

Purpose

In accordance with Section 5.90A of the Local Government Act 1995, this Policy outlines the circumstances under which Council Members and the Chief Executive Officer may attend events.

Attendance at certain events provides value to the Shire of Boddington (Shire), the community, or the professional development of attendees, and is encouraged where appropriate.

This Policy also provides transparency around event attendance and clarifies when Disclosure of Gifts or Conflicts of Interest is not required under the Act.

Scope

This Policy only applies to Council Members and the Chief Executive Officer of the Shire.

Definitions

Term	Meaning
Policy	This Shire of Boddington policy titled "Attendance at Events".
District	The Peel region of Western Australia and the Local Government areas covered by the Hotham-Williams Economic Development Alliance.
Council Members	Includes all Councillors.
Event	In accordance with section 5.90A of the Local Government Act 1995, an event is defined as a: <ul style="list-style-type: none"> • Concert • Conference • Function • Sporting event • Occasion prescribed by the Local Government (Administration) Regulations 1996.
Caretaker Period	The period from the public notice of a local government election until polling closes. During this time, restrictions apply to prevent decisions or actions that may influence the election outcome.
Gift	Means a single gift or cumulative gifts within any rolling 12 month period and is not limited to either calendar or financial year.

Policy Statement

Council Members and the Chief Executive Officer occasionally receive tickets or invitations to attend events. These may be paid events, gifted tickets or invitations (in-kind), or free/open community events.

Pre-Approved Events

To meet the policy requirements, tickets and invitations to events are to be addressed to the Shire, rather than to an individual in their official capacity. Any individual tickets and associated hospitality with a dollar value above \$500 (inclusive of GST and travel if applicable), are to be referred to Council for determination.

Council approves attendance at the following events:

- Advocacy, lobbying or Members of Parliament or Ministerial briefings;
- Meetings of clubs or organisations within the Shire;
- Any free event held within the Shire;
- Australian or West Australian Local Government events;
- Events hosted by Clubs or Not for Profit Organisations within the Shire to which the individual has been officially invited;
- Shire hosted ceremonies, functions and events;
- Shire sponsored functions or events;
- Community art exhibitions within the Shire or District;
- Cultural events/festivals within the Shire or District;
- Events run by a Local, State, or Federal Government;
- Events run by schools and universities within the Shire;
- Major professional bodies associated with local government at a local, state, and federal level;
- Opening or launch of an event or facility within the Shire or District;
- Recognition of Service events within the Shire or District;
- RSL events within the Shire or District;
- Events run by Western Australian Local Government Association (WALGA), Local Government Insurance Scheme (LGIS), or other recognised and incorporated WA based local government professional association; and
- Where Council Member representation has been formally requested.

If there is a fee associated with a pre-approved event, the fee, including the attendance of a partner, may be paid for by the Shire from its budget, by way of reimbursement.

If there are more Council members than tickets provided, the Council President is to allocate the tickets.

Approval Process

Where an invitation is received to an event that is not pre-approved, it may be submitted for approval prior to the event as follows:

- Events for the Council President may be approved by the Deputy Council President;
- Events for Councillors may be approved by the Council President; and
- Events for the Chief Executive Officer may be approved by the Council President;

Considerations for approval of the event are to include:

- Any justification provided by the applicant when the event is submitted for approval,
- The benefit to the Shire of the person attending,
- Alignment to the Shire's Strategic Objectives, and
- The number of Shire representatives already approved to attend and
- Whether the timing of the event falls within a caretaker period, and whether attendance could reasonably be perceived as an electoral advantage.

If a Council Member's event is approved and involves a fee (including for a partner), the cost is covered by the Members Receptions budget.

Non-Approved Events

Any event that is not pre-approved, is not submitted through an approval process, or is received personally is considered a non-approved event and dealt with as follows:

- If the event is a free event to the public, then no action is required.
- If the event is ticketed and the attendee pays the full ticketed price and does not seek

reimbursement then no action is required.

- If the event is ticketed and the attendee pays a discounted rate or is provided with a free ticket/s with a discount value greater than \$300, the recipient is to disclose the ticket/s and associated hospitality within ten days to the Chief Executive Officer (or Council President if recipient is the Chief Executive Officer).

If a Council Member receives a ticket in their name, in their role as a Council Member, and of \$300 value or greater, they are still required to comply with normal gift disclosure requirements.

An event does not include training, which is dealt with separately.

Caretaker Period Attendance

- During the caretaker period, Council Members and the Chief Executive Officer are to avoid attending events unless attendance is urgent and compliant with this policy.
- Event invitations received during the caretaker period require Council approval (where practical) or the Chief Executive Officer's approval if urgent and compliant with this policy.
- Council Members are to avoid attending events that could be seen as promoting their re-election.
- Shire-funded attendance is limited to essential or statutory events (e.g. ANZAC Day, ceremonies or emergency management briefings).
- The Chief Executive Officer may attend events where required for operational or administrative purposes.

Responsible Officer	Chief Executive Officer
History	Adopted 28 May 2020 (Resolution 49/20) Amended 23 March 2023 (Resolution 25/23) Amended 26 November 2025 (Resolution 119/25)
Delegation	
Relevant Legislation	Section 5.90A of the Local Government Act 1995
Related Documentation	Forms & Templates : Declaration of Gifts, Code of Conduct