

EXE 029: ATTENDANCE AT EVENTS

Document Status:	Current	CM Ref:	D20/34719[v2]
Document Controller:	Executive Assistant	Version No:	2
Date Adopted:	November 2020	Resolution #:	O1120-355
Date Reviewed:	January 2022	Resolution #:	O0122-012

Objective

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

The purpose of the policy is to provide transparency for Elected Member and CEO attendance at 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.*

Policy

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

Approval of attendance

In making a decision on attendance at an event, Council must consider:

- a) who is providing the invitation or ticket to the event;
- b) the location of the event in relation to the Shire (within the region or out of the region);
- c) the role of the Elected Member or CEO when attending the event (participant, observer, presenter) and the value of their contribution;
- d) whether the event is sponsored by the Shire of Esperance;
- e) the benefit of Shire of Esperance 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.

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, for events outside the region if the 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 interests 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 for 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.

..... Policy Ends