



POLICY NO:-
CP1-022 – ATTENDANCE AT EVENTS

GOVERNANCE INFORMATION			
Procedure Link:	N/A	Administrative Policy Link:	

ADMINISTRATION INFORMATION					
History	1		OCM 9/12/25	Res: 9702	Synopsis:
Version:	2				

1. RESPONSIBLE DIRECTORATE

Chief Executive Officer

2. PURPOSE OR OBJECTIVE

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

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

3. SCOPE/DEFINITIONS

This policy provides a framework for Council Members and CEO attendance at events, including concerts, conferences, functions or sporting events, whether free of charge or paid by the local government.

In accordance with Section 5.90A of the Act an **event** is defined as

- (a) a concert;
- (b) a conference;
- (c) a function;
- (d) a sporting event; and
- (e) an occasion of a kind prescribed for the purposes of this definition.

Any invitation for a Council Member or the CEO to attend in a personal capacity is not captured by this Policy.

4. POLICY

4.1 Invitations

All invitations or offers of tickets for a Council 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 should be forwarded to the President for their approval.

4.2 Approval of Attendance

Attendance at the following by Council Members and the CEO is pre-approved:

- a) Any Shire organised ceremony, function or event;
- b) Events that are free to members of the public within the Shire;
- c) Events held by local schools, TAFE, not for profit, community or sporting groups within the Shire;
- d) Opening or launch of an event or facility within the Shire; and
- e) Events hosted by the following entities:
 - Western Australian Local Government Association (WALGA);
 - Local Government Professionals Australia WA (LG Pro);
 - A South West or neighbouring local government or regional local government; and
 - A government department of the State or the Commonwealth.

Where a Council Member or the CEO wishes to attend an event which is not pre-approved, the following will be considered:

- 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,
- e) The benefit of local government 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.

4.3 Payments in Respect of Attendance

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 Shire.

If it is determined that a Council Member or CEO should attend an event where the tickets must be paid for, the Shire will pay the cost for 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 Shire, must be reimbursed by the representative unless expressly authorised by the Council.

4.4 Disclosure of Interests

The gift holder is required to disclose an interest if the event ticket is above \$300 unless the event is excluded in accordance with this Policy and the donor has a matter before Council.

Any gift received that is less than \$300 (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest. Receipt of the gift will still be required under the gift register provisions.

5. REFERENCE DOCUMENTS

Local Government Act 1995 Section 590A

Department of Local Government, Industry Regulation and Safety's - Operational Guidelines – Attendance at Events Policy

Department of Local Government, Industry Regulation and Safety's - Operational Guidelines – Disclosure of gifts and Disclosure of Interests Relating to Gifts

Code of Conduct for Councillors, Committee Members and Candidates