted by an individual or organisation, including concerts, conferences, functions, sporting events or any other activity in accordance with 5.90A(1)(e) of the Act.

**Act:** *Local Government Act 1995*.

### Practice

#### Invitations

A ticket or invitation received by a person not in their capacity as an Elected Member or CEO will not be captured by this Policy. The requirement to disclose a financial interest where the amount exceeds the amount prescribed under the *Local Government (Administration) Regulation 20A* applies in this case.

A ticket or invitation provided to an individual in their capacity as an Elected Member or CEO is to be treated as a gift to that person, unless the ticket or invitation is referred to the local government for consideration with regard to this Policy.

The following events and attendees are pre-approved for the purposes of this policy;

Event	Event Organiser or Date	Approved Attendee/s
Local Government Week	Western Australian Local Government Association (WALGA)	All Elected Members Chief Executive Officer
Local Events (within the Shire of Esperance)	Sporting	Shire President
	Cultural	Deputy Shire President
	Industry	

WALGA Annual General Meeting	Western Australian Local Government Association (WALGA)	Shire President
		Deputy Shire President
		Chief Executive Officer

### Approval of attendance

In deciding on attendance at an event, Council must consider:

1. who is providing the invitation or ticket to the event;
2. the location of the event in relation to the Shire (within the region or out of the region);
3. the role of the Elected Member or CEO when attending the event (participant, observer, presenter) and the value of their contribution;
4. whether the event is sponsored by the Shire of Esperance;
5. the benefit of Shire of Esperance representation at the event;
6. the number of invitations / tickets received; and
7. 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.

Decisions to attend events in accordance with this Policy will be made by simple majority of Council or by the Shire President.

In addition to invitations or tickets provided by event organisers, the CEO, in consultation with the Shire President, may purchase tickets for an event where Shire attendance is deemed to be beneficial and appropriate.

Where attendance at an event is approved in accordance with this Policy, the requirement to disclose a financial interest under the Act will not apply.

### Payments of attendance

Where an invitation or ticket to an event is provided free of charge, the Shire may contribute to appropriate expenses for attendance, such as travel and accommodation, and for events outside the region, if Council determine attendance to be of value to the organisation.

For any events where a member of the public is required to pay, unless previously approved or listed in this Policy as a pre-approved event, Council will determine whether it is in the best interest of the Shire for an Elected Member, the CEO or another officer to attend on behalf of Council.

If Council determines that an Elected Member or CEO in consultation with the Shire President should attend a paid event, the Shire will pay the cost of attendance and reasonable expenses, such as travel and accommodation.

Where partners of an authorised Shire representative attend an event, any tickets for that person, if paid by the local government, must be reimbursed by the representative, unless expressly authorised by Council.

This policy does not apply where a Councillor or the CEO attends an event at their own cost and in a personal capacity.

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#### Document Information

Responsible Position	Executive Assistant
Risk Rating	Low

#### Referencing Documents

- *Local Government Act 1995*
- *Local Government (Administration) Regulations 1996*

#### Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
Nov 2020	1	D20/34719	New policy	O1120-355	Nov 2022
Jan 2022	2	D20/34719[v2]	Biennial review, no change	O0122-012	Jan 2024
Jan 2024	3	D20/34719[v3]	Minor rewording, include scope.	O0124-004	Jan 2026
Dec 2025	4	D20/34719[v4]	Biennial review, no change.	O1225-098	Dec 2027