Attendance at Events Policy

Version: 16 January 2026

1. INTRODUCTION

Section 5.90A of the *Local Government Act 1995* provides that a local government must prepare and adopt an Attendance at Events policy.

This policy is made in accordance with those provisions.

2. PURPOSE

The purpose of the policy is to provide transparency about the acceptance of invitations and attendance at events for Council Members and the Chief Executive Officer (CEO).

This policy 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 other prescribed matter.

3. POLICY

Any ticket/s accepted without payment by a Council Member or the CEO for any event, for which a member of the public is required to pay (whether sponsored by the Shire of Denmark or not), will generally be classified as a gift for the purposes of the Act and Regulations.

For the purposes of this policy *event* includes the following —

a) a concert;
b) a conference;
c) a function;
d) a sporting or community event;
e) an occasion of a kind prescribed for the purposes of this definition, under Regulations.

All invitations or offers of tickets for a Council Member or CEO to attend an event should be in writing and addressed to the Shire President or the CEO. If not, then it is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the Act & Regulations.

If the cost of attendance is subsidised by a third party and that value is above $300 per individual attendee, each attendee/s is required to treat the cost as a “gift” and is required to report the gift, within 10 working days, to the CEO so that it can be recorded in the Gift Register. This notwithstanding, the attendee is not required to disclose the gift (interest) should the event organiser have a matter before Council, either at the time or any time in the future.

Note: If the *gift* (ticket and/or associated attendance costs) is 1 of 2 or more gifts made by 1 person or entity to the Council Member at any time during a year, the amount of the gift is the sum of the amounts of those 2 or more gifts.

Whilst not required by legislation, the CEO will maintain two registers which will be published as Appendices to this Policy;

- Appendix 1 – Event Attendance Approved in Advance by the Council; and
- Appendix 2 – Event Attendance Authorised by the CEO or, in the case of the CEO, the Shire President or Deputy Shire President

4. APPROVAL OF ATTENDANCE

Decisions to attend events will be made by the CEO in accordance with this policy. In the case of the CEO, the decision will be made by the Shire President or Deputy Shire President.

In making a decision on attendance at an event, the following considerations will be made:

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 and the value of that contribution verses the value of the ticket or registration;
e) the benefit of local government representation at the event;
f) does the cost outweigh the value of any benefit to the local government and/or the community;
g) the number of invitations / tickets received; and
h) 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.

5. RECORDING REQUIREMENTS

The CEO will record decisions and/or approvals in Appendix 1 or Appendix 2.

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

Document Control Box			
Document Responsibilities:			
Owner:	Governance Coordinator	**Owner Business Unit:**	Governance
Reviewer:	Chief Executive Officer	**Decision Maker:**	Council
Compliance Requirements:			
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1.	18 February 2020	ADOPTED by Council	170220
2.			

(SEE APPENDICES BELOW)

APPENDIX 1 - Event Attendance Authorised in Advance (by Council)

Event	Date of Event	Approved Attendee/s	Cost contribution offered by Third Party (if any)	Approved local government contribution to cost	Date of Council Resolution or CEO Authorisation	Reasons for Approval

APPENDIX 2 - Event Attendance Authorised by the CEO or, in the case of the CEO, the Shire President or Deputy Shire President

Event	Date of Event	Approved Attendee/s	Cost contribution offered by Third Party (if any)	Approved local government contribution to cost	Date of CEO/President Authorisation	Reasons for Approval
Australian Institute of Company Directors – *Great Southern Director's Briefing: The Board's Role in Workforce Culture*	11 November 2021	Cr Donna Carman Shire President – Cr Ceinwen Gearon Deputy Shire President – Cr Kingsley Gibson	$0	$75.00 per attendee	21 October 2021	The course provides senior staff and Councillors with specialised training on contemporary management responsibilities, from both a staff and board (Council) level, relevant to the Local Government Act and Associations Incorporations Act (2015). It will further examine governing structures utilising public monies.
Great Southern Waste Summit	11 November 2021	Cr Jan Lewis	$0	$250.00	29 October 2021	This summit aims to bring speakers to the region as well as showcasing initiatives and opportunities. The benefit of local government representation at the event; is to assists with decision making on waste matters.
Shaping the Future of Tourism - Industry Engagement	1 December 2021	Cr Nathan Devenport	$0	$0	10 November 2021	This course aims to connect Tourism industry stakeholders from across the State, offering the opportunity to help shape the State's tourism future.

						This information from the State Government will be crucial for the implementation of the Sustainable Tourism Strategy through the Corporate Business Plan.
Western Australia Local Government Association State Conference	3 and 4 October 2022	CEO David Schober Deputy Shire President – Cr Kingsley Gibson	$0	$1,540 per attendee	29 July 2022	The state conference is hosted by the peak industry body, WALGA, and brings the local government industry together to share insights, trends and best practice approaches. The conference also provides an opportunity to speak with a range of state government Ministers and Ministerial Chiefs of Staff to progress projects and further funding opportunities.
Drought Muster Buster. Hosted by The Dam Denmark. Sponsored by Lake Preston Beef.	30 August 2024	CEO - David King Cr Dominic Youel Cr Clare Campbell	$0	$63.73 per attendee	23 August 2024	Attending the Drought Muster Buster for cattle farming in Denmark will provide the councillor with a comprehensive understanding of the local issues faced by cattle farmers, particularly those related to prolonged drought conditions. This event offers a unique opportunity to engage directly with farmers, listen to their concerns, and learn about the specific challenges they encounter, such as water scarcity, feed shortages, and financial pressures. By participating, the councillor can gather valuable insights that will inform policy development and resource allocation, ensuring that the needs of the agricultural community are effectively addressed. Additionally, this engagement will foster stronger relationships with local farmers, promoting a collaborative approach to developing sustainable farming practices and resilience strategies in the face of ongoing drought challenges.

SEGRA Foundation – National Regional Economic Development Summit	29 - 31 October 2024	CEO - David King Shire President - Cr Kingsley Gibson Deputy Shire President - Cr Jan Lewis Cr Jackie Ormsby	$0	$2,000 per attendee	26 September 2024	Attending the SEGRA (Sustainable Economic Growth for Regional Australia) summit in Busselton in October 2024 offers several key benefits for include: Networking Opportunities: The summit brings together a diverse group of professionals, including local government officials, researchers, policy makers, and community leaders. This provides councillors with a unique opportunity to build valuable connections and partnerships. Knowledge Sharing: The event features a range of sessions on topics critical to regional development, such as economic growth, community engagement, and sustainable practices. Councillors can gain insights from experts and peers, which can be applied to their own local context. Learning from Case Studies: The summit includes presentations and discussions on successful projects and initiatives from other regions. This can inspire new ideas and strategies that councillors can implement in their own communities. Professional Development: Attendees have access to workshops and educational sessions that enhance their skills and knowledge. For example, the summit offers a free online placemaking course, which can help councillors in creating vibrant and sustainable local spaces. Addressing Local Challenges: The summit's theme, "Beyond Boundaries: Fostering Connection, Partnership, and Collaboration for Regional Growth," focuses on collaborative

						solutions to regional issues. Councillors can learn about innovative approaches to common challenges, such as energy management and community-led projects. Overall, attending the SEGRA summit can equip Local Government Councillors with the tools, knowledge, and connections needed to drive positive change in their communities.
Shire of Gnowangerup – Fields and Fortunes Regional Business Forum 2026 Smart Business Strong Communities	19 February 2026	Shire President, Cr Aaron Wiggins	$50	$0	16 January 2026	• The event is hosted by a neighbouring local government, supporting strong regional relationships. • Attendance strengthens collaboration opportunities with nearby councils on shared development priorities. • The business leaders' event will provide insights into emerging issues affecting local governments. • Participation will help the Shire President gain knowledge useful for strategic planning and informed decision-making.
Great Southern Farmer Awards	21 August 2026	Shire President, Aaron Wiggins and Deputy Shire President, Clare Campbell	$0	$260 per attendee	12 August 2026	Attendance provides an opportunity for the Shire President and Deputy Shire President to represent the Shire at a significant regional agricultural event, strengthen relationships with industry, government and community stakeholders, engage with the Minister for the Great Southern, and support regional advocacy and collaboration.

LG Professionals WA - Great Southern Forum	23 September 2026	CEO, David King	$0	$305	31 July 2026	The forum covers Enterprise Resource Planning (ERP) implementation and rollout projects, which is particularly relevant as the Shire of Denmark continues to progress its own ERP initiatives. Attending these sessions would provide valuable insights into lessons learned, best practices, and practical approaches that could help inform our future planning and decision-making. The program also includes a focus on Artificial Intelligence, an area that continues to evolve rapidly and presents significant opportunities for improving efficiency, service delivery, and operational effectiveness within local government. Hearing how other organisations are applying AI may identify ideas and innovations that could be beneficial for the Shire. In addition, the forum provides a valuable networking opportunity, allowing participants to connect with peers across the local government sector, share experiences, and learn from the challenges and successes of other councils.
WALGA Convention	16 – 18 September 2026	David King, CEO	$0	$1,562	4 August 2026	The CEO's attendance is important to gain insight and understanding of the topics that will be covered at the convention. It is important that the CEO is able to assess and understand any implications, ideas and priorities from an operational standpoint.
		Cr Aaron Wiggins, Shire President	$0	$1,562	27 August 2026	The Shire President's attendance at the WALGA Annual Conference will provide significant value to the Shire through advocacy, representation and

						strategic engagement with key stakeholders across local and state government. Attendance at the WALGA Annual General Meeting (AGM) will enable the Shire President to formally represent the Shire's interests and exercise the Shire's voting rights on matters that influence the direction, policies and priorities of WALGA. This ensures the Shire has a voice in decisions that may impact local government operations, funding, advocacy positions and future sector initiatives. The conference also presents valuable networking opportunities with elected members, local government leaders and industry representatives from across Western Australia. These interactions support the sharing of knowledge, best practice approaches and innovative solutions to common challenges facing local governments. Participation in the Heads of Agency event will provide a unique opportunity to engage directly with senior leaders from State Government agencies. This forum enables the Shire President to raise local issues, discuss regional priorities, advocate for the community's interests and strengthen relationships with key decision-makers. Direct engagement with agency heads can assist in progressing matters of importance to the Shire and improving collaboration between local and state government. Overall, attendance at the WALGA Conference will support effective representation of the Shire, strengthen strategic partnerships, enhance advocacy opportunities and ensure the Shire

						remains informed and engaged in matters affecting the local government sector.
		Cr Jan Lewis	$0	$1,562	27 August 2026	The councillor's attendance at the WALGA Annual Conference will support effective representation of the Shire through advocacy, strategic engagement and networking with elected members, government representatives and industry leaders. It will also provide opportunities to share knowledge, consider sector-wide issues and strengthen relationships that may assist in advancing the Shire's and community's interests.

Note: Approved Attendance for Council Members and/or the CEO recorded in the above Registers, need to also be recorded as gifts received by the attendee, should the gift be above $300.