



## CP 1.1 | Attendance at Events

### Objective

To satisfy section 5.90A(2) of the *Local Government Act 1995* (the Act) which requires the City to prepare and adopt (by absolute majority) a policy relating to Council Member and Chief Executive Officer attendance at events.

### Scope

This Policy is only applicable to City of Perth:

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

### Definitions

**'Event'** is defined under s5.90A(1) of the Act as a:

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

**'Excluded gift'** is defined under s5.62(1B) of the Act as a) a ticket to an event; **AND** b) attendance at the event is approved in accordance with this Policy (refer Section 1); **OR** c) the gift is made by prescribed entities (refer Admin Regulation 20B).

**'Gift'** is defined under s5.57 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).

**'Guest'** for the purpose of this policy does not include a Council Member or City of Perth employee.

**'Ticket'** includes an admission ticket to an event, or an invitation to attend an event, or a complimentary registration to an event, that is offered by a third party.



### Policy statement

#### 1. Approved Events

- 1.1. This Policy approves Council Members and the CEO accepting invitations, including tickets, from third parties to attend events that fall into the following categories:
  - 1.1.1. Concerts
  - 1.1.2. Conferences
  - 1.1.3. Functions
  - 1.1.4. Sporting events; and
  - 1.1.5. Other hospitality occasions.
- 1.2. No approval/action is required if:
  - 1.3.1. An event is ticketed and the Council Member or the CEO pays the full ticketed price and does not seek reimbursement, or
  - 1.3.2. An event is free to the public (as no gift would be received).

#### 2. When a Council resolution is required

- 2.1. Attendance at events that are not listed in Section 1 of this Policy will require Council approval, by simple majority, in order for the ticket to that event to become an 'excluded gift'. In considering the matter, Council is to consider:
  - 2.1.1. who the donor is,
  - 2.1.2. the location of the event in relation to the City (within the district or out of the district),
  - 2.1.3. the role of the Council Member or CEO when attending the event (participant, observer, presenter) and the value of their contribution,
  - 2.1.4. whether the event is sponsored by the City,
  - 2.1.5. the benefit of City representation at the event,
  - 2.1.6. the number of invitations / tickets received, and
  - 2.1.7. 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. Expenses relating to free events:
  - 2.2.1. Where an event is free however travel and accommodation is required to attend the event, the City may contribute to related expenses if Council resolve that attendance is in the public interest.
- 2.3. Expenses related to paid events:
  - 2.3.1. If Council resolves that a Council Member or the CEO should attend a paid event, the City will pay the cost of attendance and reasonable expenses, such as travel and accommodation.



### 2.4. Guests of ticket recipients:

- 2.4.1. Unless approved by resolution of Council, where a guest of a Council Member or of the CEO attends an event, any tickets for that person, if paid for by the City, must be reimbursed by the Council Member or CEO.

## 3. Non-approved Events

- 3.1. Any event that is not pre-approved by Section 1 of this Policy or has not been approved by Council resolution in accordance with Section 2 of this Policy is considered a non-approved event. This means a ticket to a non-approved event is not an excluded gift and the Act's disclosure of interest provisions apply.

## 4. Distribution of Tickets to Pre-Approved Events

- 4.1. Where an invitation to attend an event (including tickets) is extended to the CEO or City of Perth generally, the CEO has the right to:
  - 4.1.1. Accept the invitation or tickets
  - 4.1.2. Decline the invitation or tickets
  - 4.1.3. Offer the invitation or tickets to a Council Member or another officer on a rotational and equitable basis.
- 4.2. Where an invitation to attend an event (including tickets) is extended to the Lord Mayor, the Lord Mayor has the right to:
  - 4.2.1. Accept the invitation or tickets
  - 4.2.2. Decline the invitation or tickets
  - 4.2.3. Offer the invitation or tickets to another City of Perth Council Member on a rotational and equitable basis.
- 4.3. Where invitations to attend an event (including tickets) are extended to multiple unspecified Council Members, the Lord Mayor has the right to:
  - 4.3.1. Distribute the invitations or tickets to Council Members on a rotational and equitable basis.
- 4.4. Where an invitation to attend an event (including tickets) is extended to one or more specified Council Members, those Council Members have the right to:
  - 4.4.1. Accept the invitation or tickets
  - 4.4.2. Decline the invitation or tickets
  - 4.4.3. Offer the invitation or tickets to the CEO or another City of Perth Council Member on a rotational and equitable basis.



## 5. Disclosure Requirements

### 5.1. Gift Disclosures

- 5.1.1. The Act's gift disclosure obligations apply and therefore require Council Members (s5.87A) and the CEO (s5.87B) to disclose gifts regardless of a gift being an 'excluded gift' under s.5.62(1B).
- 5.1.2. The acceptance of an invitation to an event, including tickets, is considered a gift and where required is to be disclosed and added to the City's Gift Register.

### 5.2. Interest Disclosures

- 5.2.1. Any gift received over \$300 is specifically excluded from the conflict of interest provisions if:
  - 5.2.1.1. the gift relates to attendance at an event where attendance has been approved by resolution of Council or in accordance with this Policy (refer section 5.62(1B) of the Act), or
  - 5.2.1.2. the gift is from specified entities (detailed in Admin Regulation 20B).
- 5.2.2. This means Council Members and the CEO are not required to disclose an interest in a matter concerning a donor to be considered by Council due to their attendance at an event, regardless of the value of the gift.
- 5.2.3. However, to support transparency in decision making, Council Members and the CEO are strongly encouraged to disclose an impartiality interest detailing attendance at an event, if a relevant matter were to be considered by Council.



## Appendix - Examples

### 6. Pre-Approved Events

6.1. Examples of pre-approved events that fall under the categories listed in Section 1.1 are as follows:

- 6.1.1. Events run by a local government or regional local government, state government or the Federal Government (but not party political events or fundraisers)
- 6.1.2. Events involving advocacy to, or briefing of State or Federal members on behalf of the City of Perth
- 6.1.3. Events hosted by incorporated associations, clubs, community groups or not-for-profit organisations within the City of Perth
- 6.1.4. Ceremonies, functions, events or tournaments hosted by the City of Perth (including hosted events with employees)
- 6.1.5. Opening or launch of an event or facility within the City
- 6.1.6. Community art exhibitions, cultural events and festivals within the City of Perth
- 6.1.7. Recognition of Service events
- 6.1.8. Where the Lord Mayor's or CEO's representation has been formally requested
- 6.1.9. Events held by WALGA (but not LGIS), ALGA or LGSP (WA).



## Document control

### Policy context

<b>Legislation, standards &amp; external guidelines</b>	Sections 5.57, 5.62, 5.71A, 5.87A, 5.87B, 5.87C and 5.90A of the <i>Local Government Act 1995</i> (WA) Regulations 19AB, 20A and 20B of the <i>Local Government (Administration) Regulations 1996</i> (WA) City of Perth Code of Conduct for Council Members, Committee Members and Candidates
<b>Policies and procedures</b>	CP1.2 Professional Development CP1.6 Council Member Allowances, Fees and Entitlements CP4.3 Outgoing Sponsorship and Grants
<b>Strategies, plans and frameworks</b>	Strategic Community Plan Governance Framework

### Document custodian

<b>Alliance</b>	CEO	<b>Service unit</b>	Governance
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### Review management

<b>Next review due</b>	February 2024	<b>Document management ref.</b>	EDRMS-1336483316-256
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### Document management

Version	Considered by	Consideration 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'.