



# ATTENDANCE AT EVENTS POLICY

**POLICY NUMBER: EXEC-CEO-016**

## PURPOSE

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The purpose of the policy is to provide transparency about the attendance at events of Elected Members and the CEO. 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 City.

Section 5.90A of the Local Government Act provides that a local government must prepare and adopt an Attendance at Events Policy. This policy is made in accordance with those provisions.

## SCOPE

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This policy applies to the Elected Members and the CEO.

## DEFINITIONS

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**CEO** means the Chief Executive Officer of the City;

**City** means the City of Kalgoorlie-Boulder;

**Council** means the elected Council of the City comprised of Elected Members.

**Elected Member** means the Mayor and Councillors of the City;

**Event** has the meaning given to it in section 5.90A of the Local Government Act 1995 and includes a concert, conference, function, sporting event and occasions prescribed by the Local Government (Administration) Regulations 1996 (this is not an exhaustive list);

**Gift** has the meaning given to it under the Local Government Act 1995; and

**Ticket** includes an admission ticket to an event or an invitation to attend an Event, or a complimentary registration to an Event offered by a third party.

## POLICY STATEMENT

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The City is committed to ensuring accountability and transparency of the CEO and Elected Members, and compliance with legislative and regulatory requirements including section 5.90A Local Government Act 1995.

## POLICY DETAILS

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### 1. Invitations



- 1.1 All invitations or offers of tickets for an Elected Member to attend an event in that capacity should be in writing and addressed to the CEO for approval. Where an invitation or offer of a ticket is for the CEO in that capacity, it must be forwarded to the Mayor for approval.
- 1.2 Any invitation or offer of tickets for an Elected Member or the CEO to attend in their personal capacity is not captured by this policy.
- 1.3 In adopting this policy, Council approves Elected Member and CEO attendance at the following events:
  - a) awards functions specifically related to local government;
  - b) City hosted or sponsored ceremonies, functions, tournaments or events;
  - c) community cultural events/festivals/art exhibitions;
  - d) events hosted by schools, clubs or not-for-profit organisations within the City;
  - e) events where the City, its programs or services are being showcased;
  - f) any free events held in the City; and
  - g) events hosted by following entities:
    - Western Australian Local Government Association (WALGA);
    - Local Government Professionals Australia WA (LG Pro);
    - Australian Local Government Association (ALGA);
    - department of the public service;
    - a government department of another State, a Territory or the Commonwealth; and
    - a local government or regional local government.

## **2. Approval of Attendance**

In making a decision on attendance at an event, the key considerations for the relevant approver are:

- a) who is providing the invitation or ticket to the Event;
- b) the location of the Event in relation to the City (within the district or out of the district);
- 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 City;
- e) the benefit of a City representative attending 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.



### **3. Payments in Respect of Attendance**

- 3.1 Where an invitation or ticket to an Event is provided free of charge or for a discounted or reduced fee, in circumstances where a member of the public is required to pay, the relevant approver under this policy must determine whether the attendance is of public value or value to the City.
- 3.3 If it is determined by the CEO (or Mayor in the case of the CEO) that an Elected Member or CEO should attend an event where the tickets must be paid for, the City will pay the cost of attendance and reasonable expenses, such as travel and accommodation.
- 3.4 Where partners of an authorised City representative attend an Event, any tickets for that person, if paid for by the City, must be reimbursed by the representative unless expressly authorised by the Council.
- 3.5 Council is required to approve Elected Member attendance at events held intrastate, interstate or overseas. The Mayor is required to approve CEO attendance at events held intrastate, interstate or overseas.

### **4. Expenses**

The City may contribute to appropriate expenses for attendance, such as travel and accommodation, for events outside the district where approval is provided by Council pursuant to paragraph 3.5 above. The provisions regarding expenses set out in the Elected Member Continuing Professional Development will apply in respect of travel and other expenses incurred by Elected Members.

### **5. Excluded Events**

- 4.1 Events that will not be considered for approval under this policy include:
- Political party events and fundraisers;
  - Social events;
  - Entertainment events with no link to the City; and
  - Events that primarily benefit Elected Members or the CEO in a personal capacity or in a role other than their role at the City.

### **6. City sponsored events**

Where the City receives an entitlement to complimentary tickets or other benefit exists pursuant to sponsorship agreement between the City and a third party, the CEO shall manage the allocation of the tickets or benefits provided to the City in accordance with the Sponsorship Policy.

### **7. Gift and travel declaration**

- a. Elected Members and the CEO must ensure they comply with their legislative and regulatory requirements regarding gift and travel declarations in connection with events attended by them pursuant to this policy.
- b. Where the CEO or an Elected Member has been offered and/or accepted (for themselves and/or for their partner) (without limitation):



- i. A ticket free of charge or at a discounted rate where members of the public are required to pay;
- ii. A ticket where a benefit such as a meal or drinks but there is no purchase price for the ticket;
- iii. A ticket where they have provided partial not full consideration for their attendance at the event (eg. performed a function at an event),

and the value of the benefit received is over \$300 (or is one of a series of gifts received by the same donor in a 12 month period over the value of \$300), the CEO or Elected Member is required to make a gift disclosure pursuant to sections 5.87A and 5.87B of the Local Government Act, which will be published on the City’s website pursuant to section 5.89 of the Local Government Act).

- c. Pursuant to section 5.62(1B) of the Local Government Act, a ticket is excluded from the disclosure requirements if the event is approved pursuant to paragraph 2 of this policy.

**8. Dispute resolution**

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

**COMPLIANCE REQUIREMENTS**

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Section 5.90A *Local Government Act 1995*

*Local Government (Administration) Regulations 1996*

- *Absolute majority required for adoption and amendment of policy*

**RELEVANT DOCUMENTS**

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DOCUMENT CONTROL		
Responsible department		
Date adopted by Council	28 August 2023	
Date of last review	June 2023	Policy reviewed and amended
Date of next review	June 2025	