

Council Policy

Council Policy Name: Attendance at Events

Responsible Directorate: Corporate Strategy and Performance

Version: Adopted

1. PURPOSE

- 1.1. This Policy sets out the City's position with respect to the attendance of Elected Members and the CEO at Events in accordance with section 5.90A of the Act.

2. SCOPE

- 2.1. This Policy is applicable to Elected Members and the CEO.

3. DEFINITIONS

Term	Meaning
Act	Local Government Act 1995
District	City of Busselton local government area
Event	Has the same meaning as s 5.90A(1)(e) of the Act
Partner	spouse, de-facto or other partner as approved

4. STRATEGIC CONTEXT

Strategic Theme	Objective
LEADERSHIP	16: Provide effective governance and organisational leadership

5. POLICY STATEMENT

- 5.1 Councillor and CEO representation at Events is valued as a means of reinforcing the City's strategic positioning as the 'Events Capital WA', and to ensure Events are properly assessed for their benefit and ongoing relevance. Where attendance to Events by Elected Members and the CEO is approved in accordance with this Policy, the requirement to disclose a financial interest under the Act will not apply.
- 5.2 An invitation provided or addressed personally to an Elected Member or to the CEO (for instance via a personal email account) will not be captured by this Policy, and the requirement to disclose a financial interest where the amount exceeds the amount prescribed under the *Local Government (Administration) Regulation 20A* will apply.
- 5.3 In addition to invitations / tickets provided by Event organisers, the CEO, in consultation with the Mayor, may purchase tickets for the purposes of City representation at an Event. The City will generally only purchase tickets for hallmark and major events where attendance is demonstrated, through reference to the criteria in paragraph 5.4, as being in the City's interest.
- 5.4 In determining approval for attendance at Events under Section 5.90A(2)(c), Council (or the CEO under delegation) will consider criteria such as the following:
- who is providing the ticket to the Event;
 - the location of the Event;
 - whether the Event is sponsored by the City;
 - the relevance of the Event to the City's objectives;

- e. the role of the elected member or CEO when attending the Event (participant, presenter, observer) and the value of their contribution;
 - f. the cost to attend the Event and / or the public value of attendance if the ticket is being provided at no cost to the Local Government;
 - g. the number of invitations / tickets received; and
 - h. the benefits or importance of elected member and / or CEO representation at the event.
- 5.5 A list of established pre-authorised Events and attendees is provided at Attachment A. The attendees are authorised in order of priority, subject to the number of available invitations / tickets. Where there are insufficient invitations / tickets available for all pre-authorised attendees to attend, the CEO (in liaison with the Mayor) will determine final attendance.
- 5.6 It is considered appropriate for an Elected Member or CEO's Partner to accompany them to an Event held outside of normal business hours. While the City will not generally pay for such attendance, invitations / tickets received by the City may be provided for this purpose where they are available.
- 5.7 The Mayor can delegate any approved attendance to an Event to the Deputy Mayor or another elected member.
- 5.8 This policy does not apply where an Elected Member or the CEO attends an Event at their own cost and in a personal capacity.

6 RELATED DOCUMENTATION / LEGISLATION

- 6.1 *Local Government Act 1995*

7 REVIEW DETAILS

Review Frequency		3 yearly		
Council Adoption	DATE	21 September 2026	Resolution #	C2610/285
Previous Adoption	DATE	C2306/107 (incorporated as part of Events Policy)	Resolution #	C2306/107

**Attachment A – Pre-authorised
Events**

Event	Event Organiser	Attendee
IRONMAN WA	IRONMAN Oceania	Mayor CEO Deputy Mayor All Councillors
CinefestOZ	Geographe French Australian Festivals Inc.	Mayor CEO Deputy Mayor All Councillors
Busselton Festival of Triathlon	Triathlon Western Australia	Mayor CEO Deputy Mayor All Councillors
Busselton Jetty Swim	Busselton Allsports Inc.	Mayor CEO Deputy Mayor All Councillors
Cabin Fever	AHOY Management	Mayor CEO Deputy Mayor All Councillors
XTERRA Dunsborough	Rapid Ascent Pty Ltd	Mayor CEO Deputy Mayor All Councillors
Pair'd Margaret River Region	Tourism WA/Mellen Events	Mayor CEO Deputy Mayor All Councillors