Shire of Peppermint Grove

Governance Policy - 1.11 Attendance at Events Policy

Policy	Governance Policy – 1.11 Attendance at Events Policy
Purpose	This policy addresses attendance at any events, including concerts, conferences, functions or sporting events whether free of charge, part of a sponsorship agreement, or paid by the local government. The purpose of the policy is to provide transparency about the attendance at events of council members and the chief executive officer (CEO). Attendance at an event in accordance with this policy will exclude the gift holder from the requirement to disclose an interest if the ticket is above $300 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.

Policy

590A. Policy for attendance at events

1. In this section —

   event includes the following —

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

2. A local government must prepare and adopt* a policy that 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 prescribed matter.

   * Absolute majority required.

3. A local government may amend* the policy.

   * Absolute majority required.

4. When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under

this section.

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

1 Invitations

1.1 All invitations of offers of tickets for a council member or CEO to attend an event should be in writing and addressed to the CEO.

1.2 Any invitation or offer of tickets not addressed to the CEO is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the Act.

2 Approval of attendance

2.1 In making a decision on attendance at an event, the council will consider:

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.

2.2 Decisions to attend events in accordance with this policy will be made by simple majority or by the CEO in accordance with any authorisation provided in this policy.

Guidance Note: If the local government is proposing to provide authorisation to the CEO to determine matters in accordance with this policy, then it will be necessary for the policy statement to include specific principles / criteria by which the CEO may make such determinations.

2.3 Payments in respect of attendance:

2.3.1) Where an invitation or ticket to an event is provided free of charge, the local government may contribute to appropriate expenses for attendance, such as travel and accommodation, for events outside the district if the council determine attendance to be of public value.

2.3.2) For any events where a member of the public is required to pay, unless previously approved the council will determine whether it is in the best interests of the local government for a council member or the CEO or another officer to attend on behalf of the council.

2.3.3) If the council determines that a council member or CEO should attend a paid event, the local government will pay the cost of attendance and reasonable expenses, such as travel and accommodation.

2.3.4) Where partners of an authorised local government representative attend an event, any tickets for that person, if paid for by the local government, must be reimbursed by the representative unless expressly authorised by the council.

Amended Authority Level	
Related Delegation	
Related Local Law/Legislation	
Adopted/Amended	
Review History	22 September 2026