

Attendance at Events

Introduction

To provide a transparent framework for attendance at events pursuant to s.5.90A of the *Local Government Act 1995* (the Act), ensuring decisions are made ethically, consistently, and in the public interest.

Objective

- (a) To support attendance at events that benefit the community.
- (b) To ensure that all invitations and attendance decisions are recorded and disclosed;
- (c) To ensure that opportunities to attend events are distributed fairly among Councillors;
- (d) To ensure that acceptance of invitations to events does not compromise decision-making or public trust.
- (e) To ensure that attendance at events is consistent with Council's strategic objectives and governance standards.

Scope

This policy addresses attendance at any events, whether free of charge, part of a sponsorship agreement, or paid by the local government.

This policy applies to all Councillors, the Chief Executive Officer and to other Shire Officers, attending events in their official capacity where applicable.

Definitions

Term	Definition
Accommodation	Accommodation paid for by the Shire, in accordance with its primary duty of care obligations, when an event, conference, meeting, or training is held over more than one day and it is not practical to commute back and forth for early starts.
Accommodation costs	The cheapest 3- or 4-star accommodation nearest to the venue.
Airfare costs	Return economy class flights to and from Perth Airport, and insurance costs related to flight bookings.
Conflict of interest	Pertains to the Interests relating to a gift and a situation in which a person is in a position to derive personal benefit from actions or decisions made in their official capacity. <i>Receipt of a gift – any gift, whether or not in a person's capacity as Councillor or CEO – will create a relationship of a closely associated person and therefore an interest (sections 5.60 and 5.62).</i>

Term	Definition
Events	<p>includes the following events not run by the Shire: —</p> <ul style="list-style-type: none"> (a) a concert; (b) a conference, seminar or training session; (c) a Civic function or ceremonies; (d) a sporting event; (e) sponsored or ticketed events; (f) Events hosted by external organisations; or (g) Community events.
Gift	<p>As defined in s.5.57 of the <i>Local Government Act 1995</i> (<i>the Act</i>) and r.19AA of the <i>Local Government (Administration) Regulations 1996</i> (<i>regulations</i>):</p> <ul style="list-style-type: none"> (a) a conferral of a financial benefit (including a disposition of property) made by 1 person in favour of another person unless adequate consideration in money or money's worth passes from the person in whose favour the conferral is made to the person who makes the conferral; or (b) a travel contribution; but does not include — <ul style="list-style-type: none"> (i) a gift from a relative as defined in section 5.74(1); or (ii) a gift that must be disclosed under the <i>Local Government (Elections) Regulations 1997</i> regulation 30B; or (iii) a gift from a statutory authority, government instrumentality or non-profit association for professional training; or (iv) a gift from WALGA, the Australian Local Government Association Limited (ABN 31 008 613 876), the Local Government Professionals Australia WA (ABN 91 208 607 072) or the LG Professionals Australia (ABN 85 004 221 818);
Interest	<p>As defined in r.19AA of the <i>Local Government (Administration) Regulations 1996</i> (<i>regulations</i>):</p> <ul style="list-style-type: none"> (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and (b) includes an interest arising from kinship, friendship or membership of an association.

Term	Definition
Interest relating to a gift	As defined in s.5.59 of the <i>Local Government Act 1995</i> .
organisations prescribed https://www.dlgsc.wa.gov.au/docs/default-source/local-government/circulars/departmental-circular-11-2019---new-gifts-framework.pdf?sfvrsn=6bc50fd3_4	<ul style="list-style-type: none"> WALGA (but not LGIS); Local Government Professionals Australia (WA); Australian Local Government Association; A department of the public service; A government department of another State, a Territory or the Commonwealth; and A local government or regional local government.
Parking costs	Street parking costs, airport parking costs, and parking in secure parking businesses (e.g. Wilsons Parking).
Reasonable Expenses	Means claimable costs that are in accordance with policy that has been established by the Council by Resolution and are thereby deemed to be reasonable in the circumstances.
Travel	<p>The action of travelling from home to a location where an event is being held whether that be within the region, the State of WA or other places within Australia subject to the following conditions:</p> <ul style="list-style-type: none"> Travel within the State of WA is to an approved event; Any proposed interstate travel to other places within Australia must be approved through a formal decision of Council.
Refer to the Shire of Toodyay (Shire) Glossary (Definitions) located on the Shire website for definitions not listed: https://www.toodyay.wa.gov.au/documents/470/corporate-documents-glossary-(definitions)	

Policy Statement

Council recognises that attendance at events can support professional development, community engagement and representation of the local government. However attendance must be managed to avoid real or perceived conflicts of interest and ensure compliance with statutory obligations including gift and travel contribution disclosure.

Acceptance of tickets and attendance at an event other than in accordance with this policy may also give rise to an interest which must be disclosed in accordance with gift and interest provisions contained in the Act.

1. Provision of Tickets to Events

1.1 Invitations

- 1.1.1 All invitations or offers of tickets for a Councillor, CEO or Shire Officer to attend an event should be in writing and addressed to the CEO; either via email to records@toodyay.wa.gov.au or by mail at PO Box 96, Toodyay WA 6566, or in person at the Shire's Administration Centre, 15 Fiennes Street, Toodyay.
- 1.1.2 Any invitation or offer of tickets received directly by a Councillor, or Shire Officer, not addressed to the CEO; should be referred to the CEO for consideration.
- 1.1.3 A Councillor or Shire Officer must ensure that any invitation or offer of tickets for pre-approved and authorised events is to be disclosed in accordance with gift and interest provisions in the Act and provide a copy of that disclosure to the CEO.

1.2 Pre-Approved and Authorised Events

- 1.2.1 A list of events and attendees authorised by the Shire in advance of the event is provided in the table below. These Attendees are authorised to attend the events listed in accordance with this policy.

Event	Date of Event	Attendees	Shire's Contribution to cost
Events hosted by clubs or not-for-profit organisations with the Shire to which Councillors or the CEO are officially invited, including fundraising events.	Throughout the year	Shire President and CEO Executive Managers Partners	Nil
Advocacy, lobbying or ministerial briefings	Throughout the year	Shire President and CEO	Travel and registration costs
Tarmac Events WA Pty Ltd (former name Targa West Pty Ltd) (<i>launch, pre-event and post event</i>)	March / August	Shire President and CEO Partners	Nil
Toodyay Race Club	October	Shire President and CEO All Councillors Partners	Nil
Toodyay Agricultural Show	Sept/October	Shire President and CEO All Councillors	Nil

Event	Date of Event	Attendees	Shire's Contribution to cost
		Partners	
Toodyay District High School	Presentation of Awards throughout the year	Shire President and / or CEO All Councillors	Nil
Sandakhan Scholarship Presentation	November	Shire President and / or CEO All Councillors	Nil
Anzac Day	April	Shire President and CEO All Councillors	Free Event
Remembrance Day	November	Shire President and CEO All Councillors	Free Event
Community cultural, sporting events, civic events, or festivals within the Shire.	Throughout the year	Shire President and CEO All Councillors	Free Event
Where the Shire President or CEO representation has been formally requested.	Throughout the year	Shire President or CEO	Travel and registration costs
Civic Events hosted by other local governments.	Throughout the year	Shire President and CEO	Nil
Major professional bodies associated with the Shire at a local, state or federal level.	Throughout the year	Shire President and CEO All Councillors	Travel and registration costs
Award functions specifically related to the Shire.	Throughout the year	Shire President and CEO	Travel and registration costs

1.3 Excluded events

- 1.3.1 The following are not considered Council Business. Any Councillor or Shire Officer attending such events are attending in a personal capacity:
 - 1.3.1.1 Party-political events and fundraisers not related to Shire business;
 - 1.3.1.2 Personal Social Events; or

- 1.3.1.3 Entertainment events with no link to the Shire.
- 1.3.1.4 Events that primarily benefits Councillors or the CEO in a personal capacity or in a role other than their role at the Shire including but not limited to the following:
 - 1.3.1.4.1 Speaking engagements or panel participation in a private consultancy role;
 - 1.3.1.4.2 Industry events where the Councillor or Shire Officer is representing a private interest or business;
 - 1.3.1.4.3 Travel sponsored by a third party for personal development or networking unrelated to Shire responsibilities.
- 1.3.2 Where a Councillor or Shire Officer have been invited to attend any excluded event which provides a personal benefit to a Councillor or Shire Officer that is unrelated to their duties, it may trigger a financial or proximity interest, and if so, they are to ensure that they disclose their attendance in accordance with gift and interest provisions in the Act and provide a copy of that disclosure to the CEO.

2. Approval of Attendance

Applications received by the Chief Executive Officer for a decision regarding any events not captured at Clause 1.2 above are to consider the following:

- (a) who is providing the invitation or ticket to the event (e.g. the source of the invitation);
- (b) the location of the event in relation to the Shire (within the district or out of the district);
- (c) the role of the Councillors, the CEO or Shire Officers when attending the event (participant, observer, presenter) and the value of their contribution;
- (d) whether the event is sponsored by the Shire and the benefits of the Shire's representation at the event;
- (e) the number of invitations / tickets received; and
- (f) the associated costs 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.
- (g) Events which meet a reasonable continuing professional development objective that is in accordance with the provisions of the Continuing Professional Development Policy; or
- (h) Professional Development activities within the provisions of the CEO's contract of employment;
- (i) Local events where the nominal combined value of tickets for the Shire Officer and partner is less than \$150 value; or

(j) Invitations provided by:-

- (i) organisations prescribed in the Department of Local Government, Sport and Cultural Industries Circular 11-2019; or
- (ii) Regional Development Australia; or
- (iii) a Local Government that is a member of the Avon Regional Organisation of Councils (AROC).

Where an invitation or ticket is received to an event that is not pre-approved, it must be submitted no later than **one week prior** to the event as follows:

- (a) CEO approves Councillor and Officer's attendance; and
- (b) Shire President approves CEO attendance.

3. Payments in respect of attendance

- 3.1 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 district if it is determined that attendance is of public value, subject to Council Policy.
- 3.2 For any events where a member of the public is required to pay, unless previously approved and listed in Clause 1.2 above; Council will determine whether it is in the best interests of the local government for a Councillor or the CEO or another Shire Officer to attend on behalf of the Council.
- 3.3 If the Council determines that a Councillor or the CEO should attend a paid event, the Shire will pay the cost of attendance and reasonable expenses, such as travel and accommodation subject to the Continuing Professional Development Policy.
- 3.4 Where partners of an authorised 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.

Reference Information

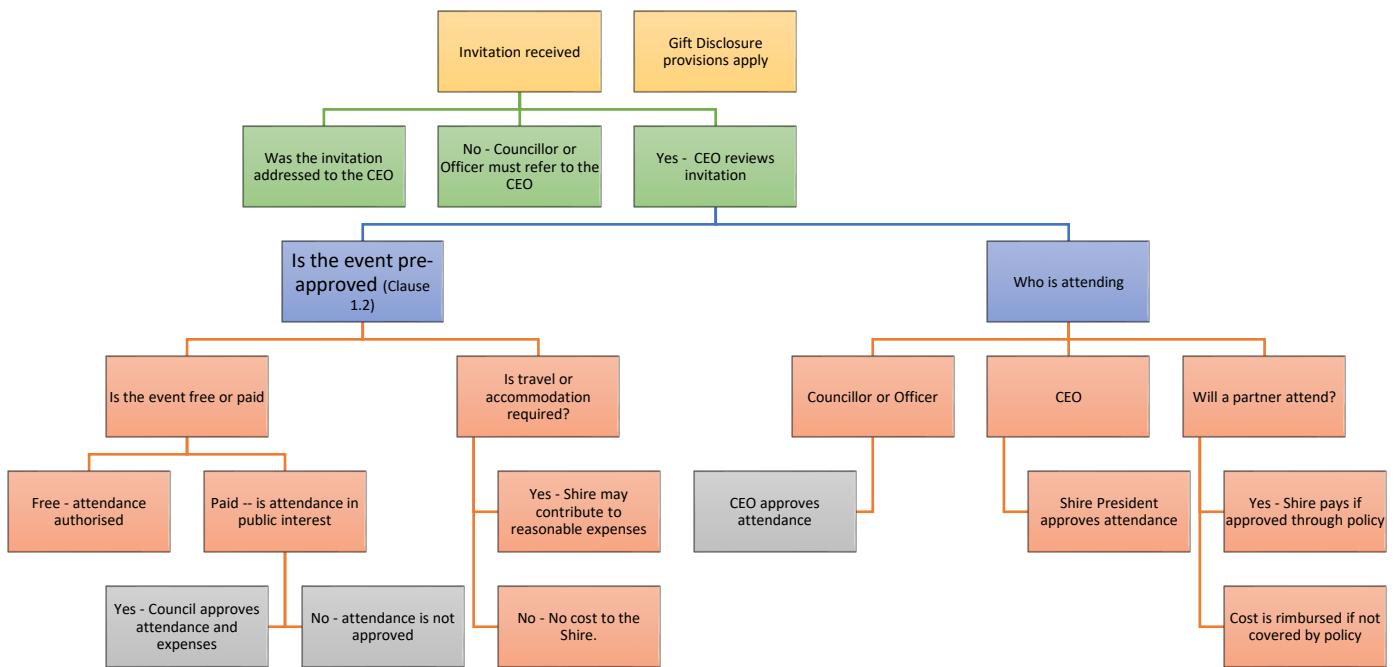
- [Local Government Payments and Gifts to Members](#) (GOV8);
- [Continuing Professional Development Policy](#) (GOV9);
- [Risk Management](#) (ADM18) – containing the Risk Matrix tables.
- https://www.dlgsc.wa.gov.au/docs/default-source/local-government/circulars/departmental-circular-11-2019---new-gifts-framework.pdf?sfvrsn=6bc50fd3_4

Legislation

Local Government Act 1995 (s.5.90A, s.5.57, s.5.59)

Local Government (Administration) Regulations 1996 (Part 8 local government payments and gifts to members - (r.19AA))

Flow Chart



Key Notes for Flow Chart Use

- Clause 1.2 refers to the list of pre-approved events and attendees.
- Disclosure obligations include gifts and interests under the *Local Government Act 1995*.
- Partner attendance must be reimbursed unless expressly authorised by Council.
- Approval timelines: Invitations not pre-approved must be submitted at least one week prior to the event.

Associated documents

Expense Reimbursement Form.

Gift Registration Form.

Summary Section – Quick Reference Guide

Topic	Summary
Who the policy applies to	Councillors, Shire Officers and the CEO
What is covered	Attendance at events (free, paid, sponsored)
How to handle invitations	Must be addressed to the CEO at the Shire and submitted via email, mail, or in person

Topic	Summary
Approval process	CEO approves Officer and Councillor attendance; Shire President approves CEO attendance
Pre-approved events	Community, civic, advocacy, professional, and cultural events with a Shire link
Excluded events	Party-political, personal social, entertainment with no Shire relevance
Partner attendance	Must reimburse ticket cost unless authorised by Council
Budget alignment	All approvals must align with the adopted budget
Disclosure obligations	Gifts and interests must be disclosed under the Act if not covered by this policy

Document control information	
Document Category	Governance
Document Title	Attendance at Events
Document ID	GOV14
Document Owner (position title)	Chief Executive Officer
Author (position title)	Governance Coordinator
Initial Council Adoption <i>(including Date and Resolution No.)</i>	25 May 2020 (CRN 61/02/20)
Last Council Review <i>(including Date and Resolution No.)</i>	27 November 2025 (CRN: OCM218/11/25)
Date of Approval	27 November 2025 (CRN: OCM218/11/25)
Approving authority	Council
Absolute or Simple Majority Decision:	Absolute Majority
Access restrictions	Nil.
Date Published	1 December 2025
Date of Next Review	After the next ordinary local government election in 2027

