



CP 1.1 | Attendance at Events

Objective

To establish the requirements relating to Council Members and the Chief Executive Officer when attending events as representatives of the City of Perth.

Scope

The purpose of this policy is to enable Council Members and the Chief Executive Officer to attend events as representatives of the City of Perth without restricting their participation in the Council decision making process.

Section 5.90A of the *Local Government Act 1995* requires that local governments must adopt an “Attendance at Events” policy as part of the Local Government’s Gifts Framework to ensure transparency and accountability in decision-making.

This Policy is only applicable to City of Perth:

- Council Members; and
- Chief Executive Officer (CEO).

Definitions

Act – *Local Government Act 1995*

Donor means giver of a gift

Event is defined under section 5.90A(1) of the Act as a:

- concert.
- conference.
- function.
- sporting event.
- prescribed occasion.

Gift is defined under section 5.57 of the Act as:

- the conferral of financial benefit from one person to another, unless adequate consideration in money or money’s worth is provided to the donor in return: or
- a travel contribution (including accommodation incidental to a journey).

Gifts Framework means the provisions of the Act being sections 5.87A and 5.87B that set out the legislative framework.



Policy statement

1. This policy applies to Council Members and the Chief Executive Officer in respect to their acceptance of invitations, including tickets, to events where it is offered at a discounted rate or free of charge, as part of a sponsorship agreement or paid for by the City of Perth.
2. The acceptance of this benefit (if not paid for by the City of Perth) is considered a gift and is subject to the disclosure of interest provisions unless the event is detailed or expressly approved under this policy.
3. Council Members and the Chief Executive Officer are not required to disclose interests in relation to gifts or invitations to events from the following entities:
 - a. Western Australian Local Government Association (WALGA).
 - b. Australian Local Government Association (ALGA).
 - c. Local Government Professionals Australia WA (LG Pro).
 - d. A department of Public Service.
 - e. A government department of another State, a Territory or the Commonwealth.
 - f. A local government or regional local government.
4. Council Members and the Chief Executive Office are statutorily required to disclose the receipt and acceptance of the gift or event invitation in accordance with sections 5.87A and 5.87B of the Act.

Attendance at Events

5. Any event invitation accepted by a Council Member or the Chief Executive Officer without payment, where a member of the public is required to pay, unless noted in this policy, will be classified as a gift to which the disclosure of interest provisions apply.
6. Where attendance by a Council Member or the Chief Executive Officer at an event where a member of the public is required to pay is in the interests of the City (such as for their professional development or to undertake a function as a Council Member), the City may pay for the cost of the event. The disclosure of interest provisions would not apply.
7. If the City does not pay for the Council Member or the Chief Executive Officer's attendance at an event, it would be classified as a gift, unless the contribution by the Council Member or the Chief Executive Officer to the event (such as by way of presenting a paper or speaking engagement) is reasonably considered to outweigh the value of registration or other benefit given to the Council Member or Chief Executive Officer.
8. Acceptance of reasonable and modest hospitality by a Council Member or Chief Executive Officer at an unpaid event run by a local community group where the Council Member or Chief Executive Officer attends the event in their capacity as a Council Member or Chief Executive Officer would not be classified as a gift where the contribution by the Council Member or Chief Executive Officer to the event is reasonably considered to outweigh the value of the hospitality.
9. Any event that is not listed as a Pre-Approved Event or otherwise approved in accordance with this policy, or the event invitation is received in a personal capacity would not be considered an approved event.



10. If the event is a free event to the public, then no action is required.
11. If the event is ticketed and the Council Member or Chief Executive Officer pays the full ticketed price and does not seek reimbursement, then no action is required.
12. If the event is ticketed and the Council Member or Chief Executive Officer pays a discounted rate or is provided with a free ticket, then the recipient must adhere to the gift and disclosure of interest provisions.

Events that are Approved for Attendance Without Creating an Interest (Pre-Approved Event)

13. An event is deemed a Pre-Approved Event (will not create an interest) under the following circumstances:
 - a. Where the Council Member or Chief Executive Officer is attending an event in an official capacity, such as:
 - i. Performing a speaking role or other welcoming role.
 - ii. Participating as a member of a discussion panel or judging panel.
 - iii. Presenting at the event as part of the event program.
 - iv. Representing the City of Perth at a sponsorship acknowledgement event or award ceremony to enable the City to fulfil its role, and exercise its rights and benefits, as a sponsor.
 - v. Representing the City of Perth at an event:
 - Where it is considered helpful to enable assessment of any potential impact on the surrounding or greater community; or
 - Where it is considered desirable to build and/or maintain social networks with business and or community representatives or groups.
 - vi. Presenting awards or prizes to others on behalf of the City.
 - vii. Attending an exhibition or display.
 - b. Where the ticket is offered by:
 - i. Western Australian Local Government Association (WALGA).
 - ii. Australian Local Government Association (ALGA).
 - iii. Local Government Professionals Australia WA (LG Pro).
 - iv. A department of Public Service.
 - v. A government department of another State, Territory or the Commonwealth.
 - vi. A local government or regional local government.
 - vii. A State or Federal Member of Parliament, other than for party political events or fundraisers.



- viii. Major professional or industry association(s) relevant to local government activities.
- ix. A stakeholder partner of the City.
- x. A civic/arts/cultural/business or community organisation
- xi. Educational institutions.
- xii. A not-for-profit organisation.

Free Tickets to the City for Events

- 14. Where tickets are given to the City as opposed to a Council Member or the Chief Executive Officer directly, the Chief Executive Officer may allocate the tickets as they see fit, if attendance is deemed to satisfy the approval criteria within this policy.
- 15. The Chief Executive Officer may allocate a ticket to a Council Member under this section where the purpose of attendance is to enable the Council Member to perform their role as a community representative and to network and liaise with community individuals/groups.

Complimentary Tickets and Benefits under Sponsorship Agreements

- 16. Where the provision of complimentary tickets or a benefit exists under a current sponsorship agreement or arrangement between the City and a third party, the management and allocation of tickets or benefits (unless expressly stated) will be determined by the Chief Executive Officer and disclosed in accordance with this policy.
- 17. A Council Member may be allocated a ticket or benefit by the Chief Executive Officer under this section on the basis that attendance would enable the Council Member to perform their role as a community representative and to network and liaise with community individuals/groups.

Exemptions

- 18. The requirements of this policy do not apply to any training or conference event attended by a Council Member in accordance with the Council's Professional Development Policy, or any training or conference event for the professional development of the Chief Executive Officer that are paid for by the City.
- 19. The requirements of this policy do not apply where a Council Member or the Chief Executive Officer is the City's representative on a board or external organisation where the Council Member or the Chief Executive Officer is required to attend an event for the purposes of fulfilling their role on the board or external organisation.



Approval Process

20. All invitations to events for a Council Member or Chief Executive Officer must be in writing and addressed to the City.
21. Invitations incurring a cost to the City will be subject to budgetary considerations.
22. Invitations to events valued over \$300 (or the cumulative value of over \$300 and over a 12-month period) are considered gifts for the purposes of the Gifts Framework and must be disclosed, however, disclosures of interest are not required if the event is listed in this policy as a Pre-Approved Event.
23. Invitations to events that are not addressed to the City and are not listed as a Pre-Approved Event must be disclosed in accordance with the gift and disclosure of interest provisions of the Act.
24. Where an invitation or ticket to an event is received that is not a Pre-Approved Event, approval to attend may be requested as follows:
 - a. for Council Member acceptance and attendance, approval by the Chief Executive Officer; and
 - b. for Chief Executive Officer acceptance and attendance, approval by the Lord Mayor.
25. Requests for approval are to be forwarded to the Council Governance Team for processing.
26. All expenses relating to a Council Member's accompanying persons attendance at an event are to be met by the Council Member, except for attendance at official event breakfasts, luncheons or dinners.

Approval Process Considerations

27. The following will be considered in determining attendance approval at an event that is not a Pre-Approved Event.
 - a. The donor providing the invitation or ticket to the Event (for example, is the donor a person who is undertaking or seeking to undertake an activity involving a Council decision).
 - b. The location of the event in relation to the City and any additional travel costs.
 - c. The role that the Council Member or Chief Executive Officer will have when attending the event (participant, observer, presenter) and the value of their contribution.
 - d. Whether the event is sponsored by the City.
 - e. The benefit to the City of a Council Member or the Chief Executive Officer attending.
 - f. Available allocated funds.
 - g. The number of City representatives already approved to attend.
 - h. Fair distribution of attendance opportunities for all Council Members and the Chief Executive Officer.

Acceptance and Distribution of Event Tickets

28. Where an invitation to attend an event, including tickets, is extended to the City of Perth, and is addressed to the Lord Mayor, the Lord Mayor may accept the invitation or offer the invitation to another Council Member of their choosing.



29. Where the invitation to attend an event, including tickets, is received by the Lord Mayor, and is extended to multiple unspecified Council Members, the Lord Mayor may distribute the invitation, including tickets, to Council Members of their choosing.
30. Where an invitation, including tickets, is extended to a specific Council Member or Council Members, the relevant individual Council Member may accept the invitation or offer the invitation to another Council Member of their choosing with the event organisers agreement.
31. Where an invitation, including tickets, is extended to the Chief Executive Officer, and they are unable, or do not wish to attend the event, the Chief Executive Officer may accept the invitation or offer the invitation to another employee of their choosing with the event organisers agreement. (employee recipients must disclose receipt in accordance with the City of Perth Code of Conduct provisions).

Policy Administration

32. Time Limit on Claims and Approval Process

A Council Member who chooses to receive reimbursement of expenses in accordance with this policy must submit the request to the Chief Executive Officer together with supporting documentation, in accordance with the Council Member Allowances, Fees and Entitlements Policy.

Requests for reimbursement must be received within three (3) calendar months after the month in which the expenses were incurred.

33. Dispute Resolution

Any disputes regarding this policy will be referred to the Chief Executive Officer in the first instance. If the Council Member and the Chief Executive Officer cannot reach an agreement, the matter will be reported to Council for consideration.



Document control

Policy context

Legislation, standards & external guidelines	Sections 5.57, 5.62, 5.71A, 5.87A, 5.87B, 5.87C and 5.90A of the <i>Local Government Act 1995</i> Regulations 20A and 20B of the <i>Local Government (Administration) Regulations 1996</i> City of Perth Code of Conduct for Council Members, Committee Members and Candidates
Policies and procedures	CP1.2 Professional Development CP1.6 Council Member Allowances, Fees and Entitlements CP4.3 Outgoing Sponsorship and Grants
Strategies, plans and frameworks	Strategic Community Plan

Document custodian

Alliance	CEO	Service unit	Governance and Executive Services
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Review management

Next review due	February 2026	Document management ref.	1336483316-965
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Document management

Version	Adopted by	Adoption date	Synopsis of changes
1.0	Ordinary Council Meeting	15 December 2020	Council Policy 1.1 adopted
2.0	Policy and Legislation Committee	15 August 2022	Amended Council Policy 1.1 further amended to delete reference to 'discretionary funding arrangements.'
3.0	Ordinary Council Meeting	30 August 2022	Council adopted amended policy with a further amendment to replace the words 'of their choosing' under Clause 4 with 'on a rotational and equitable basis'.
4.0	Ordinary Council Meeting	27 February 2024	Policy amended – several amendments made to provide greater clarity on Attendance at Events